

**QUEENSBOROUGH COMMUNITY COLLEGE**  
The City University of New York

**Agenda**

**Academic Senate Meeting**

**Date: Tuesday, October 12, 2010**

**Time: 3:10 p.m.**

**Location: Room M-136**

I. Attendance

II. Consideration of minutes of the September 21, 2010 meeting (Attachment A)

III. Communications from the Board of Trustees or any of its Committees

- click here on [Board of Trustees](#) for current communications

IV. Communications from:

- President Diane B. Call – (Attachment B)
- Senate Steering Committee Report – (Attachment C)
- University Faculty Senate Minutes, UFS Plenary of September 21, 2010 (Attachment D)

➤ <http://www.cunyufs.org/>

(for current communications)

➤ For policies adopted by the Board of Trustees

Click on <http://www1.cuny.edu/abtcuny/trustees/>

V. Monthly Reports of Standing Committees of the Academic Senate

- Committee on Bylaws (Attachment E)
- Committee on Committees (Attachment F)

VI. Annual Reports of Academic Senate Standing and Special Committees

- Subcommittee on CPE Appeals (Attachment G)
- Committee on Environment, Quality of Life, and Disability Matter (Attachment H)
- Committee on Vendor Services (Attachment I)

VII. Old Business

VIII. New Business

*Barbara Blake-Campbell,*  
*Secretary*

Queensborough Community College  
The City University of New York

**MINUTES**  
**of the September 21, 2010**  
**Academic Senate**

Interim President Diane Call called the first regularly scheduled meeting of the Academic Senate to order at 3:10 p.m.

**I. Attendance:**

The complete Senate roster is available at  
[http://www.qcc.cuny.edu/Governance/AcademicSenate/academic\\_senate\\_roster.asp](http://www.qcc.cuny.edu/Governance/AcademicSenate/academic_senate_roster.asp)

As determined from the attendance taken by the iclickers at the meeting, there were eight absentees.

Carey, Diane	Edlin, Margot	Irogoyen, Pedro	Klarberg, David
Menendez, Ann Marie	Reilly, Margaret	Valentino, James	Yao, Haishen

**II. Consideration of minutes of the May 11, 2010 meeting:**

- A **motion was made, seconded, and approved** to approve the May minutes (*Attachment A of the September 21, 2010 Agenda*) with amendments to reflect that Senator Weiss was indeed present. There were forty-six positive votes, one negative vote, and one abstention.

**III. Communications from:**

**Interim President Call:** Interim President Call welcomed everyone to the first scheduled Academic Senate meeting of the Academic year.

- Interim President Call referred to her written report (*Attachment B of the September 21, 2010 Agenda*).
- Interim President Call began by highlighting that there are approximately 15, 000 students enrolled this fall, including 3,300 freshmen, and thanked the Enrollment Management team and their staff, Department chairs and all involved in the process.
- Interim President Call indicated that in spite of inclement weather over 2,000 freshmen were present for the second part of the Freshman First orientation program. There was an agreement with the University not to exceed 10, 808 FTE, but the college exceeded that amount by approximately 50 students in anticipation that some students may not persist. The College is also cognizant of the fact that numbers could also fall due to changes in TAP regulations. Incidentally, the TAP regulations were delayed by an Act by the New York State Legislature over the summer which would have doubled the course and GPA requirements to receive aid. This would have impacted approximately 3,000 students (16.6%) at Queensborough. The University utilized the College's Tax Statements to negotiate for a freeze on the process.

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- Interim President Call affirmed that the college is committed to working with faculty and students to provide the tools necessary to help students to achieve more credits and improve their GPA's successfully.
- Interim President Call apprised the Senate of her current position as Interim President. Karen Steele has been appointed the position of Vice President for Academic Affairs. Sherri Newcomb has been recommended to the Board for following the search as Vice President for Finance & Administration.
- Interim President Call thanked Brian Kerr who has stepped in as Interim Affirmative Action Officer, as Harry Payne is serving in that role for the University. Mr. Kerr will be working with the other departments and the Search Committee. Dr. Paul Jean Pierre will still be receiving any complaints on behalf of students, faculty and staff regarding for Affirmative Action compliance. A search has begun for Harry Payne's replacement.
- Interim President Call spoke to the Early Retirement Incentive that has been offered to faculty and staff, noting that the open period for faculty to apply for Early Retirement begins on December 29 with the retirement date being January 27, 2010.
- Interim President Call strongly advised anyone considering Early Retirement to meet on an individual basis with Ysabel Macea for assistance with the necessary paperwork for activation of health benefits no later than January 27.
- Interim President Call indicated that the college will have the challenge of determining the vacancies that will need to be filled following this transitional period of parties who take advantage of this Early Retirement Incentive.
- Interim President Call announced that QCC has been named by the American Association of Colleges and Universities and the Met Life Foundation as one of twelve community colleges nationwide as a *Leadership Institution* in supporting and advancing community college student success. Interim President Call applauded the faculty and staff who interfaced with the evaluators this summer , and believed that their reactions influenced the decisions in QCC receiving this distinguished award.
- Interim President Call was also delighted to announce that Quincin Gonjon will be honored **for Excellence in IT operations, Support and Service on September 22 at the New York Center for Digital Government and Government Technology Conference in Albany** for innovations related to the QCC network security and the design of QCC Alert, a campus emergency alert system via PCs.
- Interim President Call informed the Senate of the following upcoming events:

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- Wednesday, October 6, recipients of last spring's **Pedagogical Research Challenge Grants** will present the results of their research projects from 1:00PM to 3:00PM in M-136.
- The Fall 2010 Faculty Meeting, Wednesday, October 20 from 1:00PM to 3:00PM in MA 136, with a panel presentation on **Criteria for Re-appointment, Tenure and Promotion.**
- Our **Celebration of Service to Queensborough**, honoring 20, 30, and 40 years of service by faculty and staff will be held Thursday, October 21, beginning at 5:30PM in the Student Union.
- The third Annual **Walk to Aspire** will be held Wednesday, November 17 at 1:00PM on the athletic track.
- Interim President Call recognized the new Student Government President, Stephanie Sandson, and invited her to speak about the event surrounding the fundraising efforts. Ms. Sandson spoke enthusiastically about a Dance Competition geared towards contribution of its proceeds for the Walk to Aspire fundraising efforts.
- Interim President Call indicated that the college did not receive the authorization to City or State University to increase tuition to \$200, resulting in approximately one million in shortfall. Thus it is imperative that everyone work to retain our students. The Resource Allocation process headed by VP Newcomb and the Personnel & Budget Committee, will begin this fall, instead of next Spring. Interim President Call is optimistic that if QCC budget is managed well, focus on our priorities then the college will be able to meet its obligations.
- Interim President Call discussed plans to examine the college's PMP results for 2009-10 and to collaborate with chairpersons, faculty, staff and students to address the findings and revise strategies for improved student learning outcomes.
- Interim President Call shared that she had a meeting with Chancellor Goldstein a week ago , who complimented Queensborough on the college's accomplishments. Nevertheless the Chancellor requested a response in several areas, namely the exit from remediation and the graduation rates and to understand how the college was responding to it.
- Hence, the Interim Pres. Call remarked that the plan is to work with Basic Skills and the Department of Mathematics to seek ways to develop strategies address these issues in a timely fashion.
- Interim President Call indicated that the college has made some inroads in improving the Diversity of the faculty. Committed to faculty and staff development not only to advance the high

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impact activities of student success, and also to support faculty development and leadership, especially among newer faculty.

- Interim President Call assured the Senate that the Administration is moving ahead with the Strategic Planning process with representatives from all governance sectors to develop the strategic plan for the coming year guided by the College's mission, targeting areas of concern identified in the 2009—10 PMP findings. Additionally, there are plans to monitor the Academies through the lens of the Assessment protocol in the hope that major strides in retention and performance will be realized.
- At the conclusion of the Interim President's address, Dr. Phil Pecorino had inquiries concerning the ERI, to clarify that when the ERI was approved that the funding to replace those faculty members that Community Colleges would receive be half the amount allotted to the Senior Colleges?
- Interim President Call responded that she had no official word in that regard, and that she would make that inquiry.

