NO. 1. APPROVAL OF MINUTES: RESOLVED, That the minutes of the regular Board meeting and Executive Session of December 10, 2018 be approved.

NO. 2. COMMITTEE ON FISCAL AFFAIRS: RESOLVED, That the following items be approved:

A. CRAIG NEWMARK GRADUATE SCHOOL OF JOURNALISM AT CUNY - PROGRAM SUPPLEMENT FEE:

WHEREAS, The Craig Newmark Graduate School of Journalism at the City University of New York (School of Journalism) requires a program supplement fee in order to provide optimal support and opportunity to students and to sustain competitive educational programs; and

WHEREAS, The current tuition revenue and fees charged are not enough to cover programmatic costs at the optimal level; and

WHEREAS, The tuition rates charged are among the lowest in the nation; and

WHEREAS, The School of Journalism has developed a global reputation for digital innovation, with three-quarters of its students working in the field within 12 months of graduating; and

WHEREAS, The program supplement fee provides all students the use of state-of-the-art multimedia packs, equipment, and other program materials, to assist with the development of students’ multimedia skills and the completion of students’ journalism assignments; now therefore be it

RESOLVED, That the Board of Trustees of The City University of New York, approves the program supplement fee of $400 charged to full-time students and $200 to part-time students at the Craig Newmark Graduate School of Journalism per semester; and be it further

RESOLVED, That the Craig Newmark Graduate School of Journalism will account for and report on the program supplement fee separately; and be it further

RESOLVED, That the Craig Newmark Graduate School of Journalism will provide to the Board of Trustees Fiscal Committee an accounting of the program supplement fees spent in the prior fiscal year.

EXPLANATION: The Craig Newmark Graduate School of Journalism at CUNY offers Master of Arts degrees in Journalism, Social Journalism, and Entrepreneurial Journalism, as well as an Advanced Certificate in Entrepreneurial Journalism, all of which focus on, among other skills, developing students' multimedia skills. All students are provided with state-of-the-art multimedia packs, equipment and other program materials, which include state-of-the-art audio recorders, video and broadcasting quality cameras, microphones, headphones, batteries and chargers, SD cards and other accessories, as well as access to drone equipment. All students are trained and must be competent in the use of multimedia packs and equipment used for webcasting, videotaping, editing, photojournalism and other media. Students own their journalism and media portfolio created from using the above multimedia packs, equipment and other program materials, and said portfolios play a vital role in their securing internships and employment.
This fee has been charged to students since the School opened in 2006, and it has never been increased. While the Board approved the opening of the School and the launch of its academic programs, it appears that a specific resolution about this fee was not formally submitted to the Board for its approval.

B. THE CITY COLLEGE OF NEW YORK – SCHOOL OF MEDICINE AUTHORIZATION OF A CONTRACT FOR MEDICAL SCHOOL COURSE DELIVERY WITH ST. BARNABAS HOSPITAL HEALTH SYSTEM:

WHEREAS, The Sophie Davis School of Biomedical Education (SDSBE) was created 43 years ago to recruit under-represented minorities to practice primary care in underserved areas; and

WHEREAS, In 2012, as part of an overall strategic plan for SDSBE, the CUNY Board of Trustees approved the school’s plan and application process for achieving medical school accreditation from the Liaison Committee for Medical Education (LCME); and

WHEREAS, The LCME accreditation process requires that a medical school have a comprehensive, cohesive structure which integrates both the hospital where students can complete their clinical experiences; and clinical faculty who can create, implement and assess students’ clinical competencies; and

WHEREAS, In 2016 CUNY/SDSBE was merged into the CUNY School of Medicine at The City College of New York; and since the School does not own or oversee a hospital, or have physician faculty, a clinical affiliate which could fulfill both requirements is necessary, thereby fulfilling the accreditation requirements; now therefore be it

RESOLVED, That the Board of Trustees of the City University of New York authorize a contract with St. Barnabas Hospital Health System, for the purposes of providing clinical course instruction for the students enrolled at the CUNY School of Medicine by physicians with access to an approved hospital. The term of the contract shall be seven years. The value of the contract shall not exceed $3,227,832.09.

EXPLANATION: Pursuant to LCME accreditation requirements, the CUNY School of Medicine at The City College of New York is required to provide its students with clinical experiences and faculty that can create, implement, and assess students’ clinical competencies. There is also an expectation of continuity in the faculty that teach the courses through the four (4) years of medical school in order to make certain that there is an understanding of what has been previously taught as well as the knowledge and skillset of students when they come to the hospital for clinical experiences.

As part of its affiliation with the CUNY School of Medicine, when St. Barnabas physicians come to the School of Medicine to teach, the physicians will be compensated for their teaching services. Compensation for St. Barnabas teaching physicians is based on a model which establishes a fixed annualized salary across all departments and disciplines. The annualized salary was divided by a base of 1,820 hours (35 hour week x 52 weeks) to determine a fair and reasonable hourly rate.

The academic affiliation between the St. Barnabas Hospital Health System and CUNY Medical School offers significant value to CUNY and both institutions share a similar philosophy and commitment to provide access to primary healthcare, in the broadest sense, to an ethnically diverse, low-income community. The vendor was selected after a thorough review by the School and after discussions with a number of hospitals in the region. Once St. Barnabas was identified and approved by CUNY and the LCME as the hospital affiliate for medical school clinical experiences, it is appropriate to engage the hospital to teach clinical courses.

This contract is being sourced through a single source exemption method, which was approved by the New York State Comptroller on December 4, 2018.
NO. 3. COMMITTEE ON ACADEMIC POLICY, PROGRAMS, AND RESEARCH: RESOLVED, That the following items be approved:

A. YORK COLLEGE – MS IN AVIATION MANAGEMENT:

WHEREAS, The aviation sector plays an important role in the New York State economy, making up 4.6% of its total jobs and generating economic activity of over $50 billion dollars; and

WHEREAS, York College is the home of the CUNY Aviation Institute, which has developed strategic partnerships with area airports and airlines; and

WHEREAS, York College has a growing BS in Aviation Management and therefore has faculty expertise in this area of studies; and

WHEREAS, Graduates from the York College BS program in Aviation Management find jobs and start their professional careers in aviation; and

WHEREAS, Airlines, local governments, and government organizations express strong demand for graduates in aviation management; and

WHEREAS, Graduates of the proposed master’s program will qualify for mid- to upper-level management positions with beginning salaries of $50,000 and higher; now therefore be it

RESOLVED, That York College establish a program in Aviation Management, leading to the Master of Science, effective February 4, 2019 and subject to financial ability.

EXPLANATION: The proposed thirty credit Master of Science in Aviation Management aims to prepare students for mid- and upper-level executive positions in aviation and related organizations. The course work is informed by recommendations from the American Association of Airport Executives and the Aviation Accreditation Board International and covers aviation finance and research; marketing; airport planning, management, and operations; aviation safety; and aviation supply and logistics. The curriculum culminates in both a simulated practicum and a capstone course to ensure that students understand the integration of theory and practice. York College is an ideal location for an MS in Aviation Management because it houses the CUNY Aviation Institute sponsored by the NY/NJ Port Authority and has strong partnerships with the main regional and global airports and the aviation industry. A survey of employment opportunities indicates that salaries in the field range from $50,000 per annum for low experience levels to $160,000 per annum and above for experienced candidates. Job titles for graduates include Airport Operations Manager, Commercial Business Director, Airport Manager, Program Manager, Landside Operations Duty Officer, Global Sales Service Specialist, Manager of Commercial Operations, Foreign Affairs Specialist at the Federal Aviation Administration, and many others. York College has ample full-time faculty to launch the program and, given its existing strategic partnerships and location, will have no difficulty drawing upon working professionals to teach as adjuncts.

B. CUNY SCHOOL OF PROFESSIONAL STUDIES – MA IN MUSEUM STUDIES:

WHEREAS, Museums support more than 726,000 American jobs, and in the New York area employment projections from 2014-2024 show museums, historical sites, and similar institutions with 20.7% growth and the professions of archivist, curator, and museum technician and conservator with 14%-19% growth; and

WHEREAS, The Mayor of New York has called upon its cultural institutions to diversify the ranks of their employees, and it is anticipated that students in the proposed program will reflect a diverse ethnic, gender, and age make-up similar to the general CUNY population; and
WHEREAS, The proposed program is being developed in collaboration with the New York Historical Society, whose intellectual resources and expertise will provide students with a unique experience, including practicums and engagement with museum professionals whose daily jobs consist of implementing museum studies theory into practice; and

WHEREAS, The proposed program is taught primarily on-line, will draw upon CUNY SPS current infrastructure for online delivery, and will be available to individuals beyond the New York metropolitan area; now therefore be it

RESOLVED, That CUNY School of Professional Studies establish a Master of Arts in Museum Studies, effective February 4, 2019 and subject to financial ability.

EXPLANATION: The CUNY School of Professional Studies proposes to offer a thirty-credit Master of Arts degree in Museum Studies that will immerse students in the theory and practice of museums and related institutions. The bulk of the courses will be taught on-line and cover such topics as administration, finance, law, fundraising, and visitor services. Six of the fourteen courses in the program are currently part of the CUNY SPS catalogue. The remainder will be developed by SPS consortial faculty in collaboration with museum professionals at the New York Historical Society. In addition to on-line courses, the program will include courses taken at the Historical Society, which can be done intensively in a summer residency or throughout the academic year, as suits the student’s schedule. The lower cost of CUNY’s graduate tuition than that for comparable programs in the area is expected to attract a wide audience and generate revenue for the school.

C. THE CITY UNIVERSITY OF NEW YORK - SEEKING INDEPENDENT DEGREE-GRANTING AUTHORITY FOR THE CUNY SCHOOL OF PUBLIC HEALTH AND HEALTH POLICY:

WHEREAS, The CUNY School of Public Health (SPH) was first accredited by the Council for Education in Public Health (CEPH) in 2011; and

WHEREAS, In November 2015, the CUNY Board of Trustees approved a structural change for the CUNY School of Public Health, initiating the process of transforming it from a consortial institution to a unified CUNY Graduate School of Public Health and Health Policy, in line with common national practices and recommendations; and

WHEREAS, The CUNY Graduate School of Public Health and Health Policy already functions de facto as an independent institution, with the Dean reporting to the Chancellor and having comparable authority to that of CUNY presidents as described in Section 11.4 of the Bylaws of the Board of Trustees; and

WHEREAS, The CUNY Graduate School of Public Health has now reached institutional maturity and is able to provide all student services and qualify for accreditation independently; now therefore be it

RESOLVED, That CUNY seek NYSED authorization for a Master Plan Amendment allowing independent degree granting authority for the CUNY School of Public Health and Health Policy.

