

LaGuardia Community College
College Senate Meeting
October 26, 2022
2:15-4:30 pm
E-500 and Zoom

Present and Voting

Cristy Bruns (English), Jean Buckley-Lockhart (Counseling), Cindy Busch (Division of Institutional Advancement), Loretta Capuano-Vella (Enrollment Management), Gian Gastro (Student), Erika Correa (Division of Adult & Continuing Education), Claudette Davis (Natural Sciences), Douglas DiCarlo (At-Large Instructional), Dianne Gordon Conyers (Library), Gentjana Gurraj (Student), Sumanth Inukonda (Humanities), Rebekah Johnson (ELA), Karamvir Kaur (Division of Administration), Jill Kehoe (Social Sciences), Anthony Pappas (Alumni Association), Luis Restrepo (Division of Student Success), Eneida Rivas (At-Large Instructional Staff), Patricia Rivera (Division of Information Technology), Suzanne Rosenberg (Health Science), Sabine Rospide (President's Office), Leslie Scamacca (Business and Technology), Patricia Sokolski (Division of Academic Affairs), Sandra Sze (MEC)

Present Non-Voting

Habiba Boumlik, Debra Engel, Hugo Fernandez, Betty Gonzalez, Lori Hughes, Charles Keyes, Lloyd Klein, Marta Kowalczyk, Evelyn Lowmark, Machli Pierre-Louis, Jaime Riccio, Diana Skilitis, Derek Stadler, Lilla Toke, John Toland, Charis Victory

I. Call to Order

The meeting was called to order at 2:38pm by Chairperson Cristy Bruns.

II. Amended Resolution to Allow Videoconferencing

Shortly after the LaGuardia Senate passed its resolution to allow videoconferencing at its October 12, 2022 meeting, the CUNY Board of Trustees passed a similar resolution. The CUNY resolution contained key differences including:

- (1) explicit language detailing the use of videoconferencing for those who would have difficulty participating in person and would otherwise be eligible for a reasonable accommodation pursuant to the 1990 Americans with Disabilities Act;
- (2) a stipulation that the videoconference be recorded, posted to the Senate's webpage within five business days, and be transcribed upon request; and
- (3) an appendix specifying that if a Senate member is unable to attend the meeting in person due to extraordinary circumstances, the member must notify the Secretary of the Senate or Chair of the Senate no later than four business days prior to the scheduled meeting in order for proper notice to the public to be given and to arrange a videoconferencing option.

Senator Pappas moved to reconsider the Resolution to Allow Videoconferencing previously approved by the Senate. This was seconded by Senator Capuano-Vella. The Senate unanimously approved the motion.

Senator Rivas moved to amend the resolution to include the ADA, recording, and notification amendments. This was seconded by Senator Rospide. The Senate unanimously approved the motion.

Senator Rivas moved to approve the amended resolution. This was seconded by Senator Busch. The Senate unanimously approved the motion, passing the amended resolution.

III. Approval of Agenda

The Senate unanimously approved the agenda for the October 26, 2022 Senate meeting.

II. Approval of Minutes from the October 12, 2022 Meeting

Chairperson Bruns explained to the new Senators the importance of checking the draft minutes for errors or missing information. Chairperson Bruns asked if there were any modifications to the October 12, 2022 minutes. Hearing none, the minutes were approved.

III. Vote on Curriculum Committee Consent Calendar Items from October 13, 2022

Chairperson Bruns explained the curriculum consent calendar and the curriculum information sheets to the new Senators. She emphasized that concerns about specific curriculum items should be emailed to Chairperson Bruns at least 24 hours prior to the scheduled Senate meeting. A motion to approve the curriculum committee consent calendar items from October 13, 2022 was made by Senator Rivas. This was seconded by Senator Pappas. **Vote: Aye-23, Nay-0, Abstain-0.** The Curriculum Committee consent calendar items from October 13, 2022 were approved.

IV. Vacancy Policy

As a result of limited interest, the Fall 2022 Senate elections left two vacant Alternate At-Large Senator seats. At-Large Senator Rivas is retiring in December 2022, leaving her seat vacant as well. Due to these circumstances, the Executive Committee requested approval to appoint individuals to fill vacant Alternate At-Large Senator seats for the 2022-2023 Senate year. Senator Rivas moved to approve the vacancy policy as described by Chairperson Bruns. This was seconded by Senator Inukonda. Chairperson Bruns clarified that permission to fill vacancies was only requested for one year as the newly revised Governance Plan, if passed, outlines procedures for filling Senate vacancies moving forward. Senator Capuano-Vella questioned how nominees would be identified, requesting a call for self-identified nominees to ensure fairness.

