Minutes of Proceedings, March 27, 1995

MINUTES OF THE MEETINGS OF THE BOARD OF TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK
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MARCH 27, 1995
AT THE BOARD HEADQUARTERS BUILDING
535 EAST 80TH STREET - BOROUGH OF MANHATTAN

The Chairperson called the meeting to order at 4:44 P.M.

There were present:

James P. Murphy, Chairperson
Edith B. Everett, Vice Chairperson

Herman Badillo
Jerome S. Berg
Herbert Berman
Gladys Carrion
Stanley Fink

Sandi E. Cooper, ex officio

Secretary Genevieve Mullin
Robert E. Diaz, General Counsel and Vice Chancellor for Legal Affairs
Lilliam W. Phillips, Executive Assistant

Chancellor W. Ann Reynolds
Deputy Chancellor Laurence F. Mucciolo
Acting President Blanche Blank
President Raymond C. Bowen
Acting President Leo A. Corbie
Acting President Stephen M. Curtis
President Ricardo R. Fernandez
President Leon M. Goldstein
President Matthew Goldstein
President Frances Degen Horowicz
Acting President Marcia V. Keizs
President Vernon Lattin
President Gerald W. Lynch

President Charles E. Merideth
President Yolanda T. Moses
Acting President Thomas K. Minter
President Isaura S. Santiago
President Kurt R. Schmeller
President Marlene Springer
Vice Chancellor Richard Freeland
Vice Chancellor Jay Hershenson
Vice Chancellor Emma E. Macari
Vice Chancellor Brenda Richardson Malone
Vice Chancellor Elsa Nunez-Wormack
Vice Chancellor Richard F. Rothbard
Dean Stanford IR. Roman, Jr.
Acting Dean Merrick T. Rossein

The absence of Dr. Jacobs and Mr. Del Giudice was excused
Statement by Chairman Murphy

This has been a period of intense activity to articulate the needs of the University in the political process that is now in high gear relative to the State's budget and, in the not to distant future, the City budget. It is a time in which I think the University has pulled together very strongly. The colleges' elected student leadership under the leadership of the chair of the University Student Senate, Tony Giordano, had a great rally on March 16th. Tony, the Senate officers, and the other elected representatives of the students have been very active persistently in Albany. Sandi Cooper, who is chair of the University Faculty Senate and our colleague on this Board, and the elected faculty leadership of the University, have been very helpful. The Professional Staff Congress, under Irwin Polishook's leadership, with their advertisements which are their initiative, appearing in the print media and on the radio, and the elected union leadership are being extremely helpful. The Asian American Higher Education Council has sent over 9,000 petitions to key members of the Legislature and they have been responding to and enlivening the activities of over 1,500 organizations and individuals who have been working with them on the budget matters. This is a crucial period but I think it is a very constructive coming together of the family and those outside the family, who are extended family, who are trying to be helpful.

At this point Ms. Carrion joined the meeting.

A. ESTABLISHMENT OF AUDIT COMMITTEE: Chairman Murphy announced that based upon a motion adopted at the January 30, 1995 meeting an Audit Committee has been set up. It will be chaired by Trustee Charles Inniss with Trustees Jerome Berg and Michael Del Giudice serving as members. The faculty and student members will be designated after consultation with the leadership of the University Faculty and Student Senates.

B. SCHOOL HONORS:

(1) Brooklyn College's chess team won the United States Chess Federation's U.S. Amateur Team Championship. This is the top amateur team competition in the country. Over 230 Federation teams representing colleges and universities, including Harvard and New York University and others, local chess clubs, military groups, and other organizations competed nationally, via telephone. The team's four players will be featured on the cover of the June, 1995 issue of Chess Life magazine. Chairman Murphy offered congratulations to the team, the club, and Brooklyn College and stated that this is a very exciting and special accomplishment and we wish you more of the same.

President Lattin introduced Carlos Sevillano, president of the Chess Club; Yury Lapshun, a psychology major and Alex Kalikshteyn, a computer science major; both senior grand masters, and Joseph Valentin, a graduate student in psychology. Team leader Gennady Sagalchik, an international grand master and a computer science major, could not be present today because he is at work.

(2) Baruch College's Master of Public Administration Program has been ranked within the top 50 programs across the country by U.S. News and World Report. Congratulations to Baruch College and President Matthew Goldstein.

C. FACULTY HONORS:

(1) Eileen Moran, Research Associate at the Queens College Michael Harrington Center, received a human rights award from the Gustavus Myers Center for the Study of Human Rights in North America for the book she co-authored, Violence Against Women.

(2) June E. O'Neill, Professor of Economics and Finance at Baruch College, has been named Director of the Congressional Budget Office.

(3) Professor Francis D. Terrell, Director of City College's Greenberg Center for Legal Education and Urban Policy, will be honored with the Whitney M. Young, Jr. Service Award by the Queens Council of the Boy Scouts of America.

Vice Chair Everett noted that Professor Terrell holds the rank of General in the United States Army Reserves, which is a spectacular level to have risen to in the Reserves.
D. GRANTS: Grants of $100,000 or above received since the last Board meeting:

THE CITY COLLEGE

a. $426,444 ONR to R. Alfano, Physics, for "Time-Resolved Near Infrared Optical Tomography."
b. $350,000 US AID to R. Khanbilvardi, Civ Engineering, for "Providing Water Purification System for Kiev Region."
c. $287,835 US Dept. of Trans DTRS to R. Paaswell, Transportation, for "University Transportation Center-Region II (Admin)."
d. $251,500 CCB to S. Roman, Med School Admi, for "CUNY Medical School Administrative Support."
e. $192,600 NYS Ed Dept. to M. Roth, SEEK, for Collegiate Science & Technology Entry Program."
f. $109,620 Rockland Teacher Ctn to A. Posamentier, Education-Admin, for "Mathematics & Science Teacher Certification."
g. $100,000 NY Dot to R. Paaswell, Transportation, for "Technical & Managerial Training Program-Phase II."

BOROUGH OF MANHATTAN COMMUNITY COLLEGE

a. $108,000 NYS Educ. Dept to Cynthia Murphy, for "EDGE IV/Job Developer."

BRONX COMMUNITY COLLEGE

a. $809,058 NYSED to Savage, CE.
b. $650,000 USDE/USDOL to Strieby, Social Science, for "The Development & Implementation of school-based activities, work-based activities and connecting activities in a corridor approach grades K-14."
c. $640,000 NYSDYS to Choi, CE.
d. $468,826 NYCDFTA to Resnick, CE, for "Project SOS."
e. $468,292 NYCHRA to Escalera, CE, for "Program to Medicaid eligible who are medically disabled or handicapped. Trains Home Attendant in personal care and housekeeping."
f. $455,000 Ford Foundation to Donovan, English Dept.
g. $393,716 NYSED to Menzi, CE.
h. $370,649 DHHS/PHS to Davis, Bio. & Med. Lab. Tech, for "Enrichment and Research Experience for Minority Students interest in Science."
i. $357,433 USDE to Misick, for "Assists students in developing learning skills, and address social problems that impact on academic performance."
j. $335,443 NYCDYS to Choi, CE.
k. $334,586 USDE to Grant, CE, for "On-site literacy training for employees of four businesses."
l. $308,735 USDE to Danvers, CA, for "College Preparatory Program to increase skills and motivation for secondary students to graduate and undertake postsecondary education."
m. $271,397 NYSED to Leinaeng, Social Science.
n. $250,000 NYCDOE to Self, CE.
o. $236,518 NYSOASAS to Norwood, CE.
p. $236,518 OASAS to Norwood, CE.
q. $221,780 NYSDOL to Martinez, CE.
r. $193,689 NYCDFTA to Hill, CE, for "OALC & GED Programs."
s. $162,146 DHHS/PHS to Davis, Physics, for "Establish a Science Academy at BCC."
t. $152,262 NYSED to Napper, CE, for "Provide Training and Assistance for students to open their own Day Care business."
u. $150,000 NYSED to Kish, Dean of Students.
v. $148,000 NYSED to Kellawon, CE, for "AEA Program."
w. $108,000 NYSED to Squitieri, Biology.
x. $106,720 NYSED to Sanchez, CE.

GRADUATE SCHOOL AND UNIVERSITY CENTER

b. $113,298 NYS Ed to Prof. Bert Flugman, for "Development of Self-Sustaining Resources for Career Placement Programs for Students with Disabilities."

LEHMAN COLLEGE

a. $128,317.23 Edwards & Kelcey, Inc./General Services Administration to James Taylor, Project Director, for "Excavation & Analyses of Human Remains at the Federal Plaza Sites in New York."
b. $111,213 Department of the Air Force to Eugene Chudnovsky, Project Director, for "Tunneling of Magnetization."

YORK COLLEGE

a. $242,670 USED to Mr. Walter Skeeter, Student Development for "Upward Bound."

E. ORAL REPORT OF THE CHANCELLOR: Chancellor Reynolds reported the following:

1. We are in what we believe is the final week of high drama of deliberations of the State budget. I spoke to Senator LaValle just before coming to this meeting and he was positive about the way CUNY has lobbied this issue and put forth our needs. In addition, we have done the same with Speaker Silver and everyone the Assembly. It is clear there are probably going to be some restorations. We don't know how much and how many yet. We continued to work very, very hard this last week to try to make sure that this marvelous University gets as much support returned for our students as is possible.

As Chair Murphy has done, I want to give my highest praise to Trustee Giordano, the Chairman of the University Student Senate, who has worked long and hard. Also to Trustee Cooper who has been working tirelessly, and to Dr. Irwin Polishook, and to this Board of Trustees who has cared deeply and who has spoken out and been superb on behalf of the University. We've had marvelous leaders in all of our segments of the University.
It is hard work to write letters, to meet with legislators in their home offices or in Albany, to fight the data battle. We've met with all of the student leadership groups on the campuses, and with student newspaper and radio leaders. The very, very hard work of putting the University's story forth continues. I think one of the benefits out of all of this is that it has caused me to focus more on national and comparative data. I think I have a clearer understanding of this marvelous University and where we're heading because of having to talk about it so much. The other thing that I shall cherish always is working so hard shoulder to shoulder with you Tony and Sandi, with all of the faculty, and with all of the presidents who have been marvelous. Every one has had legislators to the campuses and has put forth their own campus in the best possible light to our constituencies out there. I think the best thing out of all this has been the enormous team effort we have all made in working on this budget and I can't say enough thanks. It has been invigorating.

