

September 24, 2024 at 3:00 PM

Room: U-219

Meeting of the College Council Volume 52 Number 1

The College Council met on Tuesday, September 24, 2024 at 3:00 PM in Room U-219.

There were in attendance:

Alley-Young, Gordon	Franquiz, Juan	Parker, Stuart	Spear, Michael
Armstrong, Rick	Friedman, Shoshana	Phillips, Audry	Weisenfeld, Michael
Cally, Scott	Gartner, Matthew	Polizzotto, Kristin	Yarmish, Rina
Caravello, Shannon	Hume, Don	Repetti, Rick	
Cohen, Judith	Kalin, Amanda	Ricciardi, Paul	<u>Students</u>
Warren Cook, Sharon	Kane, Daniel	Risolo, Paula	Almontaser, Zakiah
D'Alessandro, Mark	Kapetanakis, George	Rodriguez, Michael	Bennett, Riquelme
Dawson, Mary	Levy, Dawn	Rothacker, Thomas	Hogan, Lewis
DeGrazia, Thomas	Matthew, Martin	Rozenboym, Anna	Lakhter, Steven
Delgado, Jeffrey	McKinney, Ryan	Sawyer, Jeremy	Omer, Doha
Del Principe, Ann	Mikalopas, John	Schwartz, Eric	Segall, Rivka
Dillon, Sarah	Mintz, Tommy	Segal, Jacob	Young, Shaquana
Duitch, Suri	Mullen, Avery	Shah, Ashiza	
Escobar, Andres	Olvina, Cynthia	Shannon, Mary	

College Council Chair, Daniel Kane, called the meeting to order at 3:04 PM

I. The minutes of the meeting held on May 28, 2024 were approved by acclamation.

II. Reports

A. Welcome Address from the Chair of College Council, Daniel Kane

Welcome to the new members, new student members and everybody returning to College Council. Thank you to Interim President Duitch as well as everyone here for welcoming me as College Council Chair and including me in wonderful activities. Since starting the role, I have worked on preparing CC meetings and finding answers to many members' questions. Some of those questions will be answered today.

Let's start this year as a building block for the future of Kingsborough. We have a new Strategic Plan being developed and are coming up to our Middle States Review. The Council can be part of defining Kingsborough. I cannot erase things that have occurred in the past, but starting this semester, I can help towards a future that everyone in this room can be proud of, and it can start here within shared governance.

To kick off, I would like to start by introducing some themes for the upcoming semester

- The first is community and participation
 - We all unite in this room because we want the best for Kingsborough. I can say that I am proud of Kingsborough, and I know many people in the room can say it as well. The students here are wonderful; we all work hard to ensure they have the best college experience. As we build our community, let's start to get to know each other (not just name and title). I want to encourage everyone at the college council to start talking to each other. One of the best things about becoming College Council Chair is trying to speak to everyone (if I haven't spoken to you yet, I will try). Members of the College Council have mentioned that we have been in the same room for these meetings and don't get to know each other. Some members have recommended ice-breakers or other activities. In the future, we will try things to help meaningful connections. Additionally, CC and other events are only as good and meaningful as the members who attend and get involved. I have added an Events/Announcements section at the end of the agenda. We receive emails, but it might be helpful to hear about an event. If you are interested, during this part of the meeting, come up and talk about an event or an announcement for a minute or two.

- Another theme is information and communication
 - I want to try to deliver information to you. We have been redoing the College Council website. I am considering different styles of emails to get people excited about College Council. My goal is to keep you informed. One of the beautiful parts of the college council is the ability for all of us to ask questions. It is okay to ask questions; if you have a question, chances are many other members have them as well. I am going to try to find the answer or the reasoning.

 - One big question members have is about Open Meeting Law
 - Spent the summer speaking with Beth Douglas (Legal Council) and Shoshana Freidman (Chair of Legislative) about it. College Council falls under the NYS Open Meeting Law. That means that meetings that occur under the College Council, Standing Committee of CC, and Ad-hocs of College Council have to meet in person, not on Zoom. Additionally, they are open to the public. If a person (even a member of the public) wants to come to a meeting, they are

allowed to do so. I want everyone to know that you are always welcomed to attend CC, Steering Committee Meeting, one of the Standing Committee meetings. A recommendation was provided that we should store hard copies and archive materials such as ballots.

- Jeffrey Delgado, our archivist at Kingsborough, is developing this process and will provide us with information in the future.
- Another question was about voting and our procedures. That question will be answered in a little bit.

