

LaGuardia Community College
Minutes of the College Senate Meeting
January 11, 2012
E500

Present and Voting:

Richa Agarwal (Student), Haider Ali (Student), Tony Allicino (Adult and Continuing Education alternate for Claudia Baldonado), Paul Anderson (Student), Jermaine Brewer (Student), James Cantwell (Cooperative Education), Loretta Capuano Vella (At-large Instructional), Ye Chen (Student), Ifthakharul Chowdhury (Student), Monica Ekiert (Education & Language Acquisition), Hector Fernandez (Business and Technology), Marcia Glick (At-large Instructional), Xiachen Guo (Student), Yuese Han (Student), Unn Hidle (Health Science), Though Huynh (Student), Rosann Ippolito (At-large Instructional), Rija Iqbal (Student), Robert Kahn (At-Large), Charles Keyes (Library), Johnny Lee (Student), Lu Liu (Student), Sally Mettler (Faculty Council), Pressian Nicolov (Division of Student Affairs), Pablo Navia (Student), Farhod Nozirov (At-Large, Adjunct), Adhiambo Okomba (Communication Skills), Anthony Pappas (Alumni Association), Eneida Rivas (Division of Institutional Advancement), Rochelle Spencer (English), Lynne Teplin (Counseling), Jennifer Wynn (Social Science), Burl Yearwood (Natural Sciences), Jenny Zhu (Division of Information Technology)

Present and Non-voting:

Reem Jaafar (At-Large alternate)

Guest Speakers:

Richard Elliot (Vice President of Administration), Shahir Erfan (Executive Director, Facilities Management & Planning), Kathleen Karsten (Nursing Program Director)

***Nota Bene:** For each action summarized in these minutes, the set consisting of those senators who participated in the action forms a subset of those listed as “Present”. The specific vote of each senator that participated in an action is contained in the summaries.*

Meeting called to order at 2:30 p.m. by R. Kahn, Chairperson

I. Approval of Minutes

Minutes from previous Senate meeting on November 30, 2011, with corrections, unanimously approved.

II. Curriculum Committee Report

The curriculum items approved at the December 8, 2011 meeting of the College-wide Curriculum Committee were approved unanimously by roll-call vote. The items were:

Humanities Department

- **New Course Proposal:**

- HUA 191: The Art of Eastern Asia
- **Revision of Curriculum:**
 - Associate in Science (A.S.) Degree in Fine Arts
 - Associate in Science (A.S.) Degree in Fine Arts: Design Studies Option

Education and Language Acquisition Department

- **Experimental Course Proposals:**
 - ELT 101: Elementary Tibetan I
 - ELT 102: Elementary Tibetan II
 - ELT 105: Tibetan for Heritage Speakers
- **Revised Course Proposals:**
 - ELS 215: Introduction to Hispanic Literature
 - ELS 220: Spanish for Global Business

III. Chairperson's Report

Note: Brainstorming list referred to in these minutes can be found as an addendum to the minutes from the November 30, 2011 meeting. The minutes for past College Senate meetings may be found on the College Senate's Website: <http://www.lagcc.cuny.edu/senate/>

Student Item #8 from Senate Brainstorming list: Decrease racist behavior by faculty and student perception that they are treated in a racist manner.

- R. Kahn broached issue with Rosemary Talmadge (Office of the President).
- Ms. Talmadge informed R. Kahn that a targeted group of students will be surveyed in the spring on institutional climate.
- Survey should highlight our institutional strengths and problems that need to be addressed.

V.P. for Student Affairs search

- R. Kahn thanked Vice Chair B. Yearwood for serving as the College Senate's representative on the search committee.
- Search committee included representatives from all College constituencies.
- R. Kahn attended all campus question and answer sessions for the short listed candidates.
- Meetings with candidates have been completed. President Mellow will be forwarding the finalist's name to the Board of Trustees for approval.
- S. Mettler stated that the campus question and answer sessions were held with short notice and held at times that were not convenient for most faculty.

