

LaGuardia Community College  
**Agenda for the College Senate Meeting**  
October 27, 2021  
2:15-4:30 pm (Zoom)

**Present and Voting**

Cristy Bruns (English), Jean Buckley Lockhart (Counseling), Cindy Busch (Division of Institutional Advancement), Loretta Capuano-Vella (Enrollment Management), San San Chow (Student), Erika Corea (Division of Adult & Continuing Education), Catherine Cortes (Student), Claudette Davis (Natural Sciences), Maya Demby (SGA Designee), Douglas DiCarlo (At-Large Instructional Staff), Crystal Franklin (President's Office), Dianne Gordon Conyers (Library), Nick Hetherington (Student), Sumanth Inukonda (Humanities), Rochell Isaac (Faculty Council), Rebekah Johnson (ELA), Jayashree Kamble (At-Large Instructional), Jill Kehoe (Social Sciences), Theresia Litvay-Sardou (Division of Information Technology), Evelyn Lowmark (Division of Administration), Margaret O'Sullivan (Non-Instructional Staff), Anthony Pappas (Alumni Association), Eneida Rivas (At-Large Instructional Staff), Tara Scales, (Health Science), Leslie Scamacca (Business and Technology), Akiana Smith (Student), Patricia Sokolski (Division of Academic Affairs), Phonpiboon (Juneau) Srimak (Student), Sandra Sze (MEC), Charis Victory (Division of Student Affairs).

**Present Non-Voting**

Jennifer Arroyo, Bokul Bahar, Randy Changoo, J. Elizabeth Clark, Debra Engel, Shahir Erfan, Hugo Fernandez, Laurie Gluck, Janet Gonzalez, Kyle Hollar Gregory, Albert Jimenez, Charles Keyes, Shopna Mazumdar, Chris McHale, Cristina Natale, Wendy Nicholson, Derek Stadler, James Stuart

**I. Call to Order**

The meeting was called to order at 2:20pm by Chairperson Cristy Bruns.

**II. Approval of Minutes from the October 13, 2021 Meeting**

Chairperson Bruns asked if there were any modifications to the September 29, 2021 minutes. Senator Rivas requested that the minutes be altered to reflect that the Chair's Report also discussed the upcoming election of the two at-large instructional staff seats on the Executive Committee, in addition to the Chair, Vice Chair, and Secretary positions. With the modification, the minutes were approved.

**III. Vote on Curriculum Consent Calendar Items from October 14, 2021**

A motion to approve the curriculum committee consent calendar items from October 14, 2021 was made by Senator Scamacca. This was seconded by Senator Pappas. **Vote: Aye-30, Nay-0, Abstain-0.** The Curriculum Committee consent calendar items from October 14, 2021 were approved.

**IV. Senate Parliamentarian's Robert's Rules Refresher Series**

Senate Parliamentarian Scamacca presented her Robert's Rules Refresher entitled "Who is Robert, and why do I have to follow his rules?" The presentation included a review of parliamentary procedure, governing documents of the Senate, meeting agendas, call to

order, quorum, roll call, approval of minutes, committee reports, unfinished and new business, motions, and adjournment. Senate Parliamentarian Scamacca will provide the PowerPoint slides for reference.

**V. Senate Leadership Elections**

According to the Governance Plan, Senate leadership elections are to be conducted using secret ballot. Chairperson Brunns will arrange a series of Zoom polls to allow for this method. Write-in candidates will have to be privately communicated to Chairperson Brunns using the Zoom chat feature.

**Chair (Zoom Poll 1)**

Senator Brunns nominated herself for the position of Senate Chair. Hearing no other nominations, the nominations were closed.

Results of Zoom Poll 1: (30 voters)

Senator Brunns: 30 votes

**At-Large Instructional Staff Executive Committee Seats (Zoom Polls 2 and 3)**

Senators Rivas, Pappas, and DiCarlo each nominated themselves positions on the Executive Committee. Senator Sokolski nominated Senator Inukonda, who declined. Hearing no other nominations, the nominations were closed. Senators Rivas, Pappas, and DiCarlo offered brief statements of candidacy.

Results of Zoom Poll 2: (29 voters)

Senator Rivas: 25 votes

Senator Pappas: 17 votes

Senator DiCarlo: 17 votes

Results of Zoom Poll 3: (29 voters)

Senator Pappas: 14 votes

Senator DiCarlo: 15

**Vice Chair (Zoom Poll 4)**

Chairperson Brunns nominated Senator Scamacca for the position of Senate Vice Chair, who declined. Senator Rivas nominated Senator Pappas, who accepted. Senator Sokolski nominated Senator Gordon Conyers, who also declined. Hearing no other nominations, the nominations were closed.