**IV. Senate Steering Committee:**

Chair Tai referred to her written report (Attachment C of the September 21, 2010 Agenda)

- Chair Tai welcomed everyone to the first regularly scheduled Academic Senate meeting, and invited the representatives of the Student Government to stand. Dr. Tai implored the students of the necessity to have their voices heard, by becoming actively engaged in the governance process.
- Chair Tai welcome new Senator Reuvain Zaharry.
- Chair Tai pointed everyone's attention to the websites for the new criteria for the PSC-CUNY Research Award Program, as well as the Sexual Assault Policy that was also crafted by the Vice Chancellor's office with a Task force comprising of faculty, members of Student Government, and members of the University Faculty Senate over the summer months.
- Chair Tai reiterated that with the Budget cuts are significant, and that it is more important than ever that we as a community get involved with governance to influence how our resources are distributed.
- Dr. Tai discussed the matter regarding whether or not Senators should resign when they leave for sabbatical, and pointed to the stipulations of the Bylaws. Chair Tai then opened the floor for discussion to arrive at a recommendation for the amendment of the Bylaws. A lively discussion ensued.

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- Dr. Pecorino (Parliamentarian) made a resolution that the Academic Senator refer to Article 6: Section 1G of the Bylaws that prohibits senators from serving while on leave to be removed from the Bylaws. This resolution will be sent and deliberated upon by the Committee on Bylaws. The resolution read as follows:

Resolved:

That the Academic Senate forward to the Committee on Bylaws for its consideration the following amendment  
Removal of Article VI.1. section g and leaving V.I. 1 ending at f.

If the above resolution is recommended by the Committee on Bylaws and then adopted by the Senate the result would be that persons on leave shall retain the right to vote for representatives to the Academic Senate and serve as Senators during the period of their leave as there would be no prohibition to doing either once Article V.I. g is removed.

A motion was **made, seconded, and approved** to send Dr. Pecorino’s resolution to the Committee on Bylaws for evaluation. There were forty-four positive votes, six negative votes and one abstention.

**V. List of Graduates for June 2010 – (Attachment E) - RESOLUTION**

- A motion was **made, seconded, and approved** to approve the list of June Graduates (Attachment *E o f the September 21, 2010 Agenda*). The motion was passed unanimously.

**VI. Monthly Reports of Academic Senate Standing and Special Committees**

**Committee on Committees - (Attachment F)**

**Committee on Course and Standing – Subcommittee on CPE Appeals – RESOLUTION  
(Attachment G)**

- Interim President Call informed the Senate that the topic of the CPE is currently under discussion as to whether to continue to use the CPE as a high stakes requirement for graduation, to seek an alternate or to eliminate all together.
- While it was determined that no action of the senate was necessary to extend the operation of the committee on Course and Standing’s subcommittee on the CPE, Chair Tai indicated that the University Faculty Senate are currently examining alternatives to the CPE, and invited anyone who had strong opinion on the matter to contact her, Dr. Shimkin or Interim President Call via e-mail.

**Committee on Environment, Quality of Life, and Disability Matters (Attachment H)**

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- A motion was **made, seconded, and approved** to accept the Monthly Reports of the Academic Senate and the Standing Committees as presented ( **Attachments F, G, H** of the September 21, 2010 Agenda). The motion was passed unanimously.

275 **V. Annual Reports of Academic Senate Standing and Special Committees**

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- Committee on Academic Development and Elective Programs (Attachment I)
  - Committee on Admissions (Attachment J)
  - Committee on Awards and Scholarships (Attachment K)
  - Committee on Bylaws (Attachment L)
  - Committee on Ceremonial Occasions (Attachment M)
  - Committee on Committees (Attachment N)
  - Committee on Computer Resources (Attachment O)
  - Committee on Continuing Education (Attachment P)
  - Committee on Course and Standing (Attachment Q)
  - Committee on Cultural and Archival Resources (Attachment R)
  - Committee on Curriculum (Attachment S)
  - Committee on Distance Education (Attachment T)
  - Committee on the Library (Attachment U)
  - Committee on Publications (Attachment V)
  - Committee on Student Activities (Attachment W)
  - Committee on WID/WAC (Attachment X )

295 A motion was **made, seconded, and approved** to accept the Annual Reports of the Academic Senate and  
296 the Standing Committees as presented ( **Attachments I – X** of the September 21, 2010 Agenda). The  
297 motion was passed unanimously.

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- Interim President Call thanked all the members of the committees.

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302 **VI. Old Business**

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304 **VII. New Business**

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306 Report on Middle States Monitoring Report

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- Interim President Call invited Dr. Corradetti to the floor.
  - Dr. Arthur Corradetti assured the Senate that the report is nearly completed, and that he was optimistic that it will be well received. He thanked everyone who contributed to this monumental task.
  - Interim President Call expressed that she was so confident about the quality of the report that she will be joining Drs. Edlin, Tai, and Corradetti in making a presentation at the upcoming Middle States Conference.

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319 The meeting was adjourned at 4:00PM

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321 Respectfully Submitted,

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323 Barbara Blake-Campbell, RN, PhD.(Secretary)  
324 Steering Committee of the Academic Senate.

325            Respectfully Submitted,  
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327            Barbara Blake-Campbell, RN, PhD.(Secretary)  
328            Steering Committee of the Academic Senate.



**QUEENSBOROUGH COMMUNITY COLLEGE**  
of The City University of New York

***Report of the President***  
**to the Academic Senate**  
**October 12, 2010**

Events:

- On Sunday, September 26, Vice President Hartigan hosted a Welcome for the Families of new Students. The event format encouraged questions from the audience and a two hour dialogue with college staff about campus life and academics, followed by campus tours. Thanks to all the faculty and staff who participated in this ‘family orientation.’
- On Tuesday night, September 28, a Ceremony was held in the Humanities Theatre to celebrate Spring 2010 Dean’s List Students. Over five hundred students, family and friends participated in this special event, at which every Dean’s List student came up on stage to be recognized and receive an honor pin. Drawing the evening’s greatest applause was an 84 year old student who inspired all with her achievement.

Enrollment Update:

- With the September 15 deadline for Sp 2011, the Enrollment Management team has begun work with new students. Many are applicants who could not be enrolled this semester. New applicants will begin taking the placement tests in mid November.
- Advisement of currently enrolled students for the spring 2011 semester has begun. Queensborough’s role as a vanguard college for CUNY First and the implementation schedule will delay formal registration into courses until after the new system is activated. The Enrollment Management team is coordinating efforts of all student service offices and faculty advisors to facilitate students’ enrollment in the courses selected in the advisement process.
- Winter session classes offer an opportunity for students to stay on schedule for graduation. If CUNY First Campus Solutions is implemented this October/November, as a Vanguard college, QCC’s winter session will be counted for student registration as part of the spring term in the new CS system.
- Our QCC Foundation, alumni, friends of the college, and current students (through the Walk to Aspire) raise money to create student scholarships. Fifty merit scholarships of \$500 each will be awarded for the Spring 2011 semester to full time continuing degree students who by the end of this term have completed 24 credits, (plus any remediation required) with a 3.25 minimum GPA. An essay on educational/career goals is also required with the application. Vice President Ellen Hartigan will send an announcement to students via Tiger Mail in mid October. Students should also visit the Awards and Scholarships pages on the QCC website for additional scholarship postings.
- A reminder, the Walk to Aspire to raise funds for student scholarships is Wednesday, November 17.

