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**College-Wide Senate General Meeting**

**Savoy Multi-Purpose Room**

**Thursday, September 19, 2019**

**Senate Meeting Minutes**

**Present:**

* **Allied Health:** Professors Sandra Castellanos, Manny Livingston, Ronette Shaw
* **Behavioral and Social Sciences:** Professors Ernest Ialongo (Chairperson), Hector Soto, Karen Steinmayer
* **Business:** Professors Sandy Figueroa
* **English:** Professors Tram Nguyen (Vice-Chairperson), Louis Bury, Alexandra Milsom
* **Education:** Professors Jacqueline DiSanto, Elys Vasquez-Iscan, Michael Gosset, Iris Mercado
* **Gittelson:** Ms. Melanie Garcia
* **Humanities:** Professors Natasha Yannacañedo, Humberto Ballesteros, Weldon Williams, Victor Torres-Velez, Catherine Lewis
* **Language & Cognition:**Professors Thomas Mencher, Isabel Feliz
* **Library:**  Professors Jorge Matos
* **Mathematics:** Professors Alexander Vaninsky, Lauren Wolf
* **Natural Sciences:** Professors John Gillen, Debasish Roy
* **Higher Education Officers (HEO):** Mr. Terrence Brown, Ms. Safiya Faustin, Mr. Carlos Guevara, Ms. Yvette Luyando, Ms. Alba Lynch, Ms. Cynthia Morales-Delbrun, Ms. Mercedes Moscat, Ms. Daliz Perez Cabezas, Mr. Fabian Wander, Mr. Iber Poma, Ms. Elizabeth Wilson
* **University Faculty Senate (UFS):** Professors Julie Trachman, Gail August, Ana Ozuna
* **Professional Staff Congress:** Professor Lizette Colon
* **Senate At-Large Representatives:** Professors William Casari, Andrew Connolly, James Kennis, Sanjay Arya, Clara Nieto-Wire, Sherese Mitchell, Diana Macri, Nancy Genova, Mathew Moses, Thomas Beachdel.
* **Public Safety/Maintenance:** PS Officer Clara Albino
* **Student Government Association Representatives (SGA):** President Kelvin Pineda, Vice President Student Affairs Khalifa Diao, Vice President Academic Affairs Leana Santana, Budget and Finance Comm. Alex Essiamah, Campus Affairs Comm. Muiz Agbaje, Executive Secretary Rosina Asiamah, Campus Affairs Comm. Evening and Part-Time Brian Carter, and Senators Somaya Nasher, America Rahimee, Leyddy Ogando, Andre Thompson, Golvis Tavarez

**Excused Absence:**

* Professor Claude Fernandez, Business
* Ms. Carmen Sosa, Registrar (HEO)

**Absent**

* Professor AJ Stachelek, Math

**Vacant:**

* **Counseling (1)**
* **CLT (1)**
* **SGA (2)**
* **Adjunct Rep (2)**

**Visitors:**

* Professor Linda Miles, Library
* Ms. Ann Mester, Associate Dean
* Ms. Catherine Hilyard, Counselor
* Mr. Carlos Rivera, Admissions Director
* Ms. Maria Cano, Director CD
* Professor William Suarez, Education
* Mr. Sam Byrd, CEWD

***1. Call to Order***

* Quorum established at 3:34 PM.
* Senate called to order at 3:35 PM.

***2. Approval of the Agenda***

* Motion duly made to accept September agenda.
* There being no further discussion, upon motion duly made and approved, the September meeting agenda was accepted by acclimation.

***3. Approval of Thursday, May 16 College-Wide Senate Minutes***

* No amendments suggested; minutes accepted unanimously without amendments.

***4. Chair’s Remarks***

**Greetings**

* The Chair greeted new Senators-Weldon Williams as Senator from Humanities (Black Studies Unit), Ana Ozuna as UFS Senator, and Clara Albino as Public Safety/Maintenance Senator.
* The Chair acknowledged Officer Albino would receive the Teamsters Local 237 President’s Award in recognition of her outstanding leadership skills and commitment to her colleagues. The President’s Award is among the highest honors bestowed upon Local 237 members, and Albino will be the first Latina in CUNY to receive it.

**Final year of our term**

* The Chair informed the Senate that all Senator terms come to an end at the end of the Spring 2020 semester; this includes the SEC, and Senate Committees.
* Communications will go out that elections will happen for Senators and dept. reps to Curriculum and Library committees; these elections will happen in May 2020.
* Some departments will also have departmental elections at that time, but not all.
  + The Senate has a separate calendar from departmental elections.

