BRONX COMMUNITY COLLEGE
of the City University of New York

College Senate
Minutes of December 8, 2016


Present At-Large Alternates: C. Maliti, S. Mukherjee, K. Ojakian, J. Ziegler


Guests:

1. Call to Order: 12:15 P.M., meeting called to order by F. Moore.


3. Approval of the Agenda of December 8, 2016: Approved by unanimous voice vote.

4. Approval of the Minutes of November 17, 2016: Approved by unanimous voice vote.

5. Action Items:
   a. Curriculum Committee: (see report) H. Clampman explained the changes proposed in his report. Approved by unanimous voice vote. H. Clampman and A. Ott, in response to a question from S. Offenbach, spoke about the progress made towards lifting the moratorium on new courses. They said it was possible the moratorium could be lifted at the beginning of the Spring semester.

   b. Governance and Elections: (see report) A. McInerney explained the action item on the first page of his report and the changes proposed in it. He pointed out that the phrase “the title” had been changed to “a title”. He explained that the title of the document was a typo and should have read “Proposed Amendment on Vacancies.” Approved by unanimous voice vote. A. McInerney then discussed the five pages that made up the rest of his report. He gave some background on Rules of Procedure and the lack of an existing document entitled Rules of Procedure. The proposed document is intended to fill this void. He drew attention to the last section, Records. He stated that although the Senate could not have secret ballots (i.e. it must keep accessible voting records), the body might benefit from retaining some aspects of anonymity within the Senate minutes. H. Clampman pointed out that the committee’s votes had not been recorded on the proposed document; A.
McInerney provided the voting numbers and said he would update the document. H. Clampman brought up the issue of time and pointed out that if a Freedom of Information Act request took, say, thirty days, another Senate meeting would occur before the request was satisfied; A. McInerney said that the committee would address the issue. K. Williams provided details about the requirements of the Freedom of Information Act. A. McInerney also spoke about rules related to voting within Departments. He said that Departments operate by Robert’s Rules of Order, not Perez.

6. President’s Report: (see report) K. Williams stated that much of the administration was at a Middle States conference in Pennsylvania preparing for the college’s upcoming accreditation. She stated that enrollment numbers were down in certain areas and recommended that members of the body encourage enrollment. P. Roberts stated that implementation of a new CUNY assessment tool has contributed to lower enrollment numbers. K. Williams said that the contract would be implemented on January 27th. P. Kolozi asked if retroactive paychecks would be itemized. K. Williams said that the college had requested that the university provide a detailed accounting, but that the university had indicated it was unable to do so. Lastly, K. Williams stated that audited financial statements for the BCC Foundation Board would be provided to the Senate Executive Committee and available to all.

7. Budget Report – Continued Auxiliary Enterprises: (see report) D. Taylor explained the structure of Auxiliary Enterprises and discussed the entity’s revenues and expenses. M. Stewart Titus requested that there be more healthy eating options in the vending machine; D. Taylor stated that a survey would be going out. J. Molina raised the issue of the cost of food in the cafeteria and asked if the prices could be renegotiated; D. Taylor stated that those concerns had been brought to the food provider and that he hoped they would be addressed. P. Kolozi asked about the surplus after expenses were met; D. Taylor said that last year the surplus had been spent on facilities, but no decision had been made regarding this year’s surplus. R. Auchincloss provided information regarding phase four of the utility upgrade. She stated this phase would be the last roadwork utility project. She spoke about work being done to the pool and said the pool should be in service in the Spring semester. She provided information regarding upcoming projects.

8. Committee Reports
   a. Academic Standing: No report.
   b. Curriculum: See action items.
   c. Governance and Elections: See action items.
   d. Instruction and Professional Development: V. Walker stated that the committee would be sending out its survey in January.
   f. Student Activities: S. Mulkhan provided information regarding recent events.
   g. Student Government Association: S. Mulkhan said that the body was reviewing some of its bylaws.
   h. University Faculty Senate: M. Stewart Titus provided details of the last meeting, including presentations on the Research Foundation by the VP of Budget of Finance and the news that F. Schaffer would be retiring.
   i. University Student Senate: No report.
j. **Vice-Presidents and Deans:** F. Moore stated that the body had met twice since his last report and that the body would be forwarding a report to Governance and Elections.

k. **Community Relations and Special Events:** S. Mukherjee stated that the committee had released two surveys, one for VPs, Deans and Department Chairs, and another for those who have hosted events.

9. **Announcements and Reports**
   a. **Chairperson, Vice-Chairperson, and Faculty Council Chairperson**
      i. **F. Moore** – F. Moore stated that the resolution regarding the college as a sanctuary campus had gone out.
      ii. **S. Mulkhan** – No report.
      iii. **R. Ben-Nun** – (see report) R. Ben-Nun referred to his report and also spoke about transparency regarding January retroactive payments.

   b. **Vice Presidents and Deans**
      i. **C. Schrader** – No report.
      ii. **K. Ellis** - No report.
      iii. **E. Bayardelle** – No report.
      iv. **L. Montenegro** – No report.
      v. **A. Ott** – No report.
      vi. **D. Taylor** – No report.
      vii. **N. Ritze** – No report.

