

February 11, 2025 at 3:00 PM

Room: U-219

Meeting of the College Council Volume 52 Number 4

The College Council met on Tuesday, February 11, 2025 at 3:00 PM in Room U-219.

There were in attendance:

Armstrong, Rick	Friedman, Shoshana	Mullen, Avery	Spear, Michael
Cally, Scott	Gartner, Matthew	Olvina, Cynthia	Weisenfeld, Michael
Caravello, Shannon	Hume, Don	Parker, Stuart	Wetzel, Dominic
Cohen, Judith	Jaret, Steven	Polizzotto, Kristin	
Warren Cook, Sharon	Kalin, Amanda	Rodriguez, Michael	<b><u>Students</u></b>
Dawson, Mary	Kane, Daniel	Rothacker, Thomas	Lakhter, Steven
DeGrazia, Thomas	Kapetanakis, George	Rozenboym, Anna	Omer, Doha
Del Principe, Ann	Levy, Dawn	Sawyer, Jeremy	
Dillon, Sarah	Matthew, Martin	Schnee, Emily	
Duitch, Suri	McKinney, Ryan	Schwartz, Eric	
Escobar, Andres	Mikalopas, John	Segal, Jacob	
Franquiz, Juan	Mintz, Tommy	Shannon, Mary	

College Council Chair, Daniel Kane, called the meeting to order at 3:04 PM

I. The Minutes of the meetings held on November 19, 2024 were approved by acclamation.

## II. Reports

### A. Updates from the Chair of College Council, Daniel Kane

- As we start the Spring Semester, I want to provide a visual of our Spring 2025 College Council schedule.
  - Today, we have the President's Report, two votes under the Two-Meeting Rule and an important update about the upcoming Middle States visit. In addition, the updated constitution will be entered into the Two-Meeting Rule for Discussion for ratification.
  - I would like everyone to remember that the Legislative Committee has worked very hard in the past few months on updating this constitution, which the Board of Trustees has not approved since around 2009, to get it ready for today's meeting. The College Council has already approved these items throughout the years. I would like to personally thank the

members of the Legislative Committee for taking on this difficult task and everyone who has been sending their suggestions and feedback to help along in the process.

- Membership has been a confusing topic the past couple of College Council meetings, to help the process:
  - Cynthia Olvina, vice-chair of the council, and I would like to hear everyone's thoughts about membership and discuss the topic. We have two new Standing Committees starting in May 2025.
  - We are hosting a Roundtable on 3/11 at 3:00 p.m. in V219. Please come to the event and share your thoughts. I would like to enter the results of the Roundtable into a Two-Meeting Rule Discussion. I will write more about the roundtable in the upcoming College Council Newsletter.
    - On a side note: I hope everyone read our first edition. I will send it out monthly to keep the college community updated on the College Council. As this is something I am figuring out as I go along, please let me know if you have any ideas. My goal is to share as much information with the college as possible in the best possible way.
- In April, we are looking at having the Strategic Plan presented to the College Council under the Two-Meeting Rule Discussion.
  - I would like to thank everyone who has been working on the Strategic Plan. More information will be provided in the upcoming months.
- Traditionally, in May, we have elections for College Council seats. As per CUNY Bylaws, elections for chair need to be completed within the first full week of May and in-person. The elections for the other seats held within the college council will be around the end of April into May. I want to give everyone enough time this semester to prepare. More information will be provided as we start to schedule it. If you have any questions about the election process, please contact the chair of Legislative, Shoshana Freidman.
- Thank you, and I hope everyone has an excellent start to their semester!

## B. President's Report

### 1. Responses to new federal policy and regulation

This is a challenging time - so many of us are affected both personally and professionally by the upheavals around funding and policy in Washington. I'll speak about two specific areas with implications for the Kingsborough community.

First, actions on immigration. As a reminder, KCC is a closed campus, which means that anyone who does not have a college ID must have an express reason for coming onto campus.

We must comply with federal law, so if immigration officials come to the gates with a properly executed judicial warrant, we will permit them access. Without that warrant, no one requesting

access to campus for the purposes of information gathering or other activities related to immigrants in our community will be permitted that access. We have become familiar with the difference between a properly executed judicial warrant for access to people or information, or a so-called ICE warrant, with the label of the Department of Homeland Security but no judicial authority attached to it. As far as I am aware, the immigration actions taking place across the country have in many cases not been done with a judicial warrant, and so, therefore, would not have been permitted at Kingsborough or any other CUNY college, for that matter. We are in line with CUNY policy in our approach here.

In addition to acting appropriately in response to both legally sanctioned and extrajudicial actions by government agencies, we will continue to provide as much formal and informal support as we can to our students and their families. We have Citizenship Now and other legal resources and general supports on campus through our student affairs staff. I have also joined the President's Alliance on Higher Education and Immigration, which has been an excellent source of information and support during this challenging time.

Federal funding is the second major area affecting the college. There are multiple fronts here. People are likely aware, for example, of the National Institutes of Health proposal to slash indirect costs (or administrative overhead) rates on grants to 15%, which was stayed by a judge late yesterday for the 22 states, including New York, that sued to stop the reduction. Kingsborough has one faculty member with a grant from the NIH.

Overall, Kingsborough currently has just under \$6M in either direct federal grants or pass-through funds from the State or City. This compares to our overall operating budget this year of about \$164M, so the overall impact of federal grant funding is small. And we also have some grant proposals that had been under review. Each grant is supporting valuable work at the college and in the community, and we so greatly appreciate the work of our faculty and staff in securing those grants and carrying them out.

Each federal agency has its own process for defining and identifying supposed DEI, woke and climate-related grant funds. In some instances, KCC grantees have already heard from federal agencies that grant review processes have been halted, that events are not taking place, or that they should not expect previously approved funding. Last week, in line with similar requests at other CUNY colleges, I asked for information from each of our primary investigators on a federal grant regarding the potential effects of loss of funds. I greatly appreciated their quick responses. We will work with the university and with advocacy organizations to try to retain access to these valuable resources in every possible instance. And our primary investigators will continue to carry out grant activities and we will continue to seek payment for them in every instance unless expressly directed by the funder not to do so.

## **2. State and city budget season**

My personal lobbying activities have started. Nadine Browne and I spent two days in Albany last week, holding eight individual meetings with legislators, plus a presentation to the Brooklyn

Assembly delegation. It was time well spent for me and for the college in relationship building. I was primarily lobbying elected officials to retain two proposals in the governor's budget. The first is the base formula community college funding, which this current year was supplemented with an additional \$5.3M. KCC received just under a million of that. Those funds, along with the one-time funding of \$2M that we got from New York City, made it possible to try to balance our budget this year, despite the almost \$6M that we had been cut in our base funding by New York City over two years. Having that \$1M once again while we work toward a more stable financial model would be tremendously helpful.

The second proposal for which I was lobbying is what's called the New York Opportunity Promise Scholarship, a Governor's proposal that provide students age 25 and up tuition free access to career-focused associate degree programs at the CUNY community colleges.

I want to give special thanks to Nadine Browne, backed up by Kelly O'Brien, who did such a great job of putting together these visits while we have a significant staffing gap in government relations that we haven't filled because of our budget situation.

### **3. Middle States**

Dean Colleen Davy will give a Middle States update but I did want to say a few things. The self-study was submitted in its final version on Sunday and shared with the college community yesterday. Now we have a lot of work to do to prepare for the visit. I want to thank all of you in advance for your time and effort on that count. Thanks so much to Dean Davy, Professor Sarah Dillon, Vice President Johana Rivera, and Professor Loretta Brancaccio Taras for their work. And to Cheryl Todmann, JoAnne Meyers, and Xiaoting Wu for the excellent self-study design, and the many others who worked through this past weekend.

Colleen and I have sort of been joined at the hip through several weeks of major edits and revisions, frequently consulting with Provost Warren Cook, as well. The final self-study is significantly revised from the November draft so please do read it over carefully as you prepare yourself for the visit.

### **4. 2025-2030 Strategic Plan**

The committees for each of the five goals worked hard through the winter break and are still at work on their proposed initiatives and associated proposals around how to measure success in achieving their respective goals. They will submit revised drafts a week from now and we will use those drafts to hold a short day of work with our steering committee of College Council leaders, academic department chairs and senior staff on February 27<sup>th</sup>. Then, we expect to put together a single draft plan for presentation to the college in early April – we have purposely scheduled our spring Convocation for April 3<sup>rd</sup> in order not to conflict with the Middle States visit. If all goes according to this ambitious schedule, we will present the plan for a first read by the Council on April 29<sup>th</sup> with hopes of ratification at its late May meeting.

So, I want to say a few things about my views of this process. I have said many times that I felt a sense of urgency around moving forward with a strategic plan, even though we were also contending with Middle States and I was (and still am) an interim president. I still feel that way, of course.

Each of the five goals is very different. Some are quite concrete in terms of defining the problem and figuring out how to address it, and the hope is that we will pick the right initiatives and metrics in response to a clearly defined problem. Others are much more challenging to define. My special thanks to the committee members and especially to the chairs for figuring out how to work productively in an environment of what is sometimes significant ambiguity.

