

BROOKLYN COLLEGE
POLICY COUNCIL
Minutes of the
March 29, 2023 General Meeting
5:00pm, Gold 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, Assistant Vice President Mara McGinnis, Dean Maria Scharron del Rio, Dean Rosamond King, Dean Qing Hu, Dean Peter Tolia, Dean Maria Perez y Gonzalez, Professor Douglas Cohen, Professor Sophia N. Suarez, Professor Beth Evans, Professor Namulundah Florence, Professor Mobina Hashmi, Professor Tim Shortell, Professor Myles Bassell, Professor Maria Contel, Professor James Lynch, Yisroel Shulman (USG), Evie Barth (USG), Aharon Grama (USG), Sahar Husain (USG), Carrie Ebbin (USG), Noam Abrahams (USG), Mariam Alex (USG), Robert Adler (USG), Shannon Dyett (USG), Sadiya Hoque (USG), Louis Di Meglio (GSO), Sydney Gately (GSO alternate),

Absent: Senior Vice President Alan Gilbert, Professor Jennifer Cherrier, Professor Louise Hainline, Professor Jennifer Basil, Anna Matarazzo (GSO)

Non-voting: Arijit Dhillon

1. President Michelle J. Anderson called meeting to order at 5:03 p.m.
2. President Michelle J. Anderson discussed the savings plan submitted by the College to CUNY Central. She mentioned that negotiations were ongoing between the Governor and legislators in finalizing the budget. There was hope that since the senate and assembly bills were better than the Governor's original proposal, the final budget would allocate more resources to CUNY. In addition, the President mentioned that the plan and VRB process will change accordingly once the budget is finalized in order to meet the savings target.

3. President Michelle J. Anderson brought up a request by the Chemistry Department to have its name changed to the Department of Chemistry and Biochemistry. The resolution was sent to the Policy Council Governance and Policy committee for further review.
4. President Michelle J. Anderson alluded to the ongoing discussion regarding the structure of the College and the consolidation of the schools. The issue is live and was sent to the Policy Council Governance and Policy committee for further review.
5. President Michelle J. Anderson mentioned that the nomination round for faculty representatives to serve on Policy Council from Fall 2023 to Spring 2025 would begin on Monday April 17, 2023 and finish on Friday, April 21, 2023.
6. President Michelle J. Anderson stated that there would be a discussion on the Institute for Gender, Law, and Transformative Peace Initiative at the next Policy Council on April 26, 2023. Nobel Peace Prize Laureate Leymah Roberta Gbowee, Senior Director Mikaela Luttrell-Rowland, and Associate Professor of Law Lisa Davis will attend to talk about the project, fundraising, rollout, launch, and corresponding events.
7. There were 2 slight corrections made to the minutes of the February 22, 2023 meeting. For item 7, Yisroel Shulman had presented on the resolution on the matters of the constituency designating Policy Council standing committee membership, Executive Committee nominations, and filling of vacant positions. In addition, President Anderson's middle name was added for item 1 in order to maintain consistency. There was a motion made to approve the minutes by Aharon Grama. The motion was seconded and the minutes were unanimously approved.
8. Executive Legal Counsel Sarah Luke discussed a resolution on including non-academic staff more formally in college governance to promote greater information sharing and collaboration. There was a separate resolution presented at Faculty Council which would allow a liaison from the President's Advisory Committee on Staff to participate with voice but not vote. Professor Tim Shortell confirmed that the resolution passed at Faculty Council and Sarah Luke mentioned that Policy Council would then adopt the change to the governance plan as part of the proposed resolution. Vice President Ronald Jackson brought up the matter of faculty and staff needing to work together more closely in Faculty Council subcommittees as well to ensure better communication and strategy, which aligned with the proposals set out by the Implementation Team for Racial Justice.

Further discussion ensued, including about a past student survey that should have been vetted more carefully. The resolution was endorsed by the Faculty/Student Relation committee, seconded, and brought to a vote. The resolution passed unanimously.

