



NEW YORK CITY  
COLLEGE OF TECHNOLOGY  
THE CITY UNIVERSITY OF NEW YORK  
OFFICE OF FACULTY AND STAFF RELATIONS  
Instructional Staff Relations  
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DATE: February 27, 2017  
TO: All Members of the Instructional Staff  
FROM: Sandra C. Gordon, Esq., Executive Director/Labor Designee  
SUBJECT: Nominations and Election for:

The Auxiliary Enterprise Board of Directors

The Bylaws of the Board of Trustees, Section 16.10 provide for the creation of the Auxiliary Enterprise Board of New York City College of Technology. The bylaws of these organizations charge the College Council with administering the nomination and election processes for the faculty representatives to the boards of these associations.

**Auxiliary Enterprise Board of Directors**

The Auxiliary Enterprise Board of Directors (AEB) consists of three administrators, two faculty members, and five students. The faculty members are appointed by the president from an elected panel of four. The faculty members elected will serve for two-year terms and *need not be College Council members*. Service may not exceed a total of six years. **We are currently accepting nominations to fill four (4) faculty vacancies on the board.**

The purpose of this organization shall be:

- a. To provide auxiliary enterprises to service the students, faculty, administrative staff, alumni and others. Such auxiliary enterprises may include food services, bookstores, vending and game machines, copying services, printing services, typing services, computer services, publishing services, and other enterprises to assist the college community.
- b. To promote and cultivate educational and social relationships among the students, faculty and staff of New York City College of Technology.
- c. To aid the students in their work, study, living, and extracurricular activities.

- d. To raise scholarship monies for students attending the college.
- e. To participate in the building and development programs of the college.
- f. To administer the contractual agreements with auxiliary services and the facilities they occupy.
- g. To do any and all other things necessary or proper in connection with, or incidental to, any of the foregoing.

#### **NOMINATION PROCEDURES:**

In order to be nominated, an eligible candidate should submit a signed statement declaring his/her candidacy to the Instructional Staff Relations Office (Namm 301) beginning **March 1, 2017**. Declarations should be received no later than 4:30 p.m. on **March 15, 2017**.

#### **ELIGIBILITY TO BE NOMINATED AND SIGN PETITIONS:**

All professors, associate professors, assistant professors, instructors, and lecturers who have received or received notice of reappointment to the third year of service.

#### **ELIGIBILITY TO VOTE:**

Membership on the College Council.

#### **ELECTION PROCEDURES:**

1. **The election shall be conducted at the May College Council meeting by secret ballot. The notice of election shall be circulated at least ten working days prior to the date the petitions are due.**
2. All ballots shall be signed for before they are offered to voters.
3. Where applicable, staggered terms shall be put into effect for those elected.

If you have any questions, please call Ms. Adrienne Traylor, extension 5353.