

LaGuardia Community College
Agenda for the College Senate Meeting
December 1, 2021
2:15-4:30 pm (Zoom)

Present and Voting

Cristy Bruns (English), Jean Buckley-Lockhart (Counseling), Cindy Busch (Division of Institutional Advancement), Loretta Capuano-Vella (Enrollment Management), San San Chow (Student), Catherine Cortes (Student), Claudette Davis (Natural Sciences), Douglas DiCarlo (At-Large Instructional Staff), Crystal Franklin (President's Office), Madison Goode (Student), Dianne Gordon Conyers (Library), Nick Hetherington (Student), Rochell Isaac (Faculty Council), Jayashree Kamble (At-Large Instructional), Jill Kehoe (Social Sciences), Theresia Litvay-Sardou (Division of Information Technology), Evelyn Lowmark (Division of Administration), Margaret O'Sullivan (Non-Instructional Staff), Anthony Pappas (Alumni Association), Maritza Pritsos (Division of Adult & Continuing Education), Eneida Rivas (At-Large Instructional Staff), Tara Scales, (Health Science), Leslie Scamacca (Business and Technology), Allana Sinelov (Student), Akiana Smith (Student), Patricia Sokolski (Division of Academic Affairs), Sandra Sze (MEC), Dana Trusso (Humanities), Charis Victory (Division of Student Affairs).

Present Non-Voting

Bokul Bahar, Randy Changoo, J. Elizabeth Clark, Erika Correa, Debra Engel, Hugo Fernandez, Janet Gonzalez, Robert Jaffe, Albert Jimenez, Rebekah Johnson, Marta Kowalczyk, Ian McDermott, Cristina Natale, Adhiambo Okombo, Karen Pinckney, Nancy Santangelo, Derek Stadler

I. Call to Order

The meeting was called to order at 2:18pm by Chairperson Cristy Bruns.

II. Approval of Minutes from the November 10, 2021 Meeting

Chairperson Bruns asked if there were any modifications to the November 10, 2021 minutes. Senator Busch asked that in the discussion of the athletics program, the minutes state that "a photographer be added into the program's budget to promote the program, because Marketing is too understaffed to provide photography, due to budget cuts." The wording of the draft minutes did not fully address her concerns. Chairperson Bruns also requested that the minutes be changed to accurately reflect that Provost Arcario was notified of the Senate's approval of the NC Policy, and that the policy does not require his approval in addition to that of the Senate. With the modifications, the minutes were approved.

III. Vote on Curriculum Consent Calendar Items from November 18, 2021

A motion to approve the curriculum committee consent calendar items from November 18, 2021 was made by Senator Capuano-Vella. This was seconded by Senator Lowmark.

Vote: Aye-29, Nay-0, Abstain-0. The Curriculum Committee consent calendar items from November 18, 2021 were approved.

VII. Chair's Report

Academic Calendar

The Senate's Academic Standing Committee approved the draft Academic Calendar for the 2022-2023 academic year. Chairperson Bruns forwarded the draft Academic Calendar to all Senators for review and instructed the Senators to discuss any questions or concerns with their constituencies. The draft Academic Calendar will be discussed and voted on at the January 12, 2022 Senate meeting.

Bursar Holds

In Spring 2022, all CUNY colleges will reinstate the practice of bursar holds after temporarily waiving them during the pandemic. At LaGuardia, students with outstanding balances of over \$500 will have a hold placed on their account rendering them unable to register for classes. The college does not want students to accumulate debt, especially as debts to LaGuardia are transferred to a collection agency. Alternate Senator Clark, on behalf of the Budget and Finance Committee, recommended that a "Paying for College" unit be introduced into First Year Seminar courses. The committee will put together the necessary information and work with First Year Seminar faculty and staff to implement the unit. Senator Capuano-Vella expressed concern over when the bursar holds would be posted. If the hold reflects debt from the Fall 2021 semester, it should already be posted in order to prevent Spring 2022 registration. Furthermore, if students were unaware of their college debts, they may have already spent their recently acquired ARPA stimulus money on other things.

College-wide Curriculum Chair

Current College-wide Curriculum Committee Chair Debra Engel is stepping down in December 2022/January 2023 after 12 years of service. While the Governance Plan states that the Provost chooses the Chair of the College-wide Curriculum Committee, Provost Arcario requested that the Senate assist with reviewing potential candidates. A small application review committee consisting of outgoing College-wide Curriculum Committee Chairperson Engel, Senate Chairperson Bruns, Associate Dean Miller, and one other long-serving College-wide Curriculum Committee member will call for applications in March, conduct a review in April, and make their recommendations to the Provost in May.

Ad Hoc Learning Committee

Chairperson Bruns sent an email to those individuals who volunteered to join the ad hoc Online Learning Committee proposing a Wednesday December 15th meeting date. The 21 members will elect a chair, allowing for Chairperson Bruns to step back and allow the committee to begin their work.

Vice President Searches

Senate is to take on a consultation role in the searches to fill the existing Vice President vacancies. President Adams approved Senator Isaac to serve on the search committee for

the new Provost. Chairperson Bruns will review the composition of the search committee to ensure that all parties are well represented.

Senate Goals

Following the last Senate meeting on November 10th, Chairperson Bruns interacted with all constituencies regarding the Senate goals initiative. To better reflect the intention of the Senate goals initiative, Chairperson Bruns would like to revamp the original proposal to reinforce the flexibility of the document. Goals will be changed to “Recommended Projects” and the proposal to “differentiate Senator roles in curriculum review and approval” will be changed to “examine Senator roles in curriculum review and approval.” Chairperson Bruns reminded the Senate that the list of projects is not her own agenda, nor that of the Executive Committee, but a compilation of items heard from Senators and constituencies.