10. **Auxiliary Enterprises:** No report.

11. **BCC, Inc.** : No report.

12. **New Business:** H. Skinner thanked college leadership for working together.

13. **Adjournment:** 1:55 p.m. by F. Moore.

Respectfully Submitted,

Jon Katz, Secretary

**Handouts:**
- Curriculum report
- President’s Report
- Governance and Elections reports
- COACHE Task Force report
- Committee on Space, Facilities, and Physical Plant report
- Auxiliary Enterprises report
To: Members of the College Senate  
From: Professor Howard A. Clampman, Chairperson Curriculum Committee  
Date: December 8, 2016  
Subject: Report of Actions by the Curriculum Committee through 11/29/2016

1. Actions previously reported to the Senate  
   (a) Proposed change to existing degree program

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Date approved by Curriculum Committee</th>
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<tbody>
<tr>
<td>Exercise Science and Kinesiology AS Degree – Change in program requirements</td>
<td>11-15-16</td>
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<tr>
<td>(Unanimous show of hands)</td>
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2. Actions reported to the Senate for the first time  
   (a) None
Section AllI: Changes in Degree Programs

AllI.1 The following revisions are proposed for the Exercise Science and Kinesiology Program:
Program: A.S. Exercise Science and Kinesiology
Program Code: 38126
Hegis Code: 5299.30
Proposed Changes: To substitute PEA 11 Fitness for Life for PEA 15 Walking, Jogging and Weight training.

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Crs</th>
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<td><strong>Required Core</strong></td>
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<tr>
<td>A. English Composition</td>
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<td>A. English Composition</td>
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<tr>
<td>B. Mathematical and Quantitative Reasoning¹</td>
<td>3</td>
<td>B. Mathematical and Quantitative Reasoning¹</td>
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<td>C. Life and Physical Sciences</td>
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<tr>
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<td>BIO 23 Human Anatomy and Physiology I²</td>
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<td><strong>Flexible Core</strong></td>
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<tr>
<td>A. World Cultures and Global Issues</td>
<td>3</td>
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<tr>
<td>B. U.S. Experience in its Diversity</td>
<td>3</td>
<td>B. U.S. Experience in its Diversity</td>
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<tr>
<td>C. Creative Expression</td>
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<td>C. Creative Expression</td>
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<tr>
<td>D. Individual and Society</td>
<td>3</td>
<td>D. Individual and Society</td>
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<tr>
<td>E. Scientific World</td>
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<td>E. Scientific World</td>
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<tr>
<td>BIO 24 Human Anatomy and Physiology II</td>
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<td>A-E Select one course from Flexible Core A, B, C, D, or E³</td>
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<td>A-E Select one course from Flexible Core A, B, C, D, or E³</td>
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<td>EXS 100 Introduction to Exercise Science</td>
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<td>EXS 102 Behavioral Aspects of Physical Activity</td>
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<td>PEA 11 Fitness for Life</td>
<td>PEA 11 Fitness for Life</td>
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<td>PEA 51 Stress Management</td>
<td>PEA 51 Stress Management</td>
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<td>COMM 20 Public Speaking and Critical Listening⁴</td>
<td>COMM 20 Public Speaking and Critical Listening⁴</td>
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<td>PSY 11 Introduction to Psychology⁴</td>
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<td>PSY 35 Dynamics of Human Motivation</td>
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<tr>
<td>Free Electives</td>
<td>Free Electives</td>
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</table>

**Subtotal 28**

¹ Students in this curriculum are strongly advised to take MTH 23 to fulfill required Core Area B.
² Note: The program has been given a waiver to require its students to take BIO 23 to fulfill Required Core Area C and BIO 24 to fulfill Flexible Core Area E.
³ Restricted Elective: must select one course from Flexible Core A-E. No more than two courses in any discipline or interdisciplinary field.
⁴ If this course is completed as part of the Flexible Core, an equivalent number of free electives must be completed.

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Rationale: PEA 15 Walking, Jogging and Weight Training is not being offered by the Department of Health, Physical Education and Recreation anymore because it was found to be too similar in content to the PEA 11 Fitness for Life course. The PEA 11 course is more inclusive of fitness testing and will be a better fit for the Exercise Science and Kinesiology program.
As we wind down the Fall 2016 semester, I want to wish everyone Happy Holidays! This calendar year has been one with many ups and downs. At the end of this year, I encourage us all to celebrate the positive and remember that there is plenty for which we can be thankful. I wish safe travels to anyone who is leaving the City in December and January. Please rejoice, refresh, and recharge, so that we can end this semester strong and begin the Spring 2017 semester with vigor and excited energy. I hope to see you all at our holiday party on Wednesday, December 14, 2016, at 3pm in Colston Hall Lower Level.