We've been able during this process to talk a lot about Board of Trustees' initiatives such as academic program planning and the college preparatory initiative, and many, many other efforts that this marvelous University has made. In addition, because we have been featuring alumni I have found distinguished alumni out there I didn't even know we had. A person who was in the SEEK Program who is now a physician in Indiana returned from Indiana to speak to legislators. It has really been a marvelous effort all the way around.

2. Our attention will soon turn back to the City budget which won't come in until after the State budget is adopted.

3. The CUNY Jobs Fair is scheduled for Wednesday, March 29th at the New York Marriott Marquis. We expect about 4,000 CUNY graduates at that Jobs Fair. Incidentally, in past years about one-fifth of the students going to the Jobs Fair have ended up with a job that day. That's a very high success rate of going to an interview and getting a first job on the spot. City Council Speaker Peter Vallone is going to deliver remarks this year at the breakfast for corporate employers. This year about one hundred business firms and agencies, including Simon & Shuster, NYNEX, Smith Barney, AT&T, MetLife, Brooklyn Union Gas, Chemical Bank, are expected to participate.

4. I have just returned from a meeting in Seattle with my fellow national association of system head chiefs in which we focused mostly on what's going on in our individual states. I did have a great deal of pride in CUNY and our efforts in academic program planning. Another area which we haven't paid as much attention to is that CUNY and New York City have a quite high college going rate in comparison to other systems. Nationwide areas like Texas and the west coast have seen a drop-off in their college going rate in the early nineties. Preliminary data we have indicate that ours is still quite strong. We're hearing a great deal that in many other states they are losing momentum in college preparation for a world that needs more and more college prepared individuals and I was pleased about our data comparatively speaking.

5. According to the 1992 Board policy establishing the college preparatory initiative, we are required to report on the initiative's impact thus far in order for the next stage of implementation to move forward. In March of 1992 when we first introduced the initiative, Trustees were rightly concerned that requiring nine solid high school academic units to go to a community college and eleven to go to a senior college, possibly could impair access or our college going rate. We are now getting ready to implement the next step which will require that by the fall of 1995 entering senior college students will be expected to have completed thirteen CPI certified credits in high school rather than the current eleven, and community college students will jump up to eleven rather than the present nine. Dr. Stephen Brier, our liaison to the Board of Education will present a brief report which will be followed by a seven minute video which will be used in the high schools.

At this point Mr. Fink joined the meeting.

Report by Dr. Stephen Brier on the College Preparatory Initiative (CPI):

Dr. Brier introduced Mr. Larry Edwards of the Board of Education's high school division, who was instrumental in implementing CPI in 1991-92. He continues to serve as co-chair with Dr. Robert Picken liaison from the Central Office, on the CUNY/Board of Education collaboration on CPI. The tables contained in the full report were prepared by the Office of Institutional Research and Analysis and the University Applications Processing Center, suggest that in its second year of implementation CPI continues to be effective in improving the academic preparation of entering CUNY students. It should be noted that the data presented in the tables only reflect current New York City public high school graduates who enter CUNY. Data on entering students who graduated public high school prior to 1993 and entrants called GED's are not considered in the tables and graphs. From 1993 to 1994 continued upward progress in each of the five curriculum areas (social studies, sequential math, foreign language, lab science and English) is steady in the number of preparatory units entering students have completed. CPI has had the positive
impact of requiring entering high school students to take more academically rigorous courses to prepare them for college. The percentage of 9th graders taking sequential math showed a sharp increase from 53.1% to 67.3% between 1993 and 1994. Successful completion of sequential math in high school is the single best predictor we have of successful performance of first time CUNY students on the CUNY freshman skills assessment test (FSAT) in mathematics.

Successful completion of the required CPI certified courses in high school (9 CPI units completed for entry into community colleges and 11 CPI units for entry into senior colleges) dramatically improves entering CUNY students' chances of passing all three FSAT's. Since its implementation in 1992-93, CPI has had a small but demonstrable impact on the academic preparation of entering CUNY students. The overall pass rate of entering CUNY students on the math FSAT moved from 50.6% in 1991 to 52.0% in 1993 and 54.9% in 1994. Results on the writing FSAT are more qualified, however, with an overall entrants' pass rate that is essentially flat between 1991 and 1994 at 40%. These results occurred in a period when there was a measurable increase in the number of non-native speakers in the CUNY entrant pool, many of whom have marked difficulty performing on English language exams. Programs in collaboration with the Board of Education are being implemented to improve performance in the future on the writing test.

The racial/ethnic profile of entering CUNY students who were current graduates of the New York City public high schools has remained essentially stable since CPI's initial implementation in 1992-93. The data helps assure us that the implementation of CPI, beginning in 1992-93, has improved the academic preparation of CUNY's entering students and will continue to do so as the Initiative is fully implemented over the next five years. We plan to continue our ongoing collaboration with the Board of Education to integrate the CPI competencies with the Board's curriculum frameworks. And we expect the continued phased implementation of CPI units should lead to continued though measurable improvement in FSAT pass rates of entering CUNY students who are recent NYC public high school graduates in the future.

Upon motions duly made, seconded and carried, the following resolutions were adopted:(Calendar Nos. 1 through 8)

NO. 1. UNIVERSITY REPORT: RESOLVED, That the University Report for March 27, 1995 (including Addendum Items) be approved, as amended, as follows:

(a) ERRATA: Add the following:

1. JOHN JAY COLLEGE OF CRIMINAL JUSTICE

Page B001 - APPOINTMENT OF HEO SERIES PERSONNEL WITH NO PRIOR SERVICE (AFFIRMATIVE ACTION REPORT ON FILE EXCEPT ACTING AND SUBSTITUTE APPOINTMENTS) (SW INDICATES WAIVER OF SEARCH): The entry for James K. Green is withdrawn.

2. THE CITY COLLEGE

Page B002 - APPOINTMENT OF HEO SERIES PERSONNEL WITH NO PRIOR SERVICE (AFFIRMATIVE ACTION REPORT ON FILE EXCEPT ACTING AND SUBSTITUTE APPOINTMENTS) (SW INDICATES WAIVER OF SEARCH): The salary for the appointment of John P. Calagione is revised to read $37,172.

3. THE COLLEGE OF STATEN ISLAND

Page B001 - ADMINISTRATIVE DESIGNATION COMMITTEE APPROVAL NOT REQUIRED (EXECUTIVE COMPENSATION PLAN) (AFFIRMATIVE ACTION REPORT ON FILE EXCEPT ACTING APPOINTMENTS) (SW INDICATES WAIVER OF SEARCH): The title for Joan E. Hartman is revised to read Acting Dean. The functional title is revised to read Acting Dean of Humanities and Social Sciences.

4. QUEENSBOROUGH COMMUNITY COLLEGE

Page B001 - APPOINTMENT OF HEO SERIES PERSONNEL WITH NO PRIOR SERVICE (AFFIRMATIVE ACTION REPORT ON FILE EXCEPT ACTING AND SUBSTITUTE APPOINTMENTS) (SW INDICATES WAIVER OF SEARCH): The entry for Mary Lagnado is withdrawn.
5. MEDGAR EVERS COLLEGE

Page C001 - SECTION C11 19.1 PHASE I LIBRARY AUTOMATION UPGRADE: The entry is withdrawn.

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

EXPLANATION: The University Report consists of the highlights of the personnel actions and other resolutions of a non-policy nature which require approval by the Board of Trustees.

NO. 2. CHANCELLOR'S REPORT: RESOLVED, That the Chancellor's Report for March 27, 1995 (including Addendum Items) be approved, as amended, as follows:

(a) ERRATA: Add the following:

1. YORK COLLEGE - Page B001 - EXECUTIVE COMPENSATION PLAN STUDY LEAVE: The entry for Josephine Davis is withdrawn.

2. MEDGAR EVERS COLLEGE

Page C001 - SECTION CI1 19.1 PRINTING OF COLLEGE CATALOGUE: The entry is withdrawn.

Page C002 - SECTION CI1 19.1 WNYE 91.5 FM: The entry is withdrawn.

3. COLLEGE OF STATEN ISLAND:

Page A008 - SECTION All1 AFFILIATION AGREEMENT IN PHYSICAL THERAPY: The first sentence of the RESOLVED should read - authorizes the secretary of the board instead of authorizes the president of the college.

(b) 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 Trustees.

NO. 3. APPROVAL OF MINUTES: RESOLVED, That the minutes of the regular Board meeting of February 27, 1995 be approved.

NO. 4. BOARD MEETING DATES FOR 1995-96 ACADEMIC YEAR: RESOLVED, That the following schedule of meeting dates be approved for the academic year 1995-96, with the understanding that a meeting will also be held in April and December if the need arises:

Wednesday, September 27, 1995        Monday, February 26, 1996
Monday, October 23, 1995               Monday, March 25, 1996
Monday, November 27, 1995              Tuesday, May 28, 1996
Monday, January 29, 1996                Monday, June 24, 1996

NO. 5. COMMITTEE ON FISCAL AFFAIRS, FACILITIES AND CONTRACT REVIEW: RESOLVED, That the following items be approved:

A. HUNTER COLLEGE - ROOF REPAIRS AT BROOKDALE AND VOORHEES CAMPUSES:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of Hunter College for the re-roofing and repairs to the roofs at the Brookdale and Voorhees Campuses, respectively. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the City University pursuant to law and University regulations. The contract shall not exceed a total estimated cost of $3,014,000, chargeable to the State Capital Construction Fund, CUNY
Project Number HU039-092. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: The original 1954 Brookdale roof (replaced in 1978) has exceeded its useful life and is badly deteriorated, beyond the point of repair. The project involves removal of the old roofing and installation of a new roofing system. The Voorhees roof is in more stable condition, but requires significant repair work. The scope of required work was established by an investigation and report dated August 1, 1994 proposed by the consultants.

The project will consist of the complete re-roofing of the Brookdale Campus Building of Hunter College, located at 425 East 25th Street, New York, New York, and the repair of the main roof and the re-roofing of certain roofs of the Voorhees Building of Hunter College at 450 West 41st Street, New York, New York.

The selection of the design firm of Laurence Werfel and Associates was approved by The City University of New York Board of Trustees on October 26, 1992, Calendar No. 4.D.