**Meeting of the Senate Committee on Charter Revisions**

* The Chair informed the Senate that the committee met early in September and put together the amendments that will be presented today; these also went through the SEC.

**Meeting of the Senate Committee Chairs**

* The Chair informed the Senate that this was a very productive meeting, exhibiting a greater shared sense of purpose, the identification of what can be done better, and a discussion of best practices.

**Food Labeling Update**

* The Chair informed the Senate of the following:
* What had been done:
  + NYC food allergies fliers blown up to poster size and prominently displayed (in both languages) in the cafeteria.
  + Placed atop the sneeze guard were a few signs that remind customers to inform their servers of any food allergy concerns.
* Not done, consistently:
  + Metropolitan to label the food with a warning of the potential inclusion of the ‘danger ingredients’ (as per the fliers above, the major ones: peanuts, dairy, etc.), in addition to having on each of those labels a reminder that the customer should specifically note their food concerns to the server.

**Senate Budget and Finance Committee-met with SVP September 18, 2019**

* Met with SVP Rodriguez-Chardavoyne yesterday.
* She laid out the cuts handed down by City and State, and the decisions taken by the college to address them.
* The purpose, as stated by the President, was to cut things, and not people.
* The committee asked for, and was given, a memo in plain spoken language addressing the budget cuts and the college responses.
* This will be shared with the college shortly, along with an updated Hostos budget process memo.
* OAA also prepared a memo laying out their plans to deal with the budget, and this will also be shared with the college community.

**Chair Met with President, Provost and SVP on Middle States**

* The Chair informed the Senate of the following:
* He met with the President in June and noted that Article II, Section 11 C, Functions of the SEC Officers, stipulates that “1. Duties of the Chairperson shall include but not be limited to the following: f. After consultation with the Executive Committee, to appoint Senators to represent the Senate in non-Senate Committees.”
  + The Middle States committees fall within this purview.
* The Chair then met with the President, Provost and SVP of Administration and Finance to discuss how we can work together to be in compliance with the Charter.
* The decision was that at the September 26 Open Forum an introduction to the Middle States Process would take place.
  + A call for volunteers would go out.
  + The Provost and the Chair would then go over the list to vet the best candidates for each standard. The Chair would bring the names back to the SEC, and then inform all involved of its decisions.
* The Chair encouraged all Senators to volunteer for the committees of their choosing, as we are a College-wide Senate.

**COACHE survey results-Governance**

* The Chair noted that the recent COACHE survey highlighted that of the top 6 things the college was commended for, 5 of them involved governance: Adaptability, Productivity, Shared Sense of Purpose, Trust, and Understanding the Issue at Hand.
* The Chair further noted that Hostos improved over our 2015 survey, and scored in the top 1/3, at times, at the top of that 1/3, over of our cohort, the SUNY community colleges.
* The Chair congratulated the Senate for its accomplishments.

**Going Forward**

* The Chair expressed hope that as the Senate expands its work back into areas specified in the Charter as within its purview, that the spirit of open collaboration with all stakeholders continues.

***5. President’s Remarks:***

* The President was unable to attend the Senate meeting.

***6. SGA President’s Remarks:***

* The SGA President, Mr. Kelvin Pineda addressed the Senate with the following remarks:
* As concerns the SGA President assuming his new office:
* Gave thanks to his team and expressed his gratitude for them stepping up and helping him lead the SGA. Expresses that he is only great because of the team he has behind him.
* The SGA President then acknowledged SGA Executive and Senate members present at the meeting and introduced each of the members and their positions.
* Expressed his appreciation to former Presidents BenReuben & Herrera for their leadership, friendship and helping him become a leader and their contributions to the SGA and the college.
* Thanked the Senate for all their continuous work in and around school, stated that without them none of this would be possible, they are what make himself and all other students proud to come to Hostos to learn, whether they say it aloud or not.
* Expressed that his platform and plans for the school are a bit different than his predecessors and they are to focus on financial literacy, civic engagement and leadership development throughout the campus.
* He expressed his eagerness to work with faculty within college when the time comes, and that they should reach out to him without hesitation.
* Ended his remarks by expressing that his plans are to keep an open line of communication and work with his fellow students, the faculty and the administration. While also focusing on his initiatives to increase leadership development, financial literacy and civic engagement.