I am looking forward to an amazing year. Please feel free to reach out to me with ideas and suggestions. I want to make the College Council a place for everyone. Next is the President's report.

B. President's Report

I am excited to present this report at this first meeting of the restructured KCC College Council. We have so many highlights from past few months – I covered some of them at convocation this past Thursday, but want to repeat that there have been positive developments at the college in terms of programming, faculty securing new grants and awards, improvements to our facilities, and so on. I especially want to call out our amazing commencement ceremony. I know that future commencements will only get better and better; more dynamic, participatory and inclusive.

Civil Discourse

The Lippman Commission report commissioned by Governor Kathy Hochul to investigate antisemitism and other forms of discrimination at CUNY was released today. The report is available on the governor's web site. The recommendations are measured, and many are already underway. Individual colleges within the system are, with only a couple of exceptions, not mentioned, nor are individuals consulted as a part of the process.

I feel good about the work that CUNY has done to combat hate and discrimination, including antisemitism. The Lippman report recommendations are another opportunity to improve on those efforts. And I feel like Kingsborough is better positioned this fall to manage civil discourse on campus, though of course we are still learning, along with everyone else. Just to review some of the specific efforts we made for that preparation:

- We revised our student handbook and the resource guide for student clubs to give greater clarity around events and assemblies of all kinds – stating that such events can in no way impede access to campus, to buildings, and to the learning experience of any individual, even to the point of giving specific times of day, and stating that protests may not be held on campus at times that will interfere with final exams, for example.

- We've also given more specific guidance on expectations of faculty and staff who serve as club advisors with regard to their roles in supporting student leaders.

One of the questions for me at this point is, how do we get back to the idea of a community of learners who can engage in difficult conversations? There are CUNY colleges that are starting to bring in guest speakers, for example – Brooklyn College had one such, apparently successful, event today, bringing two scholars to campus to talk about the past and future of Israel and Palestine. What approach should we take to helping our own academic community to engage with this challenging topic? Should we focus on Israel and Palestine, or also talk about other conflicts that are relevant to our academic community? Should we be historically focused, or should we touch on the personal aspects of these conflicts that affect so many of us? I look forward to working with the college to figure out what makes the most sense.

Strategic Planning

Thanks to those who came to convocation and heard about the strategic planning process and participated in our quick poll about goals, and to those of you who have so far submitted comments on the web page that was shared with faculty and staff after convocation. The comments have been interesting. I look forward to getting to work with the strategic planning and budget committee of the college council, and to interacting with members of student government, with the committees we will appoint in the next several weeks to focus on our goals, and to the entire process. I know that we will be able to use the feedback and the work of the next few weeks to make improvements to the language we are using and to refining and clarifying our objectives in undertaking this strategic planning.

Just to reiterate something I said at convocation – I think it is reasonable to ask why do this now, when the college has an interim administration and we are in the midst of efforts to secure a successful ten-year reaccreditation from Middle States, our regional accreditor. And the answer to that question, as I said at convocation, is that I think there is a sense of urgency to starting to address some of the performance issues at the college that we know are limiting student success in a range of ways. In addition, I very much want to maintain the momentum of the College Council's changes to make shared governance more accessible and inclusive at the college.

As I said on Thursday, we are trying to do two things with this process – the first is to make it open and inclusive and to seek feedback from the broadest possible range of members of the KCC community. Right now, we have a comment section open on the web page for the draft goals and values, and the process of creating the new plan. We had the poll on our draft goals at convocation. It was not a binding poll and we were clear about that, but it was useful to get a sense of where the most active members of our faculty and staff stand on the potential objectives of this work.

Secondly, we want to end up with a highly focused plan with a set number of goals, supported by specific initiatives and ways of measuring progress over five years. I feel strongly that such is the right kind of product for KCC at this point in its evolution as an institution. This means that many

people's priorities won't rise to the level of being college-wide priorities. So there is a trade-off in terms of wanting broad participation but not ending up with a laundry list of initiatives. We need to strike a balance in terms of open process but also ending up with a focused, measurable and achievable product.

I'll highlight one particular item from the draft list of goals: workplace outcomes for students. This was one of the options that we gave people as a draft goal, but it didn't make the top five in terms of responses during convocation. However, given that Chancellor Matos Rodriguez is very clear that improving workforce outcomes for CUNY graduates is his top priority, KCC would be remiss in not making it one of the college's own priorities, as well. We will be judged on whether or not we see improvements in this area, and there may be resources to attach to it. So, this is potentially an example where the college process might not identify a particular area as high priority, but there are reasons why it should nonetheless be so.