EXPLANATION: The Graduate School of Public Health and Health Policy began as a consortial school in 2007, offering its master’s and doctoral degrees at multiple campuses across the University. In 2011, it received its first professional accreditation from the Council on Education for Public Health. In November 2015, the CUNY Board of Trustees approved a resolution directing the former Chancellor to develop and implement a plan to transition the existing consortial school to a unified graduate school that would administer all professional master’s and doctoral-level public health degree programs in CUNY. Due to its status as a new school, and the requirement of regional accreditation affiliation by its professional accrediting body, it was determined that the CUNY SPH would exist within the CUNY Graduate School and University Center (GSUC), a home for several other CUNY schools in their early stages of development. Since its consolidation and placement within the GSUC, the School of Public Health and Health Policy has
been professionally re-accredited for a full seven-year term and has established a robust infrastructure. This is the logical time in the School’s evolution for it to assume all responsibilities for itself and become a truly independent unit as recognized by NYSED.

D. THE CITY UNIVERSITY OF NEW YORK – APPROVAL OF THE ACADEMIC BOARD REPORT:

WHEREAS, Existing degree programs at the colleges and schools are periodically modified to maintain currency with both intellectual trends and the professional needs of our students; and

WHEREAS, General education courses are added to CUNY’s robust curriculum to offer students diversity of thought; and

WHEREAS, Campus academic policies evolve to ensure rigor and provide students with pathways to greater success; now therefore be it

RESOLVED, That the Academic Board Report prepared by the Office of Academic Affairs and presented, be approved effective February 4, 2019 subject to financial ability.


EXPLANATION: Routine academic matters, some of which are forwarded to the New York State Education Department for final approval, as well as additions to the University’s general education program and local academic policies are presented here in a concise format for approval by the Committee and the full Board of Trustees.

NO. 4. COMMITTEE ON FACULTY, STAFF AND ADMINISTRATION: RESOLVED, That the following items be approved:

A. THE CITY UNIVERSITY OF NEW YORK – APPROVAL OF THE COMMITTEE ON FACULTY, STAFF AND ADMINISTRATION (CFSA) REPORT:

WHEREAS, The colleges and university central office appoint faculty, executives, and staff to ensure academic and administrative operations continue seamlessly and new initiatives are implemented effectively; and

WHEREAS, Faculty are evaluated and reappointed on a systematic basis, sometimes resulting in the awarding of tenure, in order to retain superior faculty; and

WHEREAS, Faculty are granted fellowship leave in order to conduct research, improve their teaching, or conduct creative work, thereby improving the students’ experience and university’s success; and

WHEREAS, Other personnel actions, including executive level appointments, appointments of named chair, appointments waiving bylaws requirements, and appointments with 211 waivers and 212 notices, are considered as appropriate to guarantee university and campus goals and commitments are achieved; now therefore be it

RESOLVED, That the CFSA Report prepared by the Office of Human Resources Management and presented, be approved effective February 4, 2019.

B. CUNY SCHOOL OF LABOR AND URBAN STUDIES – AMENDMENT TO GOVERNANCE PLAN:

WHEREAS, The Board of Trustees adopted a Governance Plan for the CUNY School of Labor and Urban Studies ("SLU"), effective July 1, 2018; and

WHEREAS, SLU’s Governance Plan calls for department chairs to be elected from among the full-time and jointly-appointed faculty; and

WHEREAS, SLU is in its early stage of development and does not yet have a full complement of full-time and jointly-appointed faculty available to serve as department chairs; and

WHEREAS, SLU wishes to allow consortial faculty to serve as interim department chairs for limited time periods when necessary; now therefore be it

RESOLVED, That the Board of Trustees adopt the proposed amendment to the Governance Plan of the CUNY School of Labor and Urban Studies, effective February 4, 2019, to allow consortial faculty to serve as interim department chairs for limited time periods where necessary until a time at which SLU will have the opportunity to increase it’s full-time and jointly-appointed faculty. This will allow the election of an interim chair for a maximum term of two years from among SLU’s consortial faculty in the event that a vacancy existed that could not be immediately filled by full-time or jointly-appointed faculty members.

EXPLANATION: The current CUNY School of Labor and Urban Studies Governance Plan requires that department chairs be elected from among the full-time and jointly-appointed faculty. While SLU expects to add full-time faculty members over the next several years, the current pool of faculty members who are eligible to serve as chairs is very limited. The proposed revision would allow the election of an interim chair for a maximum term of two years from among SLU’s consortial faculty in the event that a vacancy existed that could not be immediately filled by full-time or jointly-appointed faculty members. The revision would enable SLU to function in this early stage of its development.

The proposed amendment was approved by SLU’s Academic Governing Council on November 7, 2018 and is recommended by SLU’s Dean.

CUNY SCHOOL OF LABOR AND URBAN STUDIES ACADEMIC GOVERNANCE PLAN

Preamble

1. The CUNY School of Labor and Urban Studies (SLU) fosters a unique partnership among the City University of New York, organized labor, worker centers, and community-based organizations for the purpose of expanding higher education opportunities for workers and those interested in studying labor, poverty and inequality, and working-class communities; and further serves as a resource for students, scholars, organized labor, community leaders, and allied organizations seeking a deeper understanding of work, workers, and urban issues.

2. SLU’s three core values are social justice, diversity, and access to higher education. Its goals are to expand opportunities for working adults; develop the next generation of labor and community leaders; and become the pre-eminent intellectual center for learning and research related to workers and poor and working-class communities. SLU maintains a commitment to reduce barriers to admission, provide robust academic support, and facilitate timely graduation for students. SLU will build on its existing academic programs by creating new undergraduate and graduate degree and certificate programs. To accomplish its goals, the School will offer a robust set of programs, services, and activities in Labor Studies, Urban Studies, research, workforce development, and service to the community.
3. This Governance Plan reflects several foundational principles, including transparency in decision-making; collaboration and mutual consultation between faculty and administration, including over issues of personnel and budget; faculty responsibility over academic areas and administrative responsibility over administrative areas; democratically elected representation from faculty, staff, and students; elected departmental chairs; and, where appropriate student, administrative, community and labor voice in committees. SLU, like other CUNY colleges and schools, and pursuant to this Governance Plan, will have the authority to propose to the CUNY Board of Trustees its curriculum and admissions criteria, award degrees, conduct searches, recommend to the Board of Trustees personnel actions with respect to appointment, reappointment, promotion, and tenure, and engage in internal review and assessment protocols.

A. Administrative Officers

1. Dean. A Dean of the SLU shall be appointed by the Chancellor, subject to approval of the CUNY Board of Trustees. The Dean shall report to the Chancellor (or the Chancellor’s designee) and shall have responsibilities and authority comparable to that of College Presidents as described in CUNY Board of Trustees Bylaw 11.4.

a. When a vacancy occurs or is expected in the office of the Dean, a Search Committee shall be established under CUNY’s Guidelines for Presidential Searches, except that there may be either two or three SLU faculty representatives selected to serve on the Search Committee. In addition, in light of the specialized nature of the School of Labor and Urban Studies, a member of the School’s Advisory Board will serve on the Presidential Search Committee.

b. A Review Committee constituted under CUNY’s Policy on Presidential Review will be appointed every three to five years to review the Dean’s performance. This Committee will make a report to the Chancellor.

2. Associate Dean of Academic Affairs. The Dean shall create a new Associate Dean position, conducting a search with appropriate elected representation from the faculty to participate in the selection process, and assign academic leadership duties and such other responsibilities as are necessary and appropriate.

3. Search committees for senior staff positions: Search committees for senior administration, full HEO, director and manager titles shall be appointed by the Dean and shall include members with Higher Education Officer series titles and full-time faculty representatives.

B. Administrative/Advisory Bodies

1. Dean’s Cabinet. There shall be a Dean’s Cabinet consisting of the Dean, the Associate Dean of Academic Affairs, the Department Chairpersons, the Chairperson of the Academic Governing Council (AGC) (see section C below), and other such persons designated by the Dean. The Cabinet shall advise the Dean with respect to the policies and operations of the SLU.

2. Advisory Board. There shall be an Advisory Board consisting of members appointed by the Dean who shall be representative of external labor and community organizations, Department Chairs, and other faculty or staff invited by the Dean may serve as ex officio members without vote. The Labor and Community Advisory Board shall meet at least once a semester and as further requested by the Dean and shall advise the Dean with respect to the programs, curricula, research, and workforce development and training to ensure that they meet the needs of the School’s community and labor partners.
C. Academic Governing Council

1. The AGC shall be the governing body of the SLU pursuant to the Bylaws of the Board of Trustees.

2. Meetings. The AGC shall meet at least two times per semester and shall distribute its agenda at least one week prior to its meetings. A majority of the members of the AGC shall constitute a quorum. Meetings shall be conducted in accordance with the latest edition of Roberts Rules of Order, except that no action may be taken by the AGC or any of its Standing Committees unless there is an affirmative vote of a majority of all of its members.

3. Membership. The AGC shall consist of all full-time, jointly-appointed, and consortial faculty. The Dean, the Associate Dean for Academic Affairs, and the two Higher Education Officers (HEOs) who have primary responsibility for administration of the School’s two academic programs shall serve as ex-officio members without vote. At least one student from each department shall be elected in accordance to rules established by the student governing body; the ratio of student to faculty representation on the council shall not exceed 1:3. Students shall serve for up to three years; student elections shall be staggered to produce overlap between new and experienced student representatives. One teaching adjunct from each department shall also serve for a term of one year elected by the adjuncts teaching in the program. Elected adjuncts who serve on the AGC shall be compensated for their attendance at AGC meetings. One member of the HEO staff at the school shall be elected by the HEOs to serve on the AGC for a two-year term. Other teaching adjuncts and staff may attend meetings and serve on committees with voice but without vote. The AGC shall elect a tenured member of the faculty as Chairperson to preside over its meetings for a term of three years. In order to conduct official business and to approve resolutions a majority (half plus one) of the voting members of the AGC must be present. The AGC will be assigned administrative assistance from among school administrative staff for keeping minutes, calling meetings, and other administrative functions.