***7. Curricular Items***- none

***8. Non-Curricular Voting Items***

a. Election of two student Senators to the Senate Executive Committee

Nominations:

* + 1. Kelvin Pineda 61 votes
    2. Khalifa Diao 54 votes

Both are elected to the Senate Executive Committee

b. Election of two student Senators to the Committee on Committees

Nominations

* 1. Muiz Agbaje 60 votes
  2. Brian Carter 59 votes

Both are elected to the Committee on Committees

***9. First Presentation of proposed Charter amendments***

See Appendix at the end of these minutes.

* Discussion ensued over the proposed amendments. The Chair reminded the Senate that this was the first presentation of the items and a vote would not be held until the October meeting, as per the Charter. During that meeting, the usual rules for debate and amendments would apply before a vote was had on each proposed amendment.
* The Senate adopted by a hand vote the motion to begin the process of amending the Charter to replace personal pronouns with gender-neutral ones.
* The Senate Ad Hoc Committee for Charter Revisions and the SEC were commended for their work putting together the proposed amendments.

***10. Reports of Senate Standing Committee***

* Prof. Sherese Mitchell provided a brief report of the Instructional Evaluation Committee. They have created and administered a survey to faculty regarding the student evaluation form. She requested all faculty members complete the survey.

***11. UFS Report***

* Prof. Julie Trachman would deliver a full report at the subsequent meeting.

***12. New Business***

* Prof. Soto asked if the Senate be willing to discuss creation of a Senate committee on student engagement.
  + Senate Chair Ernest Ialongo suggested he meet with SGA president to discuss further.