Kingsborough has a tremendous amount of capacity to address its goals and challenges; more than is the case at most institutions, and so I'm confident that we will be able to take on even the issues that most of the field has struggled with.

#### C. Introduction to Ratification of the Constitution, Parliamentarian, John Mikalopas

The Parliamentarian presented on the "Special Rules of Order for Ratification of the Constitution." These have been included below. Emphasis was placed on the fact that our Constitution requires the approval of the Board of Trustees of The City University of New York.

STEP	ACTION
<b>Notification</b>	Proposed Constitution must be posted/announced (a reasonable time) prior to the Meeting at which the Ratification Vote will occur.
<b>Amend</b>	A member may move to Amend the Proposed Constitution by saying "I move to amend the proposed constitution as submitted to the Secretary." <ul style="list-style-type: none"> <li><i>Motion to Amend must be given to the Secretary in writing prior to the start of the Meeting.</i></li> </ul>
• <b>States</b>	The Chair states the motion. (Places it on the view screen for all to read.)
• <b>Second</b>	Another member must second the motion by saying "I second it."
• <b>Poll to Discuss</b>	The Chair polls the members. <ul style="list-style-type: none"> <li><i>Majority (show of hands) required to Discuss, else motion is tabled.</i></li> </ul>
• <b>Discuss</b>	The maker of the motion starts the discussion.
• <b>End of Discussion</b>	The chair closes discussion at the chair's discretion. (Can be overruled by a majority of members.)
• <b>Vote</b>	Motion to Amend the Proposed Constitution requires two-thirds vote of Quorum.
<b>Voting</b>	Ratification of Proposed Constitution requires two-thirds vote of Quorum.

The PowerPoint presentation is included in the Minutes under *Attachment A for the 2/11/25 Meeting – PowerPoint: Special Rules of Order for Ratification of the Constitution.*

D. Legislative Committee, Shoshana Friedman, Chair

- Two-Meeting Rule Discussion: Ratification of Constitution

The Chair of Legislative Committee, Shoshana Friedman, presented the incorporations of the changes to date of the Constitution. These documents are included in the Minutes under *Attachment B for the 2/11/25 Meeting – Comments on Proposed Draft 2025 and Track Changes Draft 2022 Constitution*.

During the discussion, Scott Cally, made the following suggestion in reference to the Appendix, which was under debate as to delete (as noted in the presented documents) or to have the Appendix remain, recommending that it be sent to Shared Governance to research along with Academic Affairs/Student Affairs (the College), and then submitted to Legislative Committee for incorporation into the Constitutional edits as a means to ensure accuracy.

Shoshanna requested that any recommended edits/feedback, including from this College Council meeting, be sent via email. This was reinforced by the College Council Chair, Daniel Kane.

E. Two-Meeting Rule Vote: Recommend the College Council Chair receives compensation

Jacob Segal presented the following Resolution for vote to the College Council, with the following minor edit included in **red text**:

**WHEREAS**, the elected College Council Chair holds a position of significant responsibility and leadership;

**WHEREAS**, the Chair oversees the expanded Steering Committee, schedules and facilitates College Council meetings, represents the College among Faculty Governance Leaders within the CUNY system, attends formal events, and consults with the administration on college-wide matters, among other duties;

**THEREFORE, BE IT RESOLVED** that it is the sense of the College Council that the College Administration should grant the elected College Council Chair three hours of reassigned time **or equivalent compensation** per semester.

**The Resolution Recommending the College Council Chair receives compensation passed by a vote of 32 (Yes), 0 (No), and 1 (Abstention).**

F. Two-Meeting Rule Vote: Recommend allowing faculty and staff members to print from their personal laptops

Steven Jaret presented the following Resolution for vote to the College Council,

**WHEREAS** printing is an essential aspect of campus operations for faculty, staff, and students.

**WHEREAS** faculty, staff, and students frequently work off-campus and store documents on personal computers.

**WHEREAS** authorized faculty, staff, and students are allowed to connect personal computers to secure campus networks (e.g. CUNYFIRST, Brightspace, email) to conduct campus work.

**BE IT RESOLVED THAT** authorized faculty, staff, and students should be allowed to print documents from personal laptops, once they have successfully connected to the secure campus network.

Before, the vote, Asif Hussain, Assistant Vice President and Chief Information Officer, presented a PowerPoint addressing printing from personal devices. The PowerPoint is included in the Minutes under *Attachment C for the 2/11/25 Meeting – PowerPoint: Printing from Personal Devices*.

**The Resolution Recommending Printing from Personal Devices passed by a vote of 27 (Yes), 1 (No), and 5 (Abstentions).**

G. Updates about upcoming Middle States team visit, Dean of Institutional Research, Assessment, and Effectiveness, Colleen Davy

Dean Colleen Davy provided an update regarding the Middle States team visit through the included PowerPoint presentation included in the Minutes under *Attachment D for the 2/11/25 Meeting – PowerPoint: Preparation for MSCHE Self-Study*

### III. New Business

### IV. Events/Announcements

Reminder for the College Council Membership Roundtable Discussion – Tuesday, March 11, @ 3:00 PM in room V-219.

The meeting was adjourned at 4:59 PM.

Respectfully Submitted,



Amanda Kalin, Secretary

### **COLLEGE COUNCIL CALENDAR 2024-2025**

Tuesday, March 18, 2025 @ 3:00 PM in U-219

Tuesday, April 29, 2025 @ 3:00 PM in U-219

Tuesday, May 27, 2025 @ 3:00 PM in U-219

***Attachment A for the 2/11/25 Meeting – PowerPoint: Special Rules of Order for Ratification of the Constitution.***



Recommended

# Special Rules of Order for Ratification of Constitution

Voting Requirement

**Previous Ruling of our Chair**

(To Which No Point of Order Was Raised)

With Previous Notification to the Members

**A Two-thirds Vote of the Quorum**

is the Voting Requirement

Amend the Constitution

- Articles
- Sections
- Subsections

Revise the Constitution

- Extensive rewrite
- Fundamental changes

Housekeeping Our Constitution for Approval

- Organizing, Tidying Up, & Straightening Up
- **Our Constitution Requires the Approval**  
Of the Board of Trustees of The City University of New York

STEP	ACTION
<b>Notification</b>	Proposed Constitution must be posted/announced (a reasonable time) prior to the Meeting at which the Ratification Vote will occur.
<b>Amend</b>	<p>A member may move to Amend the Proposed Constitution by saying "I move to amend the proposed constitution as submitted to the Secretary."</p> <ul style="list-style-type: none"> <li><i>Motion to Amend must be given to the Secretary in writing prior to the start of the Meeting.</i></li> </ul>
<ul style="list-style-type: none"> <li><b>States</b></li> </ul>	The Chair states the motion. (Places it on the view screen for all to read.)
<ul style="list-style-type: none"> <li><b>Second</b></li> </ul>	Another member must second the motion by saying "I second it."
<ul style="list-style-type: none"> <li><b>Poll to Discuss</b></li> </ul>	<p>The Chair polls the members.</p> <ul style="list-style-type: none"> <li><i>Majority (show of hands) required to Discuss, else motion is tabled.</i></li> </ul>
<ul style="list-style-type: none"> <li><b>Discuss</b></li> </ul>	The maker of the motion starts the discussion.
<ul style="list-style-type: none"> <li><b>End of Discussion</b></li> </ul>	<p>The chair closes discussion at the chair's discretion. (Can be overruled by a majority of members.)</p>
<ul style="list-style-type: none"> <li><b>Vote</b></li> </ul>	Motion to Amend the Proposed Constitution requires two-thirds vote of Quorum.
<b>Voting</b>	Ratification of Proposed Constitution requires two-thirds vote of Quorum.