B. QUEENS COLLEGE - RENOVATION OF BUILDING B:

RESOLVED, That the Board of Trustees of The City University of New York approve the selection of the firm of Beyer Blinder Belle, Architects & Planners, to prepare programs, plans, specifications and cost estimates for the renovation of "B" Building at Queens College, CUNY Project No. QC050-794; and be it further

RESOLVED, That the City University Construction Fund be requested to authorize the Dormitory Authority of the State of New York to enter into a contract for the design of the aforesaid construction project.

EXPLANATION: The project consists of renovating "B" Building, a Spanish-style three-story structure with basement to provide approximately 13,677 net assignable square feet for various departments. The building is currently unoccupied due to deteriorated conditions.

The scope of work consists of complete exterior and interior renovation in compliance with the Americans with Disabilities Act; complete asbestos abatement; minor site work; and furniture and equipment.

The College has been in the process of liquidating the lease in the off-campus Horace Harding Building and relocating its occupants to the main Campus. To accomplish this, it has converted critically needed classrooms in Kiely Hall for the Horace Harding occupants. The "B" Building renovation will also alleviate the space shortage, help the College to restore its classrooms, and allow for the reoccupying of vacant space.

The proposed firm was selected in accordance with procedures established by law and The City University of New York.

C. HOSTOS COMMUNITY COLLEGE - RENOVATION OF 500 GRAND CONCOURSE BUILDING:

RESOLVED, That the Board of Trustees of The City University of New York accept the preliminary design plans, outline specifications and construction cost estimate of $40,465,810 for the renovation of the 500 Grand Concourse Building as prepared by Mitchell/Giurgola Architects; and be it further

RESOLVED, That The City University Construction Fund be requested to accept the aforesaid preliminary plans and to authorize the Dormitory Authority of the State of New York to complete final plans, bid documents and other required documents for the work.

EXPLANATION: On September 30, 1992 [(Cal. No. 4.(A)] the Board of Trustees of The City University of New York approved the selection of the firm of Mitchell/Giurgola Architects to prepare programs, plans, specifications and cost estimates for the renovation of the 500 Grand Concourse Building at Hostos Community College, CUNY Project No. HS001-090.
The renovation of the building located at the corner of 149th Street and Grand Concourse will constitute the third major project in the Master Plan for the Hostos campus. The two earlier projects consisted of the Allied Health Building and the East Academic Building.

The 500 Grand Concourse building was constructed in 1965 as an office building. In 1978 the building was acquired for The City University of New York by the Dormitory Authority and converted to classroom and office use. It has approximately 132,000 gross square feet and consists of five floors above basement and sub-basement levels. The building "footprint" is approximately 20,000 square feet. When renovated, the building will accommodate four major program areas: Student Services, Planning, Academic Affairs, and Administration. Included as well are approximately 125 faculty stations, an auditorium, TV studio, microcomputer classroom, advanced technology classroom, division conference rooms and a faculty lounge. The reconstruction will also include a new exterior skin, an entrance lobby and a clear circulation system. The building was originally designed for future sixth and seventh floor additions which were never built. Included in the scope of this renovation will be the addition of a full sixth floor and the shell of a seventh floor. The current project is in accordance with the 1986 Master Plan revision.

The entire 500 Grand Concourse premises will be vacated during construction, with most current occupants relocated to the recently completed East Academic Building and to facilities located on the site of the Savoy Manor.

D. KINGSBOROUGH COMMUNITY COLLEGE - LANGUAGE LABORATORY EQUIPMENT

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of Kingsborough Community College to purchase language laboratory equipment. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the College pursuant to law and University regulations. Such purchase shall not exceed a total estimated cost of $128,000 chargeable to Capital Project No. KG-082-95, CP Number 34461. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: The existing language learning laboratory facility is over fifteen years old and consists of obsolete, deteriorating equipment which is prone to excessive malfunction. This has resulted in steadily increasing annual maintenance costs for the College. In addition, increased usage of the equipment has escalated the cost and inconvenience of faulty equipment. The proposed equipment will utilize innovative instructional technology and accommodate forecasted need.

E. YORK COLLEGE - LEASING LAND TO THE UNITED STATES GENERAL SERVICES ADMINISTRATION:

Trustees Berg, Carrion, Fink, and Giordano voted "NO." - (See Page 52)

ADDED ITEM

F. QUEENS COLLEGE - STUDENT UNION BUILDING

RESOLVED, That the Board of Trustees of The City University of New York approve the sale and transfer by the Queens College Student Services Corporation of the Student Union Building, including its appurtenant land and fixtures, to the Dormitory Authority of the State of New York for the sum of $5,400,000, as set forth in the contract of sale between the Corporation and the Dormitory Authority; and be it further

RESOLVED, That the Student Services Corporation prepare and submit to the Committee on Fiscal Affairs, Facilities and Contract Review a five-year projection of revenues and expenditures of the Corporation.

EXPLANATION: The Queens College Student Services Corporation financed the construction of the Student Union Building at Queens College by issuing bonds in the amount of $8,600,000 in the period 1970-74. In the ensuing
years, a significant portion of the student activity fees paid by Queens College students has been devoted to servicing the indebtedness on these bonds. Recognizing that Queens College was the only campus in the CUNY system at which student activity fees were used for this purpose, the New York State Legislature in 1994 authorized the Dormitory Authority to issue $5,400,000 in bonds to enable the Authority to release the Student Services Corporation from its obligations under the bonds, and allow student activity fees to be used for their traditional purposes. It is anticipated that this transfer will be approved by the Office of the Attorney General and by a State Supreme Court Justice in Queens County, as required by law.

The Queens College Student Activity Fee for a full-time undergraduate day student is currently $90.50 per semester. Of this amount, $56.00 is allocated by the Student Services Corporation for costs of the Student Union Building, including principal and interest payments on bonds sold to finance the construction of the facility, maintenance and operation of the facility, and programs held for the benefit of Queens College students. The purpose of the proposed sale is to eliminate the component of the fee applied to principal and interest payments, and with the savings therefrom fund the cost of certain essential deferred maintenance, expand the funding available for student programming, avoid future increases in the Student Union component of the Student Activity Fee, and ultimately reduce that component.

NO. 6. COMMITTEE ON FACULTY, STAFF, AND ADMINISTRATION: RESOLVED, That the following items be approved:

A. AMENDMENTS TO THE BYLAWS OF THE BOARD OF TRUSTEES:

RESOLVED, That the following Bylaw amendments, with respect to The Graduate School and University Center: Be adopted:

RESOLVED, That all references to the "university graduate division" in the Bylaws be changed to "The graduate school and university center."

RESOLVED, That Section 8.9 of the Bylaws on "The Graduate Faculty Council" be repealed, and Sections 8.10 through 8.15 be renumbered as Sections 8.9 through 8.14 consecutively.

RESOLVED, That Sections 8.5, 8.12 (renumbered 8.11), 9.4, and 9.5 of the Bylaws of the Board, with respect to The Graduate School and University Center, be amended:

NOTE: The revised Board Bylaws are on file in the Office of the Secretary of the Board.

EXPLANATION: References to the "university graduate division" in the CUNY Bylaws date back more than 20 years to the time when there was a university graduate division prior to the creation of The Graduate School and University Center in 1971 (e.g., Subdivisions "f, h, and j" of the "Definitions," Sections 8.3, 8.7, 8.10, and 8.13). The repealed Bylaw Section 8.9 and the repealed portions of the retained sections have become obsolete with the development of The Graduate School and University Center since 1971, and the adoption and amendment of its governance plan. Bylaw Section 8.9 on the "Graduate Faculty Council" is repealed because the establishment and structure of its successor body, the Graduate Council, is included in the governance plan, in conformance with Board policy providing for the establishment of such governance bodies at each college in a governance plan.

The renumbered Bylaw Section 8.11(a) has been amended to reflect the reality that when The Graduate School and University Center lines are allocated to the colleges, the role of The Graduate School and University Center regards budget and payroll and not academic approvals. Bylaw Section 8.11(a) is therefore amended to remove the President of The Graduate School and University Center, and the executive officer and executive committee of the doctoral program, from the academic process to reflect what has been the reality in practice. In exchange for The Graduate School and University Center receiving support from the colleges in the form of teaching and other duties that are performed for The Graduate School and University Center by members of college staffs (i.e., primarily doctoral faculty members at the senior colleges), The Graduate School and University Center compensates the
colleges by providing payroll positions ("lines") to which the colleges assign their staff members. The role of The Graduate School and University Center as to these lines is limited to financial resources and payroll administration, and it will continue to approve all payroll actions as to form and financial availability. Such appointments are approved by the Board as appointments to the colleges, recommended by the respective college presidents.

At this point Mr. Berman left the meeting.

B. HOSTOS COMMUNITY COLLEGE - AMENDMENTS TO THE GOVERNANCE PLAN:

RESOLVED, That the following amendments to the Governance Plan of Hostos Community College be approved.

1. Subdivision "a" of Section 8 of Article II be amended to lengthen the terms of office of elected faculty and staff members of the College Senate from two years to three years, effective with the next elections, as follows:

All elected faculty and staff members shall serve for a period of [two] three years.

2. Subdivision "b" of Section 4 of Article VI be amended to provide for a Departmental Personnel and Budget ("P & B") Committee of seven members rather than five members when there are more than 50 full and part-time faculty members in a department and to permit one member of a Departmental P & B Committee to be a lecturer with a certificate of continuous employment, as follows:

The members of Departmental P & B's shall be constituted of:

1. The Chairperson
2. Unit Coordinators
3. In Departments with fewer than five (5) or no Units, there shall be five (5) members, except where the total full and part-time faculty exceed fifty (50), in which case there shall be seven (7) members. At-large faculty members shall be elected as needed in order to reach [a minimum of five members] the required membership; only one of these may be untenured, which person may be a lecturer with a certificate of continuous employment.

4. In Departments with five (5) or more Units the total membership of the P & B shall be to the nearest odd number, the remaining positions to be elected at-large. An untenured faculty member, who may be a lecturer with a certificate of continuous employment, can only be elected to this position if there are no untenured coordinators.

5. In Departments with more than one Unit, no more than 60% of the membership of the Departmental P & B should come from one unit.

6. Tenured CLT's within a Department are eligible to vote in Departmental P & B elections but not to be candidates.

7. All members of the Departmental P & B shall be elected at the same time as all other departmental elections are held.

Note: Matter underlined is new; material in brackets to be deleted.