Provost search committee

- Jane Schulman (Vice President, Adult and Continuing Education) will chair the committee.
- B. Yearwood nominated R. Kahn to represent the College Senate on the committee. Nomination was seconded, R. Kahn accepted, and nomination was approved by acclamation.
- R. Kahn encouraged everyone to attend all the candidate question and answer sessions.
- S. Mettler motioned that the Provost search committee should schedule the candidate question and answer sessions at times that would be convenient to the majority of the campus community. Motion seconded and approved by acclamation.

IV. Vice President (Administration) Richard Elliot and Shahir Erfan, Executive Director of Facilities

Vice President Elliot and Executive Director Shahir Erfan addressed Senate issues as outlined in the meeting agenda. Items 1-5 comprise Faculty Item #3 of the Senate's 2011-2012 brainstorming list. Item 6 appears as HEO/Alumni/Civil Service Item #3 on that same list.

1. Evening and weekend security:

- Day, night, and weekend shifts are staff at almost equivalent levels: nineteen, seventeen, and fifteen respectively.
- Number of calls for assistance during the day and night shifts practically identical: 289 and 290 respectively.
- Parking lot security personnel are not included in the above numbers.
- All security personnel are thoroughly screened.

2. Pest control

- College has switched to using a new extermination company that is very proactive.
- \$5K spent on baiting, rodent nest elimination, and sealing holes. This work is done on a five-year rotational basis.
- \$75K from Auxiliary Services for Shenker Hall cafeteria remodeling and renovation, which will include sealing holes, redoing the floors and ceiling, and cleaning.
- College works with Ed Olmstead for bed bug control and elimination. College owns the appropriate equipment for freezing, and thereby killing, bed bugs and their eggs.

3. Classroom and office HVAC and air quality

- Facilities department aware of the problematic HVAC situations.

- There is a need to stay within temperature regulations: winter, no higher than 68° F and summer, no lower than 78° F.
- HVAC systems, especially in Shenker Hall, are old but are being modernized as funds are made available.
- E-Building system updated four years ago. System now has ability to monitor and correct temperature fluctuations.
- System is similar to the one in operation in the C-Building. The system in that building is more advanced.
- The B-Building system is being gradually updated since the previous tenant, DeVry, did not invest a lot into the building.
- V.P. Elliot and Executive Director Erfan invited individuals whose HVAC complaints had not been addressed in an effective manner to contact them directly by phone or through e-mail.

4. Faculty Lounge

- S. Mettler expressed concern that the current space is not available to hold Faculty Council meetings as it is used as a break room, and thus difficult to reserve.
- V.P. Elliott offered that the space was really not intended to be used as a venue for meetings and that meetings could be accommodated using one of the College's conference or meetings room that were designed for such purposes.
- Consensus among faculty senators was that in a pinch conference rooms in academic departments could be used if they were not already reserved for departmental meetings.

5. Accommodation for peaceful protest

- V.P. Elliot stated that LaGuardia has a 30 year plus history of accommodating protests organized by all the College's constituencies.
- Emphasized that communication has always been the key to keeping protest peaceful.
- Requested that those who wish to organize a protest or demonstration work with his office to ensure problems don't arise and to maintain the safety of everyone at the College.

6. HEO Screening and HEO Personnel and Review Committees

- V.P. Elliot clarified that the HEO Screening Committee was a CUNY committee and that the HEO Personnel and Review Committee was the local LaGuardia iteration of that body.
- Two HEOs sit on the Committee for two-year terms. HEO seats are filled on a rotational basis through all the Divisions of the College.

- HEOs can recommend themselves for merit pay increases but this has been suspended by CUNY until the budget picture brightens.

V. Professor Kathleen Karsten, Director of the Nursing Program

Professor Karsten addressed Student Item #5 on the Senate's brainstorming list: Provide more opportunity for students to major in Nursing.

- Professor Karsten stated that the nursing programs at LaGuardia are the most difficult to get into.
- Candidates are rated according to a very strict ranking system where one hundredth of a point can mean the difference between being accepted or rejected.
- Ranking system needs to be kept in place to ensure that those admitted can successfully complete the course work and pass the national nursing boards.
- The high quality of the graduates helps to maintain the good reputation of the program and its continued accreditation.
- More information about the nursing programs at LaGuardia and their admittance criteria and procedures can be found on the Nursing Program's Website:
<http://dev.lagcc.cuny.edu/NAS/NAS2k.htm>

VI. New Business

The following resolution was passed by a unanimous vote:

Resolved:

The College Senate of LaGuardia Community College requests that the Provost search committee make every effort to schedule the Provost candidate question and answer sessions at times and at venues that are convenient for members of the College community to attend.