***Attachment B for the 2/11/25 Meeting – Comments on Proposed Draft 2025 and Track Changes Draft 2022 Constitution.***

TABLE OF CONTENTS:

1. ARTICLE I: GOVERNANCE OVERVIEW..... 1

2. ARTICLE II: COMPOSITION OF COLLEGE COUNCIL..... 2

3. ARTICLE III: ELECTIONS OF DELEGATES TO COLLEGE COUNCIL..... 3

4. ARTICLE IV: ORGANIZATION OF COUNCIL..... 5

5. ARTICLE V: STANDING COMMITTEES OF COLLEGE COUNCIL..... 7

6. ARTICLE VI: AMENDMENTS..... 10

7. ARTICLE VII: FACULTY REVIEW COMMITTEES..... 10

1. ARTICLE I: GOVERNANCE OVERVIEW

a. SECTION I: FUNCTION OF COLLEGE COUNCIL

- i. The College Council must be responsible, subject to guidelines, if any, as established by the Board of Trustees of The City University of New York for the formulation of policy relating to the admission and retention of students including health and scholarship standards therefor, student attendance including leaves of absence, curricula, and the award of college credit. The Faculty, however, must reserve the right to confer degrees. The Council must make its own bylaws, consistent with the policies and regulations of the Board of Trustees, and conduct the educational affairs customarily cared for by a college faculty. The Council may also make recommendations on policy with respect to the facilities, budgetary matters, and faculty personnel matters of the College within the framework of the Bylaws of the Board of Trustees.
- ii. Upon a petition of twenty (20) percent of the membership of the Faculty or the Student Body, and the presentation of such a petition to the Chair of College Council, a referendum must be held in order to determine if the Faculty and the Student Body both desire to reverse (repeal) any Council decision. Petition for reversal (repeal) must be filed within four (4) weeks after publication of the action in the minutes of the Council. A decision must be reversed (repealed) by a two-thirds vote of the Faculty and a two-thirds vote of the Student Body in which at least twenty percent of each constituency must participate.
- iii. All actions of the College Council that have been duly presented and passed by the Council for consideration by the Board of Trustees must be presented to the Board by the President, together with their own recommendations.

b. SECTION II: MEETINGS

- i. The College Council must meet at least twice each semester as determined by the Steering Committee of the Council. Such meetings must be incorporated into the College calendar.
  - ii. Upon petition of twenty (20) percent of the membership of the Council, a meeting must be called in order to deal with matters of Council concern.
  - iii. Meetings of the College Council and committees of the Council must follow Robert's Rules of Order.
  - iv. The College Council may make bylaws for its own operations consistent with its Constitution and the policies and regulations of the Board of Trustees.
  - v. Meetings of the College Council fall under the laws of New York State, in particular, they are subject to the Open Meeting Law, and therefore must take place in person.
- c. SECTION V: Kingsborough Community College Student Government Association
- i. There must be a Student Government Association charged with promoting and protecting the interests of all students, and with ensuring appropriate student representation on all campus boards and committees requiring student members. The Student Government must be structured and governed according to the provisions outlined in the Student Government Association constitution and bylaws, provided that all provisions within said documents remain consistent with policies set forth by the City University of New York Board of Trustees.

## 2. ARTICLE II: COMPOSITION OF COLLEGE COUNCIL

The College Council must be composed of

- i. The President of the College
- ii. The Chief Academic Officer of the College
- iii. The Chief Administrative Officer of the College
- iv. The Registrar
- v. The Chairperson of each instructional department
- vi. One department delegate from each instructional department

- vii. Full-time instructional staff delegates-at-large equal to the number of departments
- viii. Two part-time instructional staff delegates-at-large
- ix. Three delegates-at-large from the HEO and CLT series
- x. Twenty student delegates
- xi. One alumni delegate
- xii. Two delegates elected by the full-time regularly appointed non-probationary supporting staff
- xiii. One non-voting delegate-at-large seat to be designated for Emeritus/Emerita Teaching Faculty
- xiv. The voting, non student members of Council must also include:
  - 1. The Chair of College Council
  - 2. The Vice Chair of College Council
  - 3. The Secretary of College Council
  - 4. The Parliamentarian

### 3. ARTICLE III: ELECTIONS OF DELEGATES TO COLLEGE COUNCIL

#### a. SECTION I: ELECTIONS

- i. All elections must be supervised by the Legislative Committee. This must also apply to faculty voting under Article III, Section III.

#### b. SECTION II: ELECTION RULES AND PROCEDURES

- i. The elections for chairperson must be conducted in the first full week of May. These elections must be in person.
- ii. Elections for delegates-at-large must be conducted in May of each year following the elections of department chairpersons and department delegates.
- iii. Nominations for delegates-at-large must be conducted by secret ballot provided that nominees must have the opportunity to decline nomination before preparation of the final ballot. Elections for delegates-at-large must also be conducted by secret ballot. Mail ballots must not be used. Electronic balloting shall be permitted, as determined and administered



by the Legislative Committee.

- iv. Persons eligible to vote for delegates-at-large shall be eligible to nominate candidates and be nominated for the position of delegate-at-large.
- v. Persons who have tendered their resignation or who have received notice of non-reappointment must not be eligible to vote, or be nominated or elected to office.
- vi. Eligible voters must be entitled to vote for as many candidates as there are vacant positions to be filled. Election must be by plurality with ties determined by the Chair of College Council.
- vii. For all delegate-at-large seats that become vacant before November 1, vacancies must be filled from the list of unsuccessful candidates of the previous election with the person having the greatest number of votes among the unsuccessful candidates designated to fill the vacancy until the next scheduled election for that seat. Should a special ballot be necessary, it must be held prior to the end of that fall semester to fill the vacancy.
- viii. If a seat becomes vacant after November 1, then it will be filled at the next scheduled election, by special ballot if necessary.
- ix. Where vacancies for unexpired terms are to be filled at a regular election, the candidates receiving the next highest number of votes after filling the regular three-year term vacancies shall be declared elected for the unexpired term. The longer terms shall be assigned to those with the highest number of votes.

c. SECTION III: DEPARTMENT DELEGATES

- i. Department delegates must be elected following the election of department chairpersons by the full-time members of the department having faculty rank or faculty status and must serve a term on the Council equal to that of the department chairpersons. Vacancies must be filled by the Department for the unexpired portion of the term.
- ii. Persons eligible to vote for department delegates must be eligible to nominate candidates and be nominated for the position of department delegate.
- iii. Elections for department delegates must be conducted by secret ballot. Mail and/or electronic ballots must not be used.
- iv. Persons holding the rank of Lecturer at the College who have been awarded the Certificate of Continuous Employment must be enfranchised to vote for Department Chairperson and for members of the Department Personnel and Budget Committee.

d. SECTION IV: DELEGATES-AT-LARGE:

- i. Full-Time Instructional Staff Delegates-at-large (equal to the number of instructional departments) must be elected by members of the full-time instructional staff who have faculty rank, faculty status or, who have received notification of reappointment for the third or succeeding years of full-time service. The term of office for these delegates-at-large must be three years, with elections staggered so that approximately one-third must be elected each year. Each person eligible to nominate may cast a secret nominating ballot containing no more than two (2) persons. Those eighteen (18) eligibles who receive the highest number of nominations, plus ties, must appear as candidates on the final ballot.
  - ii. Two (2) Part-Time Instructional Staff Delegates-at-large must be elected by members of the part-time instructional staff (“Adjunct faculty”). All current adjunct faculty must be eligible to vote for delegates-at-large. However, members of the full-time instructional staff or administrative staff who are concurrently teaching in an adjunct capacity at the college are ineligible to participate in the part-time elections. Part-time faculty serving on a Substitute Full-Time line are eligible to participate in the part-time elections. The term of office for these delegates-at-large must be two years, with elections staggered so that one delegate must be elected each year. Each person eligible to nominate may cast a secret nominating ballot containing no more than one (1) person. Those six (6) eligibles who receive the highest number of nominations, plus ties, must appear as candidates on the final ballot.
  - iii. Three (3) HEO and CLT Delegates-at-large must be elected by eligible voters including all Higher Education Officer series and CLT series employees, including Assistant to HEO, HEO Assistant, HEO Associate, HEO, and CLTs; employees on leave serving in Executive Compensation Plan titles must not be eligible. The term of office for these delegates-at-large must be three years, with elections staggered so that one delegate must be elected each year.
  - iv. Two (2) Support Staff Delegates-at-large must be elected from the regularly appointed non-probationary supporting staff. The term of office for these delegates-at-large must be three years, with elections staggered so that one delegate must be elected each year for two years, and the third year must have no election. Each person eligible to nominate may cast a secret nominating ballot containing no more than one (1) person. Those six (6) eligible who receive the highest number of nominations, plus ties, must appear as candidates on the final ballot.
- e. SECTION V: ALL OTHER DELEGATES:
- i. Eligible student delegates must be elected for one year terms in

accordance with the constitution and bylaws of the Kingsborough Community College Student Government Association.

- ii. The alumni delegate must be elected by the Alumni Association to serve a term of three years.
- iii. Those elected must be selected on the basis of a plurality vote with ties to be broken by the Chair of College Council. The elections in (i) and (ii) must be conducted by secret ballot. Mail ballots must not be used. Electronic balloting shall be permitted, as determined and administered by the Legislative Committee.
- iv. One non-voting delegate-at-large seat must be designated for Emeritus/Emerita Teaching Faculty. This seat must have a two-year term. Nominees for this seat must be recommended by the President of the College and appointed with the advice and consent of the College Council, with confirmation to be voted upon at the Council meeting in May of that year. All College Council members shall be eligible to vote in this confirmation process.

#### 4. ARTICLE IV: ORGANIZATION OF COUNCIL

##### a. SECTION 1: OFFICERS OF COUNCIL

- i. The Chairperson and Vice Chairperson must be chosen by the College Council every year 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 Chairperson if the chairperson is absent or unable to perform their duties with respect to College Council.
- ii. The Secretary of the Council must be chosen by the College Council by a majority vote of the Council. This individual must also serve as Secretary of the Steering Committee with voting privileges.
- iii. A Parliamentarian must be elected by the College Council every two years. The eligibility requirements and duties of the Parliamentarian are stated in the Procedural Guide of Council.

