COLLEGE COUNCIL PROCEDURAL GUIDE

for Academic Year 2026/27

Kingsborough Community College / CUNY

Prepared by the Shared Governance Committee of the College Council

On a yearly basis, the Shared Governance Committee of College Council will solicit input from all members on the content of the procedural guide and make necessary revisions.

This procedural guide aims to clarify how Kingsborough's College Council works in order to encourage participation in shared governance at our college. Created by the Shared Governance Committee of the College Council, the guide explains key processes and protocols to help members participate in and contribute to the Council's work.

The guide does not claim to be definitive. It will always be a work in progress. Members of the Council are encouraged to direct suggestions and recommendations to the Shared Governance Committee, which is responsible for its ongoing development, or to the College Council Chairperson. We welcome any and all clarifications, corrections, or additions that clarify and strengthen shared governance at our college.

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Section 1: Shared Governance at Kingsborough

A. Background

Every CUNY college maintains its own governance plan, as required by the CUNY Bylaws. Kingsborough's plan, the College Council Constitution, establishes the basic framework for shared decision-making at our institution. The constitution specifies the Council's composition, committee structure, and operating procedures, and serves as a blueprint for its role in shared governance at our college. Amending the constitution requires a proposal with new constitutional language that College Council approves with a two-thirds vote. The amendment must also be approved by the CUNY Board of Trustees.

In spring 2024, following extensive community consultation, the Kingsborough College Council approved significant governance reforms. These changes — making the Council Chairperson an elected position, creating a new Vice Chairperson role, and creating additional standing committees (Shared Governance, Facilities, and DEI) — represent important steps toward more participatory, inclusive, and effective shared governance at Kingsborough.

B. The College Council

The College Council is Kingsborough Community College's primary governance body, designed to bring together faculty, administration, staff, and students in service to the college's mission. The Council has the potential to shape policies, influence institutional priorities, and ensure that multiple perspectives inform college decision-making.

Building an effective Council requires active participation from all constituencies. When members engage fully in Council processes, we create opportunities for meaningful dialogue about college policies and directions. This engagement helps build the trust and shared responsibility needed for Kingsborough to serve our students and community.

C. Understanding Shared Governance in Higher Education

Shared governance is an important concept in American higher education that recognizes colleges and universities function best when stakeholders are involved in decision-making. Shared governance distributes decision-making responsibilities across different groups. Faculty typically maintain primary responsibility for curriculum, instruction, academic standards, and educational policies.

The American Association of University Professors' 1966 Statement on Government of Colleges and Universities describes an “inescapable interdependence” among governing boards, administration, faculty, students, and others. This interdependence means communication and collaboration between the different stakeholders are essential.

Effective shared governance doesn't mean everyone decides everything. Rather, it creates structures where stakeholders can meaningfully contribute to decisions that affect the institution. At Kingsborough, the College Council provides a key venue for this collaborative work, though shared

governance extends beyond any single body to include the academic departments and various forms of consultation, committee work, and deliberative processes.

Section 2: How the College Council Is Organized

The college constitution establishes who serves on the Council from different constituencies within the college community, creates leadership roles within the Council (Chair, Vice Chair, Secretary, and Parliamentarian), provides for Standing Committees and Special Committees, and otherwise stipulates how the Council is organized.

A. Council Composition

The Council's membership includes the following constituencies:

Senior Administration	Four members: College President, VP of Finance, VP of Academic Affairs (Chief Academic Officer), and the Registrar.
Departmental Chairpersons	One from each academic department, including the library, serving for the duration of their chairpersonship.
Departmental Representatives	Two elected representatives from each academic department, serving three-year terms. (A second representative per department was approved by the Council in spring 2025; these new representatives will join in a staggered sequence based on when each department holds its next elections.)
Instructional Staff Delegates-at-Large	Fourteen delegates, elected for three-year terms.
HEO Delegates-at-Large	Seven delegates, elected for three-year terms.
Support Staff Delegates-at-Large	Three delegates, elected by full-time regularly appointed non-probationary supporting staff.
Part-Time Faculty Representatives	Three representatives, elected for two-year terms.
University Faculty Senate Senators	Seven elected UFS senators, elected by Kingsborough faculty (if senators choose to accept Council membership).
Students	Twenty delegates from student government, serving one-year terms.
Emeritus/Emerita Teaching Faculty Delegate-at-Large	One non-voting delegate-at-large seat.