4. Duties. The AGC shall have the duties to:

   a. formulate educational policy and develop standards for admissions, academic performance and degree requirements for students, as well as standards for the appointment and reappointment of faculty consistent with and subject to the Bylaws and policies of the Board of Trustees and other University policies and procedures;

   b. review and recommend to the Dean and Board of Trustees all new academic programs, centers, and institutes;

   c. review and approve all proposed curricular changes in existing departments;

   d. recommend to the Dean and the Board of Trustees, based on a vote of the voting faculty members, the granting of graduate degrees, program certificates and honorary degrees to qualified candidates;

   e. establish a framework for student government in consultation with interested students;

   f. consider any other academic matters and make recommendations to the Dean and the Board of Trustees;

   g. establish a Faculty Student Disciplinary Committee. Until such time that such a committee is established, cases will be sent to the Graduate School’s Faculty Student Disciplinary Committee;
h. receive, consider, approve, and forward, as appropriate, reports and recommendations of Council's standing committees;

i. recommend revisions to this Governance Plan.

5. Standing Committees. The AGC shall establish such standing and temporary committees as are needed to accomplish its goals, determine the number of members and assign them such duties as it deems appropriate. Faculty members shall be a majority of the members of each committee. The voting faculty members of the AGC shall elect the faculty and students shall elect their representative members of each standing or ad hoc committee, providing all departments with equitable opportunities to participate in committees. Each standing or temporary committee shall elect its own chairperson. The Dean may also appoint to each such committee one or more administrative staff; such staff shall have voice but no vote. Initially, the AGC shall have the following standing committees:

a. Steering and Elections Committee. The Steering and Elections Committee shall identify major issues for the Council’s consideration and oversee the activities of the other standing committees. It shall also oversee the election of faculty to the AGC and its committees. The Steering Committee may act for the AGC between Council meetings where there is an urgent need for immediate action and the Dean requests such action. The Dean or his/her representative shall be a member of the Steering and Elections Committee.

b. Curriculum Committee. The Curriculum Committee shall review all programs and courses, and amendments and addition thereto within the SLU and report its recommendations to the AGC.

c. Admissions and Awards Committee. The Admissions Committee shall recommend standards for admissions for each program within the SLU. The Committee shall also recommend procedures and standards for awards.

d. Student Academic Appeals Committee. The Academic Appeals Committee shall oversee all student academic appeals, in accordance with rules and practices it develops for approval of the AGC.

D. Faculty

1. Except when otherwise specified, “faculty” refers to those of faculty rank or faculty status, in accordance with the CUNY Bylaws sections 8.1 and 8.2.

2. Full-time faculty members are those whose contractual teaching and administrative loads are at the SLU.

3. Jointly-appointed faculty members are those whose contractual teaching load is officially shared between two or more campuses. At the SLU, full-time faculty members with “joint” appointments have faculty rank and are part of the faculty of the school, with the same rights and privileges as those whose faculty lines lie solely at the School.

4. “Consortial faculty” refers to faculty appointed to the school whose faculty line or primary teaching responsibilities reside within another school within CUNY, including emeriti faculty. Except where otherwise stated, consortial faculty have faculty rank and are part of the faculty of the school, with the same rights and privileges as those whose faculty lines are based solely at the school. Consortial faculty appointments have three-year terms, and are renewable.
E. Academic Departments

1. The SLU shall have academic departments. There currently are two academic departments: the Department of Labor Studies and the Department of Urban Studies. Additional academic departments, centers, and institutes may be added with the approval of the AGC, the Dean, and the CUNY Board of Trustees.

2. Notwithstanding the provisions of paragraph “3” below, the chairperson of each department shall be elected by all members of the department’s faculty, in accordance with the Bylaws of the Board of Trustees of The City University of New York, Section 9.1(b), from among the full-time and jointly-appointed professors, associate professors, and assistant professors at SLU. The chairperson shall serve as the executive officer of the department, shall carry out the department’s policies, and shall perform the duties of the chairperson in accordance with Bylaw Section 9.3. Each department, subject to the approval of the AGC, shall have control of the educational policies of the department through the vote of all members of the faculty.

2.1 Notwithstanding the provisions of this section (E.2) that limit eligibility for the chair position to full-time and jointly-appointed faculty, and in compliance with paragraph E.3 below, a consortial member of the SLU faculty who has the title of professor, associate professor or assistant professor, may be elected interim chair by each department for a term not to exceed two years. This provision is to be used when a vacancy exists which cannot be immediately filled.

3. Until such time as the total number of faculty with full-time and jointly-appointed faculty rank (but not including consortial faculty) of each department exceeds five, all of the department practices and functions enumerated below in section 4 shall be conducted jointly, with the Labor Studies and Urban Studies departments meeting and acting as a single unit.

4. Departmental meetings shall take place at least twice a semester. In all departmental elections, an affirmative vote shall be determined by satisfaction of the following:

a. There must be an affirmative vote of a majority of those present and eligible to vote at a duly constituted election meeting of the Department, a quorum being present.

b. A quorum shall be defined as a majority of the “adjusted membership” of the Department.

c. The “adjusted membership” of the Department shall be defined as the whole membership of the Department eligible to vote, less those on leaves of absence, those in full-time administrative positions outside the Department, and those without assignment within the Department for a continuous period of two years prior to the election.

d. Eligible voting members are all members of the department with faculty rank or faculty status. Adjunct faculty members shall be invited to department meetings with voice but no vote.

5. Each department shall have its own curriculum committee, with members serving for one-year terms. Each curriculum committee shall consist of at least two faculty members of faculty rank or status (full-time, jointly-appointed, or consortial) from the department and one (1) student pursuing a degree in the department. Committee members shall elect a chair of the committee, who may subsequently appoint adjuncts to the committee. Adjuncts serving on curriculum committees shall be compensated for their time spent at meetings. The curriculum committee shall consider and make recommendations concerning curricular proposals for department action; department action will be transmitted to the Curriculum Committee of the AGC. One or more members of the professional staff in each department shall serve on the department’s committee as ex officio members without vote. Additional faculty or practitioners may be invited to committee meetings by the committee chair. The

F. School-wide Committee on Personnel and Budget

1. The SLU shall have a School-wide Committee on Personnel and Budget. The School-wide Committee on Personnel and Budget shall consist of chairpersons of the departments and three other faculty members of faculty rank (who may be full-time, jointly-appointed, or consortial faculty members) elected by the voting faculty members of the AGC, who shall be voting members of the Committee. The Dean and Associate Dean shall serve on the Committee as non-voting members.

   The voting faculty members shall also elect at least one alternate faculty member of faculty rank to serve on the Committee if any of the other faculty members are unable to attend a meeting. The Chair of the School-wide Committee on Personnel and Budget shall be elected by the voting members of the Committee. The Committee shall meet twice a semester, or more as necessary.

2. All appointments and reappointments without tenure shall be recommended to the School-wide Committee on Personnel and Budget by the chairperson of the applicable department. The Dean and Associate Dean shall participate in discussion of the candidates, and the Committee shall make its recommendations to the Dean. The Dean will make a final recommendation to the Board of Trustees.

3. Members of this Committee shall not be eligible to vote on their own appointments, promotion or tenure and on those occasions of such conflicts, voting members of the committee shall exclude the candidate. Assistant professors may not vote on decisions of tenure or promotion to Associate Professor or Professor, and Associate Professors may not vote on promotions to Professor.

4. The Dean shall present for review and consultation the all-funds budget to the School-wide Committee on Personnel and Budget at least once a term.

G. Amendments

Amendments to this governance plan may be proposed by a petition or affirmative vote of 20 percent of the members of the AGC. Amendments may be adopted by a two-thirds affirmative vote of the members of the AGC who are present if that number also constitutes a majority of the members of the Council, provided that the text of the proposed amendment has been sent in writing to every member of the AGC at least two weeks before the meeting at which the proposed amendment is to be considered. Amendments adopted by the AGC are subject to the approval of the Board of Trustees before they become effective.

C. THE CITY UNIVERSITY OF NEW YORK - NAMING OPPORTUNITY POLICY AND MINIMUM GIFT LEVEL GUIDANCE:

WHEREAS, The City University of New York seeks to ensure that CUNY’s assets are offered at competitive levels which support the advancement of its schools and colleges; and

WHEREAS, That naming opportunities offered align with a donor’s vision and intent to support CUNY’s needs and priorities; and

WHEREAS, As the City University of New York seeks to maximize its collective fundraising potential; now therefore be it
RESOLVED, That the Board of Trustees of The City University of New York approves the 2019 minimum gift guidelines and naming opportunities policy, Policy 8.04 of the General Manual of Policy.

EXPLANATION: Minimum gift guidelines and the current Naming Policy were last updated in 2007. Regular updates to the policy are required as per the policy and to ensure that CUNY keeps pace with inflation and then current gift levels norms. The 2007 policy was in place throughout the inaugural Invest in CUNY system-wide campaign (July 1, 2000 – December 31, 2015), which resulted in $3.03 billion for the City University of New York. This new policy will support the university’s growth in philanthropic outcomes and achievement.

Policy 8.04 Naming Opportunities

Goals and Objectives

This document will serve to set policy for all naming opportunities at CUNY and its schools and colleges. Given the vast differences between CUNY’s schools and colleges, this policy will help to provide context for development teams and help to bring uniformity across the CUNY system.

Naming opportunities are a means to raise funds for CUNY’s educational mission and support its programs, faculty, and students. They also allow CUNY to express and recognize the unique story of donors and their ties to CUNY.

Transformative gifts will differ by school or college and its anticipated use may vary according to the needs and priorities of the recipient institution’s academic leadership.

Driven by factors beyond actual costs, naming opportunities are an expression of value, a reflection of prestige of association with the CUNY brand, and should be structured to bring a sense of pride to both the donor and CUNY. Naming opportunities can serve as transformational agents for recipient institutions but should also seek to align with national benchmarking standards. Ideally, naming opportunities deemed significant or prominent should be totally or primarily allocated for endowed support of core operating purposes. The present value of the gift should also be large enough to provide sufficient additional income to take the receiving institution to a new level of excellence.