##### b. SECTION III: STANDING COMMITTEES

- i. The College Council must be divided into ten committees: two special committees, Steering and Committees; and eight standing committees, Curriculum, Instructional, Legislative, Strategic Planning and Budget, Facilities, Shared Governance, Diversity Equity and Inclusion, and Students. The number of members and the membership of each committee must be determined by the Committee on Committees and must include student representation.

- ii. The Steering Committee must be composed of the Chairperson and Vice Chairperson of the College Council, the Secretary of the College Council, the Parliamentarian and the Chairpersons of the Standing Committees.
  - iii. A chairperson of a standing committee may be represented by a member of the same committee who must enjoy the same privileges as the chairperson.
  - iv. The Chair of College Council must serve as the chairperson of the Steering Committee.
  - v. The Steering Committee must meet regularly during the academic year and must meet by call of the chairperson.
- c. SECTION IV: COMMITTEE ON COMMITTEES
- i. The College Council Committee on Committees must be elected from among the members of the College Council. The committee must be comprised of ten members elected by plurality vote after nominations from the floor, three of whom must be student members.
  - ii. Voting must be by secret ballot. If more than one vacancy needs to be filled, members must vote for no more than two-thirds of the faculty vacancies and two-thirds of the student vacancies from the list of nominees. Tie votes must be resolved by the Chair of College Council.
  - iii. The Committee must meet immediately after election to elect a chairperson.

## 5. ARTICLE V: STANDING COMMITTEES OF COLLEGE COUNCIL

- a. SECTION I: RULES FOR STANDING COMMITTEES
- i. Each standing committee must elect its own Chairperson and Secretary.
  - ii. Each standing committee must meet regularly and keep minutes of its meetings.
  - iii. Standing committees must be empowered to create sub-committees in order to discharge their responsibilities. Membership on sub-committees need not be restricted to members of the College Council. Sub-committee membership can be utilized as a means of involving a wider range of expertise, a diversity of views on the issues at hand and individuals and groups directly concerned with the subject matter under consideration.
- b. SECTION II: POWERS AND DUTIES OF THE STANDING COMMITTEES
- i. Committee on Committees: must name the members of each of the eight standing committees and determine the number of members based on a list of preferences (a minimum of three) obtained from each member of the Council.

1. The committee must name replacements to the eight standing committees from the list of preferences of each member, which it must maintain. The committee must consider written petitions from any member requesting reassignment to an alternative standing committee for the duration of their term, and must make such decisions at its discretion.
- ii. Steering Committee: The Steering Committee must prepare the agenda for the College Council meetings.
1. The committee must refer matters brought to its attention to the appropriate committee. It must receive all recommendations and resolutions from the college community prior to submission to the College Council.
  2. The committee must submit such recommendations and resolutions to the full College Council or must return them to the appropriate committee with comments. If a recommendation or resolution is returned to a committee and the committee passes it for a second time and returns it to the Steering Committee, it must be placed on the agenda of the next Council meeting. By submission of a petition signed by one-third of the members of the College Council, the Steering Committee must send to the full Council any recommendations and resolutions submitted to it at the next scheduled meeting.
  3. The committee must, in addition, have power to do the following: Call the College Council into session, coordinate the activities of all committees, and must be responsible for informing the instructional staff regarding its activities each semester (e.g., through the College website).
- iii. Curriculum Committee: must be concerned with the formulation, development, modification, and evaluation of curricula.
1. The committee shall receive proposals from any member of the instructional staff. Such proposals (in approved, standard format) must be submitted through, and approved by, appropriate department curriculum committees (and/or other such approval required by the department), forwarded to the Provost for review, and then referred to the chairperson of the committee for purposes of recommendation and evaluation by the committee. Proposals may also be forwarded to the Provost from the Coordinator of Liberal Arts or the Chairs of duly appointed college task forces (e.g., General Education).
  2. The Chair of the committee must establish a curriculum proposal

submission calendar for each semester in consultation with the Provost, who must distribute the calendar to department chairpersons.

3. The committee must consider proposals for new or modified degrees, certificates, and courses (including "experimental" 82 courses) with regard to such factors as their relation to the college's mission and existing curriculum, as well as their hours, credits, content, learning outcomes, evaluation criteria, and expected articulation.
  4. The committee must report its recommendations to the College Council for review and approval. (Minor changes--such as course numbering, modifications of course names--must be reported to the College Council as informational items.)
- iv. Instructional Committee: must review matters regarding instruction and the instructional process. This includes, but is not limited to: instruments and procedures to provide evaluative data on instruction and instructional effectiveness; student evaluation of instruction; peer review of instruction; and any issues of personnel, procedures or technologies that may impact the instructional process.
1. The data provided by instruments must be considered confidential and made available only to the faculty member directly concerned and departmental and college-wide committees and college officers responsible for the evaluation of instructional effectiveness.
  2. The committee may receive proposals from any member of the instructional staff or the student body through the chairperson of the committee, regarding the instructional process.
- v. Legislative Committee: must be concerned with the Governance of the College, including the constitution and amendments, election procedures, Bylaws of the College Council, and initiation and review of all outside legislation concerning the College.
- vi. Strategic Planning and Budget Committee: must review the strategic and financial plans for the College for the purpose of ensuring that assessment results affect planning; planning is evidence based; strategic plans affect fiscal decisions; and these fiscal decisions support academic priorities, staff and organizational development, facilities plans, and other institutional priorities.
1. The Committee will approve and/or recommend strategic plans and budget priorities to the College Council. It will not deal with

specific budget allocations or monitoring of expenditures.

2. To enable the Committee to serve as a vehicle for budgetary transparency, the Chief Administrative Officer must designate an administrator to appear before the Committee at the beginning of each semester to report on the College budget. Based on the report of the budget, the Committee may seek additional related information or available institutional data. The Committee will review the information presented and report to the College Council on its review.
- vii. Students Committee: must be concerned with policy pertaining to student recruitment, admission, attendance, retention, discharge, discipline, counseling, academic standards, graduation, ceremonies, student health and other services; extra-curricular activities including athletics, as well as other activities relating to the students.
- viii. Shared Governance Committee: must 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 must communicate with the college with regard to the Council's work and principles and values of shared governance.
- ix. Facilities Committee: must 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.
- x. Diversity, Equity, and Inclusion Committee: must 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.

## 6. ARTICLE VI: AMENDMENTS

- a. Amendments to the Constitution may be initiated by the College Council, any standing committee, a member of the Council, or by petition of ten percent of the full-time Instructional Staff or any ten percent of the student body. Proposed amendments must then be submitted to the Legislative Committee for its consideration.
- b. Amendments must be incorporated into the Constitution after ratification by a two-thirds vote of the Council and after approval by the Board of Trustees.
- c. Twenty percent of either the Instructional Staff or the Student Body may petition for the repeal of an amendment, if such appeal is filed within two months of ratification by the Council and approval by the Board of Trustees.

- d. All petitions for repeal of an amendment must be considered in referendum once a year. At such referendums, an amendment must be considered repealed by a two-thirds vote of the instructional staff and a two-thirds vote of the student body. The two-thirds majority must be determined by the number who participate in each referendum.
- e. All proposed amendments or repeal of amendments must be approved by the Board of Trustees.

~~f. The College Council must have a two-thirds majority vote to amend the constitution. All amendments require the approval of the Board of Trustees.~~

## 7. ARTICLE VII: FACULTY REVIEW COMMITTEES

### a. SECTION I: ORGANIZATION OF FACULTY REVIEW COMMITTEES

- i. The qualifications of candidates recommended for appointment, reappointment, tenure, and advancement to the various ranks are considered and reviewed by the College Committee on Faculty Personnel and Budget. This committee receives recommendations from the Department Personnel and Budget committees. Recommendations of the review committees are made to the President and reported to the College Committee on Faculty Personnel and Budget.
- ii. There are six faculty review committees:
  - 1. The Review Committee on Reappointment and Tenure Committee  
One. Years: 1st, 3rd, 5th, 7th.
  - 2. The Review Committee on Reappointment and Tenure Committee  
Two. Years: 2nd, 4th, 6th, Tenure.
  - 3. The Review Committee on Advancement to Associate Professor
  - 4. The Review Committee on Advancement to Professor
  - 5. The Review Committee on Reclassification and CLT Series
  - 6. The Review Committee on Fellowship Leave
- iii. These committees are each composed of five members - three members of the faculty and two department chairpersons.
- iv. Each Department Personnel and Budget Committee must nominate four members of their respective faculties.
- v. All faculty members who are nominated must hold faculty rank.
- vi. All nominations must be submitted to the President.
- vii. The President designates the chairperson of each committee under leadership, guidance and coordination of the Dean of Faculty.
- viii. The following criteria govern the nomination and selection of at-large



members to each of the faculty review committees:

1. They must be tenured.
  2. They must be of equal or higher rank than that rank to which advancement is sought; or, in the case of the Committee on Reappointment and Tenure, they must hold one of the professorial titles.
  3. There must be no more than one member of a single department on any single committee.
- ix. Each faculty review committee must be constituted for one year. To provide continuity of experience and perspective, wherever practicable, at least two members of each committee must be appointed for a second year.
- x. Departmental Personnel and Budget committees, and faculty review committees, will prepare written reports concerning their recommendations for appointment, reappointment, tenure and advancement.
- xi. Members of faculty review committees will not vote on candidates under consideration by their committee who are members of their own departments.