Any member of the college community — student, staff, faculty — can attend and is eligible to be recognized and speak at Council meetings under the NY State Open Meeting Law. While only elected members vote, the participation of others in our community enriches Council discussions and decision-making.

B. College Council Leadership

The Constitution establishes leadership positions to ensure that the Council functions effectively, follows proper procedure, and fulfills its role in shared governance. The table below summarizes each leadership role and its core responsibilities.

Council Chairperson	Elected for a one-year term at the final Council meeting of each academic year. Duties include: • Running Council meetings with a focus on hearing all voices • Working with the Steering Committee to develop meeting agendas • Maintaining meeting neutrality to ensure fair debate • Presenting Council recommendations to college administration • Providing governance leadership in campus-wide matters • Making rulings on parliamentary procedure in consultation with the Parliamentarian *When held by a faculty member, the Chair also serves as Faculty Governance Leader. When held by a staff member, the Council elects a separate Faculty Governance Leader.*
Council Vice Chairperson	Elected for a one-year term at the final Council meeting of each academic year. Duties include: • Assisting with Council leadership duties • Serving as Chair when needed (absence or temporary step-down) • Helping ensure continuity of Council work • Contributing to agenda development and meeting planning *Like the Chair, the Vice Chair can be faculty or staff, but not a student.*
Council Secretary	Elected for a one-year term. Duties include: • Recording and distributing meeting minutes that document Council decisions • Coordinating with the Chair and Vice Chair on meeting scheduling • Ensuring Council records are preserved and accessible on the College Council website • Supporting clear communication with the college community
Council Parliamentarian	Elected for a two-year term. The Parliamentarian is the resident expert on rules of procedure based on Robert's Rules of Order and advises the Chair, Vice Chair, and the Council on the correct organizational process. The Parliamentarian can

	be elected from within the membership of the Council or can be a non-Council member.
Standing Committee Chairpersons	Elected for a one-year term by members of the committee. Duties include: • Organizing the committee's work to fulfill its constitutional charge • Setting agendas in collaboration with committee members and the committee secretary • Convening regular meetings throughout the semester that comply with New York State Open Meetings Law • Reporting on committee activities to the full Council at least once per semester • Maintaining regular communication with the Council Chair on matters requiring coordination

C. The Steering Committee

The Steering Committee serves as the executive committee of the Council, guiding the Council and acting in its place between meetings. It includes the Council's leadership and the chairs of standing committees and meets before each Council meeting and at other times as needed. The committee prepares meeting agendas, coordinates work between different committees and ensures that the Council is conducted in an effective manner. Their primary task is to keep Council business organized and moving forward.

D. Committee Structure

Each Council member is assigned to one of the Council's eight standing committees, each of which has a specific area of responsibility. Committee membership provides opportunities for community members serving on the Council to make tangible contributions to college governance.

E. Making the Structure Work

The Council's membership structure establishes channels for participation from members of the Council. Effective governance requires consistent engagement through these established processes. Members contribute to Council work through regular meeting attendance, representation of constituency perspectives, and participation in committee assignments. Council members serve an important communication function, both conveying information about Council activities to colleagues and bringing departmental or constituency concerns to Council attention.

These basic practices of attendance, representation, and communication help maintain the Council's role in college decision-making processes.

F. Committee Membership

Assignment to committees is determined by a special committee known as the Committee on Committees, based on preferences provided by new members. The Committee on Committees meets once a year, at the end of the academic year, to make these committee membership assignments. Additional meetings may be held as needed. Members will be assigned to their committee for the length of their term. Should they wish, Council members at the end of each year of their term can make a request to the Committee on Committees to change their committee assignment.

