

**LaGuardia Community College**  
**Minutes of the College Senate Meeting**  
**March 7<sup>th</sup>, 2018, Room E-500**  
**E-500**

**Present and Voting:**

Anthony Pappas (Alumni Association), Anthony Hargraves (At-Large Adjunct), Reem Jaafar (At-Large Instructional Staff), Rebekah Johnson (At-Large Instructional Staff) Fay Butler (At-Large Instructional Staff), Christopher Carozza (At-large Instruction Staff Alternate), Aerith Chen (At-large Student Senator), Lope Jan Williams (At-large Student Senator), Destiny Gabriel (At-large student Senator), Priya Thapa (At-Large Student Senator), Susana Alvis (At-large student Senator), Leslie Scamacca (Business and Technology), Patricia Sokolski (Division of Academic Affairs), Damaris Herron (Div. Administration), Maritza Pritsos (Div. of Adult and Continuing Ed.), Eneida Rivas (Institutional Advancement), William Kurzyna (Ed & Language Acquisition), Cristina Bruns (English), Hara Bastas (Faculty Council), Hugo Fernandez (Humanities), Dianne Gordon Conyers (Library), Nader Goubran (Math, Engineering and Comp Sci.), Ana Lucía Fuentes (Natural Sciences), TaeJong Kim (Pres. Office).

**Guests members:** Debra Engel (Senate College-Wide Curriculum Committee), Oswald Fraser, Executive Director of Human Resources, Alexandra Rojas (Senate Academic Standing Committee Chair), Christopher McHale (Senate Committee on Prof Development).

1. Meeting was called to order, by Chair Patricia Sokolski, at 2:16 pm.
  
2. **Approval of minutes:**  
Senator Rebekah Johnson moved to approve the minutes for January 24  
Senator Fay Butler seconded  
26 In favour, 3 abstentions  
Motion passed
  
3. **Curriculum**  
Senator Hugo Fernandez moved to approve the Curriculum items pasted by the Senate CWCC on Feb 1, 2018  
Senator Rebekah Johnson seconded  
Motion to approve the Consent Calendar passed unanimously
  
4. **Chair's Report:**  
Chair Sokolski reported that the Search for VP for Student Affairs was completed without consultation with the Senate. The Senate was not consulted and according to governance, Senate must be contacted.

Senator Sokolski has been contacted for the new search for VP of Continuing Education; Claudia Baldonado will be in the search committee for this position.

Chair Sokolski reported on meetings and conversation she and Senator Burns had with various offices, including Jeffrey, Nereida and the President of the College, regarding the creation of a Senate Ad-Hoc Committee on Food Scarcity. Senator Sokolski proposed that the Senate approve the creation of the committee. The president would like faculty to do a better job to make sure students know about single stop. President wants to make sure resources are used.

**Motion:** Senator Sokolski moved to approve the formation of an ad-hoc Senate committee on Food Scarcity

Senator William Kurzyna seconded

One abstention, 26 in favour

Motion passed

## **5. Update on the position for Staff for Employee Relations**

Oswald Fraser, Executive Director of Human Resources, reported on the new position geared to have a staff member in charge of dealing with employee relations. Oswald Fraser gave information on some of the initiatives put forward to facilitate resolution of conflicts:

Initiative to have workshops on conflict resolution.

Pilot: around 60 employees (Institution for advancement)

From those pilots, initiative to scale this initiative

Deputy: Vanessa Sisto (in office of human resources).

No-title 9 complaints. The office of Vanessa Sisto is supposed to be dealing with these types of complaints.

The new position is for resolution of employee relations issues.

Examples: two employees can request assistance for mediation purposes, through the Employee Assistance Program.

## **6. Committee Reports:**

### Budget Committee

Senator Butler reported on the discussions and points brought up at the College-wide advisement committee meeting.

Among the main trends, Senator Butler reported that enrolment throughout CUNY is down, college budgets have been adjusted, and the effect of this will be felt this year. The exact effect of the shortcoming will be determined at the next meeting.

Senator Fernandez suggested that an important question to bring up at the next Budget committee meeting is on how the funds from student activity fees, are used. This would include, having a breakdown of what the money is earmarked

for and what's happening with the money if its not used for the purpose it was earmarked (such as inter collegiate athletics and theatre tickets, for example). Senator Fernandez would like Senator Butler to inquire about what is happening with these funds.

During the discussion, it was brought to the floor that according to budgetary rules, information about funds in every budget line should be made available. This information is supposed to include every budget line (especially discretionary funds).

#### Committee on Campus Life

To the question regarding prices of food in the vending machines, Senator Rivas explained vending machine contracts are negotiated by CUNY central, not LaGuardia.

A request was presented to inquire on the possibility of extending the opening hours of the cafeteria, so services could be offered later in the evening. Senator Rivas will inquire on this issue.

#### Committee Report HEOS Alumni and Civil Service:

Met with Provost Arcario to send out a survey similar to the COACH survey.

Meeting with the Provost; promise to bring a request to the ....every single vice president and well as the President were supportive and HEOs will get funding to have a survey.

An employee satisfaction survey will be produced with the hope that the survey is ready for the Fall.

Suggestion: the data goes through Institutional Research in order to protect the staff members.

### **7. Unfinished (old) business**

There was no unfinished business

### **8. New business**

Introduction to Robert's Rules of Order

Senator Scamacca: presentation on Robert's Ruels of order for running meetings.

Presentation of motions: Senator Scamacca presented the rules for the proper presentation of motions. A summary of the rules for the presentation of motions will be included as an addendum in the next agenda. See attached, Senator Scamacca's PPT presentation.

### **9. Announcements**

Senator Rivas announced that this year, graduation will be held on June 5<sup>th</sup> at the Barklay Center.

The applications to be the Graduation Speaker are open. It is important to encourage graduating students to apply, there will be a college-wide announcement to announce the application process is open

Senator Pappas announced the Alumni Association will be holding a flee market March 27<sup>th</sup> in the atrium; early birds -March 12<sup>th</sup>- will get a discount

Information on the Diversity Office Central meeting will be put on agenda next meeting

### **10. Adjournment**

Senator Hugo Fernandez moved that the meeting be adjourned

Senator Burns seconded. Meeting was adjourned at 3:45 pm

Respectfully submitted,  
Lucía Fuentes, Senate Vice Chair  
Acting Senate Secretary  
Natural Sciences Senator