9. Executive Legal Counsel Sarah Luke presented a resolution regarding having better staff representation in the Policy Council subcommittees. The resolution would amend the bylaws of the Policy Council to allow for one staff representative to serve on each standing and ad hoc committee of the body. Discussion ensued including about the selection process as well as the definition of the word “support” when referring to staff. The issue of the support staff definition in the governance plan was sent to the Governance and Policy committee for further review. The resolution was endorsed by the Faculty/Student Relation committee, seconded, and brought to a vote. The resolution passed unanimously.
10. Arijit Dhillon mentioned key highlights from the Fiscal Infrastructure and Planning committee report, which included the efforts of the Finance and Administration Auxiliary team to broaden the food and refreshment options for students. Installation of coffee and fresh meal vending machines in the near future was discussed.
11. Vice President Ronald Jackson brought up changes to the Student Bereavement Policy made by the Faculty/Student Relations Committee. Discussion revolved around making sure that all affected individuals be able to take leave upon a death, including possibly that of a fellow student. A friendly amendment was added to broaden the access of those impacted and it was mentioned that Student Affairs would look at all cases appropriately to ensure leave be granted as needed. The revised policy was endorsed by the Faculty/Student Relation committee, seconded, and brought to a vote. The resolution passed unanimously.
12. Chief Diversity Officer Anthony Brown reported on the issue of deadnaming connected with the implementation of Outlook and or Microsoft 365. He stated that it is a CUNY Central problem and not specifically with the College. He also reported that the LGBTQ consortium across CUNY is lobbying CUNY Central to fix this issue. In addition, Kelly Spivey from the Brooklyn College LGBTQ Resource Center will be assisting with any name changes for the campus body. President Anderson mentioned that CUNY Central often works in silos and greater communication needs to occur with departments such as

Student Affairs, Human Resources, Internet Technology, and Legal. She stated that the College is more proactive with the matter and will stay on top of the issue as the rollout proceeds.

13. Aharon Grama referred a revision to the Pass/Fail policy to the Faculty/Student Relations Committee. He mentioned that the matter was presented to Faculty Council in 2020 but the proposal was not accepted. He hoped that the committee could work on a resolution that would match policies at other comparable schools within the CUNY system.
14. Aharon Grama brought up the matter of faculty and departments choosing to schedule exams during common hours. He mentioned that students would like to have that practice end so that they can have common hours on both Tuesday and Thursday. President Anderson mentioned there might be an issue with not having enough hours with registering and teaching classes during the week to allow for that. The issue was referred to the Faculty/Student Relations Committee for further discussion.
15. Professor Mobina Hashmi brought up the issue of why GPA or whether you are in good standing is a factor to acquire the assistance you need for such things as the bereavement policy, the Petrie Emergency Fund, and selective retroactive withdrawal. The issue was referred to the Faculty/Student Relations Committee for further discussion.
16. Louis Di Meglio mentioned the issues of recruitment and retention. He wanted to see the creation of a retention task force to help students with the difficulties being faced by them. President Anderson stated she will touch base with Vice President Ronald Jackson on the possibility of a cross-groups task force.
17. President Michelle J. Anderson adjourned meeting at 6:10 pm.

RESOLUTION

of the Policy Council of Brooklyn College

1. **WHEREAS**, on March 29, 2023, the Governance and Policy Committee of the Policy Council recommended amending the bylaws of the Policy Council to allow for one staff representative to serve on each standing and ad hoc committee of the body; and
2. **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
3. **RESOLVED**, that the Policy Council adopts the following changes in the language of the Policy Council Bylaws:

Section V(b)(2) Fiscal, Infrastructure and Planning Committee

The Fiscal, Infrastructure and Planning Committee shall consist of ~~nine (9)~~ ten (10) members, three (3) members representing each constituency, and shall also include one representative from the college support staff.

Section V(b)(3) External Relations Committee on College and Community

The External Relations Committee on College and Community shall consist of seven (7) ~~six (6)~~ members with equal representation from each constituency, and shall also include one representative from the college support staff.

Section V(b)(4) Committee on Faculty-Student Relations

The Committee on Faculty-Student Relations shall consist of ~~seven (7)~~ eight (8) members: three faculty members; three student members, who shall be the Presidents of the student governments or their designees; one member from the college support staff, and one member of the administration, who shall sit on the committee ex officio and act as chairperson, to be appointed by the President from Academic Affairs.