Results of Zoom Poll 4: (29 voters)

Senator Pappas: 28 votes

**Secretary (Zoom Poll 5)**

Senator Pappas nominated Senator Kehoe, who accepted the nomination. Hearing no other nominations, the nominations were closed.

Results of Zoom Poll 5: (28 voters)

Senator Kehoe: 28 votes

### **Student Executive Committee Seats (Zoom Poll 5)**

Student Senator Smith nominated Student Senator Hetherington, who accepted. Senator Scamacca nominated Student Senator Smith, who also accepted. Hearing no other nominations, the nominations were closed. Student Senators Hetherington and Smith offered brief statements of candidacy.

### Results of Zoom Poll 6: (25 votes)

Student Senator Hetherington: 25 votes

Student Senator Smith: 23 votes

Congratulations to Senate Chairperson Bruns, Vice Chair Pappas, Secretary Kehoe, and Executive Board members Senator Rivas, Senator Pappas, Student Senator Hetherington, and Student Senator Smith.

Elections for the Committee on Committees will take place at the November 10, 2021 Senate meeting. As stated in the Governance Plan, the Committee on Committees shall be comprised of seven members, including a minimum of two students. Current Chairperson Victory described the responsibilities of the Committee on Committees including its use of a newly developed form for recruiting Senate committee members.

## **VI. Chair's Report**

Chairperson Bruns offered an update on the shared governance situation at the College of Staten Island (CSI). CSI's current president is retiring at the end of the academic year and will not submit his unapproved version of the Governance Plan to the Board of Trustees.

The University Faculty Senate passed a resolution requesting that CUNY administration include shared governance, especially faculty, in decision making efforts during emergency situations like the COVID pandemic.

Chairperson Bruns reminded Senators to look for opportunities and establish practices to encourage communication with their constituencies. While faculty Senators are able to communicate with their constituencies during monthly Department meetings, other Senators may not regularly meet with their constituencies. Senator Sokolski created an email list of Academic Affairs members that are not represented by other Senators in order to communicate with them regularly regarding Senate updates.

Several items today's agenda will need to be postponed to the November 10<sup>th</sup>, 2021 meeting due to lengthy Senate elections and a need to discuss the Academic Standing Committee's work on the permanent No Credit (NC) grade policy.

## **VII. Senate Goals for 2021-2022**

Postponed to November 10, 2021 meeting.

## **VIII. Creation of an Ad Hoc Online Learning Committee**

Postponed to November 10, 2021 meeting.

## **IX. Proposal for Restructuring the Curriculum Approval Process**

Postponed to November 10, 2021 meeting.

## **X. Committee Reports**

### **a. Standing Committees**

#### **i. Committee on Committees (Charis Victory, Chair)**

See above discussion on the Committee on Committee's upcoming election and the use of the newly developed form for recruiting Senate committee members.

#### **ii. Curriculum Committee (Debra Engel, Chair)**

See above for curriculum approval.

#### **iii. The Academic Standing Committee (Janet Gonzalez, Chair)**

Provost Arcario requested that the Academic Standing Committee review the possibility of instituting a permanent stand-alone No Credit (NC) policy. The Academic Standing Committee consulted with Interim Associate Dean for Enrollment Baksh Jarrett to clarify the policy's implications for student financial aid. The Committee's permanent NC grade policy effective Fall I 2021 would allow students to initiate a process in which they can convert a grade of F to an NC, with no credit awarded. The NC grade will be offered to all students for a maximum of 4 credits, or one class, excluding non-credit bearing remedial classes and clinical phase courses. NC grades will not negatively impact students regarding GPA and financial aid calculations of attempted credits. However, as an NC grade has the potential to impact financial aid and may be treated as an F by non-CUNY institutions, students are strongly advised to consult with financial aid and academic advisors before utilizing this option.

#### **iv. Committee on Campus Affairs (Eneida Rivas, Chair)**

Nothing to report.

#### **v. The Committee of Faculty (Leslie Scamacca and Dianne Gordon Conyers, Co-Chairs)**

Senator Scamacca and Senator Gordon Conyers will serve as Co-Chairs of the Committee of Faculty for the upcoming year.

#### **vi. The Committee on Professional Development (Deborah McMillan-Coddington and Christopher McHale, Co-Chairs)**

Co-Chair McHale requested that Senators to check their emails for details on an upcoming November 16<sup>th</sup> event on diversity, equity, and inclusion. He also reminded Senators that the EDIT subcommittee lost its funding and the Committee on Professional Development would like the Senate's help in getting that funding reinstated.