Personnel:

- An agreement in principle has been reached by CUNY and the PSC to permit adjuncts to teach winter session classes at no consequence to their fall or spring workload assignments.
- Information sessions on the ERI will be held throughout the city this month. Ysabel Macea of our Personnel Office has sent the schedule which includes a session at Queens College on October 18. Faculty and staff are invited to meet with Ysabel to discuss individual situation. The deadline for faculty and HEO staff to file papers for the ERI is January 6, 2011.

Budget:

- FY 11 Financial Plan: Annually, we are requested to file a Financial Plan with the University which must reflect a balanced budget. Our FY 11 Financial Plan reflects the priorities for expenditures in support of the FY 11 Strategic Plan. The Financial Plan was reviewed with the Cabinet, the Budget Committee of the College Personnel and Budget Committee, the College P and B as a group, and the College Advisory Planning Committee which includes elected representatives from the faculty and the students as well as senior administrators. The Financial Plan is derived from our Strategic Plan which is developed through consultation by the College Advisory Planning Committee over the preceding academic year, and adopted after focus groups including the Executive Team, Department Chairpersons, HEOs, students and open hearings with faculty and staff.
- Over the last two weeks, the state of our budget and expenditure plan to ensure a balanced budget has become more challenging. As outlined in the CUNY Budget Update from the Chancellor which I emailed to the campus community last week, state and city legislative actions have had a significant impact on this year's budget allocation which was at 90% of the funding model versus the 99% level for last year. The failure to implement the tuition increase approved by the Board of Trustees translates to a loss of one million dollars to QCC this year (although a mid-year tuition increase remains a possibility). Last week, we have received notice of a PEG (Program to Eliminate the [budget] Gap) which, if enacted at the proposed level, would further reduce our available budget by \$2.2 million this year. Our impact statement to the University will reflect the dire consequences to our students and educational environment if this level of cut is implemented. Additionally, we have been notified CUNY community colleges are under a hiring freeze on full time positions. It is uncertain if vacancies in faculty positions created through the ERI or for other reasons can be filled, and what level of replacement given the budget constraints. As additional information from the University becomes available, consultation with various governance groups on the budget impact and actions to respond will continue, and the campus community will be advised of significant changes as our budget status changes.

## STEERING COMMITTEE REPORT

### 1. Senate Matters: Composition and Membership

As of this writing, the Steering Committee hopes to be in receipt of a report from the Committee on Bylaws that will address the request the Committee on Bylaws received from the Steering Committee at the behest of the Academic Senate, requesting the amendment of

FROM:

### Article VI. VOTING

#### Section 1.

- a. Lecturers (full-time), Instructors, and the persons in Registrar series who have received notice of appointment on an annual salary basis for a third or later year of continuous full-time service, and all individuals in professorial titles who do not hold administrative positions shall have the right to vote for faculty representatives to the Academic Senate and to serve as faculty senators.
- b. All full-time college laboratory technicians shall have the right to vote for two (2) CLT representatives to the Academic Senate.
- c. Adjunct CLTs shall elect one (1) representative from among their number who shall cast one vote in the election of the two full-time CLT representatives to the Academic Senate and any other college-wide positions to which CLTs are elected. For purposes of this document, adjunct CLTs shall be defined as any person who is employed part-time as a CLT and who does not otherwise have voting rights as described in the appropriate sections of this document.
- d. All full-time members of the Higher Education Officer series as of February 14, 2006, shall have the right to vote for two (2) HEO representatives to the Academic Senate.
- e. Adjunct faculty shall be permitted to vote for one (1) adjunct representative to the Academic Senate upon receipt of the fifth continuous notice of reappointment.
- f. Persons having received notice of non-reappointment shall not have the right to vote for representatives to the Academic Senate or in the Academic Senate upon immediate receipt of such notice. Persons who have submitted a resignation shall not have the right to vote for representatives of the Academic Senate or in the Academic Senate immediately upon receipt of such resignation.
- g. Persons on leave shall retain the right to vote for representatives to the Academic Senate but shall not serve in the Academic Senate during the period of their leave.

**TO:**

**Article VI. VOTING**

**Section 1.**

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- e. Adjunct faculty shall be permitted to vote for one (1) adjunct representative to the Academic Senate upon receipt of the fifth continuous notice of reappointment.
- f. Persons having received notice of non-reappointment shall not have the right to vote for representatives to the Academic Senate or in the Academic Senate upon immediate receipt of such notice. Persons who have submitted a resignation shall not have the right to vote for representatives of the Academic Senate or in the Academic Senate immediately upon receipt of such resignation.

Our rationale for the deletion of section “g” is the need to maintain a quorum, as per the CUNY Central Office’s interpretation of the Perez decision, as well as the situation we currently face in our Academic Senate, in which a number of senators, although on fellowship or maternity leave, would prefer to remain Senators, in anticipation of their return by our January senate.

**2. Committee Matters: Composition and Membership**

As members of the Senate will read in the attached report from the Committee on Committees, various discrepancies between committee assignments and meeting times has made it necessary to modify various committee rosters. As of this writing, the Committee on Committees is considering the following changes:

Due to difficulties with the teaching schedule of Craig Weber and Haishen Yao, both have resigned from the Committee on Committees. They have been replaced by Dr. Caf Dowlah (Economics/Social Sciences) and Dr. Philip Pecorino (Philosophy/Social Sciences). Dr. Pecorino has resigned from the Committee on Publications and is being replaced by

Professor Bahar Baheri, the current Steering Committee Designee on Committee on Publications. The Steering Committee has invited Dr. Weber to take his place as Steering Committee Designee, while Dr. Yao will be replacing Dr. Dowlah as Steering Committee Designee to the Committee on Bylaws.

The Steering Committee is also delighted to announce that we are in receipt of the names of students who have volunteered to serve on the Committees of the Academic Senate. Our thanks go to Ms. Gisela Rivera, Mr. Raymond Volel, and Student President Ms. Stephanie Sandson for their cooperation with the Steering Committee of the Academic Senate.

### **3. Committee Matters: Activities**

In addition to the charge to the Bylaws committee, the Steering Committee wishes to recognize the difficult task of the Committee on Environment, Quality of Life, and Disability Issues. Last year, the Committee conducted an extensive study, and recommended the enactment of a “25-foot” rule, mandating that smoking not occur any closer than 25 feet from campus buildings. Former President Marti then acted to implement this rule, which went into effect with the start of President Call’s administration, this August. Some students and faculty have been courteously adhering to this rule, and they have the community’s thanks. Others, however, have not been, to the great frustration of students and faculty members who are concerned about the well-documented dangers of second-hand smoke. Several members of our college community have expressed dissatisfaction with the current policy, which does not really provide for aggressive sanctions against those who might be less respectful of these new rules. As of this writing, many on this campus are watching to see if the University enacts a comprehensive no-smoking policy that would allow enforcement to be undertaken. While the Steering Committee has members who have expressed strong sympathy on both sides, we wish to stress that we are unanimous in our gratitude to the members of the committee on Environment, Quality of Life, and Disability Issues, who have been diligent and thoughtful concerning a difficult situation. We would also like to take this opportunity, however, to make an appeal to all members of our college community to abide by a campus rule that was implemented upon the recommendation of our shared governance body. The Steering Committee recognizes that the 25-foot rule was, on some level, a compromise that both smokers, and non-smokers might feel discomfited by. Abiding by it, however—at least for the time being--represents an affirmation of our respect for one another that we sincerely hope all members of the campus community will support.

