

**LaGuardia Community College Minutes for the
College Senate
Meeting Jan 9, 2019 Room E111**

Present and Voting

Anthony Pappas (Alumni Association), Douglas Di Carlo (At Large Instructional Staff), Cheryl McKenzie (At-Large Instructional Staff), Anita Baksh (At Large instructional Staff), Pablo Armijo (Student Senator), Anxhela Bahja (Student Senator), Vergel Reyes (Student Senator), April Cardena (Student Senator), Enemia Dominguez (Student Senator), Martina Mazalova (Student Senator), Oema Thinle Mahataura Khamba (Student Senator), Diana Zheng Li (Student Senator), Jean Buckley-Lockhart (Counseling Dept.), Patricia Sokolski (Division of Academic Affairs), Evelyn Lowmark (Div. of Admin), Fawad Rahmani (Div of Admin), Maritza Pritsos (Div. Adult and Continuing E.d), Eneida Rivas (Div. Institutional Adv.), Fay Butler (Division of Student Affairs), Nancy Santangelo (Division of Student Affairs), Cristy Bruns (English), Hara Bastas (Faculty Council), Tara Scales (Health Sciences), William Fulton (Humanities Dept), Dianne Gordon Conyers (Library), Marina Nechayeva (Math, Eng & Comp Science), Ana Lucia Fuentes (Natural Sciences), Leonore McShane (Non-Instructional Staff), TaeJong Kim (Presidents' Office), Mary Febrillet (Student Government Association), Jill Kehoe (Social Science Dept).

Guests Members

Debra Engel, Chair Senate College-wide Curriculum Committee; Burhan Siddiki, Registrar; Alex Rojas Chair Committee of Academic Standing and Chris McHale

I. Call to Order

Meeting was called to order by Chair Sokolski at 2:20

II. Approval of the Minutes of Dec 12th, 2019

Senator McShane moved to approve the minutes of November 28th; Senator Bastas seconded.

Approved with 1 abstention

III. Curriculum Consent Calendar for items passed by the College Curriculum Committee of the Senate on Dec. 9th, 2018

Senator Bruns moved to approve the Consent Calendar for items passed by the College Curriculum Committee of the Senate on Dec. 9th, 2018; Seconded by Senator Butler.

25 in favor

4 abstentions

Motion passes

IV. Presentation on record keeping by Annette Holmes-Hanley

Annette Holmes-Hanley made presentation regarding Record Management

And explained rules and procedures around the time (duration) and place for keeping records.

CUNY's General Council Office and VP of Legal Affairs determine how long records must be kept.

For the Senate, Committees must submit minutes. The minutes must be kept for the life of the college.

Records management can give info as to how to get rid of records which no longer need to be retained.

-Establish retention schedules

-Provide systematic disposal of obsolete records

-Arrange for transfer of records to the Record Center

For any clarifications or if senators have any questions regarding record keeping, please email Anette Holmes-Hanley.

V. Calendar Revision: Registrar Burhan Siddiqui

Registrar Burhan Siddiqui reviewed the Academic calendar for 2019-2020

Senator Rivas moved to accept the academic calendar, with the understanding that corrections as well as possible changes to opening session dates be made to the Calendar. Senator Pappas seconded.

Motion passed unanimously

VI. Recall of Student Senator

Three students Senators were advised, by Chair Sokolski, via email, that according to Senate governance, Senators that fail to attend two or more Senate meetings will be recalled; none of the Senators responded to the emails.

Senator Butler moved to recall Senators Shanti Khahka, Yarisel Henriquez, and Andres Perez.

Senator Bruns seconded.

Roll call, motion passes unanimously

Senator Pappas moved to make an exception in the procedure and select three students, Vergel Reyes, Abraham Tapia, and Pablo Armijo from the alternate pool according to attendance at senate meetings. Senator Lowmark seconded.

Roll call; motion passes unanimously

VII. Chair's Report

For Committees that are not chaired by Senators, Chair Sokolski recommended that one of the members to report to the Senate after each meeting.

VIII. Unfinished Business

IX. New Business

Chair Sokolski asked Senate Committee of Campus Affairs representative whether there had been a decrease in number of hours for MG employees and asked whether this was related to the increase in minimum wage.

The number of opening hours remains the same (as stipulated in the contract). The Sub-committee for Cafeteria is working with MBG to get more food options, especially in the later hours.

X. Announcements

Senator Pappas announced that the Alumni Association's Valentine's day sale will take place in February.

Senator Fuentes reminded faculty about the upcoming conference promoting dialogue across discipline.

Representatives from several CUNY Colleges, as well as private colleges, will be presenting and leading workshops with attendees. The meeting will take place Friday, Jan 18th, starting at 9:30 am. Breakfast and lunch will be provided.

XI. Adjournment

Motion to adjourn was moved by Senator Reyes, seconded by Senator Rivas

Meeting was adjourned at 3:45 pm

Respectfully Submitted by

Senator A. Lucia Fuentes

Secretary of the LaGuardia Community College Senate