b. SECTION II: CRITERIA FOR EVALUATION

- i. In accordance with the policy of the Board of Trustees, the evaluation of classroom teaching effectiveness is a basic element in the procedure for recommending reappointment, tenure and advancement of teachers. This procedure is the legal equivalent of an unassembled civil service examination. Consideration is given to such matters as:
  1. command of subject matter and distinctive methods of the discipline
  2. ability to communicate with students and colleagues
  3. effectiveness in stimulating thought
  4. ability to foster active student participation in the learning process
  5. ability to develop a conscious sense of a learning experience for the students
- ii. In addition, major consideration is given to such areas of performance as:
  1. service to the students

2. service to the instructional department
  3. service to-the College
  4. professional development
  5. scholarly and creative achievement
- iii. For Library and Student Development personnel as well as for College Technicians, service to students, service to the department, service to the College, relations with other members of the department, librarianship, and/or other appropriate criteria must be primary foci of evaluation.
  - iv. With respect to initial appointment, the criteria described in paragraph (i) above are applied to the candidate's experience, education and character in terms of the apparent potential and/or achievement described or reflected in interviews, submitted credentials and references.

c. SECTION III: VERIFICATION OF DATA

- i. Candidates having their qualifications evaluated will submit all pertinent materials to the Office of Academic Affairs for review by the Departmental Personnel and Budget Committee and the appropriate faculty review committee.
- ii. Each committee will have the responsibility for verification of the data submitted to it by the candidates; written submissions, interviews, etc. may be required as the committees deem necessary.
- iii. Quantitative and qualitative evaluations will be made.
- iv. Greatest consideration by the committees will be given to a candidate's achievements since promoted last.
- v. In the evaluation of teaching effectiveness, classroom observation will be supplemented by review of materials used in the classroom (e.g. examinations, reprints, et al.) and other standard instruments employed for the evaluation of teaching effectiveness; classroom observation will be scheduled, in advance, in conformity with the spirit of and letter of the contract between the Board of Trustees and faculty bargaining agents.

d. SECTION IV: EQUIVALENCY AND WAIVERS

- i. The President is authorized by the Board of Trustees to approve individual petitions for waivers of the Bylaws. They may consult with the departmental committee on Personnel and Budget and the College Committee on Faculty Personnel and Budget regarding equivalencies in technical, creative, and career areas. It should be noted that a presidential

recommendation for a waiver of the Bylaws is subject to the approval of the Board of Trustees and is not tantamount to approval.

DRAFT

## COLLEGE COUNCIL CONSTITUTION

### CONTENTS:

**This Section has been added for document clarity and ease of use.**

Article I: Function	i
Article II: Meetings	ii
Article III: Composition	ii
Article IV: Organization	v
Article V: Powers and Duties of Committees	vi
Article VI: Amendments	ix
Section B: Student Government Association	ix
Section C: Faculty Review Committees	ix
Section D: President's Advisory Commission	xii
Section E: Voting Eligibility for Lecturers	xii
Section F: Amendment Procedure	xii
Appendix on College Committees	xiii

**Color Key:**  
**Red = added section or passage, with sources clearly identified**  
**Blue = unchanged text from previous version; may be reformatted for fonts, spacing, bulleting**  
**Green = text moved or consolidated with no wording changes**

## ARTICLE I - FUNCTION

**This section remains unchanged.**

### Section I

The College Council shall be responsible, subject to guidelines, if any, as established by the Board of Trustees of The City University of New York for the formulation of policy relating to the admission and retention of students including health and scholarship standards therefor, student attendance including leaves of absence, curricula, and the award of college credit. The Faculty, however, shall reserve the right to confer degrees. The Council shall make its own bylaws, consistent with the policies and regulations of the Board of Trustees, and conduct the educational affairs customarily cared for by a college faculty. The Council may also make recommendations on policy with respect to the facilities, budgetary matters and faculty personnel matters of the College within the framework of the Bylaws of the Board of Trustees.

### Section II

Upon a petition of twenty (20) percent of the membership of the Faculty or the Student Body, and the presentation of such a petition to the President, a referendum must be held in order to determine if the Faculty and the Student Body both desire to reverse (repeal) any Council decision. Petition for reversal (repeal) must be filed within four (4) weeks after publication of the action in the minutes of the Council. A decision shall be reversed (repealed) by a two-thirds vote of the Faculty and a two-thirds vote of the Student Body in which at least twenty percent of each constituency must participate.

### Section III

All actions of the College Council that have been duly presented and passed by the Council for consideration by the Board of Trustees shall be presented to the Board by the President, together with their own recommendations.

## ARTICLE II - MEETINGS

**This section remains unchanged.**

### Section I

The College Council shall meet at least twice each semester as determined by the Steering Committee of the Council. Such meetings shall be incorporated into the College calendar.

### Section II

Upon petition of twenty (20) percent of the membership of the Council, a meeting must be called in order to deal with matters of Council concern.

### Section III

Meetings of the College Council and committees of the Council shall follow Robert's Rules of Order.

### Section IV

The College Council may make bylaws for its own operations consistent with its Constitution and the policies and regulations of the Board of Trustees.

## ARTICLE III - COMPOSITION

**This Section has been  
reformatted for document clarity  
and ease of use.**

### Section I

The College Council shall be composed of

- the President of the College, who shall be Chairperson
- the Chief Academic Officer of the College,
- the Chief Administrative Officer of the College,
- the Registrar,
- the Chairperson of each instructional department,
- one departmental delegate from each instructional department,
- full-time instructional staff delegates-at-large equal to the number of departments,
- two part-time instructional staff delegates-at-large,
- **three delegates-at-large from the HEO and CLT series,**
- twenty student delegates,
- one alumni delegate,
- and two delegates elected by the full-time regularly appointed non-probationary supporting staff.
- One additional non-voting delegate-at-large seat shall be designated for Emeritus/Emerita Teaching Faculty.

**Added as per CC Minutes, 5/24/22**

Section II – Departmental Delegates

**This section remains unchanged.**

- a) Department delegates shall be elected following the election of department chairpersons by the full-time members of the department having faculty rank or faculty status and shall serve a term on the Council equal to that of the department chairpersons. Vacancies shall be filled by the Department for the unexpired portion of the term.
- b) Persons eligible to vote for department delegates shall be eligible to nominate candidates and be nominated for the position of department delegate.
- c) Elections for department delegates shall be conducted by secret ballot. Mail and/or electronic ballots shall not be used.

Section III – Delegates-at-Large

**This Section has been reformatted for document clarity and ease of use.**

- a) **Full-Time Instructional Staff** Delegates-at-large (equal to the number of instructional departments) shall be elected by members of the full-time instructional staff who have faculty rank, faculty status or who have received notification of reappointment for the third or succeeding years of full-time service.
  - a. The term of office for these delegates-at-large shall be three years, with elections staggered so that approximately one-third shall be elected each year. Each person eligible to nominate may cast a secret nominating ballot containing no more than two (2) persons. Those eighteen (18) eligibles who receive the highest number of nominations, plus ties, shall appear as candidates on the final ballot.
- b) Two **Part-Time Instructional Staff** Delegates-at-large shall be elected by members of the part-time instructional staff (“Adjunct faculty”). All current adjunct faculty shall be eligible to vote for delegates-at-large. **However, members of the full-time instructional staff or administrative staff who are concurrently teaching in an adjunct capacity at the college are ineligible to participate in the part-time elections. Part-time faculty serving on a Substitute Full-Time line are eligible to participate in the part-time elections.**

**Added as per CC Minutes, 11/15/18**

**This Section  
has been  
relocated from  
old Section IV  
(b)-  
(c) for  
document  
clarity  
and ease of  
use.**

- a. The term of office for these delegates-at-large shall be two years, with elections staggered so that one delegate shall be elected each year. Each person eligible to nominate may cast a secret nominating ballot containing no more than one (1) person. Those six (6) eligibles who receive the highest number of nominations, plus ties, shall appear as candidates on the final ballot.
- c) **Three HEO and CLT Delegates-at-large shall be elected by eligible voters including all Higher Education Officer series and CLT series employees, including Assistant to HEO, HEO Assistant, HEO Associate, HEO, and CLTs; employees on leave serving in Executive Compensation Plan titles shall not be eligible.**
  - a. **The term of office for these delegates-at-large shall be three years, with elections staggered so that one delegate shall be elected each year. Each person eligible to nominate may cast a secret nominating ballot**

**containing no more than one (1) person. Those six (6) eligibles who receive the highest number of nominations, plus ties, shall appear as candidates on the final ballot.**