- **Spring 2017 Enrollment**: As of Monday, December 5, 2016, 4,377 Continuing Students, 102 New Freshmen, 108 New Transfer, 129 Re-admit, and 6 Non-Degree students have been enrolled for the Spring 2017 semester. Our total headcount is down by 26% from this time last year. We will have to work together to increase our efforts and enrollment numbers for the Spring in order to hit our targets.

We also have a Spring 2017 recruitment target of 500 ASAP students. We have identified 500 eligible continuing students including some from FYS and RISE. Approximately 100 have attended information sessions. At this time, 18 new incoming students are already enrolled in ASAP. Currently, 73% of ASAP students have re-enrolled and 280 students will need to enroll in order meet 90 of the target enrollment.

- **Middle States**: This week, from December 7-9, 2016, a group of BCC faculty and staff are attending the 2016 Annual Conference of the Middle States Commission on Higher Education in Philadelphia. This conference is in preparation for BCC’s 2018-2019 accreditation review. Additional information about working committees will be disseminated in the upcoming weeks. I look forward to us all working together for successful re-accreditation.

- **PSC Contract Implementation**: Efforts are underway to implement the provisions of the new contract. Instructional staff employees in all titles represented by the PSC are scheduled to receive their retroactive pay on the January 27, 2017, paycheck. For many, that same paycheck will also adjust to the April 20, 2016, salary rate.

- **Academic & Student Success**: Efforts are underway to implement changes to Remediaion/Placement policies mandated by CUNY over the past six months. This requires changes in areas including Academic Departments, Testing, IT, and Scheduling. While everyone will do their best to ensure a successful transition, there will be challenges over the next year. It is expected, though, that the changes will help more of our students persist and graduate. Perhaps the area most impacted by the changes is mathematics. For example, CUNY requires the development of an alternative non-elementary-algebra-intensive math pathway for some students who do need remediation. This development effort has begun.

- **Awards & Recognition**: The Office of Veteran and Military Resources, in partnership with Center for Teaching, Learning, and Technology, is the recipient of the Diversity Projects Development Fund sponsored by the University Advisory Council on Diversity. The program titled “Thank You for Your Service: Addressing the Military-Civilian Divide within the CUNY Community” will address a commonly underrepresented yet diverse demographic, the Veteran community. The grant is for $4,000 and the program will take place during the Spring 2017 semester.

For the third year in a row, Bronx Community College was recognized by [www.GIJobs.com](http://www.GIJobs.com) as a military-friendly institution. In addition to this national designation, Bronx Community College also earned the Military Friendly Bronze Award for being a community college with outstanding programs and support for Veterans.

BCC has been selected for the final round of consideration to join the Aspen Institute’s Community College Frontier Set. The Aspen review committee commended BCC on its “comprehensive reform agenda and hard work to improve student success.” If selected, BCC would be granted up to $630,000 over four years.

Five BCC faculty were selected for participation in the new cycle of the CUNY Faculty Fellowship Publication Program: Dr. Monique Guishard from the Social Sciences department; Prof. Ellen Maranek from the Communication Arts and Sciences department; and Dr. Jillian Hess, Dr. Sharmila Mukherjee and Dr. Jonathan Scott, all from the English department. Congratulations go out to them.
**UPCOMING ACTIVITIES & CONFERENCES:** Applications to the third round of the Chancellor’s Research Fellowship Program are now being accepted. The deadline to apply is February 6th, 2017. These prestigious fellowships are available to community college Assistant, Associate, and Full Professors who are tenured as of this academic year. Please see the November 28, 2016, BCC Broadcast and [http://www2.cuny.edu/academics/faculty-affairs/funding-opportunities/chancellors-research-fellowship-program/](http://www2.cuny.edu/academics/faculty-affairs/funding-opportunities/chancellors-research-fellowship-program/).

The deadline for registration for our [Community College Excellence Conference](https://goo.gl/mog4ew) is December 18, 2016. The conference will take place on January 19, 2017, and we have presentation proposals from faculty and staff from BCC and several other CUNY colleges. A final agenda for the conference will be available soon. Please register at [https://goo.gl/mog4ew](https://goo.gl/mog4ew).

In support of Mayor De Blasio’s Equity & Excellence agenda for NYC schools, the Department of Education launched the [CUNY Explorers Program](https://www.cuny.edu/academics/faculty-affairs/funding-opportunities/chancellors-research-fellowship-program/) to enable 7th grade students to visit college campuses and help students see themselves as “college bound.” CUNY is a partner in this project. This academic year, CUNY will host approximately 21,000 7th graders from across the city. Over the next three years, this figure will grow to 80,000 students. Students will tour campuses and participate in academic, social, and cultural activities every Friday. Andre Christie serves as BCC Field Coordinator for this program. So far, 146 students have visited BCC from four schools.