Again, I greatly appreciate the feedback that we've received so far, and look forward to a productive process over the course of the year.

C. The following Steering Committee Chairs shared about their committee and their Fall 2024 Goals.

- Curriculum Committee, Scott Cally, Chair
- Legislative Committee, Shoshana Friedman, Chair
- Shared Governance Committee, Matthew Gartner, Chair
- Strategic Planning and Budget Committee, Thomas Degrezia, Chair
- Students Committee, Jeffrey Delgado, Chair

The Instructional Committee Chair, Dorina Tila, will present at the next College Council meeting.

D. DEI Standing Committee was presented and discussed by Vice Chair of College Council, Cynthia Olvina.

Diversity, Equity, and Inclusion (DEI) Standing Committee

For Constitution:

Diversity, Equity, and Inclusion (DEI) Standing Committee: shall be concerned with advancing diversity, equity, and inclusion across our college community, cultivating an environment of respect, understanding, and belonging for faculty, staff, and students at all levels of academic and campus life.

For Procedural Handbook*:

- a) Review, evaluate, and propose recommendations to promote an institutional commitment to an effective, unifying, and consistent campus-wide DEI vision and plan.
- b) Sponsor proposals that can enhance Kingsborough's success at addressing diversity, equity, and inclusion at all levels.
- c) Develop recommendations for other College Council Standing Committees to help include and implement diversity, equity, and inclusion initiatives within policies and practices. Additionally, develop a plan to increase participation from faculty and staff in DEI efforts.
- d) Identify or create tools for individuals and programs to assess DEI-related gaps and needs.
- e) Work closely with the Office of Equal Opportunity and other DEI-related offices to make recommendations and foster a coordinated and collaborative connection between DEI work and college governance.

*This language will not be included in the Constitution (Governance Plan). It will be included in the First Draft of the Procedural Handbook as discussed at the 2/27/24 College Council Meeting.

E. Budget Report, Interim VP of Finance and Administration, Andres Escobar

Interim VP Escobar provided a thorough presentation of the Budget for the College Council and responded to questions from the College community. The full presentation is included as *Attachment A for the 9/24/24 Meeting – Budget Presentation*.

F. College-wide Phishing Test, CIO Asif Hussain

CIO Asif Hussain provided a thorough presentation regarding Cyber security, inclusive of the dangers a security breach poses to the institution. The implementation of a College-wide phishing test serves as a proactive step the College can take toward strengthening our cybersecurity measures. The full presentation is included as *Attachment B for the 9/24/24 Meeting – Cybersecurity Presentation*.

III. New Business

The question of “*What is New Business?*” was asked. New Business was defined as something that may not fit into a Standing Committee and provides an opportunity to College Council members to speak on an item/topic. A motion must be made and seconded for New Business to be heard.

IV. Events/Announcements

The following announcements were shared:

- Giving Tuesday, otherwise known as Spirit Day at Kingsborough Community College, is scheduled for December 3, 2024.
- The Art Department Demo Day is scheduled for September 25, 2024.
- Middle States Townhalls (via Zoom) are scheduled as follows:
 - September 23, 2024 – Mission & Goals, Ethics & Integrity, and Leadership & Governance
 - September 26, 2024 – The Student Experience
 - October 1, 2024 – Budget, Planning, and Assessment

The meeting was adjourned at 4:37 PM.

Respectfully Submitted,



Amanda Kalin, Secretary

COLLEGE COUNCIL CALENDAR 2024-2025

Tuesday, October 29, 2024 @ 3:00 PM in U-219

Tuesday, November 19, 2024 @ 3:00 PM in U-219

Attachment A for the 9/24/24 Meeting – Budget Presentation

KCC College Council
FY24 & FY25 Budget Update
September 24, 2024

FY24 Budget Summary

(numbers in thousands)

<i>Resources:</i>		
	Year End	Notes
Allocation	104,810	Includes all special programmatic funding and college support
CUNY Revenue Target Reduction	(537)	
NYC PEG	(3,000)	NYC budget cuts to KCC
KCC Revenue Target FY24 <u>\$29,718</u> – Projected Revenue \$32,111	2,488	Exceeded CUNY mandated target
Centrally Administered Funds	54,962	Fringes (Health Insurance, Pension, Worker's Comp, etc.), Energy, & Financial Aid
Total Resources	158,723	
<i>Expenses:</i>		
	Year End	Notes
Full Time Faculty and Staff	77,248	
Teaching Adjuncts	16,451	
Temp Services	6,791	
OTPS Expenses	8,766	
Centrally Administered Costs	54,962	
Total Expenses	164,218	

