

LaGuardia Community College
Minutes for the College Senate Meeting
November 29, 2023
2:15-4:30 pm
E-500 and Zoom

Voting Senators: In-Person

Abir Apon (Student), Cristy Bruns (English), Jean Buckley Lockhart (Counseling), Randy Changoo (Division of Enrollment Management), Erika Correa (Division of Adult & Continuing Education), Lisa Flores (Health Sciences), Daniel Gertner (At-Large Instructional Staff), Dianne Gordon Conyers (Library), Abdul Hashim (At-Large Instructional Staff), Mehedi Hassan (Student), Sumanth Inukonda (Humanities), John Jara (Student), Karamvir Kaur (Division of Administration), Jill Kehoe (Social Science), Shannon Lund (At-Large Instructional Staff), Zahara Mutebi (Student), Margaret O’Sullivan (Non-Instructional Staff), Anthony Pappas (Alumni Association), Aliyah Robinson (Student), Sabine Rospide (President’s Office), Leslie Scamacca (Division of Academic Affairs), Roman Senkov (Natural Sciences), Easter Sim (Student), Sojung Sim (Student), Sandra Sze (MEC)

Voting Senators: Online

Rochell Isaac (Faculty Council), Rebekah Johnson (ELA), Portia Kwaa (Student)

Non-Voting Attendees: In-Person

Evelyn Lowmark, Thomas Onorato, Alex Rojas, Patricia Sokolski

Non-Voting Attendees: Online

Annette Hamilton, Rosa Herrera, Ian McDermott, Dionne Miller, Jaime Riccio, Rachel Romain, Derek Stadler, Lilla Töke, Dilrukshan Wijesinghe

I. Call to Order

The meeting was called to order at 2:40pm by Chairperson Cristy Bruns.

II. Approval of Agenda

A motion to approve the agenda for the November 29, 2023 Senate meeting was made by Senator Rospide. This was seconded by Senator O’Sullivan. The motion passed and agenda was approved.

III. Approval of Minutes from the October 25, 2023 and November 8, 2023 Meetings

Chairperson Bruns requested that several changes be made to the draft minutes including:

- Edits to correct the spelling of Senator names
- Edits to correctly identify the ballots numbers for Senate leadership elections
- Edits to clarify that two sets of draft minutes (September 13, 2023’s regular session and October 11, 2023’s special session) were approved at the October 25th meeting

The minutes were approved as corrected. Senate leadership explained that minutes should include actionable items.

IV. Vote on Curriculum Committee Consent Calendar Items from November 9, 2023 and November 16, 2023

A motion to approve the curriculum committee consent calendar items from November 9, 2023 and November 16, 2023 was made by Senator Hassan. This was seconded by Senator Correa. ***Vote: Aye-25, Nay-0, Abstain-1.** The Curriculum Committee consent calendar items from November 9, 2023 and November 16, 2023 were approved.

***See attached spreadsheet for individual curriculum votes.**

V. Robert's Rules Refresher

Former Senate Parliamentarian and current Senator for Academic Affairs Leslie Scamacca presented a Robert's Rules Refresher focusing on meeting minutes. The presentation reviewed the importance of minutes, best practices including what should and should not be entered into meeting minutes, and how to review, correct, and approve minutes.

VI. Chair's Report

Administration asked Chairperson Bruns to recommend potential Senators/Alternate Senators willing to serve on the search committee for a new permanent Executive Director of Human Resources. Alternate Senator Thomas Onorato was selected. The committee is still being finalized. The search for a new Benefits Manager closed on November 22, 2023. Hopefully we will hear the outcome of the search soon.

The Senate webpage has been updated. It now features:

- Links to presentations made to the Senate (the SharePoint is open to the LaGuardia community)
- Resolutions passed by the Senate cataloged in the Archives section of the webpage
- The current Senate roster alongside the meeting calendar and meeting recordings link
- A photo of current Senate membership

As many Senators are absent from the photo posted on the webpage, Chairperson Bruns suggested scheduling a retake. Chairperson Bruns is away for the January meeting. Several other faculty Senators noted that they may not be able to attend Fall II meetings in-person. The Senate suggested the March 13th meeting for a retake.

Chairperson Bruns reinforced the importance of attending Senate meetings in-person to achieve quorum. Please ask your Alternate Senator to come to the meeting in-person if you cannot attend. The Senate continues to work on filling vacant Alternate Senate seats. According to the Governance Plan, Senators can be recalled if they have two consecutive unexcused absences or, after three months in office, the overall attendance record reflects a majority of absences. An excused absence may be obtained if the rationale is emailed to the Senate Chairperson prior to the meeting.

LaGuardia's University Faculty Senate representative Hugo Fernandez shared a CUNY report on recent enrollment trends. Ask Chairperson Bruns for a copy if needed. Of note, CUNY-wide enrollment is down 18% since 2019. However, LaGuardia's enrollment is up 7% since last fall.

