

To: Members of the College Council and College Community  
Date: March 19, 2024  
From: Amanda Kalin, Secretary  
Subject: Agenda for College Council Meeting 3/26/24 @ 3pm

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

### **AGENDA**

I. Approval of the Minutes of the meeting held on February 27, 2024 (posted online [HERE](#))

#### II. Reports

A. President's Report

B. Presentation of Proposed Changes to the CUNY Bylaws

C. Ad-hoc Governance Committee

- **Vote:** Chair and Vice Chair of College Council
- **Discussion:**
  - Diversity, Equity, and Inclusion (DEI) Standing Committee
  - Facilities Standing Committee
  - Shared Governance Standing Committee
  - College Council Membership

#### III. 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

**Chairperson and Vice Chairperson of College Council Elected Position**

**For Constitution:**

Proposed changes to the Kingsborough Governance Plan

	From	To
Article I Section II	the presentation of such petition to the <del>President</del>	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, <del>who shall be Chairperson,</del>	The College Council shall be composed of the President of the College,
Article IV - Section I	<del>a) The President of the College shall preside as chairperson of the Council. In his/her absence, a designee shall preside over meetings.  b) The President or a designated Dean shall be a member ex officio of all College Council standing committees.</del>	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)	The Steering Committee shall be composed of the <del>President or a designated Dean</del> , the Secretary of the College Council, and the chairpersons of the standing committees.  <del>The President of the College shall serve as the chairperson of the Steering Committee.</del>	The Steering Committee shall be composed of the 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.

## **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.

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