FY2024 Year End Deficit \$5,495,000

FY25 Projected Resources

(numbers in thousands)

	Current Projection	Notes
Allocation	85,197	Includes FY24 NYC Program to Eliminate the Gap (NYC reduction) (\$3 million)
One-time state operating support	955	
One-time city restoration	2,100	
Fund 10 Allocations	15,000	Special Programmatic Funding (ASAP, CN, CD)
Fund 11 Allocations	2,515	CE Support (\$1 million) & Reimbursements (UPK, RF Summer Salary, AUX)
KCC Revenue Target FY25 <u>\$32,080</u> – Projected Revenue \$32,795	714	
Centrally Administered Funds	54,436	Fringes (Health Insurance, Pension, Worker’s Comp, etc.), Energy, & Financial Aid
Total Resources	160,917	

FY25 Projected Expenditures

(numbers in thousands)

Expense Category	Current Projection
Full Time Faculty and Staff	75,722
Teaching Adjuncts	15,459
Temp Services	5,686
Other Than Personnel Services Expenses	8,900
Centrally Administered Costs	54,436
Total Expenses	160,203

<i>Summary:</i>	
Projected Resources	160,917
Projected Expenses	160,203
Projected Balance/(Shortfall)	714

Questions



Attachment B for the 9/24/24 Meeting – Cybersecurity Presentation

The logo for The City University of New York (CU NY) is displayed in white, bold, sans-serif capital letters. The letters 'CU' are stacked above 'NY'. The logo is positioned on a light blue horizontal bar that is partially overlaid by a larger, semi-transparent blue circle in the background.

**CU
NY**

The City
University
of
New York

Security Awareness

Kingsborough Community College





Security Awareness

Most breaches are result of human action or in action

1. End users tricked into:

- I. Downloading malware.
- II. Wrongly disclosing information

2. Failure to properly configure or update application

3. Weak or unprotected passwords

- **Verizon 2023 Data Breach Investigations Report:**
 - 74% of breaches involved a human element, such as falling for social engineering attacks or making errors like misconfiguring systems.
 - 36% of breaches involved phishing, a key method where users are tricked into disclosing information or downloading malware.

- **IBM's Cost of a Data Breach Report 2023:**
 - Human error accounted for around 63% of breaches. These errors often included accidentally leaking sensitive information or misconfiguring security controls. Phishing attacks were one of the most expensive types of breaches, costing an average of \$4.91 million per incident.

Phishing: Some Alarming Statistics

- **Cisco's 2023 Cybersecurity Report:**
 - 94% of malware is delivered via email, often relying on users being tricked into downloading malicious attachments or clicking on harmful links.

College-Wide Phishing Test

- **Proposal**

- Possibility of conducting a phishing test within the Kingsborough Community. Several CUNY entities, including BMCC and the Central office, have successfully carried out such tests.
- The implementation of phishing tests can offer several significant benefits:
- Enhanced Security Awareness: Phishing tests help in educating staff and students about the various tactics used by cybercriminals, thereby increasing overall awareness and vigilance.

College-Wide Phishing Test

- **Proposal (continued)**
 - Identification of Vulnerabilities: These tests can identify which individuals or departments are more susceptible to phishing attacks, allowing for targeted training and improvement in security protocols.
 - Risk Mitigation: By recognizing and addressing vulnerabilities, we can significantly reduce the risk of actual phishing attacks, thereby protecting sensitive information and maintaining the integrity of our systems.

College-Wide Phishing Test

- **Proposal (continued)**
 - Compliance and Best Practices: Regular phishing testing is considered a best practice in cybersecurity and can help us comply with any relevant regulations or guidelines. Also helps in process of obtaining Cybersecurity insurance or reducing premiums.
 - Preparedness for Real Attacks: Conducting these tests prepares our community for potential real-world attacks, ensuring that we can respond quickly and effectively.

College-Wide Phishing Test

- **Outcome**

- The results of the phishing test, such as a success or failure rate (with no identifiable information) along with synopsis of what were the discernable indicators in the phishing test, will be shared at a future College Council meeting.
- Learning about the results may help people realize the severity of phishing attacks. Implementing a phishing test at Kingsborough Community College will be a proactive step towards strengthening our cybersecurity measures.