The Curriculum Committee has a specific membership structure. Each academic department chair serves on the committee. A chair who prefers a different standing committee may designate a full-time, Council-member colleague from their department to serve in their place. The committee also includes the Provost or their designee, the Director of Curriculum Development (who serves as secretary), the Registrar, up to three student Council members, and three additional faculty seats, one each representing the STEM, Career and Health Sciences, and Liberal Arts department clusters. Department chairs and Executive Compensation Plan members are not eligible for these faculty cluster seats. The full text of the resolution is available in the minutes of the May 27, 2025 meeting.

Section 3: Responsibilities of Council Committees

Much of the Council's work happens in committees. Committees consider issues related to their charges and develop recommendations for consideration by the full body. This section explains committee structures and procedures to help members understand how committees' function within the governance system. The Constitution establishes two types of committees: Special and Standing. Committee descriptions written into the Kingsborough Constitution are shown in Appendix B.

A. Special Committees

Steering Committee	Made up of the Council Chair, Vice Chair, Secretary, Parliamentarian, and chairpersons of the eight College Council standing committees, the Steering Committee serves as a kind of executive committee of the Council. It is responsible for preparing agendas for Council meetings, referring matters to appropriate committees, reviewing recommendations from the college community, and coordinating committee activities.
Committee on Committees	Meets once a year, and more often as needed, with a single purpose: to assign Council members to standing committees based on their preferences. The Committee on Committees also handles committee vacancies and manages reassignment requests.

B. Standing Committees

A standing committee is a permanent committee that continues from year to year. Standing committees handle regular, continuing aspects of Council work. The Constitution establishes eight standing committees, each made up of Council members and focused on specific aspects of college governance.

Curriculum Committee	Reviews and evaluates proposals for new or modified degrees, certificates, and courses, considering their alignment with the college's mission, content, learning outcomes, and articulation expectations.
Instructional Committee	Examines teaching processes and standards, including evaluation methods, student assessment of instruction, peer review, and factors that may impact the instructional process.
Legislative Committee	Oversees governance procedures including the College Council Constitution, election processes, bylaws, and reviews legislation concerning the college.
Strategic Planning and Budget Committee	Reviews resource allocation and planning to ensure assessment results inform evidence-based planning and fiscal decisions support academic and institutional priorities.
Students Committee	Addresses policies affecting student recruitment, admission, retention, academic standards, graduation, counseling, student health services, and extracurricular activities.
Shared Governance Committee	Assesses governance effectiveness, provides training for Council members, maintains the Procedural Handbook, and communicates about the Council's work and shared governance principles.
Facilities Committee	Reviews campus space usage and infrastructure needs, focusing on functionality, comfort, and safety of the physical environment to benefit the college community.
Diversity, Equity, and Inclusion Committee	Advances diversity, equity, and inclusion across the college, cultivating an environment of respect, understanding, and belonging for faculty, staff, and students.

C. Committee Chairpersons

Each committee elects a chair from among its members to serve for a one-year term, with the possibility of reelection. The chairperson schedules regular meetings, sets priorities and prepares agendas in consultation with members, makes sure meeting minutes are taken and shared with the Council Secretary for posting on the Council website, and orients new committee members.

During meetings, the chair starts and ends sessions on time, ensures balanced discussion, maintains focus on agenda items, works toward consensus when possible, and calls for votes when necessary. The goal of the chair is to facilitate productive meetings that allow the committee to do its work.

The chair also provides updates to the College Council, ensures committee goals align with Council priorities, and serves on the Steering Committee.

D. Committee Secretaries

To maintain open governance processes, committees must document their work. Each committee notifies the Council Secretary of upcoming meetings so the Secretary can send out announcements to the college. Meeting agendas are distributed to members and are likewise shared with the college. Minutes are taken for all meetings and, after committee approval, posted by the Council Secretary to the Council website. Minutes follow the protocols in Robert's Rules of Order: they document attendance, main points of discussion, all formal motions and votes, and key decisions and actions.

E. Subcommittees

The constitution provides for any standing committee to create subcommittees to address specific issues within their scope of responsibility. Subcommittee membership is not limited to members of College Council. When forming a subcommittee, the standing committee defines its purpose, scope, and expected duration; establishes appropriate membership; and sets clear reporting requirements. Subcommittees report to their parent committee, which remains responsible for bringing recommendations to the full Council.

Subcommittees provide opportunities to involve the college community beyond Council members in governance work.

