

To: Members of the College Council and College Community
Date: April 11, 2024
From: Amanda Kalin, Secretary
Subject: Agenda for the College Council Meeting of 4/16/24 @ 3PM

The College Council will meet on Tuesday, April 16, 2024 at 3:00 PM in Room U-219.

AGENDA

I. Approval of the minutes of the meetings held on March 26, 2024 (posted online [HERE](#)).

II. Reports

A. President's Report

B. Ad-hoc Governance Committee

- Updates
- **Vote:**
 - Facilities Standing Committee
 - Shared Governance Standing Committee

C. Instructional Committee

- **Discussion:** Regular and Substantive Interaction (RSI)

III. Nominations and Election for three (3) faculty members for the Presidential Search Committee.

The election will follow these proposed procedures:

- a. The faculty members of the Council shall recommend three (3) qualified persons to serve on the Presidential Search Committee. Candidates need only one nomination and should be available to accept/decline their nomination. **Candidates are not required to be current members of the College Council.**

CUNY defines 'qualified faculty' as those holding the rank of Professor, Associate Professor, or Assistant Professor, all with tenure. Presidents, Vice Presidents, or Deans holding faculty rank are excluded. [see Presidential Search Guidelines at: <https://cuny.edu/main/wp->

<content/uploads/sites/4/media-assets/Presidential-Search-Guidelines-Policy-2.12-Revised-12.12.22.pdf>]

- b. Candidates are strongly urged to consider the following:

All those who are contemplating becoming a nominee should know that a Presidential Search Committee member assumes a responsibility involving a significant commitment of time and may include an obligation to travel occasionally to Manhattan for meetings with the rest of the committee.

- c. If more than three qualified candidates are nominated, the faculty members of the Council shall then elect only three members to the Search Committee. The election shall be by secret ballot. Those candidates who receive the three highest vote totals will be declared the winners. In the case of a tie for the final position(s), a run-off shall be held between the tied candidates. Further run-offs shall be held as necessary until the required number of candidates win (either through achieving a higher number of votes or declinations by opponents).
- d. Prior to the Search Committee beginning its official business, if any of the winners are unable to serve then that individual shall be replaced by the next runner-up in the election.
- e. The names of the elected Search Committee members shall be forwarded to the campus liaison, VP Simone Rodriguez, who will forward to the CUNY Administration.

IV. New Business

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

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.
- d) Become active in May 2025 at the first meeting of the College Council.

*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.

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