

March 26, 2024 at 3:00 PM

Room: U-219

Meeting of College Council Volume 51 Number 5

The College Council met on Tuesday, March 26, 2024 at 3:00 PM in Room U-219.

There were in attendance:

Acosta, John	Kalin, Amanda	Repetti, Rick	Sokolova, Valerie
Alley-Young, Gordon	Kane, Daniel	Ricciardi, Paul	Spear, Michael
Armstrong, Rick	Kapetanakis, George	Rios, Ed	
Cally, Scott	Lax, Jeffrey	Rodriguez, Michael	<u>Students</u>
Cohen, Judith	Levy, Dawn	Rohr, Gila	Bennett, Riquelme
DeGrazia, Thomas	Matthew, Martin	Rothacker, Thomas	Brunson, Adaiah
DelPrincipe, Ann	McKinney, Ryan	Rozenboym, Anna	Nemet, Netanel
Duitch, Suri	Mikalopas, John	Russell, Joanne	Pinnock, Jaiden
Eaton, Thomas	Nasser, Helen	Sawyer, Jeremy	Shumyatskaya, Valeriya
Franquiz, Juan	Olvina, Cynthia	Schnee, Emily	
Friedman, Shoshana	Parker, Stuart	Segal, Jacob	
Gartner, Matthew	Patestas, Maria	Shannon, Mary	

Interim President Duitch called the meeting to order at 3:11 PM

I. The Minutes of the meeting held on February 27, 2024 were approved by acclamation.

II. Reports

A. President's Report

I am two months into my position as interim president; here are some recent updates on what I've been doing. As many of you know, we held the spring 2024 convocation on Thursday, March 7th – I was able to give a talk to introduce myself, as well as to speak about some of the history and evolution of CUNY and of Kingsborough within that context. My understanding is that we had good attendance for the event and I have received some positive feedback on what I said.

We also held a budget town hall on Zoom this past Thursday to talk about the current fiscal situation of the college. That event also had good attendance. Vice President Ed Rios did a great job of explaining how we got into our current fiscal situation, what we are doing to address it, and some of the unknown factors financially that may have an impact on our options going forward. In particular, it was made clear that, because personnel is 89% of the college budget, our primary option for cutting back on spending is to reduce personnel. We are doing this through natural attrition and being very careful about which staff and faculty positions we fill. And VP Rios and I noted that, in the

supporting evidence we sent to the CUNY central office around city budget advocacy, we had 51 unfilled full-time faculty and staff positions as of a few weeks ago. We are thinking about how to be just as careful with spending planning for and going into next fiscal year.

Along those lines, budget advocacy continues for next fiscal year. I spoke, along with other CUNY Brooklyn presidents and senior officials from the central office, at a CUNY legislative breakfast two Fridays ago. KCC has several funding requests submitted to state and city legislators. Thanks to Nadine Browne, Chief of Staff, for stepping in to cover those requests with the departure to York College of Stephannia Cleaton, who had been providing our government relations support to KCC.

Finally, I want to let you know about how KCC is utilizing resources received through a NYS “Transformational funds” initiative. Last week, we received approval from the university of our proposal for spending \$1.165M in funds allocated to KCC for this and next fiscal year. Funds will be directed to permitted uses such as:

- Replacements of aging desktop computers
- Facilities upgrades – specifically painting and carpentry
- Other initiatives with part-time staffing, such as
 - Continuation of efforts to increase the proportion of LatinX students recruited to and enrolling at the college
 - Case management for at-risk students
 - Support for faculty development around equity in teaching practices

B. Presentation of Proposed Changes to the CUNY Bylaws

Dean of Faculty, Dr. Gordon Alley-Young, presented the proposed changes to the CUNY Bylaws garnering faculty discussion and feedback. The presented proposed changes to the CUNY Bylaws are included (see p. 7).

C. Ad-hoc Governance Committee, presented by Daniel Kane, serving as the Committee Co-Chair

The proposal for an Elected Chair and Vice Chair of College Council was discussed. Under Article IV - Section IV (b), it was suggested that the Vice Chairperson be included as a member of the Steering Committee. Prior to vote, the language for the proposal was amended as indicated by the red text.