***13. Adjournment***

* Meeting adjourned at 4: 58 pm

Prepared by Professor Diana Macri, Senate Recording Secretary

Appendix: Proposed Charter Revisions, 2019-2020

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| **Current** | **Proposed** | **Rationale** |
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| **Article I: Functions of the Senate, Section 1, C., 9.** |  |  |
| Affirmative Action/504 Compliance | Affirmative Action/504 Compliance, Equity, Diversity, and Inclusion | The formerly named Affirmative Action Committee has been renamed the Committee on Affirmative Action, Equity, Diversity and Inclusion. |
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| **Article II: Membership in the College Senate, Section 2, Full-Time Faculty Membership, D.** |  |  |
| Departments without units (which for the purpose of representation on the Senate will include Counseling) shall be represented in proportion to their faculty members: one representative per every ten (10) faculty members or fraction thereof, who shall be elected by the members of their department. | Departments without units ~~(which for the purpose of representation on the Senate will include Counseling)~~ shall be represented in proportion to their faculty members: one representative per every ten (10) faculty members or fraction thereof, who shall be elected by the members of their department. | Counseling was once predominantly faculty. This is no longer the case. There is only one faculty member left, who is eligible for the Senate as an At-Large Senator or as a UFS Senator. HEOs in Counseling were never elected to the Senate on this line. They were elected as HEOs. |
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| **Article II: Membership in the College Senate, Section 2 Full -Time Faculty Membership, F.** |  |  |
| Full-time faculty who are College representatives to the UFS are automatically members of the College Senate. They shall be elected according to the same procedures and criteria that apply to all other Senators. | Full-time faculty who are College representatives to the UFS are automatically members of the College Senate. They shall be elected according to the same procedures and criteria that apply to all other Senators. UFS Senators are expected to attend all UFS Plenary meetings, in addition to Hostos Senate meetings. UFS Senators who are absent from UFS Plenary meetings more than three (3) times per academic year without a reasonable explanation sent in writing to the Chairperson of the Hostos College Senate, will be removed from office and another representative shall be elected in their place. Having communicated with the Hostos College Chair that they will be absent from a UFS Plenary meeting, the UFS Senator is also responsible for informing a duly elected Hostos UFS Alternate Senator of such absence so the latter can attend in their stead. | The UFS does not have a mechanism to ensure attendance. We need to guarantee that Hostos is fully represented at UFS meetings. |
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| **Article II: Membership in the College Senate, Section 9 Timetable, B. For adjunct faculty members: 1.** |  |  |
| Regular elections shall be conducted in May of each year, after academic appointments have been made for the Fall semester. | Regular elections shall be conducted ~~in May~~ before the first Senate meeting of the Fall semester ~~of each year~~, after academic appointments have been made for the Fall semester. | Adjunct appointments continue through the summer, and up to the beginning of classes. As such, an elections list cannot be finalized until the beginning of classes in the Fall. |
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| **Article II: Membership in the College Senate, Section 9 Timetable, C.** |  |  |
| On the last meeting of the Spring semester, the Senate shall hold annual elections to nominate a pool of faculty representatives to serve on the Hostos Association, Auxiliary Services, and Discipline committees. These names will be forwarded to the President, who will appoint members to the committees/bodies from the list. | On the last meeting of the Spring semester, the Senate shall hold annual elections to nominate a pool of faculty representatives to serve on the Hostos Association, Auxiliary ~~Services~~ Enterprise Corporation, and Faculty Student Disciplinary Committee ~~Discipline committees~~. These names will be forwarded to the President, who will appoint members to the committees/bodies from the list. | The names of the latter two committees have changed to the proposed changes. |
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| **Article II: Membership in the College Senate, Section 11 The Executive Committee, A. Membership: 3.** |  |  |
| The Committee will elect a Vice Chairperson, a Recording Secretary, and a Corresponding Secretary from among its members. The term of the Recording Secretary shall be one year. | The Committee will elect a Vice Chairperson and a Recording Secretary~~, and a Corresponding Secretary~~ from among its members. The term of the Recording Secretary shall be one year. | The Executive Committee can no longer use a Corresponding Secretary, whose functions can only be done by the Chair who has access to the college-wide email list. |
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| **Article II: Membership in the College Senate, Section 11 The Executive Committee, C. Functions of the Officers: 1. Duties of the Chairperson shall include but not be limited to the following:** |  |  |
|  | (g) The distribution of minutes and agendas to appropriate committees or individuals. | The Chair will formally assume the duties of Corresponding Secretary with the change above. |
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| **Article II: Membership in the College Senate, Section 11 The Executive Committee, C. Functions of the Officers: 4** |  |  |
| Duties of the Corresponding Secretary shall include the distribution of minutes and agendas to appropriate committees or individuals. | ~~Duties of the Corresponding Secretary shall include the distribution of minutes and agendas to appropriate committees or individuals.~~ | As above, the position of Corresponding Secretary is being eliminated as their duties can only be performed by the Chair. |
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| **Article V: College-Wide Personnel and Budget Committee, Section 4 Election of At-Large Faculty** |  |  |
| A. Each academic Department and the Division of Student Development and Enrollment Management shall nominate one candidate. | A. Each academic Department ~~and the Division of Student Development and Enrollment Management~~ shall nominate one candidate. | Consistent with the changes below, SDEM no longer hires faculty, it no longer creates or teaches courses, nor does it have a Curriculum Committee, or a Personnel and Budget Committee. It no longer has a pool of faculty or fulfills faculty functions for the purposes of representation on the College-Wide P&B. |
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| **Article VII: Senate Committees, Section 3 Attendance at Standing Committees Meetings** |  |  |
| Any member who is absent from three (3) meetings without written notification shall be asked to resign and will be replaced by the Committee on Committees. | Any member who is absent more than three (3) times per academic year without a reasonable explanation sent in writing to the chairperson of their committee will be removed from office and replaced by the Committee on Committees. ~~who is absent from three (3) meetings without written notification shall be asked to resign~~ ~~and will be replaced by the Committee on Committees.~~ | This change standardizes attendance requirements for the Senate and Senate Standing Committees. |
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| **Article VII: Senate Committees, Section 5 Academic Standards Committee, B. Function:** |  |  |
|  | 3. Adjudicate grade appeals that have been denied at the departmental level, and submit a change of grade on behalf of the student when necessary. Specific procedures are outlined in the Hostos Community College Catalog. | This addition formally recognizes work that the committee has already been doing for some time. |
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| **Article VII: Senate Committees, Section 6 Admissions and Retention Committee, A. Membership:** |  |  |
| 2. Office of the Registrar | 2. A representative from the Office of the Registrar. | This clarifies what the Charter requires. |
| 3.Vice President for Student Development and Enrollment Management | 3.Vice President for Student Development and Enrollment Management, or his/her designee. | This allows for broader recruitment if the VP is unavailable to serve on the committee, but keeps the same expertise from that office. This also standardizes VP membership criteria. |
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| **Article VII: Senate Committees, Section 10 Curriculum Committee, A. Membership:** |  |  |
| 2.The representatives shall be elected by each Department from its Curriculum Committee and by the Division of Student Development and Enrollment Management, and their names submitted to the Committee on Committees for final approval. | 2.The representatives shall be elected by each Department from its Curriculum Committee ~~and by the Division of Student Development and Enrollment Management~~, and their names submitted to the Committee on Committees for final approval. | The Division of Student Development and Enrollment Management no longer has a body of faculty from which to elect representatives to the College-Wide Curriculum Committee. It no longer has a Curriculum Committee or Personnel and Budget Committee. All references to SDEM's Curriculum Committee and Personnel and Budget Committee were deleted in a previous set of Charter amendments because of this shift in hiring practices away from hiring faculty. |