**Added as per CC Minutes, 5/24/22**

- d) Two **Support Staff** Delegates-at-large shall be elected from the regularly appointed non-probationary supporting staff.
- a. The term of office for these delegates-at-large shall be three years, with elections staggered so that one delegate shall be elected each year for two years, and the third year shall have no election. Each person eligible to nominate may cast a secret nominating ballot containing no more than one (1) person. Those six (6) eligibles who receive the highest number of nominations, plus ties, shall appear as candidates on the final ballot.
- e) Elections for delegates-at-large shall be conducted in May of each year following the elections of department chairpersons and departmental delegates.
- f) Nominations for delegates-at-large shall be conducted by secret ballot provided that nominees shall have the opportunity to decline nomination before preparation of the final ballot. Elections for delegates-at-large shall also be conducted by secret ballot.
- g) Mail ballots shall not be used. Electronic balloting shall be permitted, as determined and administered by the Committee on Elections.
- h) Persons eligible to vote for delegates-at-large shall be eligible to nominate candidates and be nominated for the position of delegate-at-large.
- i) Persons who have tendered their resignation or who have received notice of non-reappointment shall not be eligible to vote, or be nominated or elected to office.
- j) Eligible voters shall be entitled to vote for as many candidates as there are vacant positions to be filled. Election shall be by plurality with ties determined by the President of the College.
- k) **For all delegate-at-large seats that become vacant before November 1,** vacancies shall be filled from the list of unsuccessful candidates of the previous election with the person having the greatest number of votes among the unsuccessful candidates designated to fill the vacancy until the next scheduled election **for that seat. Should a special ballot be necessary, it shall be held prior to the end of that fall semester to fill the vacancy.**
- l) **If a seat becomes vacant after November 1, then it will be filled at the next scheduled election, by special ballot if necessary.**
- m) Where vacancies for unexpired terms are to be filled at a regular election, the candidates receiving the next highest number of votes after filling the regular three-year term vacancies shall be declared elected for the unexpired term. The longer terms shall be assigned to those with the highest number of votes.

**Sections (e) –  
(j) have been  
consolidated  
and  
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for document  
clarity and to  
eliminate  
redundancies  
due to  
reorganization of  
Section III(a)-(d)  
NO  
PROCEDURES,  
POLICIES OR  
RULES HAVE  
BEEN  
CHANGED.**

**Added as  
per CC  
Minutes,  
11/15/18**

#### Section IV – All Other Delegates

**This section remains unchanged but has a new title.**

- a) Eligible student delegates shall be elected for one year terms in accordance with the constitution and bylaws of the Kingsborough Community College Student Government Association.
- b) The alumni delegate shall be elected by the Alumni Association to serve a term of three years.
- c) Those elected shall be selected on the basis of a plurality vote with ties to be broken by the President of the College.
- d) All elections shall be conducted by secret ballot. Mail ballots shall not be used. Electronic balloting shall be permitted, as determined and administered by the Committee on Elections.

#### Section V – Retiree Delegate

**This section remains unchanged but has a new title.**

- a) One non-voting delegate-at-large seat shall be designated for Emeritus/Emerita Teaching Faculty. This seat shall have a two-year term.
- b) Nominees for this seat shall be recommended by the President of the College and appointed with the advice and consent of the College Council, with confirmation to be voted upon at the Council meeting in May of that year. All College Council members shall be eligible to vote in this confirmation process.

#### Section VI – Committee on Elections

**This section remains unchanged but has a new title.**

All elections shall be supervised by the Faculty-Student Committee on Elections. This shall also apply to faculty voting under Article I, Section II and Article VI. The committee shall be selected by the Legislative Committee.

### **ARTICLE IV - ORGANIZATION OF COUNCIL**

**In all remaining sections, the pronouns “he/she” have been removed and gender-neutral language substituted.**

#### Section I

- a) The President of the College shall preside as chairperson of the Council. In the President’s 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.

#### Section II

The Secretary of the Council shall be chosen by the College Council by a majority vote of the Council. This individual shall also serve as Secretary of the Steering Committee with voting privileges only if the Secretary is also a member.

#### Section III

The Council shall elect a Parliamentarian, who need not be a member of the Council. If not a member, the Parliamentarian shall have all rights and privileges of Council membership, except the right to vote.

**Sections  
I- III  
remain  
unchanged**



#### Section IV

- a) The College Council shall be divided into seven committees: two special committees, Steering and Committees; and five standing committees, Curriculum, Instructional, Legislative, Strategic Planning and Budget, and Students. The number of members and the membership of each committee shall be determined by the Committee on Committees and shall include student representation.
- b) Committee members shall serve on a single standing committee for the duration of their terms on the College Council, but may petition the Committee on Committees to request reassignment to an alternative standing committee. Committee chairpersons shall be elected annually, by members of each committee.
- c) 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. A chairperson of a standing committee may be represented by a member of the same committee who shall enjoy the same privileges as the chairperson.
- d) The President of the College shall serve as the chairperson of the Steering Committee.
- e) The Steering Committee shall meet regularly during the academic year and shall meet by call of the chairperson.

Section  
IV(c)-(e)  
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#### Section V

**This section remains unchanged.**

- a) The College Council Committee on Committees shall be elected from among the members of the College Council. The committee shall be comprised of ten members elected by plurality vote after nominations from the floor, three of whom shall be student members.
- b) Voting shall be by secret ballot. If more than one vacancy needs to be filled, members shall vote for no more than two-thirds of the faculty vacancies and two-thirds of the student vacancies from the list of nominees. Tie votes shall be resolved by the College Council chairperson.
- c) The Committee shall meet immediately after election to elect a chairperson.

### **ARTICLE V - POWERS AND DUTIES OF COMMITTEES**

#### Section I

The duties of the committees follow:

- a) Committee on Committees: shall name the members of each of the five standing committees and determine the number of members based on a list of preferences (a minimum of three) obtained from each member of the Council. It shall schedule a date and place for each committee to meet to elect a chairperson and a secretary and to determine its permanent organization.
  - a. The committee shall name replacements to the five standing committees from the list of preferences of each member, which it shall maintain.

Section V(a)-  
(g) have  
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unchanged

- b. The committee shall consider written petitions from any member requesting reassignment to an alternative standing committee for the duration of his/her term, and shall make such decisions at its discretion.
- b) Steering Committee: The Steering Committee shall prepare the agenda for the College Council meetings.
  - a. The committee shall refer matters brought to its attention to the appropriate committee. It shall receive all recommendations and resolutions from all standing and ad hoc committees prior to submission to the College Council.
  - b. The committee shall submit such recommendations and resolutions to the full College Council or shall return them to the appropriate committee with comments. If a recommendation or resolution is returned to a committee and the committee passes it for a second time and returns it to the Steering Committee, it must be placed on the agenda of the next Council meeting. By submission of a petition signed by one-third of the members of the College Council, the Steering Committee must send to the full Council any recommendations and resolutions submitted to it at the next scheduled meeting.
  - c. The Steering Committee shall in addition have power to call the College Council into session, to coordinate the activities of all committees, and shall be responsible for informing the instructional staff regarding its activities each semester (e.g., through the College website).
- c) Curriculum Committee: shall be concerned with the formulation, development, modification, and evaluation of curricula.
  - a. The committee shall receive proposals from any member of the instructional staff. Such proposals (in approved, standard format) shall be submitted through and approved by appropriate department curriculum committees (and/or other such approval required by the department), forwarded to the Provost for review, and then referred to the chairperson of the committee for purposes of recommendation and evaluation by the committee. Proposals may also be forwarded to the Provost from the Program Director of Liberal Arts or the Chairs of duly appointed college task forces (e.g., General Education).
  - b. The chair of the committee shall establish a curriculum proposal submission calendar for each semester in consultation with the Provost, who shall distribute the calendar to department chairpersons.
  - c. The committee shall consider proposals for new or modified degrees, certificates, and courses (including "experimental" 82 courses) with regard to such factors as their relation to the college's mission and existing curriculum, as well as their hours, credits, content, learning outcomes, evaluation criteria, and expected articulation.
  - d. The committee shall report its recommendations to the College Council for review and approval. (Minor changes--such as course numbering, modifications of course names--shall be reported to the College Council as informational items.)

- d) Instructional Committee: shall review matters regarding instruction and the instructional process. This includes, but is not limited to: instruments and procedures to provide evaluative data on instruction and instructional effectiveness; student evaluation of instruction; peer review of instruction; and any issues of personnel, procedures or technologies that may impact the instructional process.
  - a. The data provided by instruments shall be considered confidential and made available only to the faculty member directly concerned and departmental and college-wide committees and college officers responsible for the evaluation of instructional effectiveness.
  - b. The committee may receive proposals from any member of the instructional staff or the student body through the chairperson of the committee, regarding the instructional process.
- e) Legislative Committee: shall be concerned with the Governance of the College, including the constitution and amendments, election procedures, Bylaws of the College Council, and initiation and review of all outside legislation concerning the College.
- f) Strategic Planning and Budget Committee: shall review the strategic and financial plans for the College for the purpose of ensuring that assessment results affect planning; planning is evidencebased; strategic plans affect fiscal decisions; and these fiscal decisions support academic priorities, staff and organizational development, facilities plans, and other institutional priorities.
  - a. The Committee will approve and/or recommend strategic plans and budget priorities to the College Council. It will not deal with specific budget allocations or monitoring of expenditures.
  - b. To enable the Committee to serve as a vehicle for budgetary transparency, the Chief Administrative Officer shall designate an administrator to appear before the Committee at the beginning of each semester to report on the College budget. Based on the report of the budget, the Committee may seek additional related information or available institutional data. The Committee will review the information presented and report to the College Council on its review.
- g) Students Committee: shall be concerned with policy pertaining to student recruitment, admission, attendance, retention, discharge, discipline, counseling, academic standards, graduation, ceremonies, student health and other services; extra-curricular activities including athletics, as well as other activities relating to the students.
- h) New committees added

## Section II

**This section remains unchanged.**

- a) Each standing committee shall elect its own Chairperson and Secretary.
- b) Each standing committee shall meet regularly and keep minutes of its meetings.