#### 4. University and College Wide Matters with Direct Bearing on the Senate

- Faculty governance leaders within CUNY have been asked by the University Faculty Senate to solicit reactions to the Faculty Experience Survey, conducted by Dr. Kathleen Barker of Medgar Evers College. (For the full findings of the survey, see <http://www.cunyufs.org/FES/>). Members of the Queensborough College Community are invited to share reactions and recommendations to the report of Faculty Experience at Queensborough with the Steering Committee at [etai@gcc.cuny.edu](mailto:etai@gcc.cuny.edu), in order to assist us in determining if there are action items for the Academic Senate.
- As per a directive from the University Faculty Senate, Faculty Governance Leaders have been asked to make sure that faculty are involved in the Budget request process. A financial plan will be submitted by our college, as per a directive from the CUNY Central office, on Wednesday, October 6. Senators will be in receipt of the attachments sent yesterday, in conjunction with the Chancellor's request that campuses prepare for anticipated budget reductions. Prior to that time, President Call will be meeting with the College Advisory Planning Committee, (CAPC), which includes the members of the Steering Committee and the Faculty Executive Committee. If there are issues that Senators wish to be addressed with regard to the Budget and the Strategic Plan in that meeting, the Steering Committee would be grateful to receive comments.
- Another matter of university-wide importance to our college are the findings of the Task Force on the CUNY Proficiency Examination, or CPE. This task force, which included the participation of the head of our Subcommittee on CPE Appeals, David Shimkin, addressed two related issues: first, whether the CPE, in itself, is, as the Task Force's charge statement put it, "a valid and reliable measurement tool," and, second, whether there might be a value in "benchmarking" the accomplishments of CUNY students relative to those of students in other colleges and universities. There are a number of factors at issue here, but one of the most driving elements is, unfortunately, sheer cost; in an environment in which fiscal austerity may compel some tough choices, the CPE stands out as a quite expensive instrument, which, in its current administration under Pearson Education, is costing the university \$5 million annually. Then, because the test is "criterion referenced"—that is, an instrument in which students are evaluated according to a performance scale—it tends to be redundant, in that the students who tend to pass it tend to incidentally be the students who have been earning a 2.0 or better in their first 45 credits, and who go on to perform at a successful academic level later on. Meanwhile, there are secondary problems with the second part of the CPE, a test of quantitative reasoning that tends to bring down scores for even successful students.

Many, across the university—including members of the task force—are hugely positive about the instructional innovations that were ushered in with the introduction of the CPE, including the WID/WAC program that has had such a positive effect on instruction throughout our curriculum. No one wishes to see

these innovations eliminated, but the university will be phasing out the CPE this fall. The Task Force meanwhile considered a series of competing tests, that, by contrast, are “norm referenced,” that is, they measure the test-taker against other test-takers. These include the Collegiate Learning Assessment (CLA); the Collegiate Assessment of Academic Proficiency (CAAP); and the Educational Testing Service’s “Measure of Academic Proficiency and Progress,” (MAPP). There’s a very careful analysis of these competing instruments in the Task Force report, which might be useful for the members of our college community to read; the Task Force seemed inclined to proceed with caution regarding the adoption of any of these alternatives, however, expressing, in its final recommendations, an indication that “publically benchmarking CUNY colleges” would only be desirable “if it can be done without compromising the primary function of enhancing student’s learning, if the benchmarking is sound, and if the cost is reasonable.”

The phase-out of the CPE has clear implications for the Subcommittee on CPE Appeals, as well as possible implications for our committees on WID/WAC, and Assessment. The Steering Committee wishes to recommend that all Senators review the CPE Task Force report, which we have placed on the Governance website at

<http://www.qcc.cuny.edu/Governance/AcademicSenate/SC/documents.asp>.

We invite all members of our Queensborough Community to share any comments that they may have with the Steering Committee, which we are prepared to formulate as action items at our college, or as communications to our colleagues in the University Faculty Senate.

- Finally, the revision of the Multiple Positions policy that has been appended as a document below is under consideration by the CUNY Central Office. It is important to stress that this is ONLY a draft at this point, and that several reservations about its provisions have been expressed, both by the chairs of departments on our campus, and within Faculty Governance bodies on other campuses. However, in order to fully consider this policy, we wish to disseminate it to the members of the Academic Senate, with a request for comments we can share with the University Faculty Senate:

## **STATEMENT OF POLICY ON MULTIPLE POSITIONS**

### **1. PREAMBLE**

Each full-time faculty member is obligated to view his/her appointment to a college or university faculty position within The City University as his/her major professional commitment. This commitment obligates the faculty member in two ways: he/she is at once a member of the national and international world of learning and a member of The City University community. Though his/her first responsibility to The City University is that of teaching, he/she recognizes the obligation to be regularly accessible for conferences with his/her students, to participate in appropriate extracurricular undertakings, and to serve on various college and university committees and as a member of college and university councils and other assemblies.

The City University of New York is a major research university. A full-time faculty member is expected to create new knowledge in his/her discipline through scholarly research, writing, and creative works. He/she constantly makes all efforts to improve his/her professional standing through study and thought, and also through activities such as research, publication, attendance at professional conferences, and the giving of papers and lectures. Such professional involvements also enhance his/her abilities as a teacher and as a member of The City University community; such professional involvements support the value of his/her activities on campus and equip him/her to participate in significant educational innovations as well as furthering his/her professional stature.

### **2. MULTIPLE POSITIONS**

#### **a. OUTSIDE THE CITY UNIVERSITY**

Full-time appointment to a college or university faculty position is a full-time assignment. Faculty members have a responsibility to observe professional standards of behavior in becoming involved in activities supplemental thereto. No employment, consultative, or other work outside The City University may be engaged in by a faculty member unless he/she receives prior approval from the P & B of his/her department after full disclosure of his/her total academic commitment, the proposed outside



employment, consultative, or other work, and other outside work theretofore approved. The P & B committee shall not approve any outside employment, consultative, or other work unless such employment or work relates to the professional interests, strengthens the professional competence, or enriches the professional performance, and does not interfere with the professional standing of the faculty member. No employment, consultative or other work, remunerative or otherwise, shall be approved by the P & B Committee or engaged in if the services of the faculty member to his/her college or the university or his/her ability to meet his/her commitments to his/her college or the University will be impaired thereby. If the departmental P & B approves such employment or work, the amount of time that the faculty member may expend thereon shall be determined by the departmental chairperson after consultation with the faculty member, and subject to the review of the college president. In no event shall the total amount of time to be expended on such outside employment or work be or be approved for more than an average of one day a week, or its equivalent during the academic year.

**b. WITHIN THE CITY UNIVERSITY – TEACHING**

- 1) Where the best interests of the college or the university make it desirable or necessary to draw upon full-time personnel in one unit or branch for service in another, requests for such service should originate with the principal academic or administrative officer of the requesting unit and have the approval of the principal academic or administrative officer of the other unit. It is the policy of the university and its colleges to achieve exchanges of services, wherever possible, by budgetary interchange or by the balancing of interchanged services, with no additional academic load or extra remuneration for the individuals concerned. Variations from this norm will be allowed only with the special permission of the Chancellor, or the appropriate president.
- 2) Within the framework noted in section 1, full-time non-tenure-track and tenured faculty will be eligible for consideration for an overload assignment when such assignment is determined to be in the best interest of the college and to serve a specific academic need. Permission to take on an overload teaching assignment will only be granted up to a maximum of eight classroom contact hours total over the fall and spring semesters.
- 3) In addition to the overload assignment permitted in paragraph 2, a full-time non-tenure-track or tenured faculty member will be eligible for consideration for additional overload assignments of no more than six classroom contact hours during the academic year in courses offered during the Winter Session, in courses offered exclusively on Saturdays or Sundays, or in courses offered as part of on-line degree programs.
- 4) Full-time non-tenured tenure-track faculty will not be permitted to engage in any overload teaching.

**c. WITHIN THE CITY UNIVERSITY – RESEARCH, CONSULTING, EMPLOYMENT**

The City University regards scholarly activity and research as part of the normal activity and responsibility of the faculty. In fact such activities are part of the basis on which faculty members are evaluated, reappointed, or promoted. The public looks to the University as a source of new information, reinterpretations, and advancing intellectual activities. Also, the University is looked upon as a community of scholars. This carries the implication of joint scholarly effort and mutual support and availability amongst faculty and students. The faculty is given full-time annual paid employment to cover all the activities of teaching, research, consulting, curriculum development, counseling, committee work, etc.