**CAMPUS PROGRAMMING:** New York State approved BCC as a private testing site for students/community residents who want to take the Test Assessing Secondary Completion (TASC), formerly the General Educational Diploma (GED), as a primary pathway to a New York High School Equivalency. The State will visit the campus on December 2, 2016. A broadcast will be sent to the college community once the process is completed. Fifteen new full-time faculty have been identified as potential FYs instructors and are scheduled for training in Spring 2017 for teaching in Fall 2017. We still need an additional ten instructors. Lastly, the third cohort of Get PSyCh’D students-peers has completed the two-semester training-practicum cycle and are ready to provide services.

The Post-Election Panel Discussion on U.S. Immigration Law and Policy was held on December 1, 2016. Panelist included Councilman Fernando Cabrera and Director of the Northern Manhattan Coalition for Immigrants Angela Fernandez. Thank you to all who participated in this important dialogue. Thank you also to Jessenia Paoli, BCC Associate Director for Judicial Affairs, for organizing and hosting this event.

During finals week, a [Stress Free Zone](http://www2.cuny.edu/academics/faculty-affairs/funding-opportunities/chancellors-research-fellowship-program/) will be established in room 306 of the Roscoe Brown Student Center. Green tea and half-hour sessions on calming activities will be offered the following dates and times:

- **Wednesday, December 14, 2016, at 11 am & 4 pm**
- **Thursday, December 15, 2016, at 11 am & 4 pm**
- **Monday, December 19, 2016, at 11 am & 4 pm**
- **Wednesday, December 21, 2016, at 11 am & 4 pm**

**ADVANCEMENT, COMMUNICATIONS & EXTERNAL RELATIONS:** I am excited to share that BCC alumni, faculty, staff, and friends raised a record $19,224 from 211 donors on Giving Tuesday! These contributions will support scholarships, student resources, and emergency assistance this year. BCC was also a leading campus in the CUNY Tuesday effort, ranking 10th for the Most Raised and 4th for the Most Donors by the end of the day on November 29, 2016. There is still time to give! Giving Tuesday is the springboard for the Season of Giving and contributions are still being accepted at [bcc.cunytuesday.org](http://bcc.cunytuesday.org) through December 31, 2016. Donations between now and then will count towards the CUNY Campaign and go towards assisting more students in the Spring semester.

Do not miss this year’s production of Handel’s Messiah taking place on Sunday, December 11, 2016 at 3 p.m. in The Playhouse. The performance features the Bronx Opera Chorus and the Orchestra of the Bronx and includes special readings from members of the Bronx community and many of our local civic leaders. Tickets for the performance are $15 in advance until 12pm on December 9, 2016, ($20 at the door) and may be purchased at [https://www.bcc.cuny.edu/support-bcc/?p=sp-Handels-Messiah](https://www.bcc.cuny.edu/support-bcc/?p=sp-Handels-Messiah). Children and BCC students with an I.D. are free with advanced registration. Please encourage your students to register and attend this special holiday event.

Time is running out to submit your nomination for the CUNY-wide Productivity Award recognizing work to improve operations through increased productivity, improved services, streamlined processes, contained costs or enhanced revenue. Send your proposal with a brief summary of the accomplishment (include background, description, tangibles and next steps), along with your contact information, to alyce.zimerman@bcc.cuny.edu or wanda.santiago@bcc.cuny.edu by December 15, 2016.
I. THE BRONX COMMUNITY COLLEGE SENATE

E. Qualifications For and Length of Service in the Senate and on Senate Committees.

7. Vacancies

A vacancy in a Senate seat held by a member of the faculty or instructional staff shall only occur when the elected holder of the seat resigns, no longer works in a title which made him/her eligible for the seat held, or is no longer employed by Bronx Community College. A vacancy in a Senate seat held by a student shall be defined in accordance with the SGA constitution.

…
[Proposed] Rules of Procedure
For the Senate
of
Bronx Community College
of
The City University of New York

I. Applicability and Definitions

1. These Rules of Procedure shall be applicable to the Bronx Community College Senate.

2. The term “Senate” shall mean the College Senate of Bronx Community College, Senate committees, subcommittees and any other similar body created by the Senate, for which a quorum is required in order to conduct public business and which consists of two or more members, performing a governmental function for Bronx Community College or any committee or subcommittee or other similar body of such public body.

3. The term “committees of the Senate” shall mean any committee which is now or hereafter set forth in the Bronx Committee College Governance Plan as a “Committee of the Senate.”

4. The term “subcommittee of the Senate” shall mean any body created by and from the membership of the Senate or its committees to which legislative authority may be delegated consistent with the Governance Plan. Such term shall not include any such body that is delegated authority that is purely advisory.

