

October 29, 2024 at 3:00 PM

Room: U-219

Meeting of the College Council Volume 52 Number 2

The College Council met on Tuesday, October 29, 2024 at 3:00 PM in Room U-219.

There were in attendance:

Acosta, John	Franquiz, Juan	Parker, Stuart	Tila, Dorina
Alley-Young, Gordon	Friedman, Shoshana	Phillips, Audry	Weisenfeld, Michael
Armstrong, Rick	Gartner, Matthew	Polizzotto, Kristin	Yarmish, Rina
Cally, Scott	Hume, Don	Repetti, Rick	
Caravello, Shannon	Jaret, Steven	Ricciardi, Paul	<b><u>Students</u></b>
Cohen, Judith	Kalin, Amanda	Risolo, Paula	Almontaser, Zakiah
Warren Cook, Sharon	Kane, Daniel	Rodriguez, Michael	Aminjonova, Aziza
D'Alessandro, Mark	Kapetanakis, George	Rothacker, Thomas	Bennett, Riquelme
Dawson, Mary	Matthew, Martin	Rozenboym, Anna	Bhuiyan, Mahir
DeGrazia, Thomas	McKinney, Ryan	Schnee, Emily	Lakhter, Steven
Delgado, Jeffrey	Mikalopas, John	Schwartz, Eric	Omer, Doha
Del Principe, Ann	Mintz, Tommy	Segal, Jacob	Segall, Rivka
Dillon, Sarah	Mullen, Avery	Shah, Ashiza	Young, Shaquana
Duitch, Suri	Olubunmo, Catherine	Shannon, Mary	
Escobar, Andres	Olvina, Cynthia	Spear, Michael	

College Council Chair, Daniel Kane, called the meeting to order at 3:05 PM

I. The minutes of the meeting held on September 24, 2024 were approved by acclamation.

## II. Reports

### A. Updates from the Chair of College Council, Daniel Kane

The Chair welcomed everyone to Council and discussed the upcoming Middle States review. The Middle States Team Chair is visiting on Nov. 4th and meeting with many members of the college for an initial review. We are preparing for our Middle States review in March 2025. Also, the upcoming Strategic Plan is looking for volunteers, and this is an excellent opportunity for everyone to get involved and have their voices heard.

The chair then mentioned and defined tabling using Robert's Rules of Order as follows:

1. The term tabling is better stated as postponing indefinitely.
  2. 11:1 *Postpone Indefinitely* is a motion that the assembly declines to take a position on the main question. Its adoption kills the main motion and avoids a direct vote on the question. It is useful in disposing of a badly chosen main motion that cannot be either adopted or expressly rejected without possibly undesirable consequences
    - a. It is out of order when another has the floor
    - b. Must be seconded
    - c. Is debatable
    - d. Requires a majority vote
    - e. An affirmative vote on the motion to Postpone Indefinitely can be reconsidered. A negative vote on it cannot be considered, and after such a vote this motion cannot be renewed as to the same main motion
- *Postpone Definitely or Postpone to a Certain Time*
    - 14:1 Is the motion by which action on a pending question can be put off, within limits, to a definite session, day, meeting, or hour, or until after a certain event. A question may be postponed either so that it may be considered at a more convenient time, or because debate has shown reasons for holding off a decision until later.
    - This takes precedence over the main motion; over the subsidiary motions to Postpone Indefinitely.
    - In 14:6 A question can be postponed until, but not beyond, the next regular business session
    - It is out of order when another has the floor
    - Must be seconded
    - It is debatable, but debate is limited in that it must not go into the merits of the main question any more than is necessary.
    - Requires a majority vote unless it makes a question a special order, then it becomes a two-thirds vote.
    - An affirmative vote on the motion to Postpone can be reconsidered. A negative vote on the motion to Postpone can be reconsidered only until such time as progress in business or debate has been sufficient to make it essentially a new question.

- Lay on the Table
- 17:1 The motion to Lay on the Table enables the assembly to lay the pending question aside temporarily when something else of immediate urgency has arisen or when something else needs to be addressed before consideration of the pending question is resumed, in such a way that:
  - There is no set time for taking the matter up again
  - But can resumed in the same session or next session. If not taken from the table within these time limits, the question dies, although it can be reintroduced later as a new question.
  - By adopting the motion to Lay on the Table, a majority has the power to halt consideration of a question immediately without debate. Such action violates the rights of the minority and individual members if it is for any other purpose than to lay the pending question aside temporarily when something else of immediate urgency has arisen.
  - It is out of order when another has the floor
  - Must be seconded
  - It cannot be debated, but instead, the chair will ask the maker of this motion to state their reason and urgency.
  - Requires a majority vote
  - An affirmative vote on the motion to Lay on the Table cannot be reconsidered.