When special funding in support of research is available, it is presumed to make possible, or easier, the scholarly activity that faculty and students wish to or are willing to pursue. Accordingly, it is the policy of the Board of Trustees that there may not be paid any extra compensation to full-time members of the faculty for work done during the academic work year. This limitation applies to research, consulting, or any other employment with The City University or any of its associated organizations, regardless of the source of funds. For the particular case of extra teaching, the policy is expressed in Section 2b above.

Under the special circumstances of an urgently needed short-term administrative and/or service assignment, a President or Vice Chancellor in the Central Office may authorize specific extra compensation for a faculty member whose services are required as an overload. This authorization must define both time and money limitations, and must state that it was not possible to relieve the faculty member of other duties to an equivalent extent. Such non-teaching overload assignments will be limited to 150 hours per semester at the nonteaching hourly rate, or a total of 300 hours for the entire academic year. Further adjustments may be authorized by the Chancellor or the Chancellor's designee.

**d. WITHIN THE CITY UNIVERSITY – SUMMER ACTIVITIES**

Compensation for CUNY summer activities shall not exceed a total for all such activities of three months of the faculty members' full-time CUNY salary. This includes, but is not limited to, teaching in a summer session in The City University of New York, performing administrative duties (such as service as a department chairperson), and conducting research paid for using funds originating from the CUNY Research Foundation. Faculty may, under certain rigorously documented and justified circumstances, be paid to engage in overload work (work exceeding 40 hours per week) during the summer when the overload is paid by funds from any of the colleges' individual foundations (assuming that that foundation can run a payroll). The faculty member shall report to the college at which he/she has a full-

time appointment all such summer activities in advance of participating in them to ensure that they do not exceed contractual rules or University practices.

### **3. RESTRICTIONS ON MULTIPLE POSITIONS FOR FACULTY ON LEAVES FROM THE CITY UNIVERSITY OF NEW YORK**

When faculty members are granted leaves of absences, they are expected to devote their time and energy to the purposes for which the leave is granted. As a general rule, employment within or outside of the University during leaves of absence is prohibited, unless such involvement is integral to the purpose for which the leave is granted, and with the exception of employment outside of the University during Travia leave. Any employment either within or outside of the University during a leave of absence, other than employment outside of the University during Travia leave, requires the approval of the President, pursuant to guidelines to be promulgated by the Chancellor.

For the purposes of this policy, Fellowship Leaves and Scholar Incentive Awards will cover periods within the boundaries of the academic year, and do not include the period of the annual summer leave.

### **4. MULTIPLE EXTRA INVOLVEMENT**

From the beginning of the fall semester until the day after spring commencement, the total extra involvement shall not exceed 300 hours of extra consultation or non-teaching adjunct work (see section 2.c), or 14 classroom contact hours of extra teaching (that is, the combined extra teaching permitted under Paragraphs 2.b.2 and 2.b.3) , or a proportional combination of these two types of activities.

### **5. MECHANISMS OF PAY**

During the academic year, all work done for CUNY must conform to the rates of pay indicated in the collective bargaining agreement.

During the summer, when faculty are paid at the hourly rate to do teaching or non-teaching CUNY work, the rate of pay must conform with the collective bargaining agreement. Further, the pay given to faculty during the summer for service as a department chair must conform to the contractual formula negotiated for that purpose. In addition, during the summer faculty paid with funds originating from the CUNY Research Foundation must be paid at the CUNY rates of pay. However, when other types of funds are used (such as funds from individual college foundations), faculty may be paid at a rate that differs from the collective bargaining rate, as long as all other policies accruing to that source of funding are followed.

## **6. ANNUAL REPORT**

At the regular June meeting, the Chancellor shall report to the Board the steps taken by the Presidents to implement these regulations and the extent of compliance with the limitations set. The reports shall contain details from the Presidents about all excesses over any of the guidelines herein stated, including the names of all persons involved and the specific reasons for the excesses. The University will continue to monitor overload assignments. Overload assignments shall be reported to the Board of Trustees as part of the annual report.

**From:** Aránzazu Borrachero, UFS Member/Queensborough Community College

**To:** Barbara Blake-Campbell, Secretary, QCC Senate Steering Committee  
Emily Tai, Chairperson, QCC Senate Steering Committee

Att.

**Report on the 352<sup>nd</sup> UFS Plenary Session of CUNY, September 21, 2010**

UFS Chair Sandy Cooper called the meeting to order at approximately 6:32 p.m.

**I. Approval of the Agenda for September 21, 2010**

The agenda was approved by voice vote.

**II. Approval of the Minutes of May 11, 2010**

Minutes were approved as distributed by voice vote.

<http://tinyurl.com/2uq48rt>

**III. Reports**

**A. Chair's Report (oral and written)**

**Research grants.** The PSC Research Grant Program has been modified. The final decision on its current form was achieved after negotiations between the union and the CUNY administration. It will function as a pilot project and will be changed according to the results achieved. There will be a reduction of panels to 18 and a collapse of disciplines. The application due-date has been postponed until January. There is now the possibility of receiving larger grants (up to \$12000). Each campus should notify the faculty of these changes in detail through their pertinent offices.

**Higher education in prisons.** Prof. Emily Tai has been working on the initiative. There will be a conference in February on the topic. Finding adequate funding is a priority.

**Multiple-position policy proposal.** The Provost is pushing for a change in this policy in order to increase the statistics of full-time faculty teaching on campus.

**B. Representatives to Board Committees – Fiscal Affairs** [<http://tinyurl.com/3ybdxp9>]

A summary of the Recent Board of Trustee Committee Meetings has been distributed to senators, who are all encouraged to read and listen to Chair Benno Schmidt's reaction to the troubling budget presentation by Interim Senior Vice Chancellor for Budget/Finance/Financial Policy Marc Shaw, and Associate Vice Chancellor for Budget and Finance Matt Sapienza.

The senators are also encouraged to take an active role in finding out what is going to happen with budget decisions in their colleges. Faculty must be part of the process of budget adjustments.

#### **IV. Invited Guests**

##### **A. Vice Chancellor for Legal Affairs Frederick Schaffer, on E-discovery and other University policies.**

Mr. Schaffer summarized the content of an e-mail message sent to CUNY last spring. The document pertains to the retention and disclosure of information in relation to litigation: once a CUNY member receives notice of litigation, s/he must suspend all deletion of documents from computers in the workplace. Basically, the same principles used with hardcopies of documents apply to computer documents. In the event of a litigation hold-notice, there is an IT designee in every campus who will work with the campus' legal person to ensure proper compliance of the policy. If any documents are destroyed, the sanctions may be very severe, and the College will be held accountable.

##### **B. Interim Senior Vice Chancellor for Budget/Finance/Financial Policy Marc Shaw and Associate Vice Chancellor for Budget and Finance Matt Sapienza, on CUNY's Budget.**

Marc Shaw reported that there are serious concerns about the future of funding for CUNY. In Albany, the focus right now is the multimillion deficit, and discussions center around where to cut funds. CUNY must be prepared for the new governor cuts, as new governors prefer to implement budget reductions at the beginning of their legislature rather than closer to reelection time.

Matt Sapienza reported that the state budget was enacted in August (when it should have been enacted in April). Senior colleges will suffer the impact of a budget reduction of 84.4 million dollars. Community colleges will experience a 20 million dollar budget reduction. A tuition increase of 2 percent has also been approved for the future. TAP, childcare funds, and other important programs are also going to suffer. For TAP, there was an attempt to increase the number of credits required of recipients from 12 to 15, and this was supposed to be retroactive. This proposal, however, was put on hold and not implemented this year.