Senator Sokolski suggested that other At-Large Senator vacancies be filled by the temporary vacancy policy as the At-Large Adjunct Faculty Senator and At-Large Civil Service Senator seats are also currently unfilled. Senator Sokolski moved to amend the original motion to include all At-Large Senate seats in the proposed vacancy policy. This was seconded by Senator Pappas. Senator Capuano-Vella requested additional

explanation regarding the terms of Senators appointed by the proposed vacancy policy. Chairperson Bruns clarified that Senators appointed by the vacancy policy would serve a term of only one year. Senators questioned whether the motion stated clearly enough that those appointed under the vacancy policy would only serve a term of one year. Senator Sokolski withdrew her motion.

Senator Rivas moved to amend the original motion to include all At-Large Senate seats in the proposed vacancy policy for the 2022-2023 Senate year. This was seconded by Senator Pappas. The new motion on the floor was approved unanimously.

Due to a miscommunication, Charis Victory was not included on the ballot for the Division of Student Affairs' Senate election. Since the Governance Plan stipulates that members of the Committee on Committees must be elected from among the members of the Senate, and Charis Victory is no longer a member of the Senate, she is ineligible to serve on this committee as a member or as its chair. However, the Executive Committee can now consider Charis Victory for Senate membership as a result of the newly approved vacancy policy. The Executive Committee will discuss this at its November 2nd meeting.

Senator Capuano-Vella moved to suspend the requirement outlined in the Governance Plan that Committee on Committee members must be members of the Senate. The motion was seconded by Senator Rivas. Senator Capuano-Vella added that, other than the Executive Committee, the Committee on Committees is the only Senate committee that's membership is restricted to Senate membership. In addition to Charis Victory, Evelyn Lowmark is no longer a Senator and will not be allowed to continue to serve on the Committee of Committees. Senator Capuano-Vella cautioned against the Senate making rules to suit one particular Senator, Senate candidate, or situation. Senators Pappas and Sokolski suggested incorporating this change in the Governance Plan revision process. The motion was defeated. Chairperson Bruns directed the Governance Plan Revision Committee to look at the issue during its ongoing revision process.

V. Senate's Executive Committee Elections

Senator Rospide nominated Senator Bruns for the position of Chair. She accepted the nomination. **Vote: Aye-24, Nay-0, Abstain-0.**

Senator Sokolski nominated Senator Scamacca for the position of Vice Chair. She accepted the nomination. **Vote: Aye-24, Nay-0, Abstain-0.**

Chairperson Bruns nominated Senator Kehoe for the position of Secretary. She accepted the nomination. **Vote: Aye-24, Nay-0, Abstain-0.**

Senator Sokolski nominated Senator Pappas for the position of at-large member of the Executive Committee. He accepted the nomination. **Vote: Aye-24, Nay-0, Abstain-0.**

Senator Rivas nominated Senator DiCarlo for the position of at-large member of the Executive Committee. He accepted the nomination. **Vote: Aye-22, Nay-0, Abstain-0.**

Chairperson Bruns nominated Student Senator Gurraj for the position of student member of the Executive Committee. She accepted the nomination. **Vote: Aye-23, Nay-0, Abstain-0.**

VI. Senate's Committee on Committees Election

Senator Rivas moved to postpone the Committee on Committees election until the November 9, 2022 meeting. The motion was seconded by Senator Pappas. The Senate voted unanimously to approve the motion.

VII. Chair's Report

Robert's Rules of Order dictates that an organization's Parliamentarian does not vote in order to maintain a position of impartiality. However, the Senate's Governance Plan stipulates that when a Senator is elected to the Parliamentarian position, the Senator maintains the right to vote. As the Governance Plan supersedes Robert's Rules, the Parliamentarian of the LaGuardia Senate shall vote if that individual is an elected Senator.

The College is revisiting the use of Web Attendance as it is costly to maintain and has a low usage rate. While software changes are outside the purview of the Senate, changes to the attendance policy must go through the Academic Standing Committee. Further discussion on the college's attendance policy will take place after it is considered by the Academic Standing Committee, alongside Provost Gastic Rosado and Associate Dean Miller.

A search committee is being established for a Chief Technology Officer to replace outgoing Vice President for Information Technology Henry Saltiel. In accordance with the Governance Plan, Chairperson Bruns was consulted to provide Senate representation for the search committee. Of note, the new position will not be a Vice President position. Also, the Division of Information Technology will no longer be its own division, but housed within the Division of Administration. This change will have implications for Senate membership starting in the 2023-2024 academic year.

