

**Queensborough Community College
The City University of New York**

MEMORANDUM

To: Dr. Emily Tai, Secretary, Academic Senate Steering Committee

From: Dr. Susan Jacobowitz, Chair, Bylaws Committee

Date: May 18, 2006

Re: Bylaws Committee, Annual Report 2005-2006

The Committee on Bylaws

Officers:

Susan Jacobowitz (English), Chair 2005-2006

Belle Birchfield (Electrical and Computer Engineering Technology), Secretary

Members:

Arthur Fu (student representative)

Robert Holt (Mathematics and Computer Science)

Kevin Kelly (Business)

Craig Weber (Mechanical Engineering Technology and Design Drafting)

Liaisons/Designees:

Howard Lapidus (Chief Operating Officer), President's Designee

Sharon Lall-Ramnarine (Chemistry), Steering Committee Designee

Our mission is to consider and make recommendations regarding the Bylaws of the Academic Senate, the Bylaws of the Board of Trustees and, upon request of the Executive Committee of the Faculty, the Bylaws of the Faculty.

Bylaws Motions Passed

1. A change was made to The Committee on Awards and Scholarships, to item (b), which now reads "Select and recommend to the Academic Senate recipients for College awards and scholarships **for all currently enrolled students and mid-year graduates**" (change in bold).
2. Changes were made in two places in the charges of The Committee on Academic Development and The Committee on the Gallery and Performing Arts to remove references to "the coordinator of cultural events."
3. The Committee on Environment, Quality of Life and Disability Issues was restructured with small changes and amendments made to its charges.

4. Higher Education Officers, Assistants and Associates (HEOs) are now included as representatives on the Queensborough Community College Academic Senate.
5. The Committee on Ceremonial Occasions has been restructured to reflect that the administration at Queensborough Community College is primarily responsible for Commencement in particular.

Projects Undertaken

Changes to the bylaws – recording changes, maintaining the document. A review was undertaken to make sure that changes in the bylaws over the past five years or so have been recorded on the website, in the records kept by the college archivist and in the college “blue book.” It was determined that some changes had not been made and that the version of the bylaws available on the web was not accurate and up-to-date. There were discussions with Dave Moretti, who was responsible for making changes to the bylaws for the website, and with Eugene Harris (Publications) who needed an accurate version of the bylaws for incorporation into a new faculty handbook. The procedure was changed so that the chair of the bylaws committee will keep a record of the bylaws document, logging and noting changes. A new copy of the entire bylaws document will be forwarded to Dave Moretti when there are changes so that rather than having him cut and paste, he can simply upload the new version. This will be a big help in maintaining the integrity of the bylaws in the face of frequent changes and revisions.

The Perez decision – what will it mean with regard to the bylaws? A review of the Perez decision (1 No. 159 In the Matter of Aneudis Perez, et al., v. The City University of New York, et al., Respondents) has been undertaken to determine where we need to make changes in the bylaws. This will be at the top of the agenda for the 2006-2007 academic year when we will start proposing changes through motions advanced to the academic senate.

Discussion regarding a possible academic freedom committee. Academic freedom committees that have been formed at some other campuses were reviewed as models and an exploratory open meeting held to discuss issues pertaining to concerns about academic freedom. The faculty executive committee will be clarifying its role since it covers at least three of six charges that were being considered for a possible committee. It was felt that the AAUP mechanism that exists has been very efficient and that there can be serious questions about who is placed on an academic committee freedom and how people are placed on such a committee. Howard Lapidus felt that such a committee might be outside of collective bargaining and judicial process.

Student activities and achievements. Discussions will continue next year and a draft will be produced proposing the creation of a new committee to promote student achievement.

Changes to the Bylaws Committee

Thanks are due to Craig Weber and Kevin Kelly, out-going members of the committee. Howard Lapidus will not be returning as the President’s Designee and his input will be missed. Sharon Lall-Ramnarine, the liaison appointed by the Steering Committee, has been very helpful and supportive. Welcome to David Sarno (Chemistry) and Vincent Defazio (Counseling), new members for 2006-2007. Susan Jacobowitz was re-elected chair and Robert Holt will be secretary.

Respectfully submitted,
Susan Jacobowitz, May 18, 2006