- vii. The Budget and Finance Committee (Patricia Sokolski, Interim Chair)  
Senator Sokolski and the Budget and Finance Committee continue to push for transparency regarding the college's budget and financial decisions.
- viii. The Committee of Staff and Alumni (Eneida Rivas and Evelyn Lowmark, Co-Chairs)  
The Committee of Staff and Alumni will meet immediately following the Senate session.
- ix. The Committee of Students (Akiana Smith, Chair)  
The Committee of Students will meet immediately following the Senate session.
- x. The Committee on Elections (Seurette Bazalais, Chair)  
Nothing to report.
- xi. The Executive Committee (Cristy Bruns, Chair)  
See Chair's report.
- xii. Transfer Committee (Ana-Lucia Fuentes and Jayashree Kamble, Co-Chairs)  
There is a Senate Transfer Committee-sponsored workshop on transfer for faculty teaching First Year Seminar (or interested in doing so) on October 29<sup>th</sup> at 1pm. If you are not an FYS instructor this semester, but wish to attend, please let Senator Kamble know and she will share the necessary information.
- xiii. Food Insecurity, Justice, and Community Need Committee (Nicolle Fernandes and Rebekah Johnson, Co-Chairs)  
President Adams is planning to join the FIJCNC's upcoming November 15<sup>th</sup> meeting. Their November food drive starts on November 10<sup>th</sup> to collect goods before Thanksgiving.

b. Ad Hoc Committees

- i. Governance Plan Revision Committee (Leslie Scamacca, Chair)  
The Governance Plan Revision Committee continues to revise the Governance Plan and debate governance related issues.
- ii. IT Advisory Committee (J. Elizabeth Clark, Chair)  
Chairperson Clark voiced that several members of the ad hoc IT Advisory Committee would like to join the ad hoc Online Learning Committee (if it is approved at the next Senate meeting) and help develop additional guidelines for online classes. Chairperson Clark added that departments are responsible for disseminating technology such as headphones, webcams, and microphones, to support online teaching and the return to campus. Money from the CARES Act, amounting to \$200,000, will be made available for the development of online classes. The Committee will review the CARES Act spending

guidelines and will make presentations at Department meetings and the Senate for feedback on how to best use this money. Of note, Senator Litvay-Sardou and her team successfully updated the campus computer labs and terminals for faculty use.

iii. Senate History Committee (Loretta Capuano-Vella and Charles Keyes, Co-Chairs)

The Senate History Committee met to discuss its charge. They intend to set up a searchable archive for Senate documents. The Committee would also like to interview LaGuardians with shared governance experience and are looking for assistance in drafting questions and conducting interviews. The Committee is looking for 3-4 Senators to join. Senator Inukonda offered to join the Committee.

c. Non-Senate Committees

i. Advising Council (Jean Buckley Lockhart, Senate Representative)

Senator Buckley Lockhart updated the Senate that C2C now allows for texting students. A survey of faculty and staff regarding perceptions of why students fail to return to LaGuardia suggests that campus personnel may not fully understand struggles.

**XI. Vote on the Motion to Approve the No Credit (NC) Grade from the Academic Standing Committee**

Senator Franklin motioned to approve the NC policy as stated. This was seconded by Senator Busch. Senate enforced the importance of educating students about the proper procedure for requesting an NC grade and the potential consequences of using this option. Senators suggested incorporating NC policy information to the standard academic advising protocol and the FYS curriculum. Academic Standing Chairperson Gonzalez indicated that student governance representatives, advisors, and program directors will be consulted and information will be added to the Academic Standing Committee website. Senators also expressed concern over how candidacy programs may treat NC grades, including how a grade of NC may impact acceptance into these programs. Anecdotal evidence offered by Senators indicated that programs may vary in how they handle NC grades, suggesting a need for a more cohesive approach. After considerable discussion, Senator Scamacca moved to call the question. Senator Rivas seconded this motion. The Senate unanimously voted affirmatively, surpassing the 2/3 majority required. **Vote: Aye-26, Nay-2, Abstain-0.** The Senate approved the permanent NC policy as stated.

**XII. Unfinished Business**

None.

**XIII. New Business**

None.

**XI. Announcements**

None.

**XII. Adjournment**

A motion to adjourn the meeting was made by Senator Rivas. This was seconded by Senator Johnson. The meeting was adjourned at 4:40pm.

**Next Meeting:** November 10, 2021