5. These rules shall not be applicable to any entity that is purely advisory or that deals with issues identifiable to specific faculty members, staff or students.

II. Roberts Rules of Order

To the extent not inconsistent with these rules, the Senate shall operate in accordance with the procedures set forth in Robert’s Rules of Order, Newly Revised.

III. Meetings

1. Except as provided herein, the Senate shall not conduct public business except in a meeting open to the general public for which Notice shall have been given. The Senate shall make or cause to be made all reasonable efforts to ensure that meetings are held in facilities that permit barrier-free physical access to the physically handicapped.

2. Executive Sessions: Upon a majority vote, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be
considered, the Senate may conduct an executive session, provided, however, that no action by formal vote shall be taken to appropriate public moneys. The following are some cases in which an executive session may be deemed appropriate:

a. Information relating to current or future investigation or prosecution of a criminal offense, which would imperil effective law enforcement if disclosed;
b. Discussions regarding proposed, pending or current litigation;
c. The academic, medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
d. The preparation, grading, or administration of examinations.

3. Attendance at an executive session shall be permitted to any member of the Senate and any other persons authorized by a majority vote of the Senate.

IV. Proxies and Delegates

No member of the Senate shall appear or vote at any meeting by means other than personal physical presence. No proxies shall be allowed. Nor shall any delegate or alternate appear on his or her behalf unless such delegate or alternate was duly chosen as such in accordance with the College’s Governance Plan.

V. Scheduling and Notice

1. To the extent practicable, all meetings shall be scheduled at least one week prior to the time and date of such a meeting and notice of the meeting shall be given to the public.

2. If a meeting is scheduled at least a week in advance, notice of the time and place must be given to the news media, placed in the College’s official calendar, and posted in one or more designated public locations, not less than 72 hours prior to such meeting.

a. While not required, for the purposes of this subsection, the following means of giving notice and will be deemed adequate:

As soon as practicable after the commencement of each academic year, the chair of the Senate (and/or the chairs of its committees) or his or her designee shall establish a meeting schedule for that year. This schedule shall be forwarded to the Bronx Community College Office of College Relations, which shall, at least 72 hours prior to such meetings, (1) place notice of the time and place of the meeting in the College calendar; (2) place the College calendar on the College’s website; (3) issue a press release containing the time and place of all such meetings; (4) place notice of all such meetings in the
Weekly Update; (5) post a notice of all such meetings in the first floor of Meister Hall and in the lobby of the Roscoe Brown Student Center or at other locations that it may, from time to time, designate.

3. If a meeting is scheduled less than a week in advance, notice of time and place must be given to news media and posted in the same manner as described above, “to the extent practicable,” at reasonable time prior to meeting; if there is need to convene quickly, notice requirements can generally be met by telephoning local news media and by posting notice in one or more designated locations.

VI. Quorum

No action may be taken on any matter by the Senate unless at a meeting of the body with a quorum present. For the purposes of these rules, a quorum shall mean a majority of the body as calculated as a percentage of the total number of seats eligible to be filled, whether filled or vacant. It shall be the responsibility of the Chair (or temporary acting chair) of the Senate to ensure that a quorum is present at the time of taking any such action.

VII. Voting

1. Any action taken by the Senate shall be done by a vote of the members present at the meeting.

2. Method of Voting: There shall be no set method of voting and each such vote may be conducted in a manner appropriate to the situation and consistent with Roberts Rules of Order, Newly Revised, except that there shall be no secret ballot and records shall be maintained from which the vote of each individual member shall be discernable. Acceptable means of voting shall include, but are not limited to:

   a. Viva voce: Voice votes may be taken, with the proviso that the minutes reflect the vote of each member (e.g. “All members present having voted in the negative except member ‘A’ who abstained, the motion was not agreed to.”);

   b. A roll call, or “yeas and nays,” whereby the roll is called and each individual member’s vote is recorded in the minutes;

   c. A ballot, whereby members vote by ballot, upon which they have legibly printed their names. In such cases, it shall be acceptable that the minutes either:

      i. Reflect the vote in the same manner as a role call, or

      ii. Reflect the vote totals without identifying the individual member votes, but that the ballots be retained for future inspection upon a proper request

   d. By electronic means: Votes may be taken by electronic device, capable of capturing and tabulating individual votes, if the Senate determines that such devices, and their accompanying software, are capable of accurately
reflecting the votes of the respective members. In such cases, it shall be acceptable that the minutes either:
   i. Reflect the vote in the same manner as a roll call, or
   ii. Reflect the vote totals without identifying the individual member votes, but that the digital record of such votes be retained for future inspection upon a proper request. (Under such circumstances, the digital record shall be treated as if the vote was taken by a ballot.)