FAQ-PHISHING TESTS

- Question: Would there be a record or tracking of which Faculty/Staff members clicked on the Phishing attempt - if so, could this have a negative impact on personnel?
 - Answer: Yes, tracking will occur at both the individual and aggregate levels. However, the individual-level data will be kept confidential and will not be disclosed to anyone within the organization. Only aggregate data will be used to assess the overall awareness and behavior of the community in order to improve security training and awareness initiatives. The purpose of this tracking is educational, not punitive. The goal is to identify patterns or trends in order to offer more targeted security training, rather than to penalize specific individuals. This means that there will be no negative impact on personnel based on their participation in the phishing test.

FAQ-PHISHING TESTS

- Question: What if someone decided to click on the links - what happens?
 - Answer: Since this is a simulated phishing test, no harm will occur if someone clicks on the link. The test is designed to educate users by mimicking a real phishing scenario, so that they can learn to identify and avoid such threats in the future. After the test, participants will typically receive feedback explaining why the link was a phishing attempt, how they can recognize similar attempts in the future, and what best practices to follow to avoid falling victim to real phishing scams.

FAQ-PHISHING TESTS

- Question: By alerting the College Community that there will be an upcoming Phishing Test, does this invalidate the results/data?
 - Answer: No, the College Community would not be alerted to the exact time or specifics of the phishing test. Announcing that phishing awareness training is part of a security initiative is standard, but participants will not know the precise details of the test itself. This ensures that the data collected remains valid, as individuals will still be exposed to the phishing attempt in a way that simulates a real-world scenario. The focus is on observing natural responses to potential phishing threats and using that information to improve security training.

FAQ-PHISHING TESTS

- Question: Would this require IRB approval?
 - Answer: No, this type of activity does not require Institutional Review Board (IRB) approval because the data collected is not intended for research purposes. The purpose of phishing tests is to improve the security posture of the organization by identifying vulnerabilities and educating staff, not to conduct research or gather data for academic study. Since there is no human subject research involved, IRB oversight is not necessary.

Security Awareness-DO'S

- Cyber security is the shared responsibility of every agency employee and business unit. YOU play a key role in properly safeguarding and using private, sensitive information and state resources. The following Dos help remind us all of actions we must take to remain vigilant.
 - DO pay attention to phishing traps in email and watch for telltale signs of a scam.
 - DO destroy information properly when it is no longer needed. Place paper in designated confidential destruction bins throughout the office or use a crosscut shredder. For all electronic storage media, consult with IT.
 - DO be aware of your surroundings when printing, copying, faxing or discussing sensitive information. Pick up information from printers, copiers or faxes in a timely manner.

Security Awareness-DON'TS

- Cyber security is the shared responsibility of every agency employee and business unit. YOU play a key role in properly safeguarding and using private, sensitive information and state resources. The following Don'ts help remind us all of actions we must take to remain vigilant.
 - DON'T share credentials with others or write them down. You are responsible for all activities associated with your credentials.
 - DON'T leave sensitive information lying around the office.
 - DON'T leave printouts or portable media containing private information on your desk. Lock them in a drawer to reduce the risk of unauthorized disclosure.
 - DON'T post any private or sensitive information, such as credit card numbers, passwords or other private information, on public sites, including social media sites, and DON'T send it through email unless authorized to do so.

Security Awareness-DON'TS

- DON'T open mail or attachments from an untrusted source. If you receive a suspicious email, the best thing to do is to delete the message, and report it to your manager Helpdesk.
- DON'T click on links from an unknown or untrusted source. Cyber attackers often use them to trick you into visiting malicious sites and downloading malware that can be used to steal data and damage networks. o
- DON'T be tricked into giving away confidential information. It's easy for an unauthorized person to call and pretend to be an employee or business partner.
- DON'T respond to phone calls or emails requesting confidential data.
- DON'T install unauthorized programs on your work computer. Malicious applications often pose as legitimate software. Contact your IT support staff to verify if an application may be installed.

Security Awareness-DO'S

- Cyber security is the shared responsibility of every agency employee and business unit. YOU play a key role in properly safeguarding and using private, sensitive information and state resources. The following Dos help remind us all of actions we must take to remain vigilant.
 - DO use hard-to-guess passwords.
 - A password should have a minimum of 10 characters using uppercase letters, lowercase letters, numbers and special characters.
 - To make it easy for you to remember but hard for an attacker to guess, create an acronym. For example, pick a phrase that is meaningful to you, such as “My son's birthday is 12 December, 2004.” Using that phrase as your guide, you might use Msbi12/Dec,4 for your password.
 - DO use different passwords for different accounts. If one password gets hacked, your other accounts are not compromised.
 - DO keep your passwords or passphrases confidential.
 - DO use privacy settings on social media sites to restrict access to your personal information.