Proposal for an Elected Chair and Vice Chair of College Council

For Constitution:

Proposed changes to the Kingsborough Governance Plan

	From	To
Article I Section II	the presentation of such petition to the President	the presentation of such petition to the College Council chairperson

Article III Section 1	The College Council shall be composed of the President of the College, who shall be Chairperson,	The College Council shall be composed of the President of the College,
Article IV - Section I	<p>a) The President of the College shall preside as chairperson of the Council. In his/her absence, a designee shall preside over meetings.</p> <p>b) The President or a designated Dean shall be a member ex-officio of all College Council standing committees.</p>	The chairperson and vice chairperson shall be chosen by the College Council by a vote of the Council. To be eligible, a person must be a member of the College Council at the time of the vote. Student members are not eligible. The vice chairperson will serve as the chairperson if the chairperson is absent or unable to perform duties from the College Council.
Article IV - Section IV (b)	<p>The Steering Committee shall be composed of the President or a designated Dean, the Secretary of the College Council, and the chairpersons of the standing committees.</p> <p>The President of the College shall serve as the chairperson of the Steering Committee.</p>	The Steering Committee shall be composed of the Chairperson and Vice Chairperson of the College Council, the Secretary of the College Council, and the Chairpersons of the Standing Committees

For Procedural Guide*:

- A) The Chairperson and Vice Chairperson will serve for one year and can be re-elected after the completion of their terms.
- B) The Chairperson sets the Steering Committee meetings and College Council meetings. The Chairperson will chair the Steering Committee. The Chairperson of College Council helps to set the agenda and calls the meetings to order. The Chairperson also will call the meetings to an end.
- C) During College Council meetings the Chairperson is a neutral party throughout discussions. If the Chairperson wants to share their opinion, the Vice Chairperson will take the role of Chairperson until the discussion on the topic is complete and then the Chairperson will assume their original role.
- D) The Chairperson of College Council will present the recommendations of the College Council meeting to the President of the College.

- E) The Chairperson of College Council may be called upon to participate in campus wide matters as a representative of College Council. The Chairperson of College Council will provide Shared Governance leadership in campus wide communities.
- F) If the Chairperson elected is a faculty member, the Chairperson will also assume the role of faculty governance leader. If the Chairperson is not a faculty member, the faculty members will elect a new faculty governance leader to serve in the role for one year.
- G) The Vice Chairperson will assume the responsibilities of the Chairperson if the Chairperson is unable to attend College Council or Steering Committee.

* This language will not be included in the Constitution (Governance Plan). It will be included in the First Draft of the Procedural Handbook as discussed at the 2/27/24 College Council Meeting.

The proposal for an Elected Chair and Vice Chair of College Council passed by a vote of 37 (yes), 4 (no), 1 (abstention), and 1 (blank).

Daniel presented the following Proposals for New Standing Committees for initial discussion and feedback from the College Council as well as initial discussion about College Council Membership.

Diversity, Equity, and Inclusion (DEI) Standing Committee

For Constitution:

Diversity, Equity, and Inclusion (DEI) Standing Committee: shall be concerned with advancing diversity, equity, and inclusion across our college community, cultivating an environment of respect, understanding, and belonging for faculty, staff, and students at all levels of academic and campus life.

For Procedural Handbook*:

- A) Review, evaluate, and propose recommendations to promote an institutional commitment to an effective, unifying, and consistent campus-wide DEI vision and plan.
- B) Sponsor proposals that can enhance Kingsborough's success at addressing diversity, equity, and inclusion at all levels.
- C) Develop recommendations for other College Council Standing Committees to help include and implement diversity, equity, and inclusion initiatives within policies and practices. Additionally, develop a plan to increase participation from faculty and staff in DEI efforts.
- D) Identify or create tools for individuals and programs to assess DEI-related gaps and needs.
- E) Work closely with the Office of Equal Opportunity and other DEI-related offices to make recommendations and foster a coordinated and collaborative connection between DEI work and college governance.

*This language will not be included in the Constitution (Governance Plan). It will be included in the First Draft of the Procedural Handbook as discussed at the 2/27/24 College Council Meeting.

Facilities Standing Committee

For Constitution:

Facilities Standing Committee: shall be concerned with the functionality, comfort, and safety of the physical college campus environment to enhance its efficiency for the benefit of the college community.