Next is the President's report.

## B. President's Report

I want to cover two main items – our Middle States committee chair visit six days from now, and our strategic planning process.

### **Middle States**

We will be visited by the chair of our Middle States review committee, Dr. Falecia Williams of Prince George's Community College in Maryland, on Monday the 4<sup>th</sup>. Our 10-year visit from the full team takes place in late March. This visit is for the chair to start to get to know KCC, give us feedback on what the full team will need for the visit in March, and give us feedback on our self-study. Many of you will interact with her over the course of the day; I strongly encourage you to attend the public session she is holding with faculty and staff at 3:15pm in this room. Thanks to those of you who worked so hard to put together the self-study document, in its 88 very dense pages, especially to our steering committee – Sarah Dillon, Loretta Brancaccio Taras, Johana Rivera, and most of all, Dean Colleen Davy.

## **Strategic Planning**

The process is moving forward. Just to refresh on what has been done to date, which has been in the emails that have gone out from me, as well as on the web site. We received helpful feedback through our first survey, as well as in our initial meeting with the college council strategic planning and budget committee and based on that, decided to add three people to the executive leadership team. The names were announced and are on the planning web page. That group met two weeks ago and narrowed down from our eight draft goals to five. Now we are, as you likely know, asking for volunteers for the committees to develop these five goals. The groups will need to do the following: wordsmith the goal itself; identify six to eight initiatives for the college to undertake over the next five years; and identify ways of measuring our progress toward achieving the goal. There will be support and a structure for doing this important work.

What we are looking for: a mix of staff and faculty in each group, and some experts but also people who are committed to the college and interested in the subject but who are not expert. My hope is to have this process be a vehicle for bringing in some people who haven't up to now been active in college policy and governance, so please give that some thought and feel free to encourage your peers to volunteer. The College Council, by definition is made up of people who are already active in college governance, but I encourage you to consider encouraging your colleagues who you think have interest and potential to also be active to put themselves forward. We have been asked to seek feedback from students once we have the first draft together.

## **Other items**

I hope that you are getting geared up for Giving Tuesday, on December 3<sup>rd</sup>, including the teams captains. I have heard a great deal about the enthusiasm with which KCC approaches this annual fundraiser and the sense of friendly competition that prevails.

Mandatory trainings for the university – the portal is open for them for this year and you are starting to receive emails about them. Please complete them soon – we are expected to have 100% compliance for each. I suggest setting some time aside, and will soon be doing that myself.

Finally, and most importantly, winter, spring and summer 2025 course registration is open to students.

### **C. Introduction of Steering Committee Chairs and Fall 2024 Goals:**

- Instructional Committee, Dorina Tila, Chair
- Shared Governance Committee, Matthew Gartner, Chair – Procedural Handbook

### **D. Archiving College Council, Jeffrey Delgado, Library Archivist**

Jeffrey presented the Archival Policy for the Minutes of the College Council Meetings as well as the Voting Records Collection. The archival process is expected to begin Fall 2025, following our

Middle States visit. Details regarding the process are included below as *Attachment A for the 10/29/24 – Archival Information*.

E. Students Committee, Jeffrey Delgado, Chair

Jeffrey shared a focus of the Students Committee this term was to take a look at the high rate of WN grades in all modalities of courses, while also incorporating a focus on RSI (Regular and Substantive Interaction). They will be working in collaboration with the Instructional Committee to construct a survey for student feedback. It is expected that the survey will go through the IRB process.

Additionally, to ensure student participation in the College Council Standing Committees, Jeffrey asked that Committees be mindful of scheduling their meetings and if possible, schedule them during the following Club hours – Tuesdays and Wednesdays from 3:00 PM to 4:00 PM.

F. DEI Standing Committee was presented and discussed by Vice Chair of College Council, Cynthia Olvina.

The proposal for a Diversity, Equity, and Inclusion (DEI) Standing Committee was discussed with the Council where it was noted that additional discussions were held with various stakeholders across campus following the 9/24/24 College Council Meeting. Feedback from the meetings was incorporated into the below updated Diversity, Equity, and Inclusion (DEI) Standing Committee proposal. The language listed under the *Procedural Handbook* was amended as indicated by the red text.