N.B. Consistent with the Governance Charter, standing committees shall be empowered to create sub-committees in order to discharge their responsibilities. Membership on sub-committees need not be restricted to members of the College Council. Sub-committee

membership can be utilized as a means of involving a wider range of expertise, a diversity of views on the issues at hand and individuals and groups directly concerned with the subject matter under consideration.

#### **ARTICLE VI-AMENDMENTS (Proposed Amendments)**

**This section remains unchanged.**

- a) Amendments to the Constitution may be initiated by the College Council, any standing committee, a member of the Council, or by petition of ten percent of the full-time Instructional Staff or any ten percent of the student body. Proposed amendments shall then be submitted to the Legislative Committee for its consideration.
- b) Amendments shall be incorporated into the Constitution after ratification by a two-thirds vote of the Council and after approval by the Board of Trustees.
- c) Twenty percent of either the Instructional Staff or the Student Body may petition for the repeal of an amendment, if such appeal is filed within two months of ratification by the Council and approval by the Board of Trustees.
- d) All petitions for repeal of an amendment shall be considered in referendum once a year. At such referendums, an amendment shall be considered repealed by a two-thirds vote of the instructional staff and a two-thirds vote of the student body. The two-thirds majority shall be determined by the number who participate in each referendum.
- e) All proposed amendments or repeal of amendments must be approved by the Board of Trustees.

**The remainder of the document is unchanged, but has been reformatted for document clarity and ease of use.**

#### **B. Kingsborough Community College Student Government Association**

There shall be a Student Government Association charged with promoting and protecting the interests of all students, and with ensuring appropriate student representation on all campus boards and committees requiring student members. The Student Government shall be structured and governed according to the provisions outlined in the Student Government Association constitution and bylaws, provided that all provisions within said documents remain consistent with policies set forth by the City University of New York Board of Trustees.

#### **C. Faculty Review Committees**

##### **I. Organization of Faculty Review Committees**

- A. The qualifications of candidates recommended for appointment, reappointment, tenure and advancement to the various ranks are considered and reviewed by the College Committee on Faculty Personnel and Budget. This committee receives recommendations from the Departmental Personnel and Budget committees. Recommendations of the review committees are made to the President and reported to the College Committee on Faculty Personnel and Budget.
- B. There are five faculty review committees:
  - The Committee on Reappointment and Tenure

The Committee on Advancement to Associate Professor

The Committee on Advancement to Professor

The Committee on Reclassification and CLT Series

The Committee on Fellowship Leaves of Absence

- C. These committees are each composed of five members - three members of the faculty and two department chairpersons.

Each Department Personnel and Budget Committee shall nominate three members of their respective faculties, regardless of rank.

All faculty members who are nominated must hold faculty rank.

All nominations shall be submitted to the President.

- D. The President designates the chairman of each committee under leadership, guidance and coordination of the Dean of Faculty.

- E. The following criteria govern the nomination and selection of at-large members to each of the faculty review committees:

- they must be tenured
- they must be of equal or higher rank than that rank to which advancement is sought; or, in the case of the Committee on Reappointment and Tenure, they must hold one of the professorial titles
- there must be no more than one member of a single department on any single committee

- F. Each faculty review committee shall be constituted for one year. To provide continuity of experience and perspective, wherever practicable, at least two members of each committee shall be appointed for a second year.

- G. Candidates are notified by the Department Chairperson as to whether or not they are recommended by the Departmental Personnel and Budget Committee. The recommendations of the faculty review committees are transmitted to the President, who then reports those recommendations to the College Committee on Faculty Personnel and Budget.

- H. Departmental Personnel and Budget committees, and faculty review committees, will prepare written reports concerning their recommendations for appointment, reappointment, tenure and advancement.

- I. Members of faculty review committees will not vote on candidates under consideration by their committee who are members of their own departments.

## II. Criteria for Evaluation

- A. In accordance with the policy of the Board of Trustees, the evaluation of classroom teaching effectiveness is a basic element in the procedure for recommending reappointment, tenure and advancement of teachers. This procedure is the legal equivalent of an unassembled civil service examination. Consideration is given to such matters as:

- command of subject matter and distinctive methods of the discipline
- ability to communicate with students and colleagues
- effectiveness in stimulating thought
- ability to foster active student participation in the learning process
- ability to develop a conscious sense of a learning experience for the students

In addition, major consideration is given to such areas of performance as:

- service to the students
- service to the instructional department
- service to the College
- professional development
- scholarly and creative achievement

For Library and Student Development personnel as well as for College Technicians, service to students, service to the department, service to the College, relations with other members of the department, and other appropriate criteria shall be primary foci of evaluation.

B. With respect to initial appointment, the criteria described in paragraph (A) above are applied to the candidate's experience, education and character in terms of the apparent potential and/or achievement described or reflected in interviews, submitted credentials and references.

### III. Verification of Data

- A. Candidates having their qualifications evaluated will submit forms supplied, on request, by the Office of the Dean of Faculty), together with all pertinent supporting materials, to both the Departmental Personnel and Budget Committee and the appropriate faculty review committee.
- B. Each committee will have the responsibility for verification of the data submitted to it by the candidates; written submissions, interviews, etc. may be required as the committees deem necessary.
- C. Quantitative and qualitative evaluations will be made.
- D. Greatest consideration by the committees will be given to a candidate's achievements since promoted last.
- E. In the evaluation of teaching effectiveness, classroom observation will be supplemented by review of materials used in the classroom (e.g. examinations, reprints, et al.) and other standard instruments employed for the evaluation of teaching effectiveness; classroom observation will be scheduled, in advance, in conformity with the spirit of and letter of the contract between the Board of Trustees and faculty bargaining agents.

#### **IV. Committee on Equivalency and Waivers**

In accordance with the provisions of the Bylaws of the Board of Trustees, equivalencies may be granted in technical, creative and career areas. In order to review equivalency criteria, and to determine and recommend to the President those candidates who meet the established criteria, an equivalency committee shall be appointed by the President.

The President is authorized by the Board of Trustees to approve individual petitions for waivers of the Bylaws. He/she may consult with the departmental committee on Personnel and Budget and the College Committee on Faculty Personnel and Budget. It should be noted that a presidential recommendation for a waiver of the Bylaws is subject to the approval of the Board of Trustees and is not tantamount to approval.

#### **D. The President's Advisory Commission**

~~In accordance with the Board of Trustees policy on governance the President may establish an advisory commission.~~

~~The President's advisory commission shall be a source of the widest range of views, expertise, advice and assistance in consideration of college policy formulation.~~

~~The President shall nominate for Board of Trustees appointment in accordance with the statement of policy on the Organization and Governance of The City University of New York persons to serve on the President's advisory commission.~~

~~The President's advisory commission will meet upon call of the President.~~

#### **E. Voting Eligibility for Lecturers**

Persons holding the rank of Lecturer at the College who have been awarded the Certificate of Continuous Employment shall be enfranchised to vote for Department Chairperson and for members of the Department Personnel and Budget Committee.

#### **F. Amendment Procedure**

Each constitution promulgated in conformity with this Governance Plan has provisions for its amendment. The provisions insure that wide participation and more than a simple majority are involved in validating changes recommended. The College Council has the primary responsibility and control over amendments to its Constitution, all such amendments, however, require the approval of the Board of Trustees.

## APPENDIX

### Appendix I. College Committees

~~There shall be the College Committee on Admissions and Academic Standing, the College Committee on Academic Review, and the College Student Discipline Committee.~~

~~The College Committee on Admissions and Academic Standing shall be concerned with reviewing requests from students for exceptions and waivers concerning admission, loss of matriculation, dismissal, and probation.~~

~~The College Committee on Academic Review shall be concerned with hearing appeals of students of the rulings of the Committee on Admissions and Academic Standing, appeals of students on grades and appeals on waivers of College academic requirements.~~

~~The College Student Discipline Committee shall be concerned with hearing allegations against students by members of the instructional staff, employees of the College, or other students; conducting hearings; making judgments and recommending penalties to the Dean of Students.~~

~~The duty, composition and method of operation of the above mentioned college committees shall be established in the manner in which these committees functioned prior to the implementation of the College Governance Plan.~~

~~The above mentioned committees shall become Committees of the College reporting their decisions to the appropriate College officer.~~

~~The college committees established above shall implement policy established by the College Council.~~

~~Those subcommittees established by the Committee on Students to examine the operations and evaluate the performance of the various above mentioned College Committees will continue to make appropriate policy recommendations with respect to their areas of concern.~~



***Attachment C for the 2/11/25 Meeting – PowerPoint: Printing from Personal Devices.***

The logo for The City University of New York (CUNY) is displayed. It consists of the letters 'CU' stacked above 'NY' in a bold, white, sans-serif font. The text is positioned on a light blue horizontal bar that is partially overlaid by a larger, darker blue circle in the background.