F. Ad Hoc Committees

The College Council may establish ad hoc committees for specific issues not falling within existing committee responsibilities. Creating an ad hoc committee requires a formal motion specifying the committee's purpose, membership requirements, and duration if applicable. The motion requires majority approval from the Council.

To establish an ad hoc committee, a Council member prepares a written proposal detailing the committee's purpose, proposed membership structure, expected timeline, and reporting requirements. Like subcommittees, ad hoc committees may include non-Council members. Standing committees may also create their own ad hoc committees.

Section 4: How Council Meetings Work

College Council meets approximately three times a semester. The College Council Chair facilitates the meetings. All members of the Kingsborough community are always welcome to attend and speak at meetings, whether they are Council members or not. Typically, meetings start with remarks from the Council Chair and the College President, and — once a semester — the student government president, followed by discussion of agenda items.

A. Meeting Agenda

Agendas for Council meetings are set by the Steering Committee and sent to Council members, and the full college community, prior to the meeting. Supporting materials include resolutions to be voted on at the meeting and anything else to be discussed. All Council members are encouraged to review the materials before meetings.

B. Meeting Procedures

1. Quorum

Following Robert's Rules, votes require a quorum of 50% plus one member to be present. For our College Council, this means that at least half of the total number of members, plus one, must be present in person at the meeting for a vote to count. The Secretary determines if a quorum is present at the start of each meeting. Only physically present members count toward quorum.

If quorum isn't initially present, the Chair may proceed with information items and hold non-voting discussions while waiting for additional members to arrive.

2. Discussion

The goal of discussions at Council meetings is to create space for all voices while maintaining focus and progress. Following Robert's Rules of Order, the Chair recognizes members who wish to speak. Members should wait to be recognized by the Chair. Each person may speak twice on any motion, but cannot make their second contribution until others have had a chance to speak.

During discussion, members use the structure of Robert's Rules to help maintain orderly discussion. Appendix A of this Procedural Guide lists some of the most commonly used parliamentary tools in Robert's Rules.

3. Amendments

Resolutions — also known as motions or proposals — that come before the Council may be amended during discussion. Members can suggest changes to proposals by adding, removing, or modifying language in the proposal. A member introduces an amendment by raising their hand, being recognized by the chair, and then saying something like, “I move to amend the motion by …” followed by the proposed change.

Each proposed amendment needs a second from another member and gets discussed before voting. Further adjustments (secondary amendments) can modify primary amendments. For example, a motion about “regular committee reports” might be amended to specify “annual committee reports,” then further amended to “annual written committee reports.”

4. Two-Meeting Rule

The two-meeting rule is an important procedural tool that allows the Council to avoid rushed votes and arrive at more thoughtful decisions through broader engagement. Under this rule, proposals are

discussed at one meeting and voted on at a subsequent meeting. At the first meeting, members present proposals and engage in initial discussion, allowing the community to understand the issues and raise questions or concerns. Between meetings, members can consult with colleagues and consider implications. At the second meeting, further discussion precedes any vote.

The two-meeting rule does not apply to items that come out of the Curriculum Committee. Any member can propose that the two-meeting rule be waived for any motion; the proposal then comes to a vote of the Council, and if approved, the rule is waived for that proposal.

5. Voting

All members of the College Council — faculty, staff, students, and administration — have equal voting rights on most matters that come before the body. The one exception is curriculum: only faculty members of the Council vote on resolutions prepared by the Curriculum Committee, reflecting the principle that faculty hold primary responsibility over academic programs.

Votes are facilitated by the Chair of the Legislative Committee. Most votes are conducted by show of hands or voice vote. Any member may request a ballot vote without needing a second. The Council does not record how individual members vote.

A simple majority of those present and voting is required to pass most motions. A two-thirds vote is required to close debate (a member moves to “call the question” or “close discussion,” which must be seconded) and to amend the College Council Constitution. Special rules for constitutional amendments have been adopted; see Appendix D.

If you are unclear about what you are being asked to vote on, raise your hand and say “Point of information” to ask for clarification before the vote is taken. If you are unsure whether to vote yes or no, you may abstain. Abstentions are counted separately and do not count as either a yes or a no vote.