The Senate has already begun to work on the urgent project of asserting influence in pandemic-related issues. The Senate’s multi-year project of exploring, developing, and establishing formal, periodic assessment of Senate will begin after the Middle State’s self-study and final report are completed. With regard to the endeavor to strengthen, clarify, and make visible Senator roles, Chairperson Bruns offered the following updates:

- The Senate will continue to collect information pertaining to Senator-constituency communication best practices.
- The Senate Parliamentarian will continue to present the Robert’s Rules Refresher series as professional development to educate Senators on proper governance procedure
- The Senate will continue to discuss Senator roles in curriculum review and approval, with the option of pursuing this as a formal issue in the future
- The Senate will maintain its focus on improving the visibility of shared governance. Senators with ideas on how to further this goal should contact Chairperson Bruns.
- In Spring 2022, the Senate will begin the project of formalizing election procedures to assist future Election Committee chairs with running Senate elections in various departments and divisions.
- In Spring 2022, the Senate will request that Senate committee chairs create a document detailing important information pertaining to the committee including, but not limited to, responsibilities and membership.
- The Senate already accomplished its goal of creating an ad hoc Online Learning Committee to develop and update policies regarding current and future online learning at LaGuardia.

IX. Committee Reports

a. Standing Committees

i. Committee on Committees (Charis Victory, Chair)

Chairperson Victory thanked those who responded to committee membership requests. She will be sending committee chairs the names of those recruited. The ad hoc Online Learning Committee is robust and ready to go.

- ii. Curriculum Committee (Debra Engel, Chair)
See above for curriculum approval.
- iii. The Academic Standing Committee (Janet Gonzalez, Chair)
Chairperson Gonzalez reported that the Academic Standing Committee approved the draft 2022-2023 Academic Calendar. It will be voted on at the January 12th meeting of the Senate.
- iv. Committee on Campus Affairs (Eneida Rivas, Chair)
Nothing to report.
- v. The Committee of Faculty (Leslie Scamacca and Dianne Gordon Conyers, Co-Chairs)
The Committee of Faculty continues to work on its wish list, specifically with regard to online learning and the planned Spring 2022 return to campus. The Committee of Faculty had a joint meeting with Faculty Council in which the groups discussed pressing issues such as course cancelations, withdrawals, vaccination mandates, and online learning with Provost Arcario.
- vi. The Committee on Professional Development (Deborah McMillan-Coddington and Derek Stadler, Co-Chairs)
Derek Stadler will replace Chris McHale as Co-Chair of the Committee on Professional Development. Most events for the semester have been completed. New events for Spring 2022 will be discussed at future meetings.
- vii. The Budget and Finance Committee (Patricia Sokolski, Interim Chair)
See above for discussion of potential “Paying for College” unit for inclusion in First Year Seminar courses.
- viii. The Committee of Staff and Alumni (Eneida Rivas and Evelyn Lowmark, Co-Chairs)
The Committee of Staff and Alumni will meet immediately following the Senate session.
- ix. The Committee of Students (Akiana Smith, Chair)
The Committee of Students will meet this Friday.
- x. The Committee on Elections (Seurette Bazalais, Chair)
Vanessa Gonzalez-Figuereo volunteered to be the Alternate Senator for the Division of Student Affairs. As she was the only interested party, no election was necessary.
- xi. The Executive Committee (Cristy Bruns, Chair)
See Chair’s Report.

- xii. Transfer Committee (Ana-Lucia Fuentes and Jayashree Kamble, Co-Chairs)
The Transfer Committee’s First Year Seminar event hosted by Dr. Poppy Slocum was cancelled due to low enrollment. The event will be rescheduled for Fall II. The Transfer Committee intends to keep a close eye on the new NC Policy and its implications for transfer to CUNY and non-CUNY institutions.
- xiii. Food Insecurity, Justice, and Community Need Committee (Nicolle Fernandes and Rebekah Johnson, Co-Chairs)
The FIJCN Committee held a successful Thanksgiving food drive and is debating an additional December winter drive. The committee plans to partner with the Food Insecurity, Inequality, and Justice CTL Seminar to hold a conference in Spring 2022. They will be seeking student involvement.

b. Ad Hoc Committees

- i. Governance Plan Revision Committee (Leslie Scamacca, Chair)
The Governance Plan Revision Committee is finishing their secondary review of suggestions. Ideally, the proposal will be brought to the Executive Committee in December for approval to disseminate. Discussions at the Senate and throughout the college community can then occur in January-February. Senators will be asked to bring the proposal to their constituencies. Eliciting feedback from constituency groups without regular meetings may be more difficult, so townhall forums may be arranged. Ultimately, two votes at separate meetings are required to pass the new Governance Plan.
- ii. IT Advisory Committee (J. Elizabeth Clark, Chair)
Nothing to report.
- iii. Senate History Committee (Loretta Capuano-Vella and Charles Keyes, Co-Chairs)
The Senate History Committee reached out to the Committee on Committees to find additional members. The Senate History Committee is looking for members to participate in an interview process, gathering insight from individuals previously involved with shared governance on campus.

c. Non-Senate Committees

- i. Advising Council (Jean Buckley Lockhart, Senate Representative)
Nothing to report.

X. Unfinished Business

None.

XI. New Business

None.

XII. Announcements

None.

XIII. Adjournment

A motion to adjourn the meeting was made by Senator Rivas. This was seconded by Senator Busch. The meeting was adjourned at 3:33pm.

Next Meeting: January 12, 2022