(See Appendix C)

EXPLANATION: The proposed amendments to the Hostos Community College Governance Plan have been approved by the College Senate and are recommended by the College President. The amendments will modify the Governance Plan in three ways. First, the terms of office of elected faculty and staff members on the College Senate will be extended from two to three years, to provide more continuity in membership and increase effectiveness. Second, departments with more than 50 full and part-time faculty members will have a departmental personnel and
budget (P & B) committee of seven members, which is an increase of two from the five members required by the Board Bylaws. The only department currently affected by this provision is the English Department, and it will facilitate the functioning of the Department P & B Committee in such a large department. Third, the permitted one untenured member of a department P & B committee will be able to be a lecturer with a certificate of continuous employment, which is a departure from the Board Bylaw requiring that the untenured member have professorial rank.

C. CITY COLLEGE - INTERIM AMENDMENT TO THE GOVERNANCE PLAN:

RESOLVED, That the following interim amendment to the Governance Plan of City College, regarding procedures for faculty promotion and tenure, be adopted. The City College Governance Plan and the Board Bylaws are waived where they are inconsistent with the Interim Amendment to the Governance Plan. A revised City College Governance Plan shall be presented to the Board by December 31, 1997

INTERIM AMENDMENT TO THE CITY COLLEGE GOVERNANCE PLAN

FACULTY PROMOTION AND TENURE PROCEDURES

A. Promotion Procedures.

Promotions shall be recommended by departmental promotion committees to the School or Divisional Personnel and Budget ("P & B") Committee, which shall then make recommendations to the Review Committee (College-wide P & B Committee), which shall make recommendations to the College President. (The School/Division P & B's generally consist of the department chairpersons. The voting members of the Review Committee consist of the Academic Vice President and Provost, the Deans of the several Schools, and the full Deans of the College of Liberal Arts and Sciences.) There shall be established in each department promotion committees to consider promotions for each rank, including full professor. All members of the department of higher rank shall be included on the promotions committee of a faculty member who applies for promotion. The department chairperson shall be the chairperson of each promotions committee, except in the event the department chairperson does not hold equal or higher rank than the candidate seeks. In that event, the faculty member who is most senior by reason of service in the highest rank shall be the chairperson of the promotions committee. The positive votes of a majority of those eligible to vote shall be required for an affirmative recommendation for promotion.

B. Tenure Procedures.

Tenure shall be recommended by the departmental executive committee (departmental P & B committee) to the School or Divisional P & B Committee, which shall then make recommendations to the Review Committee, which shall make recommendations to the College President. The positive votes of a majority of those eligible to vote shall be required for an affirmative recommendation for tenure.

C. Advisory Panels and Internal and External Evaluators.

The several departmental committees on tenure and promotion shall establish advisory panels consisting of three persons in the department who hold higher rank than the candidate, in the case of promotion, or three tenured persons in the case of tenure; one member of each advisory panel shall be chosen from a list of three submitted by the candidate. Where a department lacks a sufficient number of faculty who hold higher rank or tenure, qualifying members from other departments may be included in consultation with the dean, and subject to approval by the College President. The role of the advisory panel shall be to develop the departmental list of internal and external evaluators. The chairperson shall solicit letters of evaluation from all persons on the advisory panel's list, as well as from all persons on the candidate's list.
D. Chairperson's Report.

The chairperson of the department shall prepare a chairperson's report for each promotion and tenure candidate, except for promotion of candidates to a higher rank than that held by the chairperson, in which event the chairperson's report shall be written by the chairperson of the promotions committee. The chairperson's report shall contain the chairperson's summation of the candidate's record and evaluations and the chairperson's recommendation on the personnel action.

E. Confidentiality.

The name and evaluations of the external and internal evaluators shall be treated as confidential and shall not be available to the candidate.

F. Appeals.

The negative vote of any of the aforementioned committees on a promotion or tenure candidacy, may be appealed to the next higher committee up to the College President.

EXPLANATION: A recent arbitration award interpreted the Board's Bylaws to require applications to full professor to be originated at the College-wide Personnel and Budget ("P & B") Committee level and consequently ruled that promotions to full professor may not be considered by departmental committees unless such consideration is specifically provided for in a college's governance plan. The above Interim Amendment to the City College Governance Plan will codify and be consistent with past and current City College personnel practices for promotions to full professor, which are initiated at the departmental level, and are also reviewed by the School or Divisional P & B Committee, prior to consideration by the Review (College-wide P & B) Committee. At the same time, the Interim Amendment also specifically provides for advisory panels, external and internal evaluations, and chairperson reports for promotions to full professor, other faculty promotions, and tenure recommendations, also consistent with past City College personnel practices. The inclusion of the procedures in the Interim Amendment to the Governance Plan will protect personnel decisions from challenges that they are contrary to the Board Bylaws.

The adoption of this Interim Amendment has been recommended by the College President and the Faculty Senate of City College. During the next year or two, the College will be conducting a thorough review of its governance plan, and by December 31, 1997 will present to the Board a revised governance plan. This will be the first comprehensive review of the governance plan since its adoption in 1972, and will include the permanent incorporation of promotion and tenure procedures.

D. BROOKLYN COLLEGE - ESTABLISHMENT OF THE MURRAY KOPPLEMAN PROFESSORSHIP:

RESOLVED, That the Board of Trustees of The City University of New York approve the establishment of the Murray Koppelman Professorship at Brooklyn College.

EXPLANATION: Murray Koppelman, Brooklyn College, Class of 1957, has contributed an endowment fund of $100,000 to the Brooklyn College Foundation to establish the Murray Koppelman Professorship. The funds will be invested in the Foundation's name in a dedicated bond portfolio that will be managed by Mr. Koppelman, who guarantees that the return on the investment will be at least $10,000 per annum for ten years. In order to assure that a Murray Koppelman Professor is appointed for the academic years 1995-96, 1996-97 and 1997-98, additional donations of $10,000 to the Fund will be made by September of each of those three years.
The purpose of the Koppelman Professorship is to recognize and honor a professor who has demonstrated outstanding service to Brooklyn College and the community. The selection of the Koppelman Professor shall be made by a committee comprised of the President, three members of the faculty, and three alumni. The selection shall be made every other year for a two-year term.

At this point Mr. Berman rejoined the meeting.

NO. 7. COMMITTEE ON ACADEMIC POLICY PROGRAM, AND RESEARCH: RESOLVED, That the following items be approved:

A. LIST OF APPROVED CENTERS AND INSTITUTES:

RESOLVED, That the attached listing be established as the official Board approved listing of Centers, Institutes, and Consortia at The City University of New York, effective March 27, 1995. (See Appendix D)

EXPLANATION: At its February 27, 1995, meeting the Board of Trustees established revised Policy Guidelines for Centers, Institutes, Consortia and Special Initiatives at The City University of New York. The revised policy guidelines call for the approval of an up-to-date listing of the University's official Centers, Institutes and Consortia once every two years. The purpose of this resolution is to establish the attached listing as the official listing of CUNY Centers, Institutes and Consortia that were previously approved by the Board of Trustees.

NO. 8. HONORARY DEGREES: RESOLVED, That the following honorary degrees, approved by the appropriate faculty body and recommended by the Chancellor, be presented at the commencement exercises as specified:

<table>
<thead>
<tr>
<th>COLLEGE:</th>
<th>DEGREE</th>
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<tbody>
<tr>
<td>BROOKLYN COLLEGE:</td>
<td></td>
</tr>
<tr>
<td>Maida Springer-Kemp</td>
<td>Doctor of Humane Letters</td>
</tr>
<tr>
<td>(To be awarded June 1995)</td>
<td></td>
</tr>
<tr>
<td>THE COLLEGE OF STATEN ISLAND:</td>
<td></td>
</tr>
<tr>
<td>Murray Goodman</td>
<td>Doctor of Science</td>
</tr>
<tr>
<td>(To be awarded June 11, 1995)</td>
<td></td>
</tr>
<tr>
<td>THE CITY UNIVERSITY SCHOOL OF LAW AT QUEENS COLLEGE:</td>
<td></td>
</tr>
<tr>
<td>Denny Chin</td>
<td>Doctor of Laws</td>
</tr>
<tr>
<td>Robert Parris Moses</td>
<td>Doctor of Laws</td>
</tr>
<tr>
<td>Marilyn Morheuser</td>
<td>Doctor of Laws</td>
</tr>
<tr>
<td>(To be awarded May 27, 1995)</td>
<td></td>
</tr>
<tr>
<td>THE GRADUATE SCHOOL AND UNIVERSITY CENTER</td>
<td></td>
</tr>
<tr>
<td>Jacob Lawrence</td>
<td>Doctor of Fine Art</td>
</tr>
<tr>
<td>Grace Paley</td>
<td>Doctor of Letters</td>
</tr>
<tr>
<td>Edward Zigler</td>
<td>Doctor of Humane Letters</td>
</tr>
<tr>
<td>(To be awarded June 1, 1995)</td>
<td></td>
</tr>
</tbody>
</table>
Trustee Carrion expressed concern about the lack of Latino honorees. She would like to see some movement forward in this area.

Chancellor Reynolds stated that she has reminded the presidents on more than one occasion that we need to show our commitment to diversity in these honorees and it is her earnest hope that the presidents will be responsive to this request.

Chairman Murphy noted that this issue has been raised before at least a half dozen times with minimal response.

Trustee Carrion voted NO.

Upon motions duly made, seconded and carried, The Public Meeting was adjourned at 7:05 P.M. to go into Executive Session.

SECRETARY GENEVIEVE MULLIN
MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK

HELD
MARCH 27, 1995
AT THE BOARD HEADQUARTERS BUILDING
535 EAST 80TH STREET - BOROUGH OF MANHATTAN

The Chairperson called the executive session to order at 7:07 P.M.

There were present:

James P. Murphy, Chairperson
Edith B. Everett, Vice Chairperson

Herman Badillo
Jerome S. Berg
Herbert Berman
Gladys Carrion
Stanley Fink

Sandi E. Cooper, ex officio

William R. Howard
Charles E. Inniss
Susan Moore Mounier
Thomas Tam

Anthony D. Giordano, ex officio

Secretary Genevieve Mullin
Robert E. Diaz, General Counsel and Vice Chancellor for Legal Affairs
Lilliam W. Phillips, Executive Assistant

Chancellor W. Ann Reynolds
Deputy Chancellor Laurence F. Mucciolo
Vice Chancellor Jay Hershenson
Dean Branda Spatt

The absence of Dr. Jacobs and Mr. Del Giudice was excused
E1. HUNTER COLLEGE - DESIGNATION OF PRESIDENT: RESOLVED, That the Board of Trustees of The City University of New York approve the appointment of Dr. David A. Caputo as President of Hunter College, effective July 17, 1995, with an annual salary at the applicable presidential level, subject to financial ability, and that he be appointed Professor with tenure in the Department of Political Science at Hunter College.