Section V(b)(5) Governance and Policy Committee

The Governance and Policy Committee shall consist of two administrators named by the President, a member of the Steering Committee of Faculty Council and a member of the Liaison Committee of CAP, and two students, who shall be selected from among the Presidents of the student governments or their designees, and one member of the college support staff.

**BROOKLYN COLLEGE
OF THE
CITY UNIVERSITY OF NEW YORK**

FACULTY COUNCIL

March 28, 2023

Resolution on Membership in Faculty Council for Academic Staff Liaison

Whereas, the Brooklyn College Governance Plan, Article II. B.1., states that membership of Faculty Council is:

The Faculty Council shall consist of all of the following, a) through d):

a. all department chairpersons.

b. an additional delegate of faculty rank or faculty status from each department elected, or reelected, for a term of three years by department members of faculty rank or faculty status. Departments shall elect an alternate delegate to serve with voice and vote at any meeting in the absence of the department delegate.

c. delegates-at-large of faculty rank or faculty status, equal to the number of instructional departments, elected in a manner determined by Faculty Council. Delegates at-large shall be elected for a term of three years and may be reelected.

d. a maximum of five directors of programs in academic areas which meet criteria established by Faculty Council for this purpose and/or are individually designated by Faculty Council.

and,

Whereas, Faculty Council is the legislative body of the Faculty and shall have all the responsibilities of a faculty, as exercised heretofore under the Bylaws and Policy Statements of the Board of Trustees of The City University of New York subject only to the review of the Faculty; and,

Whereas, in the exercise of these legislative responsibilities to facilitate the academic progress of all of our students it is often useful to hear from the academic staff; and,

Whereas, greater participation from more stake-holders results in more effective governance; and,

Whereas, the Policy Council of Brooklyn College shall be responsible for approving any and all new governance proposals and assuring that they meet standards of the Trustees of The City University of New York and standards of Brooklyn College. The Policy Council shall determine that the proposals provide a role for students, faculty, and administrators. The Policy Council shall also monitor the functions of individual legislative and administrative bodies to assure that no constituent

body exceeds its jurisdiction.; therefore,

Be it resolved, the Faculty Council of Brooklyn College requests that Policy Council consider the following changes in Article II. B. of the Brooklyn College Governance Plan:

Add: 4c. A liaison from academic staff, selected by a process determined by the Presidential Advisory Committee for Staff (PACS), may attend Faculty Council meetings with voice but without vote.

RESOLUTION

of the Policy Council of Brooklyn College

1. **WHEREAS**, on March 28, 2023, the Brooklyn College Faculty Council passed a Resolution on Membership in Faculty Council for an Academic Staff Liaison; and
2. **WHEREAS**, the Governance and Policy Committee of the Policy Council recommends adopting the resolution from the Brooklyn College Faculty Council; and
3. **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
4. **RESOLVED**, that the Policy Council adopts the following changes in the Brooklyn College Governance Plan:

4c. A liaison from academic staff, selected by a process determined by the Presidential Advisory Committee for Staff, may attend Faculty Council meetings with voice but without vote.

BROOKLYN COLLEGE
Policy Council Standing Committee Fiscal, Infrastructure, and Planning
Wednesday, March 22, 2023, 12:00 P.M.