In all cases, naming opportunities should:

1. ensure CUNY’s assets are offered at nationally-tested, competitive levels which support the recipient institution’s advancement
2. align a donor’s philanthropic vision with institutional needs and priorities
3. maximize CUNY’s fundraising potential
4. reflect best practice standards in naming physical assets and funds
5. offer tangible budget relief for the support of operations or provide incremental growth in areas of academic, infrastructural or operational priority
6. create new or support existing academic, programmatic or physical assets

The Role of University Advancement

With an overarching goal to support CUNY colleges and schools in their fundraising objectives, and lead to the successful submission of a naming opportunity for trustee approval, the Office of University Advancement offers the following services:

1. provide national benchmarking data to ensure appropriate level setting
2. create and distribute approved gift agreement and resolution templates
3. draft, edit and review gift agreements for campuses, as necessary and/or requested
4. write gift agreements for all gifts over $10M and for gifts of significant and/or prominent naming opportunities
provide support for all trustee approval submissions, including guidance on procedural/requirements, deadlines, Legal and OHRM review.

coach and mentor advancement teams and leadership as needed, identifying training opportunities like CASE (Council for Advancement and Support of Education) courses for presidents and deans.

Guidance

The road to a named gift begins with a series of conversations with a prospective donor that help to reveal both donor interest as well as donor goals and capacity. Centered on donor intent and a philosophical alignment with institutional needs and priorities, these conversations should also reveal where the donor’s gift can best be applied. The process of any naming opportunity represents a tangible synergy between the donor and an institution. Therefore, the resulting naming opportunity is a celebration of the donor’s philanthropy and the institution’s met need.

The process for accepting a naming gift should be careful and deliberate. To the extent that it is reasonable and possible, conversations with the prospective donors should make clear that a naming opportunity requires the participation and approval of several different enterprise-wide officers, including the Chancellor, and culminates with review and approval by the CUNY Board of Trustees.

The opportunity to name a Chair, Deanship, Professorship or Department in recognition and honor of an individual or corporation institution, or to place the name of an individual or corporation institution on a building or part of a building, is welcomed at The City University of New York and its constituent schools and colleges. (BTM, 2007, 06-25, 005, Q)

Naming opportunities which require a commitment by the City University of New York to spend institutional funds, either upon receipt or in the future, in addition to amounts contributed or pledged by donor, must receive prior written approval by the Chancellor and the CUNY Board of Trustees. Examples include:

- the provision of matching funds by CUNY
- a commitment to continue a project after depletion of gift funds
- financing construction projects
- a commitment to finance and/or administer an undertaking outside the routine functioning of CUNY

Donor Control

IRS regulations and CUNY policy prohibit donor control over the administration of gifts. A donor must relinquish control of any funds donated in order to be properly classified as a philanthropic gift to be eligible to received favorable tax treatment by the IRS. For any naming opportunity, a donor may not direct, and CUNY will not promise a donor in consideration of a gift, the appointment of a specific individual to a named professorship or a directorship or the election of financial aid recipients or specific research studies to be pursued by CUNY or any of its schools or colleges. This should be communicated clearly to donors as part of the fundraising process and in connection with the documentation of any gift.

Advisory Committees

The convening of donor oversight or advisory committees should be discouraged in accepting a gift. If such committees are required as a condition of a gift, CUNY, its schools and colleges, not the donor, should appoint the majority of members.
Term for Naming Opportunities

To best support the educational mission of CUNY, its schools and colleges, endowed naming opportunities must meet both current and forecasted future needs of the recipient institution. Endowed funds are designed and intended to keep pace with inflation by providing a steady state of generated income to support institutional need as determined and agreed to by donor and recipient institution. For significant and prominent naming opportunities this is particularly crucial. When endowed funds established to support significant and prominent naming opportunities fail to keep pace with institutional and/or programmatic growth or the ongoing financial needs of a named entity, a president or dean will have the right to act in the best interest of his or her students, facilities or the name entity itself. Therefore, under certain circumstances and wherever feasible, naming opportunities for significant and prominent need not be made in perpetuity. Instead, gift agreements governing naming opportunities should include a prescribed duration for each naming opportunity, negotiated with the donor and the president or his or her designee, after which point, a president is able to seek either a supplemental gift from the existing donor or his or her heirs to maintain the naming opportunity or may seek a new donor for the renaming of the named entity.

Naming Opportunity Requirements

All namings of physical assets, academic programs, and positions require the approval of the CUNY Board of Trustees. (BTM,2007,06-25,005,-Q)

A naming opportunity is generally designed to be consistent with the mission and goals of the University and its schools and colleges to enhance teaching and research and strengthen the academic enterprise and is usually based on the desire to (BTM,2007,06-25,005,-Q):

a) honor the exemplary character, scholarly distinction or distinguished service of an individual
b) recognize a significant financial contribution to the College University and/or its schools and colleges

All naming opportunities should be reviewed first by and approved by the College President or School Dean of the soliciting school or college, before in advance of formal submission for the naming opportunities process. For significant and prominent naming opportunities, i.e. gifts to name schools, colleges, centers, institutes, and/or buildings or gifts of $10M or more, the College President or School Dean must seek to include consultation with the Chancellor, who will advise the Chairman of the Board and the FSA Chair of the opportunity, before any gift can be finalized.

To officially submit a significant and prominent naming opportunity for BOT review, the following steps must also be provided by the president or dean.

1. Rationale for the Gift/Exception

While the minimum gift amounts as articulated in the minimum gift guidelines should be applied as stated, a campus president or school dean may request an exception. Should a proposed gift fall below the prescribed minimum gift guidance for school naming opportunities, the School or College must submit a request for an exception to the guidelines. Additionally, a meeting with the Chancellor (and/or his or her designee) should also be scheduled. If the Chancellor concurs, he or she would endorse the exception and be an advocate for the proposed gift to the CUNY Board of Trustees.

The following limitations on exceptions will apply:

For proposed gifts which fall below the prescribed minimum gift guidance and for which an exception has been granted, all customary terms and conditions will be required in
order to advance the gift to closure. As a general guiding principal, the threshold below which a gift may not be considered is 80% of the minimum gift guidance.

2. **Knowledge of Donor/History with President and/or School or College**

   For significant and prominent naming opportunities, the School or College has an opportunity to paint a picture of the relationship it has had with the donor(s), including their giving history, friend or alumni engagement, the steps taken for this gift, and, if applicable, their service to the College. This should include how long the Dean or President has known the donor(s) and why their name is the ideal name to permanently affix to the School or College. When a gift falls below the minimum gift guidelines, the Dean or President must also articulate what other steps have been taken or with whom have they engaged (other than the donors) for the naming opportunity and should include what other opportunities were offered the donor. If there are other considerations specific to the School or College, the borough, and/or the donors, it can also be included here.

3. **Unsigned Gift Agreement**

   The CUNY Board of Trustees must see how the gift would be framed and what the donor might request of the School or College and the University. Before an agreement can be finalized, CUNY must be able to fulfill the terms of any agreement into which it enters. This, however, should NOT be signed until the Board has had time to review and discuss.

4. **Third Party Due Diligence**

   Any agreement would be made on the condition of a reputational assessment of the donor to ensure that permanent association with CUNY would be additive and be a complement to the CUNY brand.

**Naming** Financial commitments and all major gifts, whether recognized by as a naming rights opportunity or not, are reflections on the ideals and reputations of the College and the University and its schools and colleges. Accordingly, each gift and naming commitment opportunity should be reviewed carefully for full compliance with minimum gift guidelines, applicable laws, and ethical principles. *(BTM,2007,06-25,005, Q)*

The above is especially critical where there is some direct or indirect business or other continuing relationship between the a donor and the College and/or the University, its schools and colleges, and/or its officers or employees. Any questions about the applicability of state or federal laws on conflicts of interest and other ethical considerations should be referred to the Office of the Vice Chancellor for Legal Affairs. *(BTM,2007,06-25,005, Q)*

1. **Namings Opportunities Designed to Honor Distinguished Service with No Financial Gift**

   The merits of any naming opportunity in honor of an individual should be determined by carefully weighing the individual's high scholarship and/or distinguished service. All naming requests must involve a thorough review by the campus to ensure appropriateness and be supported by evidence that the honoree or donor meets the highest values and societal standards. Buildings, campus grounds or other campus facilities will generally not be named for individuals currently employed by the University, or the City or State of New York unless that individual has provided exceptionally distinguished service over a sustained period of time. When the person to be honored is living, one year should have passed since any formal association with the University or employment with the City or State of New York. The naming of buildings, campus grounds, or other campus facilities in recognition of an honoree implies a promise to the honoree that the space, site, facility, and or other forms of tangible recognition, will be permanently maintained, or if change is unavoidable, that an alternative means of recognition will be found with appropriate historical reference to the original naming opportunity, as necessary. *(BTM,2007,06-25,005, Q)*
2. **Naming Opportunities for Cumulative Giving**

   In order to fully maximize CUNY's philanthropic potential, naming opportunities to acknowledge existing donors with robust giving histories should be used in rare instances. For example, when a donor's lifetime giving is not only substantial but also has not previously been reflected in any other naming opportunities, a cumulative giving naming opportunity may be appropriate. Naming opportunities for cumulative gifts can limit the ability to offer that naming opportunity to another donor.