EXPLANATION: Dr. Caputo is being recommended by the Chancellor to the Board of Trustees for appointment as President of Hunter College following the conclusion of an extensive national search. Dr. Caputo, who holds a doctorate in Political Science from Yale University, has a wide range of experience as a faculty member, scholar, and academic administrator. His research in the areas of Urban Public Policy, Electoral Politics, and Italian Politics has gained international recognition. Dr. Caputo presently serves as Dean of the School of Liberal Arts at Purdue University, a position he has held since 1987.

The resolution was unanimously approved.

Upon motions duly made, seconded and carried, the Executive Session was adjourned at 7:14 P.M.

SECRETARY GENEVIEVE MULLIN
The Public Meeting was reconvened at 7:15 P.M.

There were present:  

James P. Murphy, Chairperson  
Edith B. Everett, Vice Chairperson  
Herman Badillo  
Jerome S. Berg  
Herbert Berman  
Gladys Carrion  
Stanley Fink  
Sandi E. Cooper, ex officio  
William R. Howard  
Charles E. Inniss  
Harold M. Jacobs  
Susan Moore Mounier  
Thomas Tam  
Anthony D. Giordano, ex officio  
Secretary Genevieve Mullin  
Robert E. Diaz, General Counsel and Vice Chancellor for Legal Affairs  
Lilliam W. Phillips, Executive Assistant  
Chancellor W. Ann Reynolds  
Deputy Chancellor Laurence F. Mucciolo  
Vice Chancellor Jay Hershenson  
Vice Chancellor Emma E. Macari  
Vice Chancellor Richard F. Rothbard  

The absence of Dr. Jacobs and Mr. Del Giudice was excused
Upon motions duly made by Trustee Gladys Carrion, seconded by Trustee Thomas Tam, and adopted by the Board, the vote was recalled and the following item was reconsidered:

E. YORK COLLEGE - LEASING LAND TO THE UNITED STATES GENERAL SERVICES ADMINISTRATION:

RESOLVED, That the action taken by the Board of Trustees of The City University of New York at the meeting of March 21, 1994, Calendar 88B, be hereby rescinded; and be it further

RESOLVED, That The City University of New York, subject to certain conditions being met, consents to an assignable lease from the Dormitory Authority of the State of New York to the United States General Services Administration for a parcel of land consisting of approximately 4.25 acres on the York College campus, which site includes the College's West Parking Lot.

EXPLANATION: On March 21, 1994, the Board of Trustees authorized The City University of New York to lease a westerly portion of the York College campus, on which site the United States General Services Administration (GSA) would provide, through a private developer, a new testing/office facility for the United States Food and Drug Administration (FDA). The Board's approval was contingent on four conditions (discussed hereinafter) being met.

Subsequent to the Board's action, several meetings were held among the interested governmental parties and a new proposal has emerged and is recommended herein. The new proposal entails an assignable Lease Agreement from the Dormitory Authority to GSA. It is the GSA's intention to publicly solicit competitive bids from interested developers, which proposals would be objectively evaluated in accordance with prescribed federal procedures. The Lease would then be assigned to the successful developer, which would finance and construct the FDA facility on the site and lease it to the GSA for a twenty (20) year period. The GSA would pay a rental to the developer for the twenty year period, allowing it to recoup its costs and profit.

It is proposed that the four conditions set by the Board of Trustees at its March 21, 1994 meeting be amended as follows:

Condition 1. That in the judgment of the President, after consultation with appropriate faculty and student constituencies, there would be benefits to York College's academic program through various consortial arrangements with the FDA. An outline of possible areas of collaboration has been developed and will be refined in a memorandum of understanding between York College and the FDA. An agreement has been reached, approved by the York College Senate on July 14, 1994, and executed by the President of York College and the Food and Drug Administration.

Condition 2. That The City University of New York be permitted to review the plans for the FDA facility to ensure its compatibility with the campus architectural plan.

Federal procurement procedures require an elaborate process for solicitation of interest from proposed developers, and the review of proposals submitted by the GSA. While the GSA will not give CUNY veto authority, it will include a provision in its request for proposals (RFP) that the design must be compatible with the design of the York College campus, and it will allow CUNY to review and comment on the proposed design. The final determination of compatibility will, however, reside with the GSA.

Condition 3. That a minimum of 275 temporary and, subsequently, 400 permanent parking spaces be made available to York College to replace the parking spaces that are currently or would in the future be provided by the West Parking Lot if the FDA facility were not constructed on that site. The temporary spaces would have to be made available prior to the release of the West Parking Lot to the GSA's developers. Proposals have been submitted to meet this replacement parking requirement. This agreement is contingent on the assumption that formal written commitments will be received to ensure that the College will not suffer the loss of essential parking spaces.
CUNY has reached agreement with the New York City Department of Transportation to provide parking, on a temporary or long-term basis, in the Municipal Garage located north of the York College East Parking Lot. The cost thereof can be met from a rental charge to the GSA developer. Based on an appraisal ordered by CUNY, it has been determined that the estimated rent required in the first year is $297,000, with 15% increases every five (5) years thereafter.

Rent would commence sixty (60) days prior to CUNY's relinquishing possession of the site.

Condition 4. That the Board of Trustees retains the right to know and approve, prior to the time that the agreement can be executed, any designee of the GSA. Since, as indicated earlier, the GSA intends to follow a rigid procurement protocol, it will not agree to allow CUNY to interfere with its determination of the successful development proposal. The GSA maintains that its procedures are designed to be protective of the Federal government's interests, and that it would be reasonable for CUNY to accept the process as a fair and reasonable one.

The proposed Dormitory Authority-GSA lease agreement would provide several other protections for CUNY and the Dormitory Authority.

The item was tabled for consideration at the May 22, 1995 meeting of the Board.

The Public meeting was adjourned at 7:40 P.M.
ARTICLE I: FUNCTIONS OF THE COLLEGE SENATE

SECTION 1

The College Senate will, in consultation with the administration and other groups in the College, recommend policy on all College matters, except for those within the domain of the President or any other Officer of the College or The City University of New York, as set forth in the By-laws of the Board of Trustees. The Senate shall be specifically responsible for the formulation of academic policy and for consultative and advisory functions related to the programs, standards and goals of the College.

The College Senate shall undertake any course of action, within its authority, to help achieve the mission of the College within the College community and The City University.

The College Senate shall serve in an advisory capacity and have representation on all committees established by the President or the Deans to further the mission of the College.

It shall have the power to formulate new policy recommendations and to review already existing ones in areas including but not limited to the following:

(a) College admission procedures and requirements
(b) Affirmative Action/504 compliance
(c) Awarding of degrees, honors and credits
(d) College Library
(e) Degree requirements
(f) Development of academic calendar and College schedule
(g) Development of curricula
(h) Development of new academic and student services programs and review of existing ones
(i) Evaluation of faculty
(j) Facilities
(k) Grading practices and standards
(l) Grants
(m) Interdisciplinary and exchange programs
(n) Budget and Finance

Other functions of the Senate will include but not be limited to the following:

(a) Participation in the Search Committees for Vice President and all Deans
(b) Proposing amendments to, and revisions of, the By-laws of the Board of Trustees
(c) Recommending any other actions that the Senate may deem appropriate.

SECTION 2

The College Senate shall have the power to create any standing, ad-hoc and special committees it deems necessary.

All Senate and Senate Committee meetings shall be conducted according to the newest edition of Robert's Rules of Order Newly Revised.
ARTICLE II: MEMBERSHIP IN THE COLLEGE SENATE

SECTION 1 - CONSTITUENCIES

The Senate membership shall consist of representatives from the full-time faculty, non-teaching instructional staff, students, classified staff, and the President and Deans of the College.

SECTION 2 - ATTENDANCE

Every member of the Senate undertakes the responsibility of attending Senate sessions. Members who are absent more than three times per year without a reasonable explanation sent in writing to the Chairperson of the College Senate, will be removed from office and another representative shall be elected in their place.

SECTION 3 - FACULTY MEMBERSHIP

(a) To be a member of the Senate representing faculty, a person must hold the rank of Professor, Associate Professor, Assistant Professor, Lecturer or Instructor.

(b) When a Department of the College is organized into Units, each Academic Unit of the College shall be represented by one (1) representative. The Unit representative shall be nominated and elected at Unit meetings called for that purpose.

(c) Departments without Units (which for the purpose of representation on the Senate will include Counseling) shall be represented in proportion to their faculty members: one representative per every ten (10) faculty members or fraction thereof. These representatives shall be elected at departmental meetings called for that express purpose.

(d) There shall be faculty members At-Large, to be elected by general ballot according to the following ratio: one faculty member/alternate per every 20 faculty members or fraction thereof. These shall be elected at the Stated Meeting of the Faculty at the beginning of the academic year.

(e) Full-time faculty who are College representatives to the UFS are automatically members of the College Senate.

(f) The PSC Chapter Chairperson shall automatically be a member with full senatorial rights.

SECTION 4 - NON-TEACHING INSTRUCTIONAL STAFF

(a) To be a member of the Senate representing the non-teaching instructional staff can be in one of the following non-instructional titles: CLT, Research Assistant, HEO, or Registrar Series.

(b) Each category mentioned above shall be represented in proportion to its membership: one representative per every fifteen (15) members or fraction thereof.

SECTION 5 - CLASSIFIED STAFF

Gifts sons shall have one (1) representative to the College Senate. All other classified staff shall have one (1) representative to the College Senate.

SECTION 6 - STUDENT REPRESENTATIVES

(a) Student representation will constitute one (1) student for every four (4), or major fraction thereof, of the non-student voting members of the Senate. Student representatives will be elected as provided by the Student Government Organization Constitution. Additional representatives shall be elected according to procedures for the election of officers stipulated in the Student Government Organization Constitution.

(b) Every student representative to the Senate must be certified by the Registrar’s Office as being full-time and in good academic standing.

(c) Student representatives shall serve for a period of one year.
SECTION 7 - EX-OFFICIO

Ex-Officio membership without vote shall be:

A. The College Administration
   1. President or designee
   2. Deans or designees

B. A Parliamentarian designated by the Executive Committee of the Senate, not a member of the Senate, but who will attend its meetings and rule on questions of procedure.