Senior colleges, in the past, were able to sustain momentum because they had sufficient revenues, but now they will have to make some hard decisions. A concern for community colleges is that state-aid has been partially generated from Pres. Obama's stimulus program. If this stimulus discontinues, then Community Colleges will face an additional reduction in their budgets. Mr. Sapienza also informed the senators that the mayor had just issued a mid-year budget reduction for all city agencies (5.5% this year and 8% next year).

##### **C. Susan O'Malley, President, CUNY Academy for Humanities and Sciences.**

The Academy is devoted to enhancing scholarship and research. They dispense travel funds such as the Stewart Travel Award, and receive money from the Office of Academic Affairs, among other donors. The heart of the Academy is the seminars that the Academy organizes and presents. Faculty, however, may also sponsor talks. There are 80 Academy members, but the Academy would like to have 100. Senators are encouraged to disseminate the Academy information and to invite faculty in their colleges to participate.

**V. Approval of UFS Standing Committee Slate** [<http://tinyurl.com/3248fwu>]

Approved by voice vote.

**VI. New Business.**

**A. Resolution in Memory of Martha J. Bell** [<http://tinyurl.com/3a7k7on>].

The resolution, which includes funds set to her memory, was introduced and distributed to senators. A motion for its acceptance was voted by acclamation. Copies of the resolution will be sent to Prof. Bell's survivors.

**B. Resolution on Federal Support of For-Profit Universities**

[<http://tinyurl.com/367wby2>]

Incidents of fraudulent dealings with Pell and other grants have been taped and are under investigation by the Committee on Health, Education, Labor, and Pensions of the US Senate. Because a significant amount of public funding is allocated to these corporative institutions, Chair Cooper has started a campaign and has written a letter to Sen. Harkin, Chair of the Senate Committee, in support of such investigation.

The resolution was unanimously approved and will be forwarded to the Board of Trustees.

**C. 2009/2010 Annual Report of the Libraries & Information Technology Committee** [<http://tinyurl.com/34gm7cu>]

The charges of the Committee for this year are the revision of library policies with special attention to technology, and a resolution regarding open access.

**D. Faculty survey.**

With relation to the CUNY wide faculty survey completed during 2009-2010, the senators were advised to pay close attention to the actions of their respective colleges regarding results: what changes are colleges addressing or not addressing?

The meeting was adjourned at 8:33 pm.

**QUEENSBOROUGH COMMUNITY COLLEGE  
THE CITY UNIVERSITY OF NEW YORK  
COMMITTEE ON BYLAWS OF THE ACADEMIC SENATE**

To: Dr. Emily Tai, Chair Steering Committee of the Academic Senate  
From: Prof. Janice Molloy, Chair, Bylaws Committee  
Date: October 3, 2010  
Subject: Monthly Report: Senate Bylaws Article VI, Section 1.g

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The Bylaws Committee considered the above named article, and made the following recommendations:

Article VI, Section 1 from:

Persons on leave shall retain the right to vote for representatives to the Academic Senate but shall not serve in the Academic Senate during the period of their leave.

Remove item g, leaving Article VI, Section 1 ending at f.

Respectfully submitted,

Janice Molloy, RN.



Queensborough Community College

The City University of New York

Report to the Academic Senate

Memorandum

From: Prof. Sheila Beck

To: Dr. Barbara Blake Campbell

Date: September 29, 2010

Subject: Committee on Committee Monthly Report

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Due to the resignation of Dr. Yao from the Curriculum Committee, the Committee on Committees voted to approve Dr. Philip Peccorino's appointment to the Curriculum Committee.

Due to the resignation of Dr. Weber from the Curriculum Committee, the Committee on Committees voted to approve Dr. Caf Dowlah's appointment to the Curriculum Committee.

Due to the resignation of Dr. Caf Dowlah as Steering Committee Designee to the Committee on Bylaws, the Committee on Committees voted to approve Dr. Haishen Yao as the new Senate Designee to the Committee on Bylaws.

Due to the resignation of Dr. Pecorino from the Committee, on Publications, the Committee on Committees voted to approve Dr. Bahar Baheri's shift from Steering Committee designee to voting member on the Committee on Publications.

The Committee on Committees voted to approve Dr. Craig Weber's appointment as Steering Committee designee on the Committee on Publications.

Respectfully submitted,  
Sheila Beck,  
Chair, Committee on Committees

TO: *Academic Senate Steering Committee*

FROM: David Shimkin  
*Chair, CPE Appeals Committee*

DATE: September 20, 2010

RE: Annual Report

**Charge:** The CPE [CUNY Proficiency Exam] Appeals Committee evaluates written appeals and supporting documentation from students on the following matters:

- Whether or not a student may be exempt from taking the CPE.
- Whether or not a student is eligible to take or re-take the CPE.
- Whether or not a student may attempt the exam before registering for the 45<sup>th</sup> credit.
- Whether or not a student who is not in good academic standing may take or re-take the exam.
- Whether or not a student may postpone taking the exam.
- Whether or not a student who has missed a scheduled exam date may be excused from forfeiture of one of three chances to pass the exam.
- Whether or not a student may be granted a fourth chance to pass the exam.
- Under limited circumstances, when necessary in order to render a fair decision, the committee may recommend that a failing exam be re-evaluated.

**Membership:** Ms Gina Capozzoli (Counseling); Dr. Arthur Corradetti (Associate Dean for Academic Affairs); Prof. Jean Darcy (English); Prof. Hamid Namdar (ECT); Prof. David Shimkin (English; CPE Liaison).

**Report:** Co mmittee Recommendations/Actions Actions Taken on Recommendations

1. That the Academic Senate approve establishment of a CPE Appeals Committee as a subcommittee of the Committee on Course and Standing. 1. CPE Appeals Committee established.
2. The Committee heard 97 appeals between August 2009 and June 2010:
  - One student appealed for an exemption due to a disability. Her appeal was forwarded to the CUNY Office of Testing. We have not yet received a decision from them.
  - Fifteen students appealed successfully to postpone taking the CPE. The reasons varied from personal or family illness to inability

to prepare because of heavy work or academic commitments. The majority of these students postponed taking their first try at the exam. Note that students in the Verizon program postpone the exam until their sixth term.

- Three students were scheduled by CUNY to take the exam despite having less than 45 credits. They were excused from sitting for the CPE.
- Thirty students appealed successfully for removal of a forfeit after missing a scheduled exam date, generally due to illness or family commitments or failure to receive notification of the exam. Two such appeals were denied due to lack of documentation.
- Ten students appealed successfully to attempt the CPE a fourth time. Another five such appeals were denied, so that the students could be encouraged to engage in additional interventions beyond those automatically required.
- Twenty-One students appealed successfully to take the CPE despite having a GPA below 2.0. Most of these students had a GPA of 1.8+ or higher and had completed 60+ credits. They were required to seek appropriate interventions and encouraged to attempt raising their GPA by appealing WUs and re-taking writing classes to improve grades. The appeals of ten students with a GPA below 2.0 were denied: in some of these cases, the GPA was below 1.8 and the committee felt the students should work first to improve their grades particularly in writing courses; some of the students had not yet completed EN 101 and/or EN 102; others were filing appeals so that they might apply for graduation (in which case the appeal was moot, since they would have to raise their GPA to 2.0 anyway).

cc: Acting President Diane Call  
 Dean Karen Steele  
 Mr. Antonio Contant  
 Mr. Dion Pincus  
 Members of the CPE Appeals Committee

**QUEENSBOROUGH COMMUNITY COLLEGE**  
**The City University of New York**

**COMMITTEE ON ENVIRONMENT, QUALITY OF LIFE AND DISABILITY**  
**ISSUES of the ACADEMIC SENATE**

**TO:** Dr. Emily Tai, Chairperson, Academic Senate Steering Committee

**FROM:** Dion Pincus, Chairperson, Committee on Environment, Quality of Life and Disability Issues

**SUBJECT:** Annual Report of the Committee on Environment Quality of Life and Disability Issues for September 2009- May 2010

**DATE:** August 26, 2010

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**Committee Members:**

Mr. Dion Pincus, Committee Chairperson  
Prof. Hayes Peter Mauro, Committee Secretary  
Prof. Alicia Sinclair, Member  
Prof. Carol Soto, Member  
Prof. Patricia Spradley, Member  
Ms. Leen Feliciano, Member (Student)  
Ms. Esther Lee, Member (Student)

Provost Diane Call / Dean Arthur Perkins, President's Designee(s)  
Mr. Ben-Ami Freier, Office of Services for Students with Disabilities, Committee Liaison  
Mr. Mel Rodriguez, Environmental Health and Safety, Committee Liaison

**Date and Times of Committee Meetings:** The Committee on Environment, Quality of Life and Disability Issues met six times during the 2008-2009 academic year: September 22, October 21, November 18, December 16, February 16, and April 20. Meetings were held on Wednesdays in both the Fall and Spring semesters, during Club Hours (usually from 1:00pm to 3:00pm).