6. New Business

Following meeting protocol under Robert's Rules, “New Business” is the part of the meeting where the Council Chair asks members to introduce new matters — motions, proposals, or topics — that haven't been previously discussed, haven't appeared on previous agendas, and/or aren't related to committee work or proposals emerging from committees. The specific steps for New Business motions are as follows:

Step	Action
Introduce	A member makes a motion under New Business by saying, “I move that…”
Second	Another member seconds the motion by saying, “I second it.”
Restate	The chair restates the motion. New Business motions must be emailed to the Secretary as a Word-compatible document by noon one business day before the meeting.
Discuss	The maker of the motion starts the discussion.

Step	Action
Amend	A member may move to amend the motion ("I move to amend the motion …"). Requires a second; discussion follows; decided by majority (show of hands).
Refer	A member may move to refer the motion to committee ("I move to refer the motion to [the standing committee] to report on this topic."). Requires a second; no discussion; decided by majority (show of hands).
Table	A member may move to postpone considering a motion ("I move to table the motion."). Requires a second; no discussion; decided by majority. A member may move to "take from the table" at the current meeting or the next meeting.
Close	The chair closes discussion.
Vote	Voting follows the Two-Meeting Rule, which in turn follows the regular Rules of Order.

7. Reports and Remarks

The Parliamentarian has outlined the distinction between reports and remarks:

Category	Details
Purpose	Distinguishing between Remarks and Reports ensures that institutional information is shared in a timely, useful, and well-organized manner.
Remarks on the Agenda	Purpose: provide strategic guidance, institutional context, and items for consideration. Format: oral (no written report required). Who makes remarks: the Council Chair and the College President.
Reports on the Agenda	Purpose: motions for Council action, factual communications, or progress updates (must include a written document). Submission requirement: a written report must be submitted to the Council Secretary at least five business days before the meeting. Who submits: all speakers listed on the agenda.
Application	This distinction does not restrict debate or discussion by members or the college community on motions, factual communications, or progress updates.
Enforcement	The Chair will remove from the agenda any report not submitted in writing to the Secretary, and will notify the Council accordingly.
Exception	In consultation with the Steering Committee, the Chair may change or waive the submission deadline for a specific report, and must inform the Council of this decision.

C. Meeting Minutes

The Secretary maintains minutes of all Council meetings. The minutes follow the protocols for minutes in Robert's Rules of Order: they document attendance, main points of discussion, all formal motions and votes, and key decisions and actions. Draft minutes of meetings are distributed to Council members and voted on at the beginning of the next meeting. Once approved, they are posted to the College Council website.

Section 5: How to Make a Resolution to the Council

A resolution is a formal proposal that asks the Council to take a position, make a decision, or implement a specific action. Resolutions are the standard format for members to bring substantive matters to the Council for consideration. They provide a structured way to present ideas and request specific actions.

College Council resolutions typically are developed through relevant standing committees. This approach allows for initial review by committee members, creates opportunities to refine proposals, includes a built-in consultation process, and provides a structured path to the full Council.

A. First Steps on Creating a Resolution

If you wish to introduce a resolution to the Council, a first step would be to identify the appropriate standing committee for your proposal. Reach out to the chair of that committee and ask that your resolution be put on their agenda. If approved by the standing committee, the proposal moves to the Steering Committee and then on to the Council agenda.

Another way to introduce a resolution would be to reach out directly to the Council Chair, let them know what you are thinking, and discuss what the best legislative avenue would be for your idea.

B. Preparing a Resolution

Any resolution that you wish to bring before College Council should include background context and the specific changes or actions that you are proposing. It often helps to say why you believe this change is needed. Supporting documentation often strengthens proposals.

Resolutions follow relatively standard conventions to ensure clear presentation. Appendix C of this Procedural Guide offers examples of resolutions that have been approved by the Council; you can use and refer to these as models. Resolutions need to be shared in a Word document format that allows for real-time editing and clear presentation of edits and amendments to the Council.

C. Relevant Considerations

Timing affects a resolution's progress through the Council. If you submit a resolution earlier in a semester, you have a greater chance of it completing the two-meeting process before the term ends. Consider the academic calendar, committee meeting schedules, implementation timelines, and any required approval deadlines.