VII. Committee Reports

a. Standing Committees

i. Committee on Committees (Leslie Scamacca, Chair)

Senator Scamacca was elected Chair of the Committee on Committees. Requests for committee members will be coming soon.

ii. Curriculum Committee (Dilrukshan Wijesinghe, Chair)

See above for curriculum approval.

iii. The Academic Standing Committee (Lilla Toke, Chair)

Chair Töke reported that the Academic Standing Committee held its policy workshop with over 60 attendees. The workshop was recorded and is available on the newly updated Academic Standing Committee webpage. The webpage will soon offer a student-facing section, offering educational videos about policies for students. The committee is currently revising the Academic Forgiveness policy, which will come to the Senate once completed. The committee is still in need of a student representative and will coordinate with the Committee on Committees.

Chair Töke requested clarification regarding whether Academic Standing Committee meetings are open to the public and, if so, how meeting invitations should be distributed. Chairperson Bruns will look into the issue and report back on how to proceed.

iv. Committee on Campus Affairs (Evelyn Lowmark and Anthony Pappas, Co-Chairs)

The Committee on Campus Affairs offered an update on campus food service. A request for proposals (RFP) to hire a new food vendor was unsuccessful. An upcoming RFP, partnering with Hostos and Bronx Community College, will hopefully be more successful. Senators suggested that different food locations on campus (cafeterias, kiosks) could be operated by different vendors, possibly attracting more interest. In the meantime, CUNY Central provided LaGuardia two options with regard to extending its contract with its current food provider MBJ – extending the contract to June 30, 2024 or extending the contract for two years to 2025. The college installed Farmer's Fridge vending machines set to be stocked in December. Senators questioned whether the college could recruit additional food trucks to be present on campus to increase food selections.

The Committee on Campus Affairs will tackle the issue of recording on campus at its next meeting on December 6th from 12-1pm. An incident involving recording in the library makes addressing this issue especially important. The committee also noted a need for student members.

- v. The Committee of Faculty (Daniel Gertner, Chair)
The Committee of Faculty will meet today after the Senate session.
- vi. The Committee on Professional Development (Deborah McMillan-Coddington and Derek Stadler, Co-Chairs)
The Committee on Professional Development's In-Service Training Subcommittee offered three sessions this semester: Community Based Learning, Navigating Academic Book Publishing, and Navigating the Digital Frontier. The new Faculty and Staff Excellence Awards subcommittee is developing procedures, forms, and criteria for nominations/awards. The Ruhma Choudhury Research Colloquium will be held in Spring 2024. The Professional Development on Diversity and Inclusion Subcommittee is looking to recruit new members. A deescalating violence themed event is tentatively scheduled for March 2024. The EDIT Subcommittee has an \$18,000 budget for fiscal year 2024. They are working to increase that budget and to fund open access fees.
- vii. The Budget and Finance Committee (Patricia Sokolski, Chair)
Chair Sokolski reported that the Budget and Finance Committee is waiting to hear feedback from CUNY Central regarding the budget cuts announced by the city.
- viii. The Committee of Staff and Alumni (Donniece Davis-Cooper and Karamvir Kaur, Co-Chairs)
The Committee of Staff and Alumni is discussing the issue of Human Resources at LaGuardia and its provision of services. They are aware that this issue has been prioritized by the union. They are also looking into establishing an ombudsman position for faculty and staff.
- ix. The Committee of Students (Sojung Sim, Chair)
The Committee of Students will meet today after the Senate session.
- x. The Committee on Elections (Vacant, Chair)
The Committee on Elections is actively seeking members.
- xi. The Executive Committee (Cristy Bruns, Chair)
See Chair's Report.
- xii. Transfer Committee (Alexa Duque and Misun Dokko, Co-Chairs)
The Transfer Committee is focusing on university-wide transfer. The newly formed Transfer Council, comprised of faculty and staff, is examining transfer

services at LaGuardia. The Transfer Committee hopes to work alongside the council and be place for more faculty driven conversations.

- xiii. Food Insecurity, Justice, and Community Need Committee (Rebekah Johnson, Chair)
Nothing to report.

b. Ad Hoc Committees

- i. IT Advisory Committee (Jaime Riccio and Ian McDermott, Co-Chairs)
The IT Advisory Committee noted two big changes on the horizon: (1) the transition from Blackboard to Brightspace in Spring 2025; and (2) the transition from C2C/SEMS to EAB Navigate in Fall 2024. Video trainings on how to use the new Akademos system are available if needed.
- ii. History Committee (Loretta Capuano-Vella and Charles Keyes, Co-Chairs)
Nothing to report.
- iii. Online Learning Committee (Sandra Sze and Joshua Tan, Co-Chairs)
Nothing to report.
- iv. Senate Assessment & Review Committee (Leslie Scamacca, Chair)
Nothing to report.

c. Non-Senate Committees

- i. Advising Council (Jean Buckley Lockhart, Senate Representative)
The Advising Council is trying to improve the relationship between advisors and faculty. They are also trying to improve advising materials and offer more professional development opportunities.

VIII. Unfinished Business

None.

IX. New Business

None.

X. Announcements

Evelyn Lowmark announced that starting at the end of 2023, Coursedog will be used to submit events requests on campus. It is already used by some campus divisions and other CUNY colleges. Look for a notification coming soon.

Senator Isaac announced that the Faculty Council auction and plant sale to raise money for student scholarships will be held on December 6th at 3:30pm.

A performance of the Nutcracker is scheduled for December 17th at LPAC. Check the schedule for children's story time as well.

XI. Adjournment

The meeting was adjourned at 4:07pm.

Next Meeting: January 10, 2024