

Present:

Nicholas Penington Ph.D.
Alexander Schwartzman M.D.
Ramaswamy Viswanathan M.D.
Katherine Perkins Ph.D.
Bob Wong Ph.D.
Loraine Antoine PT, DPT
Barbara Kitchener PhD, RN
Elizabeth Helzner Ph.D.
Anika Daniels-Osaze Ed.D.
Brigitte Desport DPS
Laura Martello-Rooney Ph.D.
Alithia Alleyne CMHFA
Rauno Joks M.D.
Timothy Morello MD Ph.D Cand.

We reviewed the minutes of Feb. 20, 2019. One question in those minutes was whether Downstate is considered a “State Operated” or “Statutory” campus, regarding whether our campus is required to vote on the amendments to the SUNY University Faculty Senate (SUFS) by-laws. We discovered that we are considered a “University Center,” and as such are one of the 34 SUNY campuses that are required to vote on the SUFS by-laws amendments before May 1. We voted to approve the Feb. 20 minutes.

Nick showed us the Faculty Governance web page that Haseeb Siddiqi has been working on along with Aaron Cormier, who works in the Office of Marketing and Communications. Nick will Email us the link to the web page, which currently can only be accessed with the special link from a hard-wired computer on campus. The link is <http://webdev.downstate.edu/faculty-governance/index.html>.

The website has a tab for Centerwide meeting dates. At this point, we began to talk about meeting dates. The April meeting is listed there as April 17, but April 17 is Research Day, which involves many of us, so that date needs to be changed. The SUFS plenary in Potsdam is April 11, so the Centerwide

Executive Committee meeting should not be scheduled for Wednesday, April 10. We decided Thursday, April 18 would be the best choice because the next week is a holiday both for the College of Medicine and for NYC public schools, as well as being Passover.

That began a discussion among those going to the Potsdam plenary of how they would get there. The Faculty Senate pays for Nick's trip. Nick is going to be flying from NY to Boston and from Boston to Potsdam with a stop in Albany. As best he recalls, that flight cost \$340 at the time his ticket was booked.

Back to the topic of the Faculty Governance website. There is a tab for our current by-laws (which we are in the process of updating). There is a tab for our passed resolutions. There is a Contact Us page. Nick discovered that Centerwide has an Email address Centerwidegovernance@downstate.edu, but he does not know who is receiving Emails sent to that address. Alithea said that she receives those Emails. The Email address was set up at the time of our last election. It did get used at that time, but when she has checked it recently, it has had only the Emails that get sent to all Downstate Email accounts. Alithea and Brigitte (Brigitte was participating via conference call) both said that in our Outlook Email system, the Email account has to be accessed by a particular person, unlike our previous Lotus Notes in which multiple people could access a given Email account. Alithea said she would be willing to continue being the person who receives those Emails or we could switch it to someone else. Alithea said that she can ask that it be bounced to an additional recipient. Nick thought that additional recipient should be Lisa Merlin, our secretary.

Nick showed us the way Haseeb and Aaron have initially set up the Faculty Governance web page. The left column shows Centerwide followed by College of Medicine followed by "Other" Faculty Governance. Then when you hover over "Other Faculty Governance," the other schools and colleges show up. Lorraine objected to that format. Katherine wondered aloud if it was that way because the other schools and colleges do not yet have a page for faculty governance. We checked to see what happened when the individual schools and colleges were clicked on. Each one already sends to that school/college faculty governance web page, except for the School of Graduate Studies, which currently sends to the School of Graduate Studies home page. (The School of Graduate Studies will need to make a Faculty Governance page.) We all agreed with Lorraine that the format should be changed at once to list all the schools and colleges rather than having them under the banner "Other." Nick agreed to pass that edit along. We noted that the web site is still in the development phase and only available via the special link. (Note added later: After the meeting, Nick contacted Aaron Cormier who wrote back: "I'm sorry to hear that the organization of the Faculty Governance website left hand menu links did not go over well. But until the other departments in the lower section have a governance page located in the Faculty Governance website, and not on another department site, they are going to stay there. I am more than happy to change the "Other Governance Sites" header text to something else, but that will have to stay there as well. Please know that I am not being forthright in this matter for no reason, but following laws set down by the Office of Civil Rights concerning accessibility and navigation of websites for all users. If a link to a page goes somewhere else other than the website it is located on, then we design it to show that. Separating links as we have conforms to that rule.")