It is often a good idea to consult with others in the Council before submitting your proposal. Discuss your ideas with your department's Council representatives, committee chairs familiar with the subject matter, or colleagues affected by the proposal. The Council Secretary can provide procedural guidance, the Parliamentarian can answer format questions, and the Council Chair can offer general process advice. This preparation often identifies potential concerns and builds necessary support.

Appendix A: Robert's Rules for Council Members

Robert's Rules of Order provides a standard framework for conducting meetings, ensuring everyone has equal opportunity to be heard while maintaining orderly discussion. The formal phrases below serve specific purposes — proposing ideas, modifying suggestions, requesting information, or managing meeting flow. By using these standard expressions, Council members can clearly communicate their intentions within our governance process. While initially seeming formal, these phrases help create more inclusive, orderly meetings where all voices can participate in decision-making.

Purpose	What to Say
To propose an action	"I move that we adopt the resolution previously submitted" or "I move that we approve the revised curriculum proposal."
To modify a proposal	"I move to amend the motion by changing 'monthly reports' to 'quarterly reports.'"
To send to committee	"I move to refer this matter to the Instructional Committee for further study."
To delay consideration	"I move to postpone this discussion until our next meeting."
To end debate	"I move to call the question." (Requires majority vote)
To raise a procedure concern	"Point of order. The amendment being discussed isn't related to the main motion."
To get information	"Point of information. Could the chair clarify what committee would work on this?"
To speak against a motion	"I speak against this motion because…"
To support a motion	"I support this motion because…"
To request better explanation	"Would the maker of the motion please clarify the implementation timeline?"
To end the meeting	"I move to adjourn."
To request a ballot vote	"I request that the vote on this motion be taken by ballot."
To limit discussion time	"I move to limit debate on this motion to 15 minutes."
When confused about procedure	"Point of parliamentary inquiry. What is the correct procedure for…"

Appendix B: Committee Descriptions from the KCC Constitution

Standing Committees

Curriculum Committee: Must be concerned with the formulation, development, modification, and evaluation of curricula. (1) The committee must receive proposals from any member of the instructional staff. Such proposals (in approved, standard format) must be submitted through and approved by appropriate department curriculum committees, forwarded to the Provost for review, and then referred to the chairperson of the committee for recommendation and evaluation. Proposals may also be forwarded to the Provost from the Coordinator of Liberal Arts or the Chairs of duly appointed college task forces (e.g., General Education). (2) The Chair of the committee must establish a curriculum proposal submission calendar for each semester in consultation with the Provost. (3) The committee must consider proposals for new or modified degrees, certificates, and courses with regard to such factors as their relation to the college's mission and existing curriculum, as well as their hours, credits, content, learning outcomes, evaluation criteria, and expected articulation. (4) The committee must report its recommendations to the College Council for review and approval. (Minor changes — such as course numbering, modifications of course names — must be reported to the College Council as informational items.)

Instructional Committee: Must review matters regarding instruction and the instructional process. This includes, but is not limited to: instruments and procedures to provide evaluative data on instruction and instructional effectiveness; student evaluation of instruction; peer review of instruction; and any issues of personnel, procedures, or technologies that may impact the instructional process. (1) The data provided by instruments must be considered confidential and made available only to the faculty member directly concerned and departmental and college-wide committees and college officers responsible for the evaluation of instructional effectiveness. (2) The committee may receive proposals from any member of the instructional staff or the student body through the chairperson of the committee, regarding the instructional process.

Legislative Committee: Must be concerned with the Governance of the College, including the constitution and amendments, election procedures, Bylaws of the College Council, and initiation and review of all outside legislation concerning the College.

Strategic Planning and Budget Committee: Must review the strategic and financial plans for the College to ensure that assessment results affect planning; planning is evidence based; strategic plans affect fiscal decisions; and these fiscal decisions support academic priorities, staff and organizational development, facilities plans, and other institutional priorities. (1) The Committee will approve and/or recommend strategic plans and budget priorities to the College Council. It will not deal with specific budget allocations or monitoring of expenditures. (2) To enable the Committee to serve as a vehicle for budgetary transparency, the Chief Administrative Officer must designate an administrator to appear before the Committee at the beginning of each semester to report on the College budget.

