

BROOKLYN COLLEGE
POLICY COUNCIL

Minutes of the
November 30, 2022 General Meeting
5:00pm, Maroon Room, Student Center

Present: President Michelle J. Anderson, Provost Anne Lopes, Vice President Ronald Jackson, Vice President Todd Michael Galitz, Executive Legal Counsel Sarah Luke, Chief Diversity Officer Anthony Brown, Dean Rosamond King, Dean Qing Hu, Dean Peter Tolia, Dean Maria Perez y Gonzalez, Dean Maria Scharron del Rio, Professor Jennifer Cherrier, Professor Douglas Cohen, Professor Beth Evans, Professor Namulundah Florence, Professor James Lynch, Professor Tim Shortell, Professor Maria Contel, Professor Louise Hainline, Professor Sophia N. Suarez, Professor Myles Bassell, Carrie Ebbin (USG), Flavia Shyti (USG), Mariam Alex (USG), Sadiya Hoque (USG), Robert Adler (USG), Shannon Dyett (USG), Anna Matarazzo (GSO), Kevin McKessey (GSO alt)

Absent: Senior Vice President Alan Gilbert, Professor Jennifer Basil, Professor Mobina Hashmi, Yisroel Shulman (USG), Evie Barth (USG), Aharon Grama (USG), Sahar Husain (USG), Louis Di Meglio (GSO)

Non- voting: Zunera Ahmed

1. President Michelle Anderson called meeting to order at 5:02 p.m.
2. Professor James Lynch moved to approve the Minutes of the October 26, 2022, meeting with the specific new department name listed. Mariam Alex (USG) seconded. Unanimously approved.
3. Executive Legal Counsel Sarah Luke and Professor Tim Shortell presented resolution on Membership in Faculty Council for Student Government Liaison. Robert Adler (USG) seconded. Unanimously approved.
4. Executive Legal Counsel Sarah Luke presented resolution on the matter of designating Policy Council standing committee membership. Robust dialogue occurred regarding the language presented in resolution. Questions were raised about the timeline this resolution

would create and the removal of caucus period for the constituencies. Resolution was referred to committee unanimously.

5. Carrie Ebbin (USG) reported out Fiscal Infrastructure and Planning committee updates. The COVID Testing site moved to the location of previous bookstore. BC Know is being renamed to Brooklyn College Knowledge.
6. Vice President Ronald Jackson presented report of Faculty-Student Relations committee with amendment to student bereavement policy. Questions were raised about language such as “natural” foster, “domestic”, and “living in the same household” in the student bereavement policy. Amendment to include grandparents is seconded by Professor James Lynch. Unanimously approved. Faculty-Student Relations committee will continue to review policy.
7. Vice President Todd Michael Galitz presented External Relations committee report
8. President Michelle J. Anderson discussed The Institute for Gender, Law, and Transformative Peace
9. President Michelle J. Anderson adjourned meeting at 6:07 p.m.

RESOLUTION

of the Policy Council of Brooklyn College

November 30, 2022

1. **WHEREAS**, on the 10th of May, 2022, the Brooklyn College Faculty Council passed a Resolution on Membership in Faculty Council for (Undergraduate) Student Government Liaison; and
2. **WHEREAS**, on the 15th of November, 2022, the Brooklyn College Faculty Council passed a Resolution on Membership in Faculty Council for Graduate Student Government Liaison; and
3. **WHEREAS**, on November 22, 2022, the Governance and Policy Committee of the Policy Council recommended adopting the November 15, 2022, resolution from the Faculty Council; and
4. **WHEREAS**, the Policy Council of Brooklyn College shall be responsible for approving any and all new governance proposals and assuring that they meet the standards of the Trustees of the City University of New York and the standards of Brooklyn College, its faculty and administrators; the Policy Council shall also monitor the functions of individual legislative and administrative bodies to ensure that no constituent body exceeds its jurisdiction; therefore be it
5. **RESOLVED**, that the Policy Council adopts the following changes in Article II. B. of the Brooklyn College Governance Plan:

Add 4a. A liaison from undergraduate student government, selected by a process determined by undergraduate student government, may attend Faculty Council meetings with voice, but without vote.

4b. A liaison from graduate student government, selected by a process determined by graduate student government, may attend Faculty Council meetings with voice, but without vote.

Report of the Committee on Policy and Governance

November 22, 2022

The committee discussed the following action items for consideration at the next Policy Council Meeting:

1. Faculty Council Resolution Clarifying USG and GSO Representation at Faculty Council (included as **Appendix A.**)
2. Proposed Change to Policy Council Bylaws (included as **Appendix B.**)

In addition, the committee also heard comments from Louis De Meglio concerning the effectiveness of campus communications regarding public meetings, college events, and other newsworthy activities. The committee discussed Mr. De Meglio's concerns, after which he decided to conduct additional research and revisit the matter at a future committee meeting.