Respectfully submitted,

Charles Keyes
Secretary and Senator, Library Department

Addendum to the College Senate minutes for the November 30, 2011 meeting

Brainstorming 2011-2012

Committee of Faculty

1. Expand access/hours of services for evening students.
Action Plan: Inventory services and hours of service and discuss with key administrators.
2. Expand technical support for ePortfolios and evening hours for STMs.
Action Plan: Discuss with Dean Eynon and CTL staff.
3. Increase evening security.
Increase extermination for rodents.
Share concerns regarding classroom temperatures and air quality.
Designate space for faculty lounge.
Discuss plans for accommodating peaceful protest.
Action Plan: Discuss with VP Elliott and his staff.
4. Get a full report on LaGuardia's response on Pathways Initiative from LaGuardia Co-Chairs.
Action Plan: Invite Co-Chairs to report or to discuss how reporting will occur.
5. Streamline student services.
Action Plan: Committee of Faculty asked to discuss and become more specific.
6. Gather information on how classrooms are assigned/scheduled.
Action Plan: Invite Registrar and staff to discuss.
7. Elicit information on future plans for the Campus Radio Station.
Action Plan: Invite VP Baston to discuss problems and plans.
8. Update computers in smart classrooms and computers and software in faculty offices.
Action Plan: Invite VP Saltiel to discuss campus technology plan.
9. Gather information on the duties and responsibilities of the Provost's position.
Action Plan: Ask Committee of Faculty to submit questions to President Mellow.
10. Improve counseling of coop students so more beneficial internships.
Action Plan: Discuss at Senate with Coop Dept. and Business/Tech Dept. representatives.

Committee of HEOs/Alumni/Civil Service

1. Improve use of GroupWise and VoiceMail (including etiquette, out-of-office, non-business chat, reply to all).
Action Plan: Ask IT and Telephone Services to issue reminders.
2. Address workload issues for HEOs (e.g., preserving lunch breaks, preserving time away from work).
Action Plan: Discuss with campus union representatives.

3. Seek a professional development workshop for HEOs to cover such issues as how one obtains merit increases or a change in title and how the HEO Screening Committee operates.
Action Plan: (1) Refer to Professional Development Committee. (2) Discuss HEO Personnel Review Committee with VP Elliott.

Committee of Students

1. Extend hours of C-107 and Math Lab.

Action Plan: Include in discussion of services and hours.

2. Relieve pressure to increase tuition and fees by cutting non-essential items in the budget.

Action Plan: Ask Budget and Finance Committee to identify potential cost savings.

3. Increase resources for disability services.

Action Plan: Ask Matthew Joffe to discuss services provided and needed.

4. Increase resources for sign language interpreters.

Action Plan: Ask Tony Allicino to discuss services provided and needed.

5. Provide more opportunity for students to major in Nursing.

Action Plan: Ask Rosann Ippolito to address admissions requirements for the Nursing program.

6. Provide accent reduction assistance for both faculty and students.

Action Plan: Ask President to provide accent reduction services in strategic plan and budget.

7. Make results of student evaluations of faculty available on the internet.

Action Plan: Ask President to institute a new policy.

8. Decrease racist behavior by faculty and student perception that they are treated in a racist manner.

Action Plan: Ask College to conduct focus groups or surveys to probe student experiences and perceptions and to develop a plan to counter any negative results.

9. Receive further reports on the Pathways Initiative.

Action Plan: Invite Co-Chairs to report or describe how reporting will occur.

10. Insure that student senators receive agenda and minutes at least one week before meetings.

Action Plan: Executive Committee to work harder to achieve.

11. Arrange to have student senators and other student leadership groups added to GroupWise.

Action Plan: Discuss with VP Saltiel.

12. Reduce book pricing.

Action Plan: Ask SIC to remind students about opportunities to save money on textbooks.

13. Consider problem of non-transferability of CPE 101.

Action Plan: Ask Coop Department to discuss the issue.