Elizabeth Helzner needed to leave the meeting early and so brought up some new business. The School of Public Health recently had "active shooter" training provided by Downstate security. Elizabeth said that the training focused not on hiding from the intruder, but on fighting back. The security guards noted that employees could fight back with heavy staplers or heavy books. Dr. Riley had mentioned at

an earlier meeting with the campus that we would be bringing in a security consultant firm to review Downstate security, but as far as we know, that has not happened yet. Lorraine mentioned the panic buttons that are installed various places in the building. Someone said that a member of their school had decided to test the panic button to see if it worked, and that the response time was about 15 minutes. It was suggested that people could call Officer Robert Keyes if interested in training. Alex said that Dr. Bonnie Arquilla is in charge of emergency response services for the entire campus.

Nick gave us an update on the Scientific Misconduct cases. Nick got a call from Gwen Kay, the SUFS president, this morning. Gwen said that she brought the issue of adherence to policies to the attention of University Council, who said they would do an "audit" of our policies. They gave the job to our local Downstate attorney Kevin O'Mara. Kevin went to Haseeb Siddiqi to ask him what our problem is. Nick noted that we had sent Kevin O'Mara a detailed letter about what the problems are. Kevin told University Council there was no problem, that policies were being followed. Gwen Kay told University Council that it was not acceptable to have a person involved in the problem review the problem. Gwen laid out the problem for them and told them that the biggest problem was that the panel was not impartial. Gwen has suggested to University Council that they make a request for all the correspondence between the parties involved.

The resolution that Centerwide Executive Committee passed in support of the SUFS' resolution about funding for SUNY and CUNY was sent to SUFS. Anika gave our feedback to SUFS. At the last meeting, it was decided we would write a letter to the New York State Legislature in support of the SUFS resolution about funding for SUNY and CUNY. Nick said he has not done that yet.

We need to have a vote to ratify the SUFS by-laws amendments. We need to make sure we have a full list of eligible voters. Nick and Haseeb went to our office of Human Relations. Professional staff who are represented by UUP are the professional staff who are eligible to vote. Human Relations also has a list of faculty paid by the state. Gary Leipzig said he will create a list of Research Foundation employees who have a faculty appointment and take out duplicates (some faculty have part of salary from state and part from Research Foundation). Nick explained that if you have a SUNY faculty appointment, regardless of how you are paid, you are eligible to vote. For example, Research Assistant Professors are eligible to vote. Katherine asked if we have a way to get a list of names of those who are SUNY faculty paid only by Kings County. It is unclear if there is a way to get that list. Someone said that we could send out an Email saying that if you are a faculty member who did not get the ballot and think you are eligible to vote, you should send an Email to our Centerwide Governance Email address.

We need to set a date for the Centerwide Faculty Assembly, probably in late April or early May. We need to find a date when President Riley can come. Katherine brought up the question of whether we need to have an election for officers or senators this year. We checked the list of Senators and saw that we do not need to elect any senators this year. We think we need to have an election for secretary this year. We need to check the by-laws. They may say that the election is supposed to be in the spring with term of office beginning September 1. Alithea pointed out that term of office for Senators begins July 1. Alithea thinks our by-laws say that our officers' terms begin July 1 as well. Katherine thought our officers' terms begin Sept 1. We will have to check the by-laws to make sure that the secretary term is one year, to see when the election is supposed to be held, and to see when the term starts. Alithea said that to be consistent with the terms of senators, the terms of all officers should begin July 1. Katherine said that if our by-laws currently say Sept. 1, then that is a point we will need to discuss as we are

currently working on amendments to the by-laws. Alithea felt that the terms for officers of all the schools and colleges should also begin July 1 to be consistent with each other. Katherine said that the School of Graduate Studies officer terms begin Sept. 1. To change that would require an amendment to the School of Graduate Studies by-laws.