3. Any matter for which a vote is required by the College Governance Plan, shall not be agreed to unless it receives the requisite number of votes computed based upon the number of members of the body as a whole.
   a. Votes requiring a simple majority shall be agreed to only if assented to be 50% + 1 of the body as a whole.
   b. Votes requiring a supermajority shall be agreed to only if assented to by such supermajority of the body as a whole.
   c. Votes upon which there are more than two choices possible: In any vote upon which the members are asked to choose between three or more options or persons, the matter shall only be agreed to if one choice receives the assent of the requisite number of members (majority or supermajority). If no such choice shall receive the requisite number of votes, in the discretion of the Chair, a run-off vote may be held during which the members may vote between the two choices receiving the highest number of votes.

VIII. Minutes

1. Minutes shall be taken at all open meetings of the Senate which shall, at a minimum, consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon.

2. Minutes shall be taken at executive sessions of any action that is taken by formal vote. Such minutes shall consist of a record or summary of the final determination of any action, and the date and vote thereon; provided, however, that such summary shall not include any manner relating:
   a. To personnel matters or individual students’ information which is prohibited from disclosure by Federal and State law;
   b. Other personal information prohibited by statute from disclosure;
   c. Personal records concerning mental disability or medical records;
   d. Attorney’s work product or material prepared for litigation before judicial, quasi-judicial or administrative tribunals;
   e. Public safety agency records; or
   f. Other matters which are not required to be made public by the New York Freedom of Information Law (New York Public Officers Law Section 84 et seq.)
3. Minutes of meetings of all Senate bodies shall be available to the public in accordance with the provisions of the Freedom of Information law within two weeks from the date of such meeting, except that minutes taken pursuant to subdivision two hereof shall be available to the public within one week from the date of the executive session.

IX. Records

1. The Secretary of each Senate body shall be responsible for the initial preparation of and maintenance of the following records:
   a. An attendance roster for each meeting. Such roster shall include sufficient information to discern the attendance and absence of all members.
   b. The minutes of such meeting including information showing which members were present during any action taken by the Senate body, if such action was taken by voice vote.
   c. The original ballots (if any) of all votes taken during the meeting. All such ballots shall be placed in a sealed envelope upon which it shall be noted the manner upon, the date of the vote, and the official count of the vote.
   d. A digital file containing the votes of all members of the Senate body taken by electronic means (if any), provided that such digital record be backed up on a minimum of three separate digital media (or in a printed hard copy).

2. Following the approval of the minutes by the Senate body, all records referred to above shall be delivered to the College Library, or other Custodian of Records as may be designated by the Senate.

3. Except as provided in subparagraph 4 below, all such records shall be made reasonably available for public inspection.

4. Ballots and digital records of votes taken by digital means shall not be made available for public inspection except as provided by this subparagraph. Any individual desiring to see, review or obtain copies of ballot or digital records shall make a formal Freedom of Information Act request to the official designated as the Bronx Community College Freedom of Information Officer. Such officer shall adopt procedures for the making of such requests consistent with the College’s legal obligations as they may be now or hereafter exist. At a minimum, all such requests shall be made in writing, shall identify the person(s) or entities making such request, shall be dated, and shall specify the information sought. The Freedom of Information Officer may approve or deny the request in accordance with the existing legal requirements and his/her internal procedures, provided that at a minimum the approval or denial shall be in writing. Both the request and the response thereto shall become public records of the College and to the extent allowed by law, shall themselves by subject to a Freedom of Information Act request.
I. Recruitment of a Diverse Workforce
   a. The BCC Faculty Diversity Action Plan for FY 2013-2018 (“Diversity Plan”), states as Goal 1, Objective B the tracking and monitoring of volunteer faculty participation with search committees. “This objective is to ensure that the academic chair(s) initiate diversifying search committees by inviting junior faculty to serve amongst the Personnel and Budget (“P&B”) Committees, to ensure that the review and selection of applicant pools is executed under a fair consideration from participants offering different perspectives and representation from within the department.” In accordance with this stated objective we recommend that this practice be instituted uniformly across departments and monitored by OAACD as stated in the Diversity Plan. Please note that according to the Diversity Plan, this was an objective that was to be completed by June 2014.
   b. Institute policies to diversify search committees to include both minorities and women.
   c. Where qualified adjunct faculty is available, the College should actively recruit from amongst those candidates for full-time positions as they become available.
   d. Establish uniformity of hiring practices across academic departments.
   e. In order to assist in attaining the College’s diversity goals for particular searches, the search committee should be provided with information related to the race and ethnicity of candidates when available. Search committees should also be informed of the diversity goals for each search when the committees are charged.
   f. All search committee trainings should include diversity training that goes beyond legal requirements and discuss institutional goals in the area of diversity.
   g. Invest more human and material resources in the College’s Office of Diversity in order for it to more effectively meet its mandate. To this end, recruit minority faculty to assist in diversity trainings for search committees.