3. **Namings** Opportunities Designed to Recognize a Significant Financial Contribution to the College

   A naming opportunity is usually appropriate only when a significant gift is received which is consistent with established minimum gift guidelines. All naming requests opportunities must involve a thorough review by the campus to ensure appropriateness and be supported by evidence that the donor and/or honoree meets the highest values and societal standards. Buildings, campus grounds or other campus facilities will generally not be named for individuals currently employed by the University, or the City or State of New York. When the person to be given a naming opportunity is living and is a former employee, one year should have passed since any formal association with the University or employment with the City or State of New York, unless the donor(s) provide(s) a sufficient gift in honor of that individual. There is no such waiting period required for honorees with no previous association with the University. The naming of buildings, campus grounds, other campus facilities or endowed funds in recognition of a donor or honoree implies a promise to that donor or honoree that the space, site, facility, endowment fund and/or and other forms of tangible recognition will be permanently maintained, or if change is unavoidable, that an alternative means of recognition will be found with appropriate historical reference to the original naming opportunity, as necessary. Any combination of gifts, pledges and/or irrevocable deferred gift arrangements are acceptable for naming commitments. With respect to deferred gifts, the required gift amounts may should be set higher due to the delay in acquiring access to the gift and the time value of money. (BTM,2007,06-25,005, Q)

4. **Process** Approval Requirements for Naming Gift Opportunities

   The process of a named gift begins with a discussion with a prospective donor. The discussion should be a flexible negotiation with the objective of acknowledging the donor's support and matching the donor's intent and interest with the College's needs of the soliciting institution. (BTM,2007,06-25,005, Q)

   All naming gift opportunities should adhere to the minimum gift guidelines and be reviewed and approved by the College President or School Dean before submitted to the central office for preparation for trustee approval. The President or Dean must submit the naming opportunity recommendation to the Chancellor and/or his or her designee (i.e. the Vice Chancellor for University Advancement) with all appropriate documentation. For naming opportunities of physical assets, submitted documentation must also include a statement of reputational standing and a statement of financial wherewithal to fulfill the commitment as promised. Third party due diligence may also be required. All naming gift opportunities are pending CUNY Board of Trustee review and approval. If the Chancellor or his or her designee concurs, the recommendation will then be presented to the CUNY Board of Trustees for review and approval. All proposed names naming opportunities for buildings and other facilities should be held in confidence during the negotiation, review and approval process. Each school or college is responsible for maintaining a record of all endowed funds, named buildings, grounds, rooms and other facilities on their campus, in addition to endowed funds. Reports on the status of named gifts will be provided periodically to the CUNY Board of Trustees by the Office of University Development Office Advancement. (BTM,2007,06-25,005, Q)
5. **Naming Opportunities and Unsolicited Deferred Gifts**

For unsolicited realized bequests, where minimum gift guidelines have been met, a fund (endowed or current-use) should be named as directed by the estate documents. In rare cases where the estate documents contain naming instructions that present a possible challenge to the University, its schools and/or colleges, the final naming opportunity applied to the fund will be left to the discretion of the college President or school Dean.

6. **Gift Types Accepted for Naming Opportunities**

The City University of New York and its schools and colleges welcome most gift types to fulfill donor commitments made for naming opportunities. Many combination of gift types are permissible. However, conditional pledges, corporate matching gifts, or revocable gifts of any type cannot be used to fulfill personal commitments. Additionally, most life income gifts cannot be used to fund construction projects, unless such gifts are exceptionally significant in size. In-kind gifts cannot be used to fulfill any naming opportunity at the City University of New York or its schools and colleges.

7. **Gift Fulfillment for Naming Opportunities**

7.1. **Physical Assets – Buildings, Campus Grounds, or Any Campus Facilities**

Before any naming opportunity can be associated with any CUNY building or associated with any campus grounds or other campus facilities, the naming opportunity must first be established through and codified by a written gift agreement, and signed by a donor or donor(s) and an authorized CUNY representative. The gift agreement must articulate gift objectives or purpose as well as amount of gift, a gift fulfillment schedule, which includes timing and amount of any installment payments, purpose of gift, and all special terms and conditions. Additionally, a minimum of 30% of the overall commitment must also first be received by the soliciting campus or office. Gift agreements must specify disposition of any funds received should donor be unable to fulfill the entire commitment as specified in writing.

For all naming opportunities of ten million or more, donors should seek to fulfill a minimum of the first 30% of their commitment before establishing a multi-year fulfillment schedule. For all naming opportunities, commitments may be fulfilled in a lump sum payment or over a period of years, not to exceed five. Specifically for commitments of ten million or more, a donor’s financial circumstances may require greater flexibility. Any such case should seek guidance from the Chancellor or his or her designee.

7.2. **Current Use or Endowed Funds**

After a naming opportunity has been established through and codified by a written gift agreement, signed by a donor and an authorized CUNY representative, the naming opportunity may be applied immediately. Gift agreements must specify disposition of any funds received should donor be unable to fulfill the entire commitment, up to including removal of a donor’s name from a fund established or the naming opportunity in question, no return of any portion of the gift already made, and an agreement not to hold CUNY and its schools and colleges liable for name removal.

Commitments may be fulfilled in a lump sum payment or over a period of years up to five years. In rare cases, exceptions may be requested from school or college leadership.
8. Minimum Contribution Levels

8.1. Building

The amount of the contribution required to name a building or part of a building may vary with the cost and the impact of the structure upon campus life. Colleges Each campus must take into account old/new buildings’ age, privately-funded or state-funded buildings, size of buildings, etc. (BTM,2007,06-25,005__Q)

Consultation with the Chancellor prior to offering this opportunity is required.

Minimum gift amount for:
   a) Senior Colleges: $15M
   b) Community Colleges: $10M

8.2. School

The permanent naming of a school will ensure the growth and quality of the named school by providing the financial support for faculty development, programs, facilities, and scholarship support. (BTM,2007,06-25,005__Q) (See chart for guidance.)

Minimum gift amount for (BTM,2007,06-25,005__Q):
   a) Senior Colleges: $15 million - $20 million
   b) Community Colleges: $5 million - $10 million
   c) Professional, Graduate and Specialty Schools (except Macaulay): $20 million - $50 million

8.3. Named Departments/Academic Programs

Funds are expected to be used to enhance academic offerings. (BTM,2007,06-25,005__Q) Consultation with Chancellor prior to offering is required. (See chart for guidance.)

Minimum endowment amount for (BTM,2007,06-25,005__Q):
   a) Senior Colleges: $2.5 million - $3 million - $4 million
   b) Community Colleges: $1.25 million - $1.5 million
   c) Professional, Graduate and Specialty Schools: $3 million - $4 million

8.4. Centers, Institutes, Programs or Academic Units

Funds should be proportional to the amount of endowment that is necessary to sustain an existing program, create a new program or propel the program to new heights on a permanent basis. (BTM,2007,06-25,005__Q) New academic centers and institutes must meet Board of Trustee regulations and be approved by the Board of Trustee Committee on Academic Policy, Program and Research (CAPPR)

Minimum endowment endowed gift amount for (BTM,2007,06-25,005__Q):
   a) Senior Colleges: $2.5 million - $3 million - $7.5 million
   b) Community Colleges: $1.2 million - $2 million
   c) Professional, Graduate and Specialty Schools: $2 million - $4 million

8.5. Deanships

An endowment for a named Dean provides flexible resources for deans to meet special needs in their schools. For funds to be used as salary supplements, the approval of the Chancellor is required. (BTM,2007,06-25,005__Q)
Minimum endowment endowed fund amount for (BTM.2007.06-25.005, Q):

- a) Senior Colleges: $2 million - $3 million
- b) Community Colleges: $1 million - $2 million
- c) Professional, Graduate and Specialty Schools: $3 million

8.6. Chairs Endowed Substitutional Professorship

Supports the board needs of an existing scholar, including supplemental salary support, travel needs, and support for academic research or other scholarly activity. (BTM.2007.06-25.005, Q)

Minimum endowed fund amount for:
- a) Senior Colleges: $1 million
- b) Community Colleges: $500,000
- c) Professional, Graduate and Specialty Schools: $1 million

8.7. Named Incremental Professorships

A named Professorship (also known as a Chair) may be established to support disciplines or areas of study which are included in the existing academic offerings of the School or College, or consistent with its mission. It can also be established to enhance teaching and research by attracting and/or retaining outstanding faculty. The endowed funds would supplement the salary and fringe benefits of the professor and provide funds for office and technical support or auxiliary support staff. (BTM.2007.06-25.005, Q)

Minimum endowed amount for (BTM.2007.06-25.005, Q):
- a) Senior Colleges: $750,000 - $1.5 million - $2 million
- b) Community Colleges: $750,000 - $1 million
- c) Professional, Graduate, and Specialty Schools: $2 million - $3 million

8.8. Named Scholars/Visiting Scholars/Artist-in-Residence

Cover the needs of the scholar, including support for academic research. (BTM.2007.0625.005, Q)

Minimum endowment amount for (BTM.2007.06-25.005, Q):
- a) Senior Colleges: $500,000 - $1 million
- b) Community Colleges: $500,000
- c) Professional, Graduate, and Specialty Schools: $1 million

8.9. Art Gallery (Large and Small)

Galleries can be creatively defined spaces which need not always be a big open space. For example, hallways with extensive white space where art can be displayed can also be named. (See chart for guidance.)

Minimum endowed gift amount for:
- a) Senior Colleges: $1 - 2 million
- b) Community Colleges: $500,000 - $1 million
- c) Professional, Graduate, and Specialty Schools: $500,000 - $1 million
8.10. Performance Spaces/Auditorium

Consultation with Chancellor prior to offering space is required.

Minimum endowed gift amount for:

a) Senior Colleges: $3 million - $10 million
b) Community Colleges: $1 million
c) Professional, Graduate and Specialty Schools: $1 million - $2 million

8.11. Laboratories (Large and Small)

Funds are expected to be used as unrestricted funds or to provide support for laboratory maintenance and needs. Consultation with Chancellor prior to offering is required for large laboratory spaces.

Minimum endowed gift amount:

a) Senior Colleges: $250,000 - $2 million
b) Community Colleges: $250,000 - $500,000
c) Professional, Graduate and Specialty Schools: $1 million - $2 million

8.12. Lecture Hall

Funds may be used to support unrestricted purposes.

Minimum endowed gift amount:

a) Senior Colleges: $300,000 - $500,000
b) Community Colleges: $250,000
c) Professional, Graduate, and Specialty Schools: $500,000

8.13. Library, includes specialized libraries and special collections

Funds can be used to support unrestricted purposes.

Minimum endowed fund amount:

a) Senior Colleges: $1.5 million - $2 million
b) Community Colleges: $1 million
c) Professional, Graduate, and Specialty Schools: $1 million - $2 million

8.14. Scholarships (endowed)

Gifts above the minimum are encouraged.

Minimum gift amount is $100,000

8.15. Fellowships (endowed)

Gifts above the minimum are encouraged.

Minimum gift amount for advanced study programs is $100,000 - $350,000

8.16. Conference Rooms (Large and Small)

Funds can be used to support unrestricted.

Minimum endowed gift amount:

a) Senior Colleges: $75,000 - $200,000
b) Community Colleges: $50,000
8.17. Lectureships

Funds should be proportional to the amount of an endowed fund that is necessary to sustain or propel a program to new heights on a permanent basis.

Minimum endowed fund amount:
- a) Senior Colleges: $250,000 - $500,000
- b) Community Colleges: $200,000
- c) Professional, Graduate, and Specialty Schools: $250,000

Gift funds can be used to support unrestricted purposes. (See chart for guidance.)