BROOKLYN COLLEGE
Policy Council Standing Committee Fiscal, Infrastructure, and Planning
Wednesday, November 16, 2022, 9:00 A.M. | [Zoom](#)

AGENDA

1. Agenda
2. [Minutes](#)
 - Read minutes before next meeting
3. Chair Report
 - Location changes for COVID testing site
 1. From Student Center to Bookstore to allow opening of game room and greater engagement
 2. Students and staff need to do random testing to maintain campus access
 1. Directions need to be communicated continuously by administration and campus safety officers
 - Auxiliary Enterprise Board Meeting on 11/18/22
 1. Advisory board for food services will be students, faculty, and staff
 2. University-wide Vendor for cafeteria services was never finalized due to the pandemic
 1. Attempting to expand Mangia Fresca (contract from Queens College is limited)
 2. Food trucks for West Quad
 3. Farm fresh machines
 4. Bring back Library Café
4. Unfinished Business
 - Website chat bot beta testing awaiting website updates
5. New Business
 - BC Know
 1. Employee and student website
 2. Constantly updated with more content and information changes
 3. Name change to not confuse with “BC NO” (perhaps BC GO or BC Help). Will use “Brooklyn College Knowledge” in the interim. Will conduct a naming contest with student government
 4. Engagement/promotion plan
 1. Through social media and email
 2. Faculty can bring it up in classes (Text added to emails and syllabi)
 3. Contest to find answers
 - QR Code Pilot (Discussion Item)
 1. *Guest Speaker Aharon Grama*
 2. Linktree – QR code that can change with time
 1. Has digital shortcuts for all important places for campus community
6. Announcements
7. Adjournment

Faculty/Student Relations Committee Report

- I. Amendment to the Bereavement Policy
 - a. In March 26, 2018, Brooklyn College implemented a Bereavement Policy for students which was later revised in October 27, 2021.
 - b. In response to a request from students, the committee recommends the following amendment. Please see page 3.
 - c. **The committee requests approval of the proposed revision.**

- II. Communication/Follow Up by Faculty/Staff
 - a. At the previous Policy Council meeting, the committee was asked to discuss the lack of communications/follow up by faculty/staff.
 - b. The committee agrees that this issue is a problem, but there doesn't appear to be a policy recommendation to address it. However, we have the following suggestions.
 - i. More advisors are needed to handle student demand.
 1. Not enough appointments available.
 2. Registration process and scheduling of classes are out of sync.
 - ii. Use the website to communicate information.
 - iii. Implement chatbots.
 - iv. Encourage students to use faculty office hours if possible.
 - v. Biology has a good model for advisement.

- III. Hillel International Campus Climate Initiative
 - a. At the previous Policy Council meeting, the committee was asked to report on the Hillel International Campus Climate Initiative in which Brooklyn College was selected to participate.
 - b. Purpose
 - i. Hillel International's Campus Climate Initiative (CCI) works with higher education administrators to ensure a positive campus climate in which Jewish students, faculty and staff feel comfortable expressing their identity and values, free of antisemitism, harassment, or marginalization.
 - ii. The CCI model involves partnership between the college or university administration, the local Hillel, and the CCI team. It provides training and education for campus administrators, conducts a thorough assessment of campus climate, and works with the university administration to develop a thorough improvement plan, including adoption of best practice policies and programs to support Jewish students and students of all backgrounds.
 - c. Training Topics

- i. Jewish Holidays and Calendaring
 - ii. Jewish Identity, Inclusion, and Antisemitism on Campus
 - iii. Student & Staff Panel on Experiences & Effects of Antisemitism on Campus
 - iv. University Legal Obligations to Jewish Students
 - d. Campus Climate Review
 - i. Staff and Students
 - ii. Administered in the spring
 - iii. Three student focus groups
- IV. Faculty Council Survey
 - a. The survey proposed by Jocelyn Wills is currently being reviewed to ensure proper approvals and security protocols are in place.
- V. Petition to Cancel Classes for EID
 - a. **The committee requests an update on the status of the petition from the college and the university.**

Student Bereavement Policy (Students)

Students who experience the death of an immediate family member must contact the Division of Student Affairs, 2113 Boylan Hall, 718.951.5352, studentaffairs@brooklyn.cuny.edu, if they wish to implement either the Standard Bereavement Procedure or the Leave of Absence Bereavement Procedure (see below). The Division of Student Affairs has the right to request a document that verifies the death (e.g., a funeral program or death notice).