**Diversity, Equity, and Inclusion (DEI) Standing Committee**

**For Constitution:**

Diversity, Equity, and Inclusion (DEI) Standing Committee: shall be concerned with advancing diversity, equity, and inclusion across our college community, cultivating an environment of respect, understanding, and belonging for faculty, staff, and students at all levels of academic and campus life.

**For Procedural Handbook\*:**

a) Consult, collaborate with, and amplify the perspectives of individuals who have already worked and created institutional structures related to DEI such as the Equity & Anti-Racism Symposium/EARS, Historically Underrepresented Faculty & Staff Resource Center (HURFS-RC), Men's Resource Center, Safe Zone, Access Ability Services and the Student **Union and** Intercultural Center, **Women's Center**, and the position of a Chief Diversity Officer.

b) Propose recommendations to promote the institution's commitment to an effective, unifying, and consistent campus-wide DEI vision and plan.

c) Propose resolutions that can enhance Kingsborough's success at addressing diversity, equity, and inclusion campus wide including within the College Council.

d) Promote and expand DEI efforts on campus by collaborating with the Office of Equal Opportunity and other DEI-related offices.

\*This language will not be included in the Constitution (Governance Plan). It will be included in the First Draft of the Procedural Handbook as discussed at the 2/27/24 College Council Meeting.

**The proposal for a Diversity, Equity, and Inclusion (DEI) Standing Committee of College Council passed by a vote of 44 (yes), 6 (no), and 3 (abstentions). The DEI Standing Committee will go into effect Fall 2025.**

#### G. Legislative Committee – College Council Membership

Shoshana Friedman, as Chair of the Legislative Committee, noted that the Legislative Committee will be reviewing the College Council Membership question this term.

### III. New Business

A motion was made regarding the question of reassigned time or compensation for the Chair of College Council. Currently, the College Council Chair does not receive reassigned time or compensation for serving as Chair. It was noted that this should be explored.

### IV. Events/Announcements

The following announcements were shared:

- The History, Philosophy and Political Science Department shared they will be offering a workshop on 11/19 from 1:50pm to 2:45pm. Please reach out to the History, Philosophy and Political Science Department for further information.
- The Theatre Program shared that their Fall 2024 show, "*The Book of Will*" is scheduled to open on Friday, 11/15 and runs through 11/20.
- The KCC Community Farm and Garden shared they will be running *KCC Food Day* on 10/30 from 10am to 4pm in U-219/U-220.

The meeting was adjourned at 3:52 PM.

Respectfully Submitted,



Amanda Kalin, Secretary

#### **COLLEGE COUNCIL CALENDAR 2024-2025**

Tuesday, November 19, 2024 @ 3:00 PM in U-219

## *Attachment A for the 10/29/24 Meeting – Archival Information*

### **Archival Policy for College Council Meeting Minutes and Voting Records Collection**

#### **1. Collection Scope:**

- The College Council Meeting Minutes and Voting Records Collection will include official meeting minutes and any associated physical voting notes. This includes all standing committee minutes and votes. This collection will be made accessible to the public for research and reference purposes.

#### **2. Public Access:**

- The collection, including minutes and voting records, will be open to the public. Individuals may access these records in accordance with the library or archive's guidelines.

#### **3. Physical Voting Records Retention:**

- Physical records of votes cast during College Council meetings will be retained for a period of **six years** from the date of the vote.
- After the six-year retention period, the physical voting records will be **discarded**.

#### **4. Long-Term Preservation of Voting Records:**

- A permanent record of the votes, as documented in meeting minutes or official archives, will be preserved indefinitely. This record will serve as the official account of the votes once the physical copies are discarded.

#### **5. Disposition of Physical Voting Records:**

- After the six-year retention period, all physical copies of voting records will be securely disposed of in compliance with archival standards for confidential or sensitive material.
- Proper measures will be taken to ensure that the disposal process protects the integrity of the records and prevents unauthorized access.

This archival policy is designed to ensure responsible stewardship of the College Council's historical records, while balancing transparency, accessibility, and the efficient management of physical archival space. Recommendations are based off standards from the American Library Association (ALA) and the Society of American Archivists (SAA)