8.18. Other Named Endowments

For academic development, program innovation, library acquisition, faculty professional travel, equipment, research publications, recognition awards, other gift objectives may be created for sums appropriate for each respective area. (BTM.2007.06-25.005., Q)

Minimum endowment amount for (BTM.2007.06-25.005., Q):
- a) Senior Colleges: $75,000
- b) Community Colleges: $75,000
- c) Professional, Graduate, and Specialty Schools: $75,000

8.19. Named Academic Awards and Prizes

The Schools and Colleges will not automatically accept modest gifts for endowed departmental awards and prizes. Each purpose and amount must be reviewed on a case-by-case basis as to its merits. (BTM.2007.06-25.005., Q)

Minimum endowment amount for (BTM.2007.06-25.005., Q):
- a) Senior Colleges: $25,000
- b) Community Colleges: $25,000

Special needs or exceptional circumstances that warrant deviation from this policy require the approval of the Chancellor. (BTM.2007.06-25.005., Q)

The Chancellor or his or her designee will update this policy on a regular basis every four years. (BTM.2007.06-25.005., Q)

D. JOHN JAY COLLEGE OF CRIMINAL JUSTICE - APPOINTMENT OF DR. MONIKA SON WITH TENURE:

WHEREAS, The SEEK Program is highly successful in supporting students in their goal to obtain an undergraduate degree and therefore requires strong leadership; and

WHEREAS, Dr. Monika Son has been a member of the SEEK Department for well over a decade and is fully prepared to assume this leadership position, having advised students, supervised counseling staff, implemented technology initiatives, and helped develop academic policies; and

WHEREAS, After a search, Dr. Son was chosen as the preferred candidate to be the chair of the SEEK Department; and

WHEREAS, She holds a doctorate in Developmental Psychology from CUNY and her research focuses on academic success in college for students from marginalized communities; and
WHEREAS, Dr. Son has already provided a significant amount of service to both John Jay and the University holding a Certificate of Continuous Employment from the University; and

WHEREAS, Dr. Son’s candidacy has been endorsed by the department, the College Personnel and Budget Committee, the Provost and the President; now therefore be it

RESOLVED, That Monika Son be awarded immediate tenure as an Assistant Professor in the Seek Department at John Jay College with a waiver of bylaw 6.2.b effective December 10, 2018.

EXPLANATION: John Jay is one of only two CUNY senior colleges in which SEEK, a higher education opportunity program, is an academic department rather than a program. In addition to some teaching, the SEEK faculty advise students in individual and group settings. The Seek Department is in need of a new chair. In additional to teaching and supervising the other faculty members, the chair is responsible for managing professional and support staff and overseeing the department’s budget and academic support initiatives. After a search, Dr. Son was chosen as the preferred candidate to be chair. She has been a doctoral lecturer in the SEEK Program since 2004. She holds a Ph.D. in Developmental Psychology from the CUNY Graduate Center and her research has focused on college student success. Because Dr. Son has a Certificate of Continuous Employment from the University and not tenure this bylaw waiver is being requested. Her candidacy has been endorsed by the department, the college personnel and budget committee, the Provost, and the President.

E. BARUCH COLLEGE - APPOINTMENT OF DR. ANNA D’SOUZA WITH EARLY TENURE:

WHEREAS, Dr. Anna D’Souza is an outstanding and well published scholar in the field of food insecurity; and

WHEREAS, Her research, some of which is with the World Bank, informs international policy; and

WHEREAS, Dr. D’Souza is an outstanding teacher and a highly engaged member of the School and College communities; now therefore be it

RESOLVED, That Anna D’Souza of the Marxe School of Public and International Affairs at Baruch College be awarded early tenure in accordance with bylaw 6.2.c.(2) effective September 1, 2019.

EXPLANATION: Professor D’Souza is an applied economist in the field of development and food economics who studies inequality, food insecurity and systemic corruption in impoverished countries. Her work regularly appears in top journals and is frequently cited by researchers in the development economics field. Prior to coming to Baruch, Professor D’Souza worked at the US Department of Agriculture and was a visiting scholar at NYU. What is of particular interest to Baruch, in view of its community-oriented mission, is that Dr. D’Souza’s work informs policy. She frequently collaborates with researchers at the World Bank and some of her research informed the World Bank Policy concerning development lending in Afghanistan and other low-income countries.

External reviewers praise Dr. D’Souza’s methodological creativity and rigor and believe that she easily exceeds the threshold for tenure. One of the reviewers points out that Dr. D’Souza is a particularly good fit for a school of public affairs such as Marxe since she is able to draw on “real policy experience” doing “great work with secondary data from large, nationally-representative samples.”

Dr. D’Souza is described as an excellent classroom teacher and active member of the Baruch community. Her strong record of service to both the Marxe School and Baruch College includes, among others, work in developing the innovative curriculum for the recently launched Master’s of International Affairs, bringing the prestigious NASPAA-Batten Graduate Student Simulation Competition to campus, and contributing to the Middle States accreditation self-study. In sum, Dr. D’Souza has demonstrated her value to Baruch through
hard work, high quality research, and enthusiastic service, and her faculty peers as well as the college leadership strongly believe it would be in the best interest of the school to grant her early tenure.

**F. BARUCH COLLEGE - APPOINTMENT OF PROFESSOR NIZAN PACKIN WITH EARLY TENURE:**

WHEREAS, Professor Nizan Packin has published ground-breaking research in the regulation of emerging technologies in the financial sector; and

WHEREAS, She has been a visiting fellow at Haifa University and is an affiliated scholar at Indiana University’s Program on Governance of the Internet and Cybersecurity; and

WHEREAS, Professor Packin has proven to be an outstanding classroom teacher and member of the Baruch faculty; now therefore be it

RESOLVED, That Nizan Packin of the Law Department of the Zicklin School of Business at Baruch College be awarded early tenure in accordance with bylaw 6.2.c.(2) effective September 1, 2019.

**EXPLANATION:** Professor Packin is a prolific scholar, having published eleven articles in top law reviews. She is an expert in the regulation of emerging technologies in the financial sector. She has received visiting fellowships at Haifa University, School of Law and is an affiliated scholar at Indiana University’s Program on Governance of the Internet and Cybersecurity. In addition she is an excellent teacher, receiving high ratings on her student evaluations in addition to being an active faculty member of the Baruch community.

One external reviewer has stated "...Dr. Packin is building on and entering a field of gifted scholars from whom she has learned and with whose work she is in conversation..."

A second reviewer writes "...Professor Packin’s scholarship on innovative financial technology is cutting-edge and original...Many of her pieces in this area are seminal works and broke new ground upon their publication," and "She is an excellent ambassador for your institution, and she increased my already deep respect for your school."

And yet another external colleague wrote, "Each of the articles I reviewed deals with extremely significant issues and does so in a way that is groundbreaking and crucial. Professor Packin’s scholarship is original and the quality of scholarship is outstanding." As well as, "The inclusion of Packin’s work in the annotations of the Code of Federal Regulations is a proxy for how valuable her research is to her legal peers."

Professor Packin is an outstanding teacher. A colleague observing her, noted that she created an excellent classroom environment in which students are comfortable asking and responding to questions.

**G. BARUCH COLLEGE - APPOINTMENT OF PROFESSOR SARAH BISHOP WITH EARLY TENURE:**

WHEREAS, Dr. Sarah Bishop has published extensively, including having one book in print and one in press, in the area of nationalism, citizenship, migration and the media; and

WHEREAS, she has received grants to support her research from numerous institutions such as The Schlesinger Library at Harvard University and the Diversity Projects Development Fund; and

WHEREAS, Dr. Bishop has received praise for her undergraduate and graduate teaching from both her peers and her students as well as been an active member of the City College community; now therefore be it

RESOLVED, that Sarah Bishop of the Communications Department of the Weissman School at Baruch College, be awarded early tenure in accordance with bylaw 6.2.c.(2) effective September 1, 2019.
EXPLANATION: Dr. Bishop has published extensively in the areas of nationalism, citizenship, migration and the media. She has one book already in print and one in press, in addition to five refereed journal articles. Dr. Bishop has also received grants from The Schlesinger Library at Harvard University, the Waterhouse Family Institute at Villanova University, the Center for Intercultural Dialogue, and the Diversity Projects Development Fund to name some of her funders. She has developed and taught graduate and undergraduate courses including Macaulay Honors classes and received praise on her teaching from both her peers and her students. She has also served on various committees in her departments, school and at the college.

An external reviewer has stated, "In short, in Professor Bishop, we find a research superstar. There is absolutely no evidence that her research pace is slowing down in any way, and thus Professor Bishop shows tremendous promise of future productivity…the awarding of tenure and promotion should be uncontroversial…"

Another reviewer wrote “This is an impressive quantity of publication, but it does not stand on quantity alone; it represents scholarship that is highly articulate, well-grounded theoretically, and enormously socially relevant to our times.”

And a third has said "I urge the department and the college to grant her tenure, and furthermore to continue to nurture this scholar's ground-breaking research on some of the most pressing issues we fact today."

In addition to developing undergraduate courses both for Baruch and the Macaulay Honors College, Dr. Bishop's teaching gets high praise both from her colleagues and her students.

H. LEHMAN COLLEGE - APPOINTMENT OF PROFESSOR SIRAJ AHMED WITH EARLY TENURE:

WHEREAS, Dr. Siraj Ahmed has established himself as a top-ranked literary scholar in the overlapping fields of European Enlightenment literature, eighteenth century British administration of colonial England and contemporary postcolonial theory; and

WHEREAS, He has recently been awarded the prestigious Scaglione Prize for Comparative Literary Studies by the Modern Language Association, the main professional organization for Professors of language and literature; and

WHEREAS, He is an outstanding teacher of a full range of students from first semester composition courses through doctoral seminars; and

WHEREAS, Dr. Ahmed is the recipient of multiple research fellowships including from the National Endowment for the Humanities; now therefore be it

RESOLVED, That Siraj Ahmed of the English Department Lehman College be awarded early tenure in accordance with bylaw 6.2.c.(2) effective September 1, 2019.

EXPLANATION: One external review noted “…The surest indicator of his merit lies in the venues he is publishing: Stanford University Press is among the top five presses publishing theoretically inclined work in the humanities; his articles are appearing in top-tier journals. That he is in dialogue with the foremost theorists and literary historians working today cannot be overemphasized because I cannot think of a better person to be writing his current project on the status of the refugee."

About his Scaglione Award winning book, another reviewer wrote, “When I wrote to Stanford University Press, I described The Archeology of Babel as ‘highly thesis-driven’ and argued that is ‘will be a galvanizing publication…’"
A third reviewer stated, “His work is bold, insightful and significant. His first book has become essential to postcolonial studies, and his second promises to be a major contribution to the field.