SECTION 8 - ELECTION PROCEDURES AND TERMS OF OFFICE

(a) All elected faculty and staff members shall serve for a period of three years.
(b) Student representatives shall serve for a period of one year.
(c) The election committee shall run all the necessary elections to the Senate.
(d) All election results shall be determined by a majority of those voting. If necessary additional ballots will be held with the lowest candidate(s) eliminated to the point of having twice as many candidates as positions until the vacant positions are filled. Notification of the election results must be promulgated no later than one week after the close of elections.

SECTION 9 - TIME TABLE

(a) All elections shall be conducted during the second week of classes following the Spring Recess of the second year of the current Senate.
(b) On the last meeting of the Spring semester the Senate shall hold annual elections to nominate a pool of faculty representatives to serve on the Hostos Association, Auxiliary Services, and Discipline Committee. These names will be forwarded to the President, who will appoint members to the Committees/bodies from the list.

SECTION 10

ELECTIONS OF OFFICERS AND THE COMMITTEE ON COMMITTEES

The Senate Chairperson and all members of the Executive Committee and the Committee on Committees shall be nominated and elected by simple majority at the first meeting of the newly elected Senate to be called by the outgoing chairperson.

SECTION 11

THE EXECUTIVE COMMITTEE

A. Membership:
   (a) The Executive Committee shall be composed of nine voting Senators: six (6) faculty, two (2) students, and one (1) member of the non-instructional staff.
   (b) The Chairperson of the Senate will be the Chair of the Executive Committee and one of its nine members.
   (c) Non-Student members shall serve for two (2) years. Student members shall serve for one (1) year.
   (d) The Committee will elect a Vice Chairperson, Recording Secretary, and Corresponding Secretary from among its members.
B. Functions of the Executive Committee:
1. To schedule regular and special Senate meetings, to determine what is appropriate Senate business, and to prepare agendas for such meetings.
2. To meet at least once a month during the academic year to coordinate and expedite Senate business.
3. To transact such business as may be necessary between meetings of the Senate.
4. To serve as liaison between the President of the College and the Senate.
5. To create ad-hoc Committees after consultation with the Senate.
6. To develop any procedures needed to implement any charge given to it and to review existing procedures when needed.
7. To exercise any further powers and duties that may be conferred upon it by the Senate.

C. Functions of the Officers:
1. Duties of the Chairperson shall include but not be limited to:
   (a) To conduct elections for the membership of the Executive Committee and Committee on Committees.
   (b) To preside at all meetings of the Senate and the Executive Committee.
   (c) To initiate election procedures to fill all vacancies of the Senate.
   (d) To make pro-temp appointments in the event of any Officer's absence.
   (e) To represent the Senate at all academic and official functions.
   (f) After consultation with the Executive Committee, to appoint Senators to represent the Senate in non-Senate Committees.
2. The Vice-Chair shall serve as Acting Chairperson in the absence of the Chairperson.
3. Duties of the Recording Secretary shall include:
   (a) The taking of minutes of Senate and Executive Committee meetings and submitting them to the Chairperson and the Committee on Committees.
   (b) Taking attendance at Executive Committee and Senate meetings.
   (c) Maintaining records of all Senate Executive Committee proceedings.
   (d) Sending copies of all Senate proceedings to the College Library.
4. Duties of the Corresponding Secretary shall include the distribution of minutes and agendas to appropriate committees or individuals.

ARTICLE III: SENATE MEETINGS

SECTION 1

REGULAR MEETINGS

(a) The Senate shall hold regular meetings once a month during the academic year on the third Thursday of the month.
(b) The notice of each monthly meeting shall include the agenda, together with a written statement regarding any policy matter to be presented at the meeting.
(c) Such documents shall be distributed to each Senator during the week prior to the meeting.

SECTION 2

PROCEDURES

(a) The order of business at all meetings shall conform to the newest edition of Robert's Rules of Order Newly Revised.
(b) The Chairperson, in consultation with the Parliamentarian, shall decide on all questions of quorum and parliamentary procedure, unless it is otherwise stipulated in this Charter.
(c) The hour of adjournment shall be specified on the agenda and adhered to and no binding resolutions, motions or general discussions shall be considered beyond that hour without the approval of 2/3 of the voting members present.
(d) All votes shall be by secret ballot except for routine matters by unanimous consent.
(e) All meetings of the Senate shall be open.
(f) All shall have the right to speak at Senate meetings only when recognized by the Chair.

SECTION 3

MINUTES OF SENATE MEETINGS

A copy of the minutes of each meeting of the Senate shall be distributed to each of the members of the Senate at the same time that the notice of agenda of the meeting is distributed.

SECTION 4

SPECIAL MEETINGS

(a) Agenda for special meetings shall be distributed with the notice of such meetings.
(b) These meetings may be called by the Executive Committee of the Senate or by any ten (10) Senators upon presentation to the Chairperson of a written and signed request for the meeting.

ARTICLE IV: ACADEMIC STRUCTURE:

DEPARTMENTS/DISCIPLINES

SECTION 1

The structure of Hostos Community College shall be composed of Divisions, each headed by a Dean. At present, the College consists of the Divisions of 1. Academic Affairs, 2. Administration, 3. Planning, and 4. Student Services. When adding to, or altering these Divisions, the President of the College shall first consult with the Senate.

The Division of Academic Affairs shall be comprised of Departments, Units and Programs of Study.

Within the context of the academic structure, a Department is an administrative entity composed of a single discipline or related disciplines or Programs of Study grouped together to represent the shared interests of the represented Units. A Department may or may not have Units.

An Academic Unit is an administrative entity within an Academic Department; the Unit is responsible for instruction in a particular program, discipline, or related disciplines.

A Program of Study is an organized body of courses that lead to a Certificate or degree or another defined academic goal.

SECTION 2

The Senate shall have the power to review proposals for, and recommend, the creation of new Academic Units and/or Programs of Study, the elimination of existing Academic Units or Programs of Study, and the transfer of Academic Units and/or Program of Study from one Department to another.
The process to be followed for the implementation of such a proposal will be:

(i) Presentation of proposal to the Department(s) that houses (and/or will house) the Academic Unit or Program, followed by a Departmental vote.
(ii) Presentation of the proposal for review to the appropriate Dean(s).
(iii) Presentation of the proposal to the Senate.
(iv) Senate vote and recommendation to the President of the College.
(v) Approval by the President.
(vi) Transmission of the proposal by the President's Office to the Board of Trustees, and the Board's approval.

When a transfer of an Academic Unit or Program of Study or faculty is intended from one Department to another, both Departments must approve the transfer.

ARTICLE V: COLLEGE-WIDE P & B

SECTION 1

The College-Wide Committee on Personnel and Budget shall be composed of the following members:

(a) All Department Chairpersons
(b) The Dean of Students
(c) Four At-Large Faculty Members elected from and by qualified faculty, no two (2) coming from the same Department and no At-Large representative coming from a Unit already represented by the Departmental Chairperson.
(d) The President of the College
(e) The Dean of Academic Affairs

SECTION 2

The President of the College shall serve as Chairperson of the College-wide P & B; in his/her absence, the Dean of Academic Affairs shall serve as Chair. The Labor Designee and a senior member of the administration designated by the President of the College shall sit with the College-Wide P & B at the invitation of the President.

SECTION 3

Teaching faculty members holding or released to serve in an administrative position within the College and not teaching at least one course of their regular load are not eligible to serve as At-Large representatives to the College-wide P & B. Deans and senior administrators cannot serve as At-Large representatives to the P & B.

SECTION 4

The selection and election of the four At-Large faculty representatives to the College-wide P & B shall proceed as follows:

(a) Each academic Department and Student Services shall nominate one candidate.
(b) Such nomination shall occur at the time of Departmental elections.
(c) All nominees must be tenured and hold professorial rank.
(d) The names of all nominees will be submitted to the Election Committee of the Senate, which will conduct the election with the assistance of the Office of Academic Affairs.
(e) All faculty members with professorial ranks, lecturers (full-time) and Instructors who have been reappointed on an annual salary basis for a third or later year of continuous full-time service, and Tenured CLTs shall be eligible to vote in College-wide At-Large faculty P & B elections.
(f) All eligible voting members shall elect by simple majority vote the four representatives.
(g) In the event no candidates obtain a simple majority, a run-off election will be held. The two candidates with the lowest votes will be dropped.

(h) These procedures shall be repeated until all four (4) At-Large candidates are elected.

(i) There shall only be one (1) At-Large representative from any given Department at any time.

ARTICLE VI: ACADEMIC DEPARTMENTAL STRUCTURE

SECTION 1

The following shall constitute the College's Departments and Units within Departments:

(a) Allied Health Sciences Department
   Dental Hygiene Unit
   Radiologic Technology Unit
   Medical Laboratory Technology Unit
   Nursing Unit
(b) Behavioral and Social Sciences Department
   Behavioral Sciences Unit
   Social Sciences Unit
   Public Administration Unit
(c) Business Department
   Business Administration/Accounting Unit
   Secretarial Sciences Unit
   Data Processing Unit
(d) English Department
(e) Health and Human Services Department
   Early Childhood Education Unit
   Gerontology Unit
   Physical Education Unit
   Urban Health Unit
(f) Humanities Department
   Africana Studies Unit
   Latin American and Caribbean Studies Unit
   Modern Languages Unit
   Visual and Performing Arts Unit
(g) Mathematics Department
(h) Natural Sciences Department
   Biology Unit
   Physical Sciences Unit
(i) Library Department

SECTION 2

DEPARTMENTAL CHAIRPERSONS

(a) Each Department shall have a Chairperson (who may also serve as Unit Coordinator).
(b) All Chairpersons, except the Chairperson of the Library Department, shall be elected by secret ballot for a term of three years by a majority vote of all eligible voting members of the instructional staff in the Department.
(c) In accordance with the By Laws, the Chairperson of the Library Department will be appointed by the President of the College.
(d) Voting shall take place during the first full week in May. There shall be discussion prior to the vote.
(e) All professorial ranks (Professors, Associate Professors and Assistant Professors), Lecturers (full-time) and Instructors who have been reappointed on an annual salary basis for a third or later year of continuous full service, and Tenured CLT's are eligible to vote in departmental elections.
(f) In Departments other than the Library, all professorial ranks with tenure shall be eligible to run for departmental Chairperson. Exception may be made only when a Chairperson is recruited from outside the College without tenure.