II. Retention of Current Workforce
   a. In accordance with the CUNY Offices of Human Resource Management and Recruitment and Diversity general guidelines for a Faculty Diversity Action Plan (disseminated in October 2012) Goal 2 of creating prospective resources and information about professional development for junior faculty toward the process
to achieve tenure\textsuperscript{5}, create a road map toward tenure and promotion. After researching models across CUNY, the COACHE taskforce recommends the Hostos Faculty Evaluation Handbook as a model - 

\url{https://www.hostos.cuny.edu/OAA/pdf/FacultyEvaluationHandbook.pdf}

\textbf{b.} Offer more competitive salaries in keeping with other CUNY institutions in order to recruit and retain faculty of color.

\textbf{c.} Pursuant to Goal 3, Objective E of the Diversity Plan which states “create a comprehensive, user-friendly (online and paper) exit interview survey to evaluate, monitor reasons for employee separation”\textsuperscript{6}, the Task Force recommends the establishment of said exit interview process upon voluntary employee departures. Please note that the date of completion for this objective was February 1, 2015.

\textbf{III. Create an Inclusive Campus Climate}\textsuperscript{7}

\textbf{a.} Restructure COACHE taskforce to a permanent standing committee of the Faculty Council as this issue is an ongoing one that will require continuous work and monitoring.

\textbf{b.} Build capacity in the area of Affirmative Action to ensure creation of policies to address these issues, ensure compliance with policies such as those outlined in the Diversity Plan, and implement appropriate education and training.

\textbf{c.} In accordance with the Diversity Plan Goal 3, Objective (f)\textsuperscript{8}, we recommend the establishment of an e-journal on the scholarship of culturally relevant and critical race teaching and learning at BCC. We would request that this initiative be supported by BCC in the form of reassigned time (for rotating editors) and domain space. LaGuardia Community College has a journal like this. See \url{http://ctl.laguardia.edu/journal/}

\textbf{d.} Inclusion Initiatives\textsuperscript{9}

\textit{i.} Pursuant to Goal 3 of the Diversity Plan which states that objectives are set to address “the creation and development of a sensitivity (campus diversity) training that encompasses how the campus community must address current diversity issues regarding the campus environment\textsuperscript{10}”, establish a “Diversity and Inclusion Day” to be held each semester. This

\textsuperscript{5} See Diversity Plan Goal 2, Objective B., pg. 9
\textsuperscript{6} See Diversity Plan Goal 3, Objective E., pg., 21.
\textsuperscript{7} See Diversity Plan Goal 3, pg. 19
\textsuperscript{8} See Diversity Plan Goal 3, Item (f)., pg. 10.
\textsuperscript{9} See Diversity Plan Goal 3, Objective B., pg 19.
\textsuperscript{10} See Diversity Plan Goal 3, Item (d)., pg. 10.
program should include trainings related to diversity and inclusion, and presentations on established best practices.\textsuperscript{11}

ii. Create Diversity Allies program at BCC similar to Safe Space Allies Program for LGBT community\textsuperscript{12}. This program would consist of faculty and staff members who have shown a commitment to diversity issues by completing Diversity Ally trainings and agreeing to serve as a Diversity Ally at BCC. The Diversity Allies would be a group of faculty and staff members who work within their programs/departments in collaboration with the College’s diversity initiatives on recruitment, climate, retention, and promotion issues. Diversity Allies would work in partnership with OAACD, the COACHE Taskforce and others to promote diversity and inclusion in accordance with the College’s Diversity Plan and the Strategic Plan.

iii. Implement College support of affinity groups: The COACHE taskforce has inspired the creation of affinity groups amongst faculty. One such group that has expressed interest is a support group for women faculty of color.

iv. Re-establish Multi-Cultural Week at BCC to provide an opportunity to showcase our culturally-rich campus community.

v. Pursuant to Goal #3, objective (a) of the Diversity Plan which calls for the creation of academically-diverse curriculums with a minority focus, the COACHE taskforce strongly recommends that BCC revive Latinx Studies and African American Studies as majors for students. Reviving these majors serves to 1) demonstrate BCC’s commitment to diversity implicitly at the curricular level; 2) offering these majors will further clarify the need for a diverse professoriate; 3) students of color who are provided the choice of these majors statistically do better than students who do not have the same option.

vi. Participation of the COACHE Task Force in Initiatives related to Diversity and Inclusion including the CUNY Faculty Diversity and Inclusion Conference for the purpose of learning and sharing best practices across CUNY.

vii. In an attempt to acknowledge the many languages spoken by members of the BCC Community, and to provide services to meet the needs of our students, we recommend that the College acquire a “language pack” for

\textsuperscript{11}See American University’s E.A.G.L.E. Certificate Program as an example of professional development programming for faculty, staff, and students within the context of Diversity and Inclusion - http://www.american.edu/ocl/cdi/EAGLE-Certificate-Program.cfm