Dr. Ahmed is the author of two major books and multiple articles, establishing himself as a top-ranked literary scholar. His demanding speaking schedule provides increased recognition of CUNY and Lehman within the academic arena. He is an outstanding teacher both at Lehman and at the CUNY Graduate Center.

I. COLLEGE OF STATEN ISLAND - APPOINTMENT OF PROFESSOR RUSSELL ROSEN WITH EARLY TENURE:

WHEREAS, Dr. Russell Rosen is a recognized expert in the field of American Sign Languages, serving on the Advisory Committee for the NYS Teacher Examination Content Area on ASL and Deaf Community and Culture; and

WHEREAS, Dr. Rosen maintains an active research agenda, regularly publishing in prestigious journals in his field, and serving on the editorial board of the national journal American Annals of the Deaf; and

WHEREAS, Dr. Rosen’s work has received acclaim by community stakeholders and academic peers; and

WHEREAS, Dr. Rosen is an experienced and excellent teacher consistently getting high evaluations; and

WHEREAS, Dr. Rosen provides valuable contributions in services at the college, city, and state level; now therefore be it

RESOLVED, That Russel Rosen of the Department of World Languages and Literatures at the College of Staten Island be awarded early tenure in accordance with bylaw 6.2.c.(2) effective September 1, 2019.

EXPLANATION: Dr. Rosen was already an established scholar and experienced teacher before joining CSI in 2016, and he maintained an ambitious research agenda. External reviewers praise his prolific and high-quality research work, which in the words of one reviewer “exceeds [her] expectations” for what she “considers to be a significant achievement.” She further states that Dr. Rosen’s 2015 book on teaching ASL in high school should be “required reading for those who teach hearing people a signed language.” Another reviewer notes that Dr. Rosen is a “pioneer in multiple fields” who “provides the field with texts that allow signed languages to be compared alongside spoken languages in theories of language learning.” A different reviewer emphasizes that Dr. Rosen “contributed directly to the growth of succeeding generations of researchers” in a field that “directly impacts the status of a disadvantaged minority group.”

Dr. Rosen is a respected and successful teacher who makes an effort to connect his students to college life and helps them develop research skills through independent study grants and research assistantships. He serves on the college wide Undergraduate Education committee and is engaged in developing a standalone ASL major. Dr. Rosen is a leader in his field and a valuable member of the CSI community, and it is in the best interest of the College to grant him early tenure.

J. QUEENSBOROUGH COMMUNITY COLLEGE - APPOINTMENT OF DR. BRIAN KERR AS VICE PRESIDENT FOR STUDENT AFFAIRS:

WHEREAS, Dr. Kerr holds a Doctor of Education degree in Educational Administration, Leadership & Supervision from St. John’s University, and a Master’s of Professional Studies in Human Resource Management from Stony Brook University; and

WHEREAS, Dr. Kerr currently serves the College as Interim Vice President for Student Affairs; and

WHEREAS, Dr. Kerr has more than twenty years of progressive administrative and leadership experience in higher education, having held positions such as Dean for Student Development, Chief Student Conduct
Officer, Senior Director of Articulation, Transfer, and Educational Partnerships /Office of Academic Affairs, and Interim Chief Diversity Officer; and

WHEREAS, Dr. Kerr’s leadership and experience in both student affairs and academic affairs will support and enhance the College’s commitment to academic momentum and student success; and

WHEREAS, The appointment of Dr. Kerr as Vice President for Student Affairs will ensure that Queensborough Community College has the leadership to advance excellence in enrollment management and student affairs, and achieve greater academic and institutional effectiveness; now therefore be it

RESOLVED, That the Board of Trustees of The City University of New York approve the appointment of Dr. Brian Kerr as Vice President for Student Affairs at Queensborough Community College, effective February 5, 2019.

EXPLANATION: The appointment of Dr. Brian Kerr as Vice President for Student Affairs follows a national search.

Dr. Kerr will lead the division of Student Affairs, which is comprised of Academy Advisement, Admissions & Recruitment, Accelerated Study in Associate Programs (ASAP), New Student Engagement, Career Services, Center for International Affairs, Immigration, and Study Abroad, College Discovery, Collegiate Science & Technology Entry Program (CSTEP), Counseling, Health Services, Military & Veteran’s Services, Services for Students with Disabilities, Student Activities, Student Government, Student Judicial Affairs/Student Conduct, MALES, and Testing Services.

Dr. Kerr has over twenty years of progressive administrative and leadership experience in higher education within student and academic affairs. He currently serves as Interim Vice President for Student Affairs and has held positions as Dean for Student Development, Chief Student Conduct Officer, as well as Senior Director of Articulation, Transfer, and Educational Partnerships/Office of Academic Affairs. His experience includes service in the roles of chief diversity officer, counselor, advisor and assistant professor.

He is currently chair of his department’s Personnel & Budget (P & B) Committee, is a member of the College’s Faculty P & B Committee, the College’s Enrollment Management Team, the Student Behavioral Intervention Committee and serves on the President’s Cabinet. Dr. Kerr is well versed in student-related policies, including applicable Federal and State legislation that affects student college life.

Dr. Kerr’s leadership and experience in both student affairs and academic affairs will support and enhance the College’s commitment to academic momentum and student success.

K. COLLEGE OF STATEN ISLAND - APPOINTMENT OF J. MICHAEL PARRISH, PH. D. AS PROVOST AND SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS:

WHEREAS, Dr. Parrish holds a Ph.D. in Anatomy from the University of Chicago, and Baccalaureate degrees in both Chemistry and Biology from the University of California; and

WHEREAS, Dr. Parrish is currently a tenured Professor at San Jose University, where he served as Special Advisor to the Provost from July 2017 through June 2018, Dean of the College of Science from August 2006 through June 2017, and as Professor in the Department of Biological Sciences from August 2006 through the present; and

WHEREAS, Dr. Parrish served as an Assistant Professor, Associate Professor and Professor in the Department of Biological Sciences in Northern Illinois University from 1988-2006, where he served as Department Chair from July 1999 through June 2006; and
WHEREAS, Dr. Parrish worked in higher education positions as well as research and curator positions at various Universities and Museums from 1978 to the present, after working as a Quality Control Chemist from 1976-1977; and

WHEREAS, The appointment of Dr. Parrish as Provost and Senior Vice President for Academic Affairs will ensure The College of Staten Island ("CSI") has the leadership to oversee the development and implementation of academic programs and policies consistent with the mission of CSI and the City University of New York; now therefore be it

RESOLVED, That the Board of Trustees of The City University of New York approve the appointment of J. Michael Parrish, Ph. D. as Provost and Senior Vice President for Academic Affairs at the College of Staten Island, effective February 5, 2019.

EXPLANATION: The appointment of Dr. J. Michael Parrish as Provost and Senior Vice President for Academic Affairs follows a national search. Dr. Parrish comes to CSI/CUNY after twelve years of dedicated service as a Professor, Dean and Special Advisor to the Provost at San Jose State University. While serving as Special Advisor to the Provost, Dr. Parrish participated in several initiatives to enhance faculty and student research and improve facilities. His efforts include leading the design and construction process for a new Interdisciplinary Science Building; planning for a Cognitive Studies Institute and virtual reality laboratory, and participating in a global assessment of space utilization and needs of the campus. Prior to serving as Special Advisor to the Provost, Dr. Parrish served as the Dean of the College of Science. In that role, Dr. Parrish was responsible for the budgetary, curriculum and administrative oversight of seven academic departments, a Nuclear Science Facility and Landing Marine Laboratories. During his Deanship, Dr. Parrish contributed to student success by establishing an advisement center and instituting mandatory advising for all college majors; partnering with others to introduce a new course which provided leadership and career mentoring for transfers and students in good academic standing; and implementing changes which successfully increased the College’s four year graduation rate. In addition, Dr. Parrish led all seven department through the internal program review process for Accreditation and Assessment, adjusted faculty workload to recognize student research mentoring to foster student success, and worked with leadership and the Vice President of Advancement to find corporate, and foundation support to fund new initiatives.

Dr. Parrish has a long career in Higher Education and Research combined, spanning over a 40-year period. In addition to San Jose State University where he has predominantly held administrative roles, Dr. Parrish has held faculty positions at the University of Northern Illinois, and the University of Colorado, and teaching assistant roles at the Universities of Chicago and California. In addition, Dr. Parrish held positions as a Research Associate, Research Assistant and Curatorial Assistant at various museums and Universities. Dr. Parrish has numerous scholarly publications including articles, book chapters, and edited volumes as well as scholarly presentations. He has also been the recipient of numerous grants and in 2002, was appointed Presidential Research Professor for outstanding scholarship.

L. LEHMAN COLLEGE - APPOINTMENT OF PETER O. NWOSU, PH.D. AS PROVOST AND SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS AND STUDENT SUCCESS:

WHEREAS, Dr. Nwosu holds a Ph.D. in Communication Studies from Howard University, a Masters in Liberal Studies with a concentration in Communication and Instructional Technology from Towson University, and a Baccalaureate in Mass Communication and Journalism from the Institute of Management and Technology (Enugu, Nigeria); and

WHEREAS, Dr. Nwosu is currently Provost and Vice President for Academic Affairs and a full Professor of Communication at Clark Atlanta University; and

WHEREAS, Dr. Nwosu has more than a decade of academic leadership having held positions such as Associate Vice President for Academic Programs and Accreditation Liaison Officer (2014 to 2016) at California State University, Fullerton; Special Assistant to the President for Institutional Planning (2010 to
2011) and Associate Vice President for Academic Affairs, Institutional Planning and Assessment (2011 to 2013) at Tennessee State University; Chair, Department of Urban Studies and Planning (2007-2008) and Special Assistant to the Provost for Academic Planning and Diversity Initiatives (2009 to 2010) at California State University, Northridge; Chair, Department of Communication Studies (2004-2007), Mike Curb College of Arts, Media, and Communication, and Associate Chair, Department of Communication Studies (1994-1995), California State University, Sacramento; and

WHEREAS, The appointment of Dr. Nwosu as Provost and Senior Vice President for Academic Affairs and Student Success will ensure Lehman College has the leadership to advance excellence in teaching, research and scholarship; achieve a strategic alignment of academic affairs, enrollment management, and student affairs; and achieve greater academic and institutional effectiveness; now therefore be it

RESOLVED, That the Board of Trustees of The City University of New York approve the appointment of Peter O. Nwosu, Ph.D. as Provost and Senior Vice President for Academic Affairs and Student Success at Lehman College, effective February 5, 2019.