Typically, this death involves that of a family member, in parallel to the bereavement policy for faculty and staff. However, it is up to the discretion of the Division of Student Affairs to determine if a death outside of the immediate family warrants implementation of the student bereavement policy.

Immediate family shall be defined as spouse; natural, foster, or step parent; grandchild; grandparent; mother-in-law; father-in-law; natural, foster, or stepbrother; natural, foster, or stepsister, natural, foster, or stepchild or any relative residing in the same household, the domestic partner of the student and a child or parent of the domestic partner or any other relative of the domestic partner living in the same household.

Standard Bereavement Procedure

Upon approval from the Division of Student Affairs, the student is allowed one week, commencing from the day of the death of the immediate family member, of excused absence. Should the student feel that he or she needs additional days, these should be discussed with individual course instructors and/or the Division of Student Affairs.

The Division of Student Affairs will contact the student's faculty and academic staff of the student's courses.

Faculty and academic staff will be advised that extensions must be granted to the student for the period of one week of excused absence.

Further extensions may be negotiated with the student when he or she returns to campus. Students are encouraged to discuss options with their instructors.

Leave of Absence Bereavement Procedure

Students may be allowed to withdraw from the semester in which the death occurs.

The Bereavement Leave of Absence is for one semester only.

Students who have opted to take the Bereavement Leave of Absence and have already attended classes for the semester of the leave will be allowed to re-enter the following semester without having to reapply to the college. Students who wish to take the leave of absence prior to the beginning of the semester will be required to reapply for the following semester.

Students who are in good academic standing will be given the opportunity to successfully complete the credits for the semester in which they return.

Students will consult with the Division of Student Affairs, on a case-by-case basis, as to whether they should withdraw from their courses during this leave of absence or to request incompletes from the faculty member.

Given that there may be a potential impact on financial aid, students who receive financial aid and who take the Bereavement Leave of Absence, upon arrangement with the Division of Student Affairs, will meet with a financial aid adviser prior to taking this option.

As an option, and in consultation with the Division of Student Affairs, students may take the Bereavement Leave of Absence after the Standard Bereavement.

Additional Information

Reference to the Student Bereavement Policies will be noted on course syllabi.

Students requesting a religious accommodation should contact the Division of Student Affairs as well. The chief student affairs officer, or a designee, and the student will engage in an interactive process with the goal of finding an acceptable accommodation.

Please note, all information and documentation provided in support of these procedures must be accurate and authentic. Submitting falsified records or documents, and/or forging signatures will subject you to disciplinary action by the Office of Judicial Affairs.

Effective Date: March 26, 2018, and cannot be retroactively applied.

Revised: October 27, 2021

Policy Council External Relations Committee Report

November 30, 2022

- The External Relations Committee met on November 30 to discuss possible opportunities for interested students, faculty, and staff to assist in engaging prospect students and their families as part of the admissions recruiting process. Lillian O'Reilly joined the meeting as a guest.
- While members agreed that student retention is an area where faculty and students can have the greatest impact on enrollment, the main focus of the Committee's discussion was on enhancing the College's reputation as a welcoming and supportive campus to prospective students.
- Members agreed that providing a positive human interaction is critical to every prospective student's experience. From applicant inquiry responsiveness to virtual and in-person information meetings, providing opportunities to connect with a member of the Brooklyn College campus community is very important. Peer engagement with current students is especially encouraged.
- Several academic programs already provide deep engagement for prospective students with current students, faculty, and affiliated staff. These examples may provide model elements that can be replicated by other areas.
- The Committee discussed a range of possible avenues for participation, such as assisting with school- or department-based open houses for prospective and admitted students or offering greetings to prospective students on daily campus tours. For campus tours, it was suggested that the librarians could also assist with engagement of students and their families.
- Members also discussed campus clubs, student affinity groups, and other interest groups participating in events for admitted students. These organizations can foster a strong sense of the diverse and welcoming campus community with which prospective students can engage.
- Other ideas included outreach to invite students from area schools to participate in select Brooklyn College club activities; this would give prospective students an early taste of Brooklyn College and facilitate building personal connections that could influence their choices.
- The Committee also discussed potential student, faculty, and staff assistance with engaging prospective transfer students. The recent Brooklyn College Day at Kingsborough provides one model. Since many feeder schools have specific academic strengths, faculty may be best matched to assist with engaging transfer students from particular schools and programs.
- Additional ideas will be added to the list for consideration by Enrollment Management and relevant departments.
- Future meeting topics for the External Affairs Committee were also suggested.