(g) Members of the Department who are eligible to vote in P & B elections will be eligible to vote in this election.

(h) The duties of a Chairperson shall follow CUNY By-Laws definition, except as amended by this governance plan.

Duties of Department Chairperson:
(a) The Department chairperson shall be the executive officer of his/her Department and shall carry out the Department's policies as well as those of the faculty and the board which are related to it. He/she shall

1. Be responsible for departmental records.
2. Assign courses to and arrange programs of instructional staff members of the Department. (The execution of this duty has been delegated to the Unit coordinators. See item 4 under duties of the Unit coordinator.)
3. Initiate departmental policy and action concerning the recruitment of faculty and other departmental affairs subject to the powers delegated by these by-laws to the staff of the Department in regard to educational policy, and to the appropriate departmental committees in the matter of promotions.
4. Represent the Department before the faculty and the Board.
5. Preside at meetings of the Department.
6. Be responsible for the work of the Department's committee on appointments or the Department's committee on personnel and budget which he/she chairs.
7. After receiving the tentative Unit budgets, prepare the tentative departmental budget, subject to the approval by the Department's committee on personnel and budget.
8. Transmit the tentative departmental budget to the Dean of Academic Affairs with his/her own recommendations.
9. Arrange for careful observation and guidance of the Department's instructional staff members. This duty may be delegated by the Department Chairperson to the Unit coordinator, to the extent permitted by the collective bargaining agreement.
10. Make a full report to the President and to the College Committee on Faculty Personnel and Budget of the action taken by the Department committee on personnel and budget when recommending an appointee for tenure on the following:
    a. Teaching qualifications and classroom work.
    b. Relationship of the appointee with his/her students and colleagues.
    c. Appointee's professional and creative work.
11. Hold an annual evaluation conference with every member of the Department, other than Full Professors, after observation and prepare a memorandum thereof. This duty may be assigned to a qualified member of the Departmental Committee on Personnel and Budget, to the extent permitted by the collective bargaining agreement. Tenured Full Professors may be evaluated.
12. Generally supervise and administer the Department. The Chairperson may delegate some specific duties to the Unit coordinators. (See item 1 under Duties of Unit coordinator).
13. Hold departmental meetings at least once during a semester.
14. Promote collegial relations and intradepartmental collaboration.
15. Represent all Units within the Department and act as liaison for the Department and its Units to other Departments and Units.

Acting Chairpersons:
1. In case of a temporary vacancy, the Department whose chairperson is leaving will meet in an assembly and nominate candidates from a list of eligible faculty members coming from the Departmental P & B.
2. The name of the departmental candidate for Acting Chairperson, voted upon by the Department, shall be submitted to the President.
3. If the President should reject the candidate, the process will be repeated until a suitable candidate is selected.
SECTION 3

UNIT COORDINATORS

(a) Each Department shall have a Coordinator for each of the existing Units.
(b) The election of Unit Coordinators shall take place following that of Department Chairperson during the first full week of May.
(c) All professorial ranks, tenured and untenured, and lecturers with the Certificate of Continuous Employment shall be eligible to run for Unit Coordinators. There can only be one (1) Coordinator who is untenured in any given Department. Tenured CLT’s can vote in this election.
(d) Unit Coordinators shall be elected by their own Units.
(e) Unit Coordinators shall serve for a term of three years. Each Unit elects a coordinator. The Department chairperson may also be elected as a Coordinator.

Duties of Unit Coordinators:
(1) In Departments with Units, Unit Coordinators shall serve as the primary administrators for matters pertaining to their respective Units.
(2) Supervise the Unit’s curriculum.
(3) Be responsible for the Unit’s records.
(4) Assign courses to and arrange programs of instructional staff members of the Unit in consultation with the Department chairperson.
(5) Initiate action concerning the recruitment of Unit faculty in consultation with the Department chairperson.
(6) Prepare the tentative Unit budget.
(7) Arrange for careful observation and guidance of the Unit instructional staff members in consultation with the Department chairperson.
(8) Coordinate program accreditation (where applicable).
(9) Disseminate information to and from staff members within the unit.
(10) Represent the Unit in the Departmental P & B.

SECTION 4

DEPARTMENTAL P & B's

(a) All constituted Departments shall have Departmental P & B’s to review matters pertaining to these areas.
(b) The members of Departmental P & B’s shall be constituted of:
   1. The Chairperson
   2. Unit Coordinators
   3. In Departments with fewer than five (5) or no Units, there shall be five (5) members, except where the total full- and part-time faculty exceed fifty (50), in which case there shall be seven (7) members. At-large faculty members shall be elected as needed in order to reach the required membership; only one of these may be untenured, which person may be a lecturer with a certificate of continuous employment.
   4. In Departments with five (5) or more Units the total membership of the P & B shall be to the nearest odd number, the remaining positions to be elected at-large. An untenured faculty member, who may be a lecturer with a certificate of continuous employment, can only be elected to this position if there are no untenured coordinators.
   5. In Departments with more than one Unit, no more than 60% of the membership of the Departmental P & B should come from one unit.
   6. Tenured CLT’s within a Department are eligible to vote in Departmental P & B elections but not to be candidates.
   7. All members of the Departmental P & B shall be elected at the same time as all other departmental elections are held.
(c) The functions of the Personnel and Budget Committee shall include but not be limited to:
   1. Recommendations of all actions concerning initial appointments, reappointments, tenure, CCE, and promotions (except full professor).
2. Interviewing of all prospective faculty and instructional staff candidates for employment.
3. Approval of all actions concerning travel money allocations, departmental budget, the departmental plan for the year and budget allocations to Units within the Department.

(d) The term of office of the members of the Departmental P & B shall be three (3) years.
(e) New Units will get automatic representation in Departmental P & B's as soon as they have been formally approved by all appropriate governance structures.

ARTICLE VII: SENATE COMMITTEES

SECTION 1

STANDING COMMITTEES OF THE SENATE

The Standing Committees of the Senate shall include but not be limited to the following:

(a) The Executive Committee
(b) The Committee on Committees
(c) Academic Standards Committee
(d) Admissions Committee
(e) Affirmative Action Committee
(f) Curriculum Committee
(g) Facilities Committee
(h) Grants Committee
(i) Committee on the Disabled
(j) Instructional Evaluations Committee
(k) Institutional Research Committee
(l) Library Committee
(m) Scholarships and Awards Committee
(n) Budget and Finance Committee
(o) Elections Committee

SECTION 2

RULES CONCERNING SENATE STANDING COMMITTEES

(a) All Senate Committees shall keep minutes of their meetings and submit them to the Executive Committee and the Committee on Committees.
(b) All Senate Standing Committees shall follow the Charter as to their functions.
(c) All Senate Standing Committees shall prepare annual summaries of their activities to be submitted to the Executive Committee no later than the last scheduled meeting of the Senate each academic year.
(d) All Senate Committees shall elect their own officers, with the understanding that ex-officio members shall not be eligible to run for office of any Standing, ad-hoc or Special Committee.
(e) All Senate Committees shall submit a schedule of proposed meetings and tentative business to be conducted to the Executive Committee at the beginning of each academic semester. Committees will create their own rules for internal functioning; these rules must be submitted to the Committee on Committees and approved by the Senate.
(f) Unless otherwise stipulated in the Charter or sanctioned by the Senate, each of the Standing Committees shall consist of not less than six (6) and not more than twelve (12) members.
(g) Unless otherwise stipulated, on each Standing Committee there will be two (2) student members and one member representing the non-instructional staff. Student members will serve for a term of one (1) year.
SECTION 3

ATTENDANCE AT STANDING COMMITTEES MEETINGS

(a) Members of Standing Committees are expected to attend scheduled meetings.
(b) Any member who is absent three (3) meetings without written notification shall be asked to resign and will be replaced by the Committee on Committees.

SECTION 4

THE COMMITTEE ON COMMITTEES

1. Membership:

The Committee on Committees shall be composed of nine (9) Senate members, including two (2) student members and one member from the non-instructional staff, elected by the members of the Senate. Student members will be elected every year at the first meeting of the Senate. Other members will be elected at the first meeting of each newly formed Senate.

2. Function:

a. To assign members of the different College constituencies to specific Senate Standing Committees before the second meeting of the Senate for the Academic year.
b. To determine the number of members to be assigned to each committee, unless otherwise specified in the Charter of Governance.
c. To advise all Senate Committees in the development of internal operating procedures and to submit these procedures to the Senate for approval.
d. To consider and resolve issues relating to membership status and replacement of any committee member.
e. To disseminate information about opportunities for service on all standing and ad-hoc committees.
f. To maintain current lists of membership in all Senate Committees.
g. To maintain a file of the minutes of all Standing Committee meetings.
h. To elect its own officers.

SECTION 5

ACADEMIC STANDARDS COMMITTEE

1. Membership:
The membership of the Academic Standards Committee will be assigned by the Committee on Committees.

2. Function:
The Academic Standards Committee shall recommend to the Senate policy regarding:

   a. Maintenance of matriculation
   b. Academic Index
   c. Grading structure and grade appeals
   d. Attendance
   e. Student appeals related to the above matters.
SECTION 6

ADMISSIONS COMMITTEE

A. Membership:
Membership shall be determined by the Committee On Committees to include both regular faculty and the following:

- Director of Admissions
- Director of Recruitment
- Office of the Registrar
- Dean of Student Services
- One Counselor
- One Student representative

B. Function:
1. (a) To review and recommend to the Senate College-wide policies regarding freshmen and transfer admissions procedures and requirements.
   (b) To review and recommend to the Senate policies regarding the matriculation of non-degree students.
   (c) To review and recommend to the Senate College-wide policies on the acceptance of external course work towards a Hostos Community College Associate Degree.
2. In consultation with all appropriate parties to hear and act upon those student appeals which result from the policies set forth in the above areas.
3. To maintain liaison with University personnel responsible for developing or changing admission, matriculation, and transfer credit criteria on a University-wide basis, and to report any proposals for such changes to the Senate.
4. To maintain liaison with College and University personnel responsible for developing special programs which might affect admission and external course work policies.

SECTION 7

AFFIRMATIVE ACTION COMMITTEE

A. Membership:
Membership shall be determined by the Committee on Committees. The Affirmative Action Officer shall serve as an ex-officio member.