EXPLANATION: The appointment of Dr. Peter O. Nwosu as Provost and Senior Vice President for Academic Affairs and Student Success follows a national search. Dr. Nwosu, an American Council on Education (ACE) Fellow, Fulbright Scholar, and a graduate of the Institutes for Higher Education at Harvard University, brings more than twenty years of higher education experience to this role. Under his leadership, Clark Atlanta University successfully completed two major accreditations in 2016 and 2017 respectively, and began the implementation of major faculty-led curricula modernization of all 29 undergraduate programs, including general education, and 42 graduate professional programs. He created a comprehensive ecosystem for student success that is proactive, culturally responsive, and outcomes-focused and new academic partnerships to provide pipeline and research opportunities for students.

Dr. Nwosu had a successful career at several public universities including California State University, Fullerton; Tennessee State University; California State University, Northridge, and California State University, Sacramento. His comprehensive portfolio includes initiatives ranging from curricula modernization and innovation, to guiding faculty and staff development, aligning academic and student life, strategic planning, fostering strategic partnerships, and improving student success outcomes.

Dr. Nwosu is a recognized expert in intercultural and international communication, diversity training, strategic planning, assessment, program evaluation and educational effectiveness. He is the author of 3 books and more than 90 scholarly writings including refereed journal papers, training manuals, and conference presentations. He is on the editorial board of several peer-reviewed journals and was editor, Africa Media Review for more than 10 years. He is on the Boards of Directors of the American Council on Education (ACE) Fellows Program, Association of Chief Academic Officers (ACAO), and California Urban Partnership.

Dr. Nwosu’s depth of academic leadership, distinguished record of scholarship, teaching and service, and strong commitment to student success will advance the ambitious agenda of Lehman College.

M. HUNTER COLLEGE - APPOINTMENT OF MS. CAROL A. ROBLES-ROMAN AS EXECUTIVE COUNSEL TO THE PRESIDENT AND LABOR DESIGNEE:

WHEREAS, Ms. Robles-Roman holds a JD from New York University School of Law and a BA in Political Science and Media Studies from Fordham University; and

WHEREAS, Ms. Robles-Roman has more than twenty years of executive leadership experience and expertise in business development, compliance, ethics and operations, having held positions such as Deputy Mayor for Legal Affairs and Counsel to the Mayor of New York City; and

WHEREAS, Ms. Robles-Roman served as Trustee and Executive Committee member for the City University of New York (CUNY); and
WHEREAS, Ms. Robles-Roman’s executive leadership experience will support and enhance the College’s administrative and academic operations; and

WHEREAS, The appointment of Ms. Robles-Roman as Executive Counsel to the President and Labor Designee will ensure that Hunter College has the leadership to advance excellence in legal and labor matters, such as compliance and governance, and achieve greater academic and institutional effectiveness; now therefore be it

RESOLVED, That the Board of Trustees of The City University of New York approve the appointment of Ms. Carol A. Robles-Roman as Executive Counsel to the President and Labor Designee at Hunter College, effective February 5, 2019.

EXPLANATION: The appointment of Ms. Carol A. Robles-Roman as Executive Counsel to the President and Labor Designee follows a national search.

Ms. Robles-Roman will provide legal advice to the president on a broad array of issues, including but not limited to litigation, employment and labor law, compliance and contractual agreements, governance, fundraising and immigration.

Ms. Robles-Roman has over twenty years of leadership experience in business development, compliance, ethics, and operations. She has a solid record of building strong collaborative teams, initiating public-private partnerships and public service campaigns. She has fostered global, national and local partnerships that enhance equal opportunity and access to justice. She is also an expert in academic and citywide policies. Ms. Robles-Roman’s leadership and experience will support and enhance the College’s commitment to academic momentum as well as administrative, academic and legal operations.

NO. 5. COMMITTEE ON FACILITIES PLANNING AND MANAGEMENT: RESOLVED, That the following items be approved:

A. LEHMAN COLLEGE - COMMEND EMERGENCY TELEPHONE SYSTEM UPGRADE:

WHEREAS, The existing Commend emergency telephone system at Lehman College, used throughout the campus in every building, walkway and parking area, has reached the end of its useful life, and has components no longer supported by the manufacturer; and

WHEREAS, The City University of New York (the “University”) has received a proposal from Siemens to upgrade the Commend system, utilizing new software and existing and replacement devices to create a state-of-the-art intercom system; now therefore be it

RESOLVED, That the University’s Board of Trustees request the City University Construction Fund to execute a Purchase Order for the equipment and services to upgrade the Lehman College campus-wide Commend emergency telephone system under an existing New York State Office of General Services Contract. The Purchase Order shall be subject to approval as to form by the Fund’s General Counsel. The total cost of all such upgrade shall be chargeable to the State Capital Construction Fund under DASNY Project No. 3437809999 for an amount not to exceed $750,000.

EXPLANATION: Lehman College’s existing Commend emergency telephone system is at end-of-life and is no longer supported by the manufacturer. The proposal for the software, equipment and services is based on certified NYS Office of General Services (OGS) prices.

B. HUNTER COLLEGE - SHORT-TERM LEASE FOR DORMITORY SPACE AT 1395 LEXINGTON AVENUE:

WHEREAS, The City University of New York (the “University”) strives to identify and provide affordable quality housing options as part of its mission to provide affordable quality education; and
WHEREAS, The University currently has a three-year contract (9.5 months per year) for 48 beds consisting of 12 singles and 36 doubles at the 92nd Street YMCA's dormitory facility located at 1395 Lexington Avenue for Hunter College students which is set to expire on May 31, 2019 (the “Current Dorm Contract”); and WHEREAS, The University wants to amend and restate the Current Dorm Contract to utilize the University’s form of lease, contract for 48 beds for another three years (9.5 months per year), to change the makeup of those beds to consist of 14 singles and 34 doubles and pay $680,004 on Year 1, $689,206 on Year 2 and $712,446 on Year 3 (the “New Dorm Lease”); now therefore be it

RESOLVED, That the University’s Board of Trustees authorizes the General Counsel and Vice Chancellor of Legal Affairs to execute the New Dorm Lease on behalf of Hunter College. The New Dorm Lease shall be subject to approval as to form by the University Office of the General Counsel.

EXPLANATION: The New Dorm Lease will provide Hunter College with 48 beds for Hunter College students. The fees charged to the students for the beds will provide all the funds that the University will pay under the New Dorm Lease. This is a short-term solution while the University develops a long-term strategy for dormitories.

The term of the new lease will commence on August 17, 2019. Pursuant to the New Dorm Lease, the Landlord will be responsible for all utilities, building systems, building structure and all maintenance therein. The Landlord will also provide maid and linen services and will make available a laundry machine and dryer on every other floor of the facility.

C. HUNTER COLLEGE - WEST BUILDING – REPLACEMENT OF ONE AIR HANDLING UNIT:

WHEREAS, The City University Construction Fund (the “Fund”) identified one air-handling unit (AHU-ABC-13) at Hunter College West Building (the “Air Handling Unit”) that was no longer providing adequate heating, cooling, and ventilation to the spaces it served to maintain proper temperature, humidity and air quality; and

WHEREAS, The Fund authorized the execution of a Purchase Order with Trane Building Advantage for the design of the new Air Handling Unit under an existing New York State Office of General Services Contract for an amount not to exceed $70,000 at the Fund’s November 1, 2017 Board of Trustees meeting (Resolution #2259); and

WHEREAS, The University would like to request the Fund to execute a Purchase Order for the replacement of the Air Handling Unit; now therefore be it

RESOLVED, That the University’s Board of Trustees request the Fund to execute a Purchase Order for the replacement of the Air Handling Unit under an existing New York State Office of General Services Contract which shall be chargeable to DASNY Project No. 3025709999, for an amount not to exceed $1,200,000. The Purchase Order shall be subject to approval as to form by the Fund’s General Counsel.

EXPLANATION: The existing air handling unit is in poor condition and cannot provide adequate heating, cooling, and ventilation to the spaces it serves to maintain proper temperature, humidity and air quality. There are 9 air handling units in the building. The one being replaced is on the 6th floor with a 20,000 CFM capacity. The capacity of the remaining 8 air handling units is between 30,000 to 50,000 CFM.
NO. 6. COMMITTEE ON STUDENT AFFAIRS AND SPECIAL PROGRAMS: RESOLVED, That the following item be approved:

A. THE CITY UNIVERSITY OF NEW YORK - CRAIG NEWMARK GRADUATE SCHOOL OF JOURNALISM RE-EARMARKING OF STUDENT ACTIVITY FEE:

WHEREAS, A recent vote by the Graduate Center’s Doctoral Student Council to eliminate funding for a nurse practitioner impacted the accessibility of this service to the Craig Newmark Graduate School of Journalism students; and

WHEREAS, The Craig Newmark School of Journalism students held a referendum to re-earmark $4.00 of the $12.00 earmarking to the Graduate School & University Center to the Student Government at the School of Journalism; and

WHEREAS, The remaining $8.00 fee earmarked to the Graduate School and University Center will continue to provide School of Journalism students with psychological services; now therefore be it

RESOLVED, That the $50.00 student activity fee paid by students at the Craig Newmark Graduate School of Journalism every Fall, Spring and Summer semester be re-earmarked effective Spring 2019 in accordance with the following schedule:

<table>
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<th>EARMARKING</th>
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<th>PROPOSED FEE</th>
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EXPLANATION: A special referendum to re-earmark the student activity fee was held November 28-30, 2018, in accordance with University Bylaw Section 16.12, at a time other than in conjunction with student government elections. The vote on the referendum was 43 in favor and 11 opposed, with 24% of the eligible students voting. The Dean supports this action.

Four dollars ($4.00) of the $12.00 Health Care Services Fee allocated by the Graduate School & University Center will be re-earmarked to the Journalism School Student Government because the Nurse Practitioner position was eliminated. The remaining $8.00 Health Care Services fee will continue to be used to provide psychological services by the Graduate School & University Center. The $40.55 fee allocated by Student Government supports a variety of extracurricular activities, programs, student clubs, social events and educational conference attendance for graduate journalism students. The additional $4.00 earmarking will enable coffee and snacks to be available to students.

The earmarkings set forth in this resolution may only be changed by further Board action.