Students Committee: Must be concerned with policy pertaining to student recruitment, admission, attendance, retention, discharge, discipline, counseling, academic standards, graduation, ceremonies, student health and other services, extracurricular activities including athletics, and other activities relating to the students.

Shared Governance Committee: Must conduct ongoing assessment of the college's system of shared governance, hold trainings for new College Council members as well as all members of the college community, develop and maintain a Procedural Handbook for the Council, and communicate with the college regarding the Council's work and the principles and values of shared governance.

Facilities Committee: Must be concerned with the functionality, comfort, and safety of the physical college campus environment to enhance its efficiency for the benefit of the college community.

Diversity, Equity, and Inclusion Committee: Must 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.

Special Committees

Steering Committee: Must prepare the agenda for College Council meetings. (1) The committee must refer matters brought to its attention to the appropriate committee, and must receive all recommendations and resolutions from the college community prior to submission to the College Council. (2) The committee must submit such recommendations and resolutions to the full College Council or return them to the appropriate committee with comments. If a recommendation or resolution is returned to a committee and the committee passes it a second time, it must be placed on the agenda of the next Council meeting. By submission of a petition signed by one-third of the members of the College Council, the Steering Committee must send to the full Council any recommendations and resolutions submitted to it at the next scheduled meeting. (3) The Steering Committee must also have the power to call the College Council into session, to coordinate the activities of all committees, and must be responsible for informing the instructional staff of its activities each semester.

Committee on Committees: Must name the members of each of the eight standing committees and determine the number of members based on a list of preferences (a minimum of three) obtained from each member of the Council. (1) The committee must name replacements to the eight standing committees from the list of preferences of each member, which it must maintain. The committee must consider written petitions from any member requesting reassignment to an alternative standing committee for the duration of their term, and must make such decisions at its discretion.

Appendix C: Language Approved by College Council for this Procedural Guide

1. For College Council Chair and Vice Chair

A) The Chairperson and Vice Chairperson will serve for one year and can be re-elected after the completion of their terms.

B) The Chairperson sets the Steering Committee meetings and College Council meetings, chairs the Steering Committee, helps set the agenda, and calls meetings to order and to a close.

C) During College Council meetings the Chairperson is a neutral party throughout discussions. If the Chairperson wants to share their opinion, the Vice Chairperson takes the role of Chairperson until discussion on that topic is complete, and then the Chairperson resumes their original role.

D) The Chairperson of the College Council presents the recommendations of the College Council meeting to the President of the College.

E) The Chairperson of College Council may be called upon to participate in campus-wide matters as a representative of College Council, providing Shared Governance leadership in campus-wide communities.

F) If the Chairperson elected is a faculty member, the Chairperson also assumes the role of faculty governance leader. If the Chairperson is not a faculty member, the faculty members elect a separate faculty governance leader to serve for one year.

G) The Vice Chairperson assumes the responsibilities of the Chairperson if the Chairperson is unable to attend College Council or Steering Committee.

2. For Shared Governance Committee

A) Review and suggest improvements to the College Council Constitution and Shared Governance Plan. Develop and maintain a College Council Procedural Handbook containing all the details of the operations and procedures of the College Council.

B) Maintain ongoing communication with the college community on shared governance principles and how shared governance works at KCC. Assist the College Council Secretary with regularly updating the website and college community on governance happenings.

C) Create and oversee the onboarding process for new College Council members and continuing education of Council members on shared governance best practices, including material on Robert's Rules and parliamentary procedures.

D) Request and maintain year-end reports of the College Council and standing committees. Conduct and disseminate yearly assessments on the achievements and effectiveness of college shared governance.

E) Track levels of shared governance participation at KCC and make recommendations for increasing participation. Liaise with the faculty governance leader on effective shared governance.

3. For Facilities Committee

A) Assess, consult, and recommend policy regarding the allocation of space and facilities.

B) Assess, forecast, and make recommendations for future college needs regarding environmental sustainability, facility improvement, and expansion.

