

Queensborough Community College
The City University of New York
Academic Senate

Memorandum

To: Emily Tai, Chair, Academic Senate Steering Committee
From: Linda Meltzer, Chair, Bylaws Committee
Date: July 18, 2012
Re: Bylaws Committee, Annual Report 2011-2012

The Committee on Bylaws - 2011/2012

Members:

- Linda Meltzer (Chair)
- Tian Ren (Secretary)
- Bryn Mader
- Eileen Tittmann
- Eva Goldhammer (joined in Spring 2012)
- Neera Mohess (left in February 2012)

Liasons/Designees:

- Liza Larios (President's Designee)
- Shannon Kincaid (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 and the Bylaws of the Faculty.

Activity

The Committee met on October 21, 2011, October 28, 2011 (reconsideration of action on October 21), January 5, 2012 and April 4, 2012. Our work this year addressed the following matters:

1. Senate Bylaws Article II, Section 4.2—Meetings and Proposed Agenda

This committee recommended adding the following statement:

“At the request of the Steering Committee, items requested by a majority of the chairpersons of the academic departments may be considered as an item for the agenda of a regular meeting after those from Senate Standing Committee.”

Also, Article II Section 4.5 was added: “Communication and/or Report from the Steering Committee.”

The rationale is to have a provision that allows for matters of concern to a “majority of Chairs” to be placed before the Academic Senate thereby providing a clear mode of procedure for addressing such issues. The second proposed addition would standardize the Steering Committee’s contribution for the reference of future committee leadership. The first seven words “At the request of the Steering Committee,” were reconsidered and added at a subsequent meeting for greater clarification.

This measure passed by the Academic Senate on Tuesday, November 8, 2011.

2. Senate Bylaws Article VII, Section 13— The Committee on Budget Advise ment

This committee submitted a proposal to permanently add The Committee on Budget Advise ment.

The Committee on Budget Advise ment shall consist on one (1) representative from the Steering Committee of the Academic Senate; one (1) representative from the Budget Committee of the College Personnel and Budget Committee/Committee of Chairs; and one (1) representative from the Student Govver nment; and

The Committee on Budget Advise ment shall:

1. Meet, on at least bi-annual basis, with the **College’s Vice President of Finance and Administration** to discuss budgetary matters;

2. Serve in an advisory capacity to the President on matters of the College budget in its entirety including the Resource Allocation Process;
3. Hold any college budget documents circulated in meetings as confidential;
4. Report to the College Advisory Planning Committee (CAPC) and the Academic Senate concerning the budgetary conditions, and any recommendations regarding the budget and/or the budget allocation process at Queensborough Community College.

The creation of a permanent committee on Budget Advisement would bring Queensborough in line with "best practices" model of budget consultation through shared governance that is followed on other CUNY campuses, notably Baruch College and City College. While all budget documents circulated at meetings with the **Vice President of Finance and Administration** would be considered confidential, the chair of the committee will submit general findings and resolutions advanced at these meetings for consideration in monthly agenda of the Academic senate as needed like all committees of Academic Senate.

The Steering Committee is considering two alternatives to **"College's Vice President of Finance and Administration"** and are either:

"College's head of the Office of Finance and Administration"

This measure was passed by the Academic Senate of Tuesday, February 14, 2012.

3. **Senate Bylaws Article VII, Section 27- The Committee on Writing in the Disciplines/Writing Across the Curriculum (WID/WAC.** This committee discussed the changes proposed by the WID/WAC Committee for updating of Charges, however, the changes were significant and the rationale required further clarification.

The Bylaws Committee for 2012-2012 academic years will be:

Andrew Derek

Eva Goldhammer

Bryn Mader

Linda Meltzer (Chair)

Tian Ren (Secretary)

Linda Meltzer was elected Chair and Tian Ren as Secretary for the year 2012-2013.

As mentioned above, the Committee will likely consider for Resolution the proposed amendment to the Bylaws of the Academic Senate regarding Article VII, Section 27 which relates The Committee on Writing in the Disciplines/Writing Across the Curriculum (WID/WAC) upon resubmission from that committee. There remains no other unfinished business for the Fall 2011 and Spring 2012 semesters. All changes have been forwarded to QCC Webmaster and posted on the QCC governance website as of June 2012.

Many thanks to all the members of the Bylaws Committee for their time and help this past year. Welcome to Andrew Derek and Eva Goldhammer, the new members of the committee for the year 2012-2013.

Respectfully submitted,

Linda Meltzer, Esq.