For Procedural Handbook*:

- A) Assess, consult, and recommend policy regarding the allocation of space and facilities.
- B) Assess, forecast, and make recommendations for future college needs regarding environmental sustainability, facility improvement, and expansion.
- C) Work closely with the Campus Facilities offices to collaborate and make recommendations.

*This language will not be included in the Constitution (Governance Plan). It will be included in the First Draft of the Procedural Handbook as discussed at the 2/27/24 College Council Meeting.

Shared Governance Standing Committee

For Constitution:

Shared Governance Standing Committee: shall conduct ongoing assessment of the college's system of shared governance, hold trainings for new College Council members as well as all members of the college community, develop and maintain a Procedural Handbook for the Council, and shall communicate with the college with regard to the Council's work and principles and values of shared governance.

For Procedural Handbook*:

- A) Review and suggest improvements to the College Council Constitution and Shared Governance Plan. Develop and maintain a College Council Procedural Handbook. The handbook will contain all the details of the operations and procedures of the College Council.
- B) Ongoing communication with the college community on shared governance principles and how shared governance works at KCC. Assist the College Council Secretary with regularly updating the website and college community on governance happenings.

C) Create and oversee the onboarding process for new college council members and continuing education of college council members on shared governance best practices. Additionally, provide material to college council members on Roberts Rules and parliamentary procedures.

D) Request and maintain year-end reports of the College Council and standing committees on the council. Conduct and disseminate yearly assessments on achievements and effectiveness of college-shared governance.

E) Track levels of shared governance participation at KCC and make recommendations for increasing participation. Additionally, liaise with faculty governance leader on effective, shared governance.

*This language will not be included in the Constitution (Governance Plan). It will be included in the First Draft of the Procedural Handbook as discussed at the 2/27/24 College Council Meeting.

Daniel noted he will bring the recommendations, questions, and concerns shared at this meeting back to the Ad-hoc Governance Plan Committee for continued discussion.

III. New Business

Interim President Dutch introduced the topic of the Presidential Search, noting she wanted to be transparent that the President's Office will have no role in the Presidential Search process. Interim President Dutch, handed the meeting over to Secretary Kalin, and left the meeting so updates about the Presidential Search process could be shared with those in attendance.

In alignment with the [CUNY Presidential Search Guidelines](#), it was announced that nominations and election of three (3) tenured Faculty members for the Presidential Search Committee will take place at the April 16, 2024 College Council Meeting. The College Community was encouraged to participate in the Chancellor's Virtual Forum on Kingsborough Community College Presidential Search, scheduled for March 27, 2024 from 4:00 PM to 5:00 PM via Zoom.

In the absence of any additional New Business, the meeting was adjourned by Secretary Kalin at 4:50 PM.

Respectfully Submitted,



Amanda Kalin, Secretary

COLLEGE COUNCIL CALENDAR 2023-2024

Tuesday, April 16, 2024 @ 3:00 PM in U-219

Tuesday, May 28, 2024 @ 3:00 PM in U-219

Recommendation Draft

Inclusion of the Role of the Provost in the University's Bylaws and Update of the Role of the President to Recognize the Provost's Role in the Manual of General Policy

1. Include the Provost in the list of instructional staff in Article VI, Sec 6.1. of the CUNY Bylaws
2. Amend Section 8.7.a of the CUNY Bylaws as follows:

There shall be in each college a committee on faculty personnel and budget or equivalent committee. The chairperson of this committee shall be the president ~~or their designee~~. The members of the committee ~~may will~~ include the department chairs, ~~the Provost~~/Vice President of Academic Affairs and one or more deans designated by the President; and....