C) Work closely with the Campus Facilities offices to collaborate and make recommendations.

4. For DEI Committee

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

Appendix D: Rules for Amending the Constitution

This appendix is a placeholder. Language on special rules for amending the College Council Constitution has been referenced in Section 4 (Voting) but has not yet been drafted for inclusion here. The Shared Governance Committee should supply this language before the guide is finalized.

Appendix E: Examples of Past Council Resolutions

Example 1: Strategic Planning Committee

May 23, 2019 — Meeting of College Council, Volume 46, Number 4

WHEREAS, the Strategic Planning Committee, as part of a periodic review of the Kingsborough Community College Mission Statement, has gathered input from the College community and updated the Statement to reflect those ideas, and WHEREAS, based upon this input the Committee has formulated an updated Vision Statement and a new Statement of Values; BE IT THEREFORE RESOLVED that the following will be the Kingsborough Community College Statements of Mission, Vision, and Values:

Mission Statement: Kingsborough Community College responds to the needs of its diverse community by offering high quality, affordable, innovative, student-centered programs of study that prepare graduates for transfer and the workforce. The college strives for equity and seeks to provide each student with the appropriate resources and supports to foster success.

Example 2: Students Committee

April 10, 2018 — Meeting of College Council, Volume 45, Number 3

Resolution to Amend the College Council Constitution

WHEREAS, the Kingsborough Community College Student Government Association (KCCSGA) has long operated under a system of multiple councils without central governance; and WHEREAS, national best practices support a single undergraduate student government association to serve all students; and WHEREAS, the College Council voted on November 14, 2017 to support passage of the student referendum promoting consolidation of KCCSGA into a single association; and WHEREAS, the inclusion of detailed provisions of student governance in the campus governance plan requires that any changes to student governance receive College Council and Board of Trustees approval; and WHEREAS, typical practice throughout the City University of New York is to establish a relationship between campus-wide and student governance while allowing each to maintain self-governance; and WHEREAS, the integrity of student governance is ensured by guidelines set by the CUNY Board of Trustees; THEREFORE BE IT RESOLVED that the KCCSGA shall consolidate into a single association; and RESOLVED that the spring 2018 KCCSGA elections shall reflect the needs of this new structure; and RESOLVED that the KCC College Council Constitution and Governance Plan shall be amended as shown in the attached KCC College Council Constitution and Governance Plan.

Example 3: Curriculum Committee

November 19, 2024 — Meeting of College Council, Volume 52, Number 3

WHEREAS the New York State Education Department (NYSED) policy states, “The faculty are clearly responsible for developing, implementing, and evaluating curricular design”; and WHEREAS CUNY Bylaws Section 6.4.b states that, except for administrative-only appointments, all original appointments to the instructional staff shall be made to a department; and WHEREAS the CUNY Manual of General Policy 5.01(1) recognizes the historic tradition vesting academic governance privileges and responsibilities in the faculty of a college; and WHEREAS the CUNY Manual of General Policy 5.02 requires adjunct appointments to follow college and University procedures for line appointments; and WHEREAS the PSC-CUNY Collective Bargaining Agreement Article 18.2(b).1 requires non-tenured and non-certificated teaching staff to be observed for a full classroom period at least once each academic semester; and WHEREAS the department of Student Development is currently defunct, with no chairperson, no P&B Committee, and no faculty; and WHEREAS the courses SD 10, SD 11 & SD 12 are not required for any degree program; and WHEREAS instructors are being appointed to adjunct faculty positions outside of academic departments in violation of several foundational governance principles; and WHEREAS instructors for SD 10, SD 11 & SD 12 are not being observed or evaluated according to college procedures; and WHEREAS the course content for SD 10 varies between on-campus and College Now sections; BE IT RESOLVED THAT the College Council expresses its deep concern to the administration regarding this structure and strongly encourages the administration to take immediate steps to bring these courses into compliance with governance; and BE IT FURTHER RESOLVED THAT SD 10, SD 11, & SD 12 sections be restricted to College Now students only and not offered to fully matriculated students; and BE IT FURTHER RESOLVED THAT the College Council encourages the administration to take steps to formally abolish the department of Student Development.