AGENDA

1. Minutes
 - Read prior meeting's minutes before next meeting
2. Chair Report
 - Auxiliary Enterprise Board
 - a) Auxiliary team trying to make progress to engage with more CUNY approved vendors
 - b) Cafeteria vendor/Facilities update
 - i. Delays in capital project
 - 1) No new vendor until work done
 - ii. Current vendor pays commission (\$50,000) while many other colleges pay for vendors (subvention).
 - iii. Working with current vendor on monthly basis to answer issues and concerns but limitations with offerings due to current contract
 - c) Canteen
 - i. Coffee machines to be placed in 2 locations
 - 1) Library café and James building
 - 2) Working with Facilities to check viability
 - 3) Vendor said they could be operational within a month
 - d) Farmer's Fridge vending machine testing prototype
 - i. 1 machine in library café
 - ii. Testing for remaining of fiscal year and machine will be here before May
 - iii. Fresh meals options and stock replaced 3-4 times a week
 - iv. \$8 price point with different options
 - v. Student groups will have taste test and suggest what they want
 - e) Vending machines
 - i. Working with Canteen to ensure machines are filled with food
 - f) Cafeteria - Halal and Kosher food
 - i. New refrigerator placed to keep food separate
 - Student government wants to pay for attorneys
 - a) Gissette to follow up on viability and report to group
 - Website chat bot beta testing
 - a) Rollout of chatbot (Buster) will happen when new website is updated with current content from managers
 - b) 2 week goals to be set for managers to update website in continuous fashion
 - QR code pilot
 - i. Quote received by USG
 - ii. Permission received from Communications and Facilities for elections
 - iii. To be placed as yard signs and at gates
3. New Business
 - Budget: University asked every campus to submit savings plan
 - a) BC Received 7% savings target – \$9.3M
 - i. Legislature budget is more favorable than Governor's budget.

- ii. BC receiving all pandemic relief funds
 - iii. FRAC was involved with draft of plan sent to University
 - 1) Will focus on investments and efficiency by tying budget to assessment and planning
- Predictable demographic cliff due to declining birth rates starting in 2007
 - a) Fewer college students
 - b) Huge population of adult college students that should be recruited
 - i. CUNY reconnect program has been successful
 - ii. Looking at different markets
 - 1) Credit for prior learning, online programs, and international students
 - c) Faculty need to be engaged with student retention and success
- Communication between student government and administrative departments needs to improve
 - a) VP Jackson and AVP Gisette to find resolution
- Remote policy should be revised and people should be brought back to campus
 - a) Managers have the authority to bring staff back fully if needed

Student Bereavement Policy

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 step ~~sibling; brother; natural, foster, or stepsister~~; natural, foster, or stepchild; legal ward; 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 are needed, 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 upon~~ 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, November 20, 2022

SECTION A-1: SPECIAL ACTIONS

Change in Department Name

Department of Chemistry

Whereas, the faculty in the Department of Chemistry voted, on November 15, 2022, in favor of formally changing the name of the department to the Department of Chemistry and Biochemistry; and

Whereas, the proposed name change more accurately reflects the curriculum offered by the department; and

Whereas, the proposed name change more accurately reflects the expertise by faculty in the department, many of whom are associated with the doctoral program of Biochemistry at the CUNY Graduate Center, and

Whereas, the proposed department name more accurately reflects the full range of research of the faculty in the department; and

Whereas, the proposed department name more accurately reflects the intellectual contributions of the faculty in the department; and

Whereas, the proposed department name presents the department's role more accurately to students; and

Whereas, the department name change will not change the name of academic programs; and

Whereas, the department name change will not change the name of existing degrees; and

Whereas, the dean of the School of Natural and Behavioral Sciences has been aware of ongoing deliberations during the Fall 2022 semester and was made aware in Fall 2022 of the final vote by faculty in the department, on November 15, 2022, favoring the change of the department name to the Department Chemistry and Biochemistry;

Therefore, Be It Resolved that with the formal approval of this department name change by all necessary levels in the academy, the name of the existing "Department of Chemistry" at Brooklyn College be formally changed to the "Department of Chemistry and Biochemistry" on July 1, 2023; and that,

The abbreviated prefix "CHEM," used for course scheduling, registration, and Bulletin listings, remain unchanged as "CHEM" since chemistry is still central to offerings.

Rationale: The faculty in the Department of Chemistry voted, on November 15, 2022, in favor of formally changing the name of the

department to the Department of Chemistry and Biochemistry. There are five compelling reasons for the proposed name change: 1) the proposed name change more accurately reflects the curriculum offered by the department; 2) the proposed name change more accurately reflects the expertise by faculty in the department associated with the doctoral program of Biochemistry at the CUNY Graduate Center, and, 3) the proposed department name more accurately reflects the research of the faculty in the department; 4) the proposed department name more accurately reflects the intellectual contributions of the faculty in the department; and 5) the proposed department name more accurately describes its content to students.

The department name change will not change the name of academic programs and will not change the name of existing degrees.

Dates Approved by The Department of Chemistry: November 15, 2022

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