The search for the Vice President of Enrollment Management progresses as the college is seeking CUNY approval for the official job posting. Senator Capuano-Vella is representing the Senate on the search committee. Senator Victory will serve on the upcoming search for the Vice President of Student Success.

On Monday October 31st, Executive Vice Chancellor and University Provost Wendy Hensel is making a visit to LaGuardia. She is currently booking a full schedule, including a lunch with students and a town hall in room C-103 from 2-3pm.

Chairperson Bruns emphasized the importance of Senate during the President's Cabinet meeting. Work on the Senate should be considered an important contribution to the college in reappointment, promotion, tenure and performance evaluations.

VIII. Committee Reports

- a. Standing Committees
 - i. Committee on Committees (Charis Victory, Chair)
The Committee on Committees is currently working to staff the Transfer Committee.
 - ii. Curriculum Committee (Debra Engel, Chair)
See above for curriculum approval.
 - iii. The Academic Standing Committee (Lilla Toke, Chair)
Chair Toke emphasized that the Academic Standing Committee will look into the college's attendance policy, prioritizing this conversation before a conversation on attendance software programs. The ASC will also start looking into drafting new online learning policies based on the recommendations of the Online Learning Committee.
 - 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 started to develop its 2022-2023 wish list, discussing the new SIRS instrument, Advisement 3.0 and the faculty role in advising, enrollment, new lecture lines, and academic freedom.
 - vi. The Committee on Professional Development (Deborah McMillan-Coddington and Derek Stadler, Co-Chairs)
The Committee on Professional Development will meet on November 15th at 1pm.
 - vii. The Budget and Finance Committee (Patricia Sokolski, Chair)
The Budget and Finance Committee is planning a town hall to explain basics of the college budget on November 15th from 4-5pm.
 - viii. The Committee of Staff and Alumni (Eneida Rivas and Evelyn Lowmark, Co-Chairs)
The Committee of Staff and Alumni will meet following the Senate session to elect new leadership.
 - ix. The Committee of Students (Vacant, Chair)
Nothing to report.
 - x. The Committee on Elections (Seurette Bazalais, Chair)
Nothing to report.

- xi. The Executive Committee (Cristy Bruns, Chair)
See Chair's report.
- xii. Transfer Committee (Alexa Duque and Misun Dokko, Co-Chairs)
Nothing to report.
- xiii. Food Insecurity, Justice, and Community Need Committee (Madelyn Nieves and Rebekah Johnson, Co-Chairs)
Madelyn Nieves will be leaving the college and stepping down as co-chair. The committee will elect new leadership. Look out for another fundraising campaign to collect toiletries and other products for the LaGuardia CARES Office.

b. Ad Hoc Committees

- i. Governance Plan Revision Committee (Leslie Scamacca, Chair)
The Governance Plan Revision Committee is finalizing a clean version of the document to send out with the November 9th Senate invitation. Voting will take place on November 9th and November 30th.
- ii. IT Advisory Committee (Jaime Riccio and Ian McDermott, Co-Chairs)
The IT Advisory Committee discussed the anticipated Spring 2024 transition from Blackboard to Brightspace and the Fall II 2023 transition from Outlook to Office 365 email. The college will also use a new ticket request system, starting with IT tickets.
- iii. History Committee (Loretta Capuano-Vella and Charles Keyes, Co-Chairs)
The History Committee developed a list of four more potential interviewees for its Senate history project.
- iv. Online Learning Committee (J. Elizabeth Clark and Sandra Sze, Co-Chairs)
The Online Learning Committee's final report was approved by the Senate. Various groups on campus are working on translating these recommendations into policies.
- v. Personnel & Budget Article Committee (Patricia Sokolski, Chair)
The Personnel & Budget Article Committee, consisting of 20 members, will meet for the first time on Friday.

c. Non-Senate Committees

- i. Advising Council (Jean Buckley Lockhart, Senate Representative)
Students will be able to register for Spring 2023 starting on November 1st. Advisement 3.0 will be discussed at the November 2nd Instructional Staff meeting.

- ii. Enrollment Management Planning Group (Jill Kehoe, Senate Representative)
The group continues to look at faculty's role in recruitment, advisement, registration, and retention.

IX. Unfinished Business

None.

X. New Business

None.

XI. Announcements

None.

XII. Adjournment

A motion to adjourn the meeting was made by Senator Rospide. This was seconded by Senator Inukonda. The meeting was adjourned at 4:34pm.

Next Meeting: November 9, 2022