3. Amend The Manual of General Policy 5.01.2 Academic Personnel Practice (BTM,1975,09-22,005,__) as follows.

Presidential Responsibilities As the executive agent of the college and the Board of Trustees, and as the principal ~~academic-executive officer~~, the President plays a pivotal role in all faculty personnel matters at the college level. (BTM,1975,09-22,005,__)

The President, as the person ultimately responsible to the Board of Trustees, is accountable for seeing that the mission of the college fits into the broader mission of the University. Within the college itself, the President, in ~~his or her~~ their capacity as principal ~~academic executive~~ officer, is similarly responsible for bringing to bear on all faculty personnel matters a broader institutional concern. The President must thus be the guarantor of the integrity of all faculty personnel processes. The President must be accountable for the ~~overall quality and~~ appropriateness of the faculty at his or her institution and must be the educational leader of the college ~~and must also be the educational leader of the faculty~~. (BTM,1975,09-22,005,__); and

4. Include the responsibilities of the Provost in CUNY Bylaw 11.5

Provost Responsibilities

The Provost reports directly to the President. As the Chief Academic Officer, the Provost is responsible, subject to the President, for the creation and implementation of the academic priorities of the college and the quality and ongoing assessments of its educational programs. The Provost, as the Chief Academic Officer, is also responsible, subject to the President, for the allocation of academic resources, ~~final approval of course schedules for the college each semester~~, faculty personnel matters, and the recruitment, retention, and mentoring of faculty.

5. Renumber CUNY Bylaw 11.5 Equivalencies as CUNY Bylaw 11.7. (because of the proposed insertion of the academic school Dean's role.

DRAFT

Recommendation Draft

Differentiation of the President's Role from the Provost's

Manual of General Policy

Policy 5.01 Academic Personnel Practice

2 Presidential Responsibilities

Manual Of General Policy Article V Faculty, Staff And Administration Policy 5.01 Academic Personnel Practice (cuny.edu)

As the executive agent of the college and the Board of Trustees, and as the ~~Principal Academic Officer~~ **chief executive officer**, the President plays a pivotal role in all faculty personnel matters at the college level. (BTM,1975,09-22,005,___)

The President, as the person ultimately responsible to the Board of Trustees, is accountable for seeing that the mission of the college fits into the broader mission of the University. Within the college itself, the President, in their capacity as ~~principal academic officer~~ **chief executive officer**, is similarly responsible for bringing to bear on all faculty personnel matters a broader institutional concern. (BTM,1975,09-22,005,___)

Policy 2.08 Governance of the University

3.1 The President

Manual Of General Policy Article II Board Of Trustees Policy 2.08 Governance Of The University (cuny.edu)

a) The final responsibility for development of the faculty must lie with the chief executive officer ~~academic officer~~, the President. To this end, the President has the responsibility for passing on all faculty personnel actions and, in the case of the granting of tenure, the President should rely on the judgment of experts in the various disciplines **and the recommendation of the chief academic officer** to aid them in making a final decision. In cases of controversial, early, or other special tenure decisions, consultation with faculty members or other qualified persons within or outside the University may be appropriate. Such consultation should be undertaken together with, or in agreement with, an appropriate elected faculty body—departmental, divisional, or college-wide—within the college or University. (BTM,1971,02- 09,001,___)

Recommendation Draft

Inclusion of the Role of the Senior and Comprehensive Colleges' Academic (School) Dean in the CUNY Bylaws and the University's Manual of General Policy

1. Establish CUNY BYLAW 11.6 to recognize the role of the academic school Dean as follows:

The Dean of a school within a college shall:

- a. Be granted the responsibility and authority, subject to the President, and reporting to the Provost, to function as the school's chief academic officer
- b. Oversee the school's academic departments and personnel, the recruitment and evaluation of faculty, and the delivery of curriculum through student-centered scheduling
- c. Approve the course schedule for all departments within their school, and
- d. Oversee the fiscal and administrative affairs of their school.

2. Amend the CUNY Manual of General Policy 2.08, 3.2 as follows to recognize the academic school Dean as the academic leader of their school.

The President may appoint for each college school, where schools exist within the college, ~~should appoint~~ an Academic Dean ~~or Dean of Faculty~~ who shall be granted the responsibility and authority, subject to the President, and reporting to the Provost, to function as the ~~college's or~~ school's chief academic officer charged with the oversight of the school's academic departments and personnel, the recruitment and evaluation of faculty, the delivery of curriculum through student-centered scheduling, approval of the course schedule for all departments within their school, and the fiscal and administrative affairs of their school.