**Annual Report of the Committee on Environment Quality of Life and Disability  
Issues for September 2009- May 2010**

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## **Summary of Committee Work and Report on Status of Prior Recommendations:**

The Committee worked on the following bylaws charges:

- Through a process that involves the administration, formulate and recommend to the Academic Senate policies and practices pertaining to the College environment in matters of health, safety, security, maintenance and allocation of facilities.
- Evaluate and report to the Academic Senate on the administrative response to problems in the College environment
- Receive all proposals concerning naming and renaming campus facilities and make appropriate recommendations
- Review and report on College Master Plan regarding facilities and campus environment
- Review the assessment of the campus with regard to services for students with disabilities and disability issues as the assessment relates and pertains to the campus environment and campus facilities and make appropriate recommendations to the Academic Senate.

In addition, the Committee worked on the following specific charges emanating from either the Academic Senate Steering Committee, or as a carry-over of prior recommendations:

- Conduct research on, and propose recommendations to the Academic Senate Report concerning the viability of establishing a campus policy on smoking.
- Create a subcommittee to implement approved recommendations concerning a campus policy on smoking.
- Work with administration and the campus Sustainability Council to integrate the work of the Committee with that of the Council, in support of the CUNY Sustainability initiative.

## **1. Space Allocation/Utilization/Facilities**

At the time of the completion of last year's final report to the Senate, Mr. Don Rainey, CUNY Campus Facility Officer, vacated his position. Mr. Jim Fox was the interim contact person for Campus Planning and Facilities until a replacement was found. The College was fortunate in its hiring of Dean Arthur Perkins to oversee the Office of Facilities, Planning, design and Construction.

The College continued its efforts to maximize the use of existing space in the face of rising student enrollment and a larger faculty and staff. With class sessions extended to evenings and weekends there has been an increased need for cleaning and maintenance which is being met by an ongoing facelift program including repainting and new tile floors in corridors and classrooms. Student desks have also been replaced in the Humanities and Science Building, with all rooms brought up to their maximum seating capacity. No new classroom spaces have been added during the past year but certain instructional spaces have been reconfigured, including the Forensics classroom and two instrumentation rooms in the Science Building whose creation liberates space for a new Chemistry research lab.

The need to accommodate increased numbers of faculty and staff has been met by converting underused spaces into offices and by making more efficient use of existing office space. Music and Physics faculty offices were renovated using flexible partition systems: an experiment in providing private work areas without disturbing airflow and natural light. Other renovations during the past year included offices for the Academic Computing Center, Financial Aid, Career Services, and Service Learning.

### **Campus Infrastructure**

Problems in electrical power supply and distribution continued to challenge normal College operations but substantial progress was made in permanent improvements to the electrical system. The first phase of the Electrical Upgrades project was completed in Fall 2009 with the installation of new main transformers next to the 56<sup>th</sup> Avenue gate. Construction of the second phase of the project is expected to begin in Fall 2011 and will include replacement of secondary transformers and generators at the principal buildings. The new generators will help to insure against a chronic inconsistency in Con Edison power supply during periods of peak summer usage.

Other capital projects to improve the existing infrastructure are in the design stage and include the Security Enhancements project to improve access control at building perimeters as well as the second phase of the new fire alarm system which encompasses the Humanities Building and RFK Hall.

## **Construction and Renovations**

In regard to campus buildings, Instructional space renovations completed or in progress as of June 2010 included new finishes in the HPED fitness center and new seating in the Music recital halls. The entire rigging system at the Humanities Theater was refurbished in Spring 2010, and the ongoing program of bathroom renovation progressed, with toilet partition replacements completed in the Science, Humanities and Library buildings.

As of June 2010, the project to enclose the Science courtyard to create a new cafeteria was still in the design feasibility stage.

On the campus grounds, The Entranceway project was completed in Spring 2010 and included the replacement of the existing chain link fencing with a secure and attractive steel fence at the campus perimeter as well as new vehicle entrance gates. The bus station was improved with the repair of the existing shelter and the addition of a second shelter. Paving repair was undertaken in Lot 6 to improve parking conditions and to allow use of the lot for Continuing Education motorcycle classes.

Reconstruction of the tennis courts was completed in June 2010. The courts had been taken out of use because of extensive cracking and they have now received new asphalt paving, color surfacing and nets as well as repaired fencing.

### **Parking (esp. for persons with disabilities)**

The Committee briefly revisited Mr. Marvin Young's (2008-2009 Student Representative) SGA Parking Proposal, as well as conducted a brief survey of the number and locations of parking spaces for persons with disabilities across the parking lots on campus, in response to a number of queries about the number and accessibility of "handicapped parking spots", and their relative proximity to instructional buildings.

It was found that overall, the number and location of parking areas designated for use for persons with disabilities met with ADA compliance; however, it was determined that there could, without undue hardship, be additional spaces allocated within the existing square footage of the lots, particularly if the reserved parking spaces were laid-out somewhat differently (angled, rather than parallel).

The Committee, in conjunction with Dean Perkins, determined that the issue of parking spots for persons with disabilities would be an appropriate item for inclusion in the upcoming Campus Facilities Master Plan.



## **2. Campus Safety and Security:**

Mr. Ed Locke, Director of the QCC Office of Public Safety, distributed both The Campus Security Report and the Sex Offender Report for review online during 2009. The 2010 Annual Security Report will be published in a new format based upon a template developed by CUNY Public Safety and Legal in order to standardize the reports across all CUNY campuses. It will include the federally mandated security policies, as well as the crime statistics for the past 3 calendar years.

Additional safety and security information, included in previous years' reports, is now published under separate cover in a new publication re-titled "QCC's Campus Safety Guide".

Emergency, Safety and Security information is also available through the Public Safety website.

The Closed Circuit (CCTV) camera system continues to be updated and expanded throughout campus.

The Department purchased its first hybrid Nissan Altima patrol vehicle and 2 new Toro electric patrol carts in line with the campus's Sustainability efforts.

Students, faculty and staff are encouraged to join CUNY Alert to receive text or voice notifications and/or email messages concerning campus emergencies or weather related closings. Sign up is a simple process at [www.cuny.edu/alert](http://www.cuny.edu/alert).

At an Advisory Committee on Campus Security meeting chaired by the VP for Student Affairs, it was recommended that "Blue-Light Emergency" phones be installed at various strategic locations on campus in order to create a greater sense of security.

Every instructional/administrative building has a designated fire coordinator for each floor of the structure. As was the case last year, these designated individuals completed a Fire Safety Training course and were provided a brightly colored vest, whistle and flashlight.

Mel Rodriguez (Environmental Health and Safety) continues to receive a list each semester with the location of students with disabilities.

There were periodic tests of the speakers on the Emergency Voice Alert System throughout the campus. Notification of testing is sent via the QCC community dialogue. The purpose of this system is to provide pre-scripted emergency alert notifications in the event of serious emergencies on campus. There were also numerous successful fire drills held throughout the Fall and Spring semesters, testing reaction time for safe evacuation of buildings using both the visual and audio alarm systems.

