

**Academic Senate  
Queensborough Community College  
The City University of New York  
Committee on Bylaws Meeting  
Monday, September 26<sup>th</sup>, 2005  
9:00 a.m., A-508**

## **Minutes**

**Present:** Belle Birchfield, Robert Holt, Susan Jacobowitz, Kevin Kelly, Howard Lapidus

**Absent:** Craig Weber, student representative yet to be appointed

### **I. Approval of Minutes.**

The minutes of the previous meeting were approved.

### **II. Review and Approval of Annual Report.**

The annual report will be reviewed via email.

### **III. Tracking Approved Changes to the Bylaws.**

Regarding last year's changes and all previous years the committee will gather the changes from last year and ensure they are published in the following places:

- The College "BLUEBOOK" via the Chief Operating Officer Howard Lapidus
- College Archives via Library Archivist C. Williams
- The QCC website via Webmaster D. Moretti
- The Faculty Handbook via Webmaster D. Moretti

The committee will compile and track ongoing changes to the bylaws throughout the year and will see that they are published in the above locations at the end of the year.

### **IV. Higher Education Officers, Assistants and Associates.**

The president currently has the option to appoint HEO's. The committee will further investigate the need for any change in this area.

### **V. Revision regarding "coordination of cultural events."**

The committee reviewed the status from last year and will draft a bylaws change accordingly. From the last spring semester minutes:

The need to identify specific administrative contacts for coordination of cultural events in the Bylaws was discussed. Presently more than one person serves as the coordinator of cultural events. Either a single person should be designated as the coordinator, or each area of the Bylaws which refer to the coordinator should instead refer to the more specific relevant administrator. The administration will be consulted.

### **VI. Committee on Ceremonial Occasions.**

The committee reviewed the status from last year and will write a draft changing the committee's responsibility from implementation to consultation as was determined by the Senate Steering and Faculty Executive Committees. The current wording is:

(b) Plan and implement official College ceremonies.

There remains the question as to whether other occasions are possible or the wording should explicitly refer only to only commencement.

**VII. Committee to Promote Student Achievement.**

Director of Marketing Susan Curtis and faculty member Beth Counihan (on leave) are being consulted as to the nature of this committee.

**VIII. Committee on Awards and Scholarships.**

The committee discussed the Awards and Scholarships Committee request to eliminate items (e) and (f) in their committee statement:

- e. Seek out new awards and scholarships.
- f. Seek out additional funds or mechanisms to support existing awards and scholarships.

Bylaws will write a draft to this effect as Sponsored Programs currently fulfills these obligations.

**IX. Add clause to Bylaws that students do not vote on the approval of graduates.**

No action required. This item is already included in the Bylaws Article III Section 5 "In granting of degrees, student members of the Senate shall not vote."

**X. Set time for subsequent meetings.**

Bylaws will meet at 5pm Tuesdays on dates to be specified.