\textsuperscript{12}See University of Michigan, Rackham Graduate School’s Faculty Allies program as a model - http://www.rackham.umich.edu/diversity/allies
the BCC Website to enable translating of web content to the most commonly spoken languages at the College.

viii. Create policies and procedures to institutionalize diversity and inclusion across the curriculum in the same manner that writing across the curriculum and assessment have become an ethos woven through the work done at BCC. This would include incorporating a diversity component to course assessments, investing in diversity efforts including online diversity and inclusion training, and providing grants for faculty to attend conferences.

ix. Re-establish inactive student cultural clubs and associations.
Committee on Space, Facilities, and Physical Plant
Meeting Minutes
November 30, 2016

Attendance: Laura Broughton, Octavio Gomez, Janet Heller, David Taylor

A. Introductions

B. Overview
   1. Review of past practices
   2. Review of committee structure and function
   3. Role of Space Use Advisory Board

C. Topics of Discussion
   1. Reserving Space on Campus (Laura)
      • No centralized calendar for reserving space on campus. For example, there are different people/departments to contact for reserving classrooms, computer labs, events space, Lab space in Departments, CTLT space
      • Resource 25 is currently being used by support staff in events planning, PPS, Information Technology
      • How are reservations for space prioritized? There should be some written guidelines regarding prioritization
      • What is the relationship with the Community Events Committee?
      • There should be an updated general campus inventory of instructional and non-instructional spaces that can be used for events (David)
   2. Parking Spaces (Janet)
      • NYPD has 6 dedicated parking spaces in the newly paved parking lot between AG and Loew Hall.
      • NYPD uses offices in Loew 5th floor for community policing and assists at BCC
      • David Taylor spoke with them and told them they could have 3 reserved spots. Three signs will be removed.
      • Recommendation that NYPD Community Affairs give a presentation to campus (Senate, VPDC) of their program and collaboration with the campus (David)
   3. Greenhouse (Laura)
      • Greenhouse is in disrepair. There is no dedicated electricity or water source.
      • We should explore either fixing the current greenhouse or building a new structure, possibly in another location.
      • Outside grant funding should be explored.
      • Many departments would be interested in using the facility
   4. Green Roofs (Laura)
      • BCC should explore using some buildings on campus for green roofs.
   5. Maintenance Contracts for Labs (David)
      • Do laboratories in the science departments have maintenance contracts?
      • According to Laura, Biology does not have any maintenance contracts for lab equipment.
      • It is unknown if CHM or PHY has any contracts
   6. Pool opening and Usage (David)
      • Discussion of academic vs. recreational use of pool.
      • Academic will be managed by Chair of HPER and recreational and rentals will be handled by Athletics (Janet).

Meeting adjourned at 12:00
Auxiliary Enterprises Corporation, Inc.

BCC Senate Meeting
Thursday, December 8, 2016

Financial Report
David A. Taylor
AVP Administrative Affairs/Treasurer
Auxiliary Services Purposes

1. Provide business enterprises to service the students, faculty, administrative staff, alumni, and others in the college community of Bronx Community College. Such as:
   - Food services
   - Book stores
   - Vending and game machines,
   - Copying services
   - Other related enterprises.

2. Through its revenues, assist in developing, improving and increasing the programs, resources and facilities of Bronx Community College to enable it to provide more extensive educational opportunities and services to its students, faculty, administrative staff, alumni, and others in the college community.

3. The Corporation shall have all of the general powers set forth in Section 202 of the Not-for-Profit Corporation Law of the State of New York. (501c3 status)

4. The purposes of this Corporation are to provide services to the students, faculty, administrative staff, alumni, and others in the college community of Bronx Community College and to further its educational goals.
## 2017 AEC Revenues

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<td>Management &amp; General</td>
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Program Areas

AEC
## Public Service

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### Academic/Instructional Support

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# Administrative Support

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<td>Repairs and Maintenance</td>
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<td>Meeting/Refreshment Expense</td>
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<td>Dues/Subscriptions</td>
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### Campus Functions

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Total: $89,000
ADMINISTRATION/SUPPORT SERVICES
MANAGEMENT & GENERAL

1. Salary Reimbursements/Public Safety-Parking $100,000.00
2. Campus Paving/Roadway Repair $26,000.00
3. Advertising Expense/Campuswide Recruitment $22,000.00
4. Salary Reimbursements/Bursar Services-Parking $15,000.00
5. Professional Services and Auditing $10,000.00
6. Repairs and Maintenance $10,000.00
7. Insurance-Liability/D&O $5,000.00
8. Meetings $5,000.00
9. Legal Services Expense $4,000.00
10. Software Maintenance $2,500.00
11. Membership Dues/Subscriptions $2,000.00
12. Miscellaneous $2,000.00
13. Supplies Expense $2,000.00