### **3. College Health and Environment Issues:**

- *Second Hand Smoke/Campus Smoking Policy:*

One of the most apparent set of concerns during 2009-2010 was that of reconciling the varied opinions of the campus constituencies with research on the processes of creating policy across similar higher education institutions, relative to creating a campus smoking policy which acknowledged health issues raised by non-smokers about exposure to second-hand smoke.

The product of the Committee's work culminated in the President's acceptance for implementation a series of Academic Senate recommendations which ultimately designated QCC as a **Smoking-Restricted Campus** beginning in the Fall 2010 semester.

During FY 08-09, dialogue across the college community concerning the issue of second-hand smoke led to a call for exploration into the viability of establishing a campus policy on smoking. Purview for the task was relegated to Governance, with the college's Academic Senate Standing Committee on Environment, Quality of Life, and Disabilities Issues taking the lead.

The 08-09 senate committee's charge could not be completed by the end of the fiscal year. But by the start of the Fall 2009 semester, the issue of smoking on campus, as well as exposure of non-smokers to second-hand smoke, gained increasing velocity through numerous animated discussions held through the QCC Online Community Dialogue, as well as other email and interpersonal venues.

Having inherited the charge of exploring options by which the needs and rights of smokers and non-smokers might be best reconciled, the members of the 09-10 Academic Senate Committee on Environment, Quality of Life, and Disabilities Issues felt it was incumbent upon them to not only fulfill the examination of the issues and concerns of smoking on campus, but to submit for the consideration of the body of the Academic Senate a list of thoughtful and appropriate recommendations and rationale for their consideration.

Certainly profiting from the groundwork laid by the prior year's Senate Committee members, the 09-10 Senate Committee – in collaboration with the President's Designee to the Committee, as well as the director of the Office of Environmental Health and Safety and on Environment – met and communicated frequently over the Fall 2009 semester in order to complete its research, assess its findings, and determine appropriate recommendations for a course of action on the matter in as timely a fashion as possible.

## **The Approach of the Senate Committee**

Apparent to the 2009-2010 Senate Committee on Environment, Quality of Life, and Disabilities Issues from the very outset was that a diverse campus community, comprised of over 16,000 students, faculty, and administrative and support staff, must characteristically exhibit diversity of opinion on matters which invite or suggest consideration of a campus-wide policy.

To that end, as the governance arm of the College charged with reviewing this matter, the Committee on Environment, Quality of Life, and Disability Issues sought to ensure that its objectivity in analyzing the content of relevant documents, assessing its findings, and making recommendations remained balanced by, and married to, a healthy respect for the inclusion and consideration of the diversity of opinion across the many “stakeholders” – non-smokers and smokers alike – upon whom crafting any policy recommendation(s) for review by the Academic Senate (and, ultimately, the Office of the President) would impact.

## **Activities Conducted to Inform the Committee’s Recommendations**

Prior to submitting a set of final recommendations to the full body of the Academic Senate for approval at its last session of the Fall 2009 semester, the following activities were conducted by the Committee:

- Formally met four times: on 9/17/2009, 10/7/2009, 10/21/2009, and 11/18/2009;
- Reviewed the 2008-2009 Committee on Environment, Quality of Life, and Disabilities Issues’ Annual Report to the Senate (*Appendix 1: pgs. 6-13*);
- Reviewed a draft of Borough of Manhattan Community College’s and Kingsborough Community College’s “Smoking Policy”, as well as resultant achievements and/or problems (*Appendix 2: pgs. 14-15*);
- Reviewed CUNY Policy 4.6 on the prohibition of smoking inside facilities owned, leased or operated by the University (*Appendix 3: pg. 16*);
- Reviewed campus concerns/postings from QCC Community Dialogue emails;
- Reviewed documented concerns surrounding implementation of a smoking policy, i.e., extent of a policy (complete ban, partial restrictions, dedicated space), applicability of policy to faculty/staff/students/visitors, enforcement of policy/disciplinary actions, adjudication of disputes arising from policy, and practicality of establishing dedicated spaces (within *Appendix 1: pgs. 6-13*);
- Reviewed Smoking Policy Planning Handbooks from (collaborative) AK, MO, KA, NC and CA community colleges (*Appendix 4: pgs. 17-19*);
- Reviewed published Abstract: Texas Public Health, 2005, Student Smoking Behaviors (*Appendix 5: pg. 20*);
- Reviewed Northern Michigan University: 2008, Smoking Survey and Results (*Appendix 6: pgs. 21-27*);
- Reviewed Indiana University – Perdue University Indianapolis (IUPUI) Campus Smoking Survey (*Appendix 7: pg. 28*);

- Reviewed University of Minnesota Campus 2008 Smoking Survey and Results (*Appendix 8: pgs. 29-43*);
- Reviewed Rogue Community College: Smoking Survey and Results (*Appendix 9: pgs. 44-52*);
- Reviewed Newberry College’s Tobacco Prevention Policy/Guidebook, and Faculty, Staff and Student Pre- and Post-Survey Instruments (*Appendix 10: pgs. 53-61*);
- Reviewed the American College Health Association’s October 2009 recommendations on policies addressing tobacco use at colleges and universities (*Appendix 11: pgs. 62-64*);
- Delivered a Progress Report to the Academic Senate on the Issue of Developing a Campus Smoking Policy for its November 10<sup>th</sup>, 2009 session (*Appendix 12: pgs. 65-66*); and
- Conducted and assessed results from an online Smoking Policy Survey, distributed via email/Tigermail to Students, Faculty, and Administrative and Support Staff, so that a more representative sample of opinion from across all constituencies could be taken, and the more than 16,000 “stakeholders” on campus could be offered an opportunity for participatory inclusion in the decision-making process as the Committee measured its potential policy recommendations (*Appendix 13: pgs. 67-69*).

The discussions/deliberations at the four meetings of the Committee focused on integrating aspects of relevant and appropriate information from all the above resources, as well as the contributions from students and student government, to determine the content and scope of recommendations to be submitted to the full body of the Academic Senate for consideration.

### **Conclusion/Recommendations of the Committee**

As a result of the Committee’s activities researching similar institutions’ policies, surveying the campus’ constituencies regarding the nature and scope of their concerns, and presenting interim reports to the body of the Academic Senate, the following set of final recommendations – completed in November 2009, complete with attachments to document and support the Committee’s rationale – was submitted to the Academic Senate Steering Committee for initial review, after which the entire document was then placed on the agenda for the Academic Senate’s December 2009 session for discussion and a vote to approve/disapprove:

**Whereas**, there has been raised, through the venues of the QCC Community Dialogue, as well as other email and personal exchanges, both prior and current concerns surrounding the issue of exposure of non-smokers to second hand smoke, as well as smoking in general on campus, particularly regarding, but not exclusive to, a) second-hand smoke exposure generated by smokers congregating by entrance and exit doorways of buildings, or below or adjacent to building windows and vents; and b) second-hand smoke entering through classroom and office windows of buildings which encase common areas where smokers congregate, i.e., the Science Building's encasement of the open courtyard outside the student cafeteria;

**Whereas**, a study of the issues and concerns involving smoking on campus, the impact of second-hand smoke on non-smokers, and the freedoms of smokers, as well as recommendations for reconciliation/resolution of these issues and concerns, has been given as a charge by the Academic Senate Steering Committee to the Committee on Environment, Quality of Life, and Disability Issues;

**Whereas**, the Committee on Environment, Quality of Life, and Disability Issues feels it has adequately completed its evidentiary review, inclusive of: a) documents and planning handbooks generated by this campus, other CUNY campuses, the University, and/or other colleges and universities, which identified areas of success and limitations surrounding establishing a campus smoking policy; b) survey data gathered over 10 days, sampling the opinions of 1