We went around the table introducing ourselves and our position on Centerwide.

Alithea is on the Communications Committee for the SUFS. The committee recently sent out a survey. She will hear more at the plenary. Anika, who is one of our senators, will go to the plenary if she can get transportation. The list of those going to Potsdam: Nick, Alithea, Anika, Alex. Brigitte said that she would like to go and is trying to work it out. Alithea said that Downstate has funds available for transportation to Potsdam. Alithea said that she will send out the travel request forms.

New business. Ramaswamy said that he saw today that UUP is doing a letter campaign to legislators about building a parking garage at Downstate and wondered if people had more information. Lorraine said that the letter is specific about the number of spaces in the garage being requested, and she feels that we should make sure we are asking for adequate spaces before we do a big campaign and then find out the garage is too small for our needs. Laura said UUP is forming a parking committee.

Anika brought up the Green Paper on general education revision that she heard about in the SUNY Faculty Senate. The Green Paper says that faculty governance needs to approve new programs. Katherine asked whether it is Centerwide faculty governance or the faculty governance of the school or college with the new program that needs to approve the new program. We are interpreting it to mean Centerwide faculty governance. Nick pointed out that it makes sense for it to be Centerwide faculty governance because a new program in one school can affect existing programs in other schools. By requiring approval from Centerwide faculty governance, we could insure that a new program in one school does not have a negative impact on another school. Dr. Imperato's office is currently charged with approving new programs in the various schools and colleges. Brigitte said that she thinks it is a "stretch" that Centerwide faculty governance approval would be necessary at Downstate. Faculty in the particular school is very involved in setting up the new program, and Dr. Imperato's office is very involved, along with the State Department of Education and accreditation bodies. We decided at the very least that the faculty representative from a school or college that is planning a new program should inform the Centerwide Executive Committee. Then the various members present began to talk about new programs being developed. For example, Barbara said that Nursing is developing a doctorate in nursing, and they are converting a program that was a hybrid between traditional and online to a totally online program. Alithea talked about online programs that are in development. Someone (Alithea?) pointed out that (as stated in the by-laws) there is supposed to be a Centerwide standing committee devoted to curriculum, and that it would have members from the various schools and colleges, and that would be an appropriate mechanism. Rauno said we should look at the by-laws. Brigitte said that to add another layer of approval to the already many layers of approval for a new program would be too much. Someone thought that in almost all cases, if the faculty governance of the individual school or college had approved a new program, then Centerwide approval would be almost assured. Someone said that notification of new programs in development could be a required part of the reports from the presiding officers of the various schools and colleges at the Centerwide Assembly meetings. Katherine noted that we could make an amendment to add that to the by-laws in the section about the agenda of Assembly meetings.

Additional business: It was noted that the discretionary raises that were supposed to address salary inequities have not happened yet. Anika said the state does not have a formula yet. Lorraine said that she spoke to a state-level UUP officer who said that he was unaware that educators at Downstate felt that there were existing pay inequities. Anika said that she was with Rowena when she spoke to a state-level officer about it. Also, Anika said Rowena sent in some material about the pay inequities at Downstate even though it had not yet been asked for, in an effort to jump-start the process. They told her they were not yet ready for it, that there was no formula yet.

In closing, Nick reminded us that we could find future meeting dates on the website page, and that the page currently has to be accessed on campus from a hard-wired computer. Nick will send out the website address in an Email.

The meeting was adjourned at 5:16.

Minutes submitted by Katherine Perkins, substituting for secretary Lisa Merlin