B. Functions:
1. To advise and assist the College Affirmative Action Officer in the implementation of affirmative action regulations and policies at the College, including hiring, tenure and termination of employment.
2. To meet regularly with the President in matters concerning the progress of affirmative action.

SECTION 8

CURRICULUM COMMITTEE

A. Membership:
The membership of the Curriculum Committee shall be composed of one tenured or CCE representative from each academic Department of the College, one (1) from Student Services, and an elected Student Senate representative duly certified by the Dean of Students. The representatives shall be elected by each Department from its Curriculum Committee and by the Student Services Division and their names submitted to the Committee on Committees for final approval. The Dean of Academic Affairs or his/her designee and the Registrar shall serve as ex-officio members.
B. Function:
The Curriculum Committee shall have the following duties:

(a) To evaluate and recommend new courses in accordance with Board of Trustees guidelines.
(b) To evaluate and recommend any modifications of current courses in the curriculum, including credits, hours, titles, course descriptions, language of instruction, prerequisites, corequisites, etc.
(c) To review and recommend approval of degree requirements and distribution requirements for existing Departments.
(d) To review Letters of Warning and appraise the Senate.
(e) To review and recommend approval of all Letters of Intent and final proposals for all degree and certificate programs.
(f) To recommend to the College Senate the creation of subcommittees as the need arises, to cover such areas as skills across the curriculum, program review, etc.
(g) To present to the College Senate, for its approval, any items voted upon and recommended by the Committee.

SECTION 9

COMMITTEE ON THE DISABLED

A. Membership:
Membership shall be determined by the Committee on Committees. The Coordinator of Services for Disabled Students shall serve as an ex-officio member.

B. Function:
Develop and recommend a cohesive institutional program of policies, procedures and modifications which enable the College to:

(1) Comply with federal and local regulations concerning non-discrimination and educational opportunity for the disabled and;
(2) Appropriately respond to the needs of the disabled students.

SECTION 10

FACILITIES COMMITTEE

A. Membership:
Membership to be determined by Committee on Committees. The Director of Campus Facilities shall serve as an ex-officio member of this Committee.

B. Function:
(1) To assess and consult on whether existing College facilities are being utilized to optimal capacity.
(2) To forecast future College needs in regard to facilities.
(3) To recommend policy regarding utilization and allocation of existing space.
(4) To make recommendations regarding acquisition of new space.
(5) To investigate complaints regarding the improper use of facilities.
(6) To report to the Senate on its findings.
SECTION 11

GRANTS COMMITTEE

A. Membership:
Membership to be determined by the Committee on Committees. The Grants Officer shall serve as an ex-officio member of this Committee.

B. Function:
(1) To review grant proposals at their initial stages.
(2) To recommend that grants be initiated in specific areas.
(3) To inform the Senate as to the purpose and nature of all grants awarded to the College.
(4) The appropriate Deans shall report twice a year to the Committee and the full Senate on the status of existing grants.

SECTION 12

INSTRUCTIONAL EVALUATIONS COMMITTEE

A. Membership:
Membership to be determined by the Committee on Committees.

B. Function:
(1) To develop procedures and instruments for the evaluation of faculty members by peers and by students.
(2) To recommend such procedures and instruments.
(3) To review the student evaluation process and the tabulation of results and make recommendations thereon.
(4) To report to the Senate on the procedures and instruments.

SECTION 13

LIBRARY COMMITTEE

A. Membership:
Membership to be determined by the Committee on Committees. One of its members must be from the Library. The Chief Librarian shall serve as an ex-officio member of this Committee.

B. Function:
(1) To evaluate current Library holdings and Media Services as they relate to the current and future needs of each Department, Unit and program.
(2) To make recommendations.
(3) To report to the Senate on the recommendations.

SECTION 14

SCHOLARSHIPS AND AWARDS COMMITTEE

A. Membership:
Membership to be determined by the Committee on Committees.

B. Function:
(1) To serve as an in-house resource to individuals or groups.
(2) To develop standard criteria for selection of candidates and recipients of scholarships and awards.
(3) To determine the recipients of Hostos Scholarships and prizes in accordance with established criteria.
SECTION 15

EDUCATIONAL RESEARCH COMMITTEE

A. Membership:
Membership to be determined by the Committee on Committees. The Committee will include an equal number of faculty members from Liberal Arts and Career Programs and one (1) faculty member from the Student Services division. A representative from the Office of Institutional Research will be an ex-officio member without vote.

B. Function:
(1) The Committee will facilitate research bearing on College educational programs and retention. To that end it will assist research conducted in the College in compliance with the provisions of the Committee on Human Subjects, request data on behalf or research projects, recommend that studies be undertaken, submit all recommendations for research to the full Senate for approval, and disseminate results to the College community.
(2) The Committee will collaborate with and serve as a resource for other committees.
(3) The Committee will regularly report its findings to the Senate.

SECTION 16

FINANCE AND BUDGET COMMITTEE

A. Membership:
Membership will be chosen by the Committee on Committees.

B. Function:
(1) To research, inform, and make recommendations to the Senate and the College community on financial and budgetary matters.

SECTION 17

ELECTION COMMITTEE

A. Membership:
Membership will be chosen by the Committee on Committees.

B. Function:
(1) To develop and recommend procedures for elections pertaining to the Senate that are otherwise not described in this Charter.
(2) To implement those election procedures approved by the Senate.

SECTION 18

AD-HOC COMMITTEES

The Executive Committee of the Senate shall create ad-hoc committees as the need arises and shall delineate their functions and membership.
ARTICLE VIII: REVISION AND AMENDMENT PROCEDURES

Any modification of this Charter as presently accepted shall be made according to the following procedures:

SECTION 1

Motions to amend this Charter may be proposed only by a member of the Executive Committee or by the written petition of no less than ten (10) Senators.

SECTION 2

Such motions to amend must be discussed at two (2) consecutive meetings of the Senate before being brought to a vote.

SECTION 3

Such motions must be approved by two-thirds (2/3) of the total membership of the Senate.

SECTION 4

Within thirty (30) calendar days following one vote of the Senate, ten percent (10%) of either faculty or students may request a referendum of their constituent body on the proposed amendment. A majority vote of faculty or students participating in the referendum supersedes the vote of the Senate.

SECTION 5

Approved amendments shall be submitted to the President for approval and recommendation to the Board of Trustees.

Approved by the Board of Trustees, June 1992, and March 27, 1995, Cal. No. 6.B.
LIST OF APPROVED CENTERS AND INSTITUTES:

Approved by CUNY Board of Trustees (as of March 27, 1995)

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<td>Center for the Study ofPhilanthropy</td>
<td>1986</td>
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<tr>
<td>Center for the Study of Women and Society</td>
<td>1976</td>
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<tr>
<td>Center for Urban Research</td>
<td>1994</td>
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<tr>
<td>European Union Studies Center</td>
<td>1993 (originally Center for European Studies, 1974)</td>
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<tr>
<td>Frank Stanton / Andrew Heiskell Center for Public Policy in Telecommunications and Information Systems</td>
<td>1987</td>
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<tr>
<td>Henri Peyre Institute for the Humanities</td>
<td>1982</td>
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<tr>
<td>Howard Samuels State Management and Policy Center</td>
<td>1987</td>
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<tr>
<td>Institute for Research on the African Diaspora in the Americas and the Caribbean (IRADAC)</td>
<td>1994</td>
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<tr>
<td>Ralph Bunche Institute on the United Nations</td>
<td>1973</td>
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<tr>
<th>HUNTER</th>
<th>Institute</th>
<th>Year</th>
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<tr>
<td>Brookdale Center on Aging</td>
<td>1974</td>
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<tr>
<td>Center for Media and Learning</td>
<td>May 1, 1991</td>
<td></td>
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<tr>
<td>Center for Occupational and Environmental Health</td>
<td>February 1, 1992</td>
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<tr>
<td>Center for the Study of Family Policy</td>
<td>February 1, 1988</td>
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<tr>
<td>Center on AIDS, Drugs and Community Health</td>
<td>February 1, 1992</td>
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<tr>
<td>Centro de Estudios Puertorriqueños</td>
<td>September 24, 1973</td>
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<tr>
<td>Institute for Biomolecular Structure and Function</td>
<td>October 1, 1988</td>
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<tr>
<th>JOHN JAY COLLEGE OF CRIMINAL JUSTICE</th>
<th>Center</th>
<th>Institute</th>
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<tr>
<td>Center on Violence and Human Survival</td>
<td>1986</td>
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<tr>
<td>Criminal Justice Center</td>
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<tr>
<td>CUNY Dispute Resolution Consortium</td>
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<tr>
<td>Institute for Criminal Justice Ethics</td>
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<td>in progress</td>
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<tr>
<td>Institute on Alcohol and Substance Abuse</td>
<td>1983</td>
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<td>Toxicology Research and Training Center</td>
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<th>LEHMAN</th>
<th>Center</th>
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<tr>
<td>Bronx Institute for Regional and Community History Studies</td>
<td>1982</td>
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<tr>
<td>Health Professions Institute</td>
<td>1983</td>
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<tr>
<td>Institute for Literary Studies</td>
<td>1983</td>
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</table>
### MEDGAR EVERS

- Caribbean Research Center Center January 1985
- Center for Law and Social Justice Center January 1986
- Center for Women's Development Center 1983
- Jackie Robinson Center for Physical Culture Center 1987

### QUEENS

- Asian-American Center Center September 1989
- John D. Calandra Italian American Institute Institute in progress
- Center for the Biology of Natural Systems Institute February 1981
- Center for Byzantine and Modern Greek Studies Center April 1982
- Center for the Improvement of Education Center February 1980
- Center for Italian-American Studies Center Nov. 27, 1972 (effective as of 2/11/73) - Originally at Brooklyn Coll.
- Center for Jewish Studies Center May 1982
- Center for Labor and Urban Problems, Research and Analysis Center September 1987
- Center for the New American Workforce Center May 1991
- Labor Resource Center Center June 1992
- The Michael Harrington Center for Democratic Values Center May 1990
  and Social Change

### COLLEGE OF STATEN ISLAND

- Center for Developmental Neurosciences Center June 1987
  and Developmental Disabilities
- Center for Environmental Science Center June 1987
- Center for Immigrant and Population Studies (Activity Suspended) Center June 1987
- Technology Application Center Center In progress

### YORK COLLEGE

- Center of Science and Mathematics Center June 1988

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Board of Trustees Meeting - March 27, 1995.