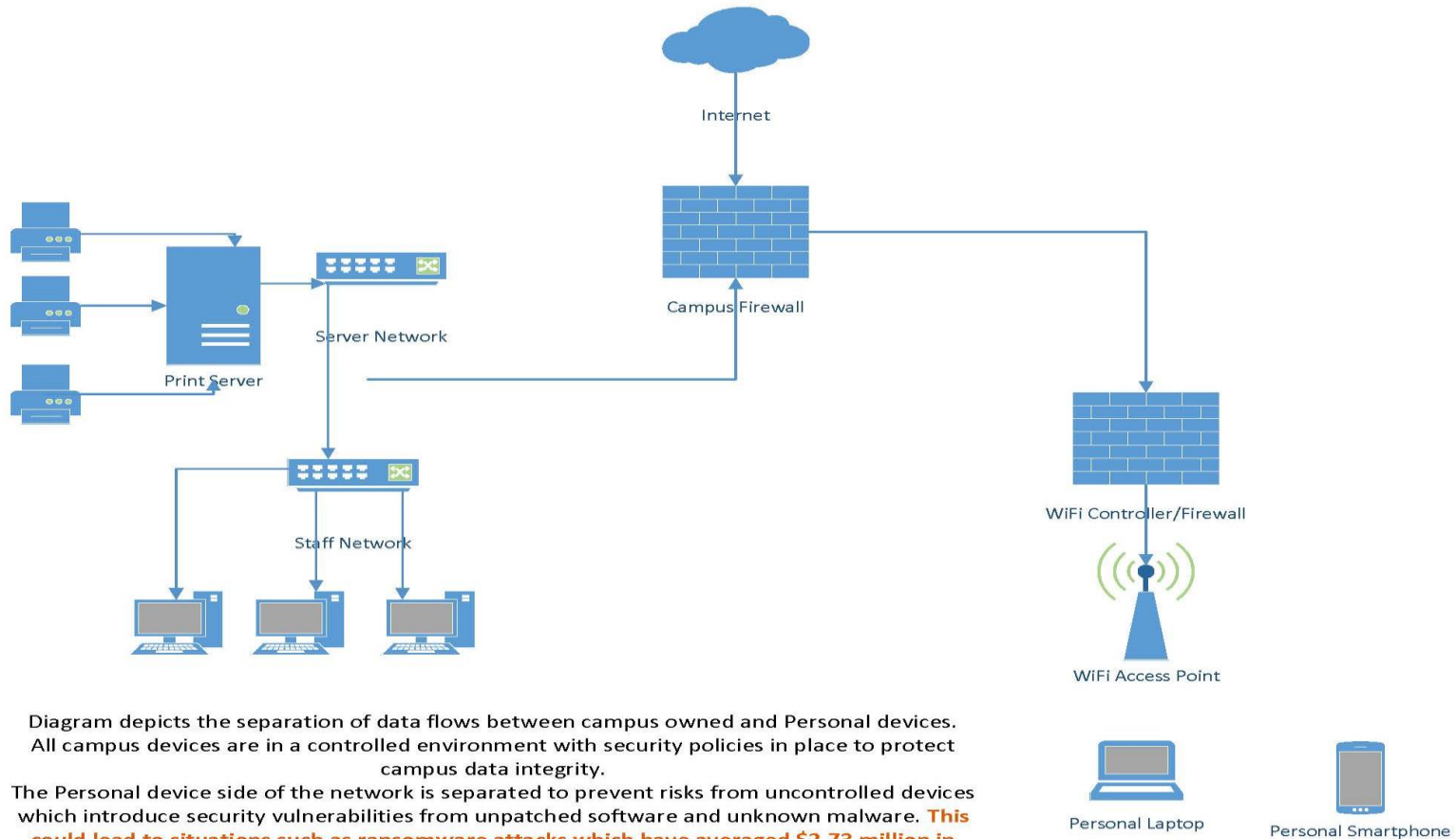
**CU  
NY**

The City  
University  
of  
New York

# Printing from Personal Devices

Kingsborough Community College

# Security Concerns





# Intrusive Monitoring Concern

When a device is set up on the CUNY network to access resources within the CUNY infrastructure (such as printers), it is necessary to install a software called Cortex. This software monitors the system for malware and vulnerabilities, and if any are detected, it may block the device's internet access. If a private device needs to be configured for printing, Cortex must also be installed on that device. However, this is not required for Wi-Fi access, as the Wi-Fi network operates outside the firewall and does not provide direct access to CUNY infrastructure.



# Support Concern

## Typical steps in setting up printing on a work station using Active Directory printing (here at Kingsborough)

- Configure computer for staff/faculty use
- Make sure user(s) have a valid Active Directory account
- Confirm that user has access privileges to the network printer in question
- Ensure that the computer (Windows/Mac) has the latest patches and updates
- **Ensure that the computer has the EDR software mandated by CUNY**
- Search for printer(s) on network (ie. \\PRT\L117\_LJ\_4250)
- Install the printer as the user and confirm that it's configured properly
- OITS will require additional staffing if we decide to allow printing from Personal devices

# Printing Alternative

Print from anywhere any device

# Printing from anywhere

- Currently this capability is available to KCC students utilizing Pharos.
- Pharos is a print management solution that has capabilities to allow users to print from anywhere from any device.

# What is Pharos

- Pharos at KCC uses a feature called Mobile Print. This is currently deployed for student at <https://mobiprint.kingsborough.edu>
- Mobiprint (as it is called) is connected to the student Active Directory domain and is how students authenticate to upload and print their jobs.
- The system is available from on or off campus, wireless or cellular networks and on personal devices, (laptop, tables or phones)



# The moving parts - KCC

- To deploy Pharos Mobile Print the following are the minimums required need by KCC. This is **not** an exhaustive list.
  - Pharos Software & licensing
  - Server hardware
  - Printers
  - Windows PCs
  - Furniture for the printer and connected PC
  - Staffing

# The moving parts – End Users

- For end users to use Phaors MobilePrint they will need.
  - KCC Active Directory account
  - Windows, Mac, iOS, Android device
  - Campus Wireless or any cellular network connection
  - A current up to date browser

# How it works

- Users navigates to the website for example:  
<https://staffprinting.kingsborough.edu>
- Login to the system with KCC email address and KCC password
- Upload a document to the system
- Visit any release station connected to the system and login and select document from the queue to print.

***Attachment D for the 2/11/25 Meeting – PowerPoint: Preparation for MSCHE Self-Study***

# Prep for MSCHE Self Study

College Council 2-11-2025

# What Is the MSCHE Self Study?

Middle States Commission on Higher Education (MSCHE) is our regional accrediting body.

Every 8 years we conduct a self-study where we evaluate how we do (or don't) meet the MSCHE Standards for Accreditation

- We submit a written report

- A team of peer evaluators comes to campus to verify that what is written in the report is true and ask any follow-up questions

- The peer evaluators then either recommend us for reaccreditation or tell us what we need to do to be reaccredited

# The Middle States Self Study Site Visit

## March 23-26

Sunday March 23 is arrival day

Monday March 24-Tuesday March 25, the Team meets with representatives across the College

Wednesday March 26 is the Team's final presentation to the College



# Five Key Things To Keep In Mind

1. They are here to clarify and verify
2. They may ask you questions outside your area of expertise. It's okay to say you don't know.
3. They want us to be reaccredited!
4. These are *peer reviewers*. So they know what it's like to work at a Community College.
5. They don't need us to be perfect!



# How Can We Prepare for the Site Visit?

1. Familiarize yourself with the Standards of Accreditation  
<https://www.kbcc.cuny.edu/irap/middle-states-standards.html>
2. Quiz yourself on some of the **Sample Questions You Might Be Asked** and find the answers in the **Things To Know About Kingsborough Guide**
3. Read any chapters of the Self Study Report that are relevant to you (Standard VII)

# Some key questions to be able to answer:

1. What does your unit or department do? (In two minutes or less)
2. How does the work your unit or department does connect to the College's Mission and Strategic Plan?
3. What do you see as the current goals that are driving KCC's work?
4. What are the greatest strengths of the College?
5. What are the biggest areas for improvement you see?

# Some key questions about Governance:

1. The College's governance has undergone some changes since the last self-study including the hiring of a consultant to conduct a governance review. Based on the consultant's recommendations, what work has been done and what are the future plans?
2. Do policies and regulations exist which provide direction for the operation of the school and clear lines of authority?
3. How does KCC keep the community updated on events, decisions, policy changes, and important initiatives (like, for example, the Middle States Self Study)?