Further, as a collaborator with the school's faculty, the Dean ensures overall excellence, and develops a shared vision for the school that is consistent with that of the college. The Dean also ensures the policies of the college and University are carried out and sets priorities for the school in concert with the Provost and in alignment with the college's and University's strategic plans. (BTM,1971,02-09,001,___)

Recommendation Draft

The Duties of the Department Chairperson

CUNY Bylaws

ARTICLE IX ORGANIZATION AND DUTIES OF FACULTY DEPARTMENTS, SECTION 9.3 DUTIES OF DEPARTMENT CHAIRPERSON

SECTION 9.3. DUTIES OF DEPARTMENT CHAIRPERSON.

a. The department chairperson shall be the executive officer of ~~his/her~~their department and shall carry out the department's policies, as well as those of the faculty, the college, and the board which are related to it. ~~He/she~~They shall foster faculty excellence in teaching, research, and service and ensure the mentorship and inclusion of faculty in the work of the academic department. They shall report to the school's academic dean or the provost when a dean has not been designated. They shall:

1. Be responsible for departmental records, including faculty files if in possession of the department, and all departmental curricula, including any new curricula or changes to existing curricula, and any program-specific, departmental or professional accreditation documents.
2. Work with the school's dean, or where no dean is present, the provost, to develop a schedule each semester that is based on student need and demand and college or system guidelines.
3. Assign courses scheduled each semester to ~~and arrange programs of~~ instructional staff members of the department based on student need and demand, college or system guidelines, disciplinary expertise, faculty equity, and regular course rotation according to degree maps.
- ~~34. Initiate policy and action concerning~~ Coordinate the recruitment of faculty ~~and other for the department in compliance with University and college hiring practices. al affairs subject to the powers delegated by these bylaws to the staff of the department in regard to educational policy, and to the appropriate departmental committees in the matter of promotions and appointments~~
5. Ensure appropriate membership and procedures for all departmental committees in the matter of promotions and appointments.
- ~~64.~~ Represent the department before the college's administration, faculty council or faculty senate, the faculty, and the board.
- ~~75.~~ Preside at meetings of the ~~department~~department.

~~86.~~ Be responsible for the work of the department's committee on appointments or the department's committee on personnel and budget which ~~he/she/they~~ chairs.

~~97.~~ Where practiced, ~~Pr~~epare the tentative departmental budget request, subject to the approval by the department's committee on ~~appointments or the department's committee on~~ personnel and budget and submit it

~~8.~~ ~~Transmit the tentative departmental budget~~ with their his/her own recommendations to the president, ~~or the dean,~~ or provost as ~~the president may designate~~assigned.

~~10.9.~~ ~~Arrange for careful observation and guidance of the department's instructional staff members~~Schedule members of a panel of faculty observers to conduct teaching observations of adjunct and all full-time faculty and hold and memorialize the post observation conference or schedule it with a member of the department's Personnel and Budget Committee.

~~11.~~ Hold or schedule with a member of the Personnel and Budget Committee an annual evaluation conference with every member of the department other than full professors after observation and prepare a memorandum thereof providing substantive feedback.

~~120.~~ Make a full report to the president, provost, or dean and to the college committee on faculty personnel and budget of the action taken by the department committee on personnel and budget or department committee on appointments when recommending an appointee for tenure on the following, as well as any other criteria set forth in University policies:

- a. Teaching qualifications and classroom work
- b. Relationship of the appointee with his/her students and colleagues
- c. Appointee's professional and creative work

d. Service

~~11. Hold an annual evaluation conference with every member of the department after observation and prepare a memorandum thereof~~

~~132.~~ Generally supervise and administer the department, including coordinating faculty office hours, faculty academic advisement for students, and the supervision of staff.

14. Report annually to the dean, or where there is no dean, the provost, on the chair's work and the work of the department.

b. Each library, where size makes it practicable, shall constitute an instructional department of the college. The chairperson thereof shall be designated by the president. Such chairperson, in addition to the duties of department chairperson as enumerated in paragraph "a" of this section, shall be charged with the administration of the library facilities of ~~his/her~~ their college and shall perform such other duties as the president may assign. Such chairperson is hereby authorized to use the additional title of "chief librarian."

c. Where student personnel services are constituted as an instructional department of the college, the dean of students shall be the department chairperson.

d. Where the size of a college makes it effectively function as a single instructional department (e.g. the College of Law), the chief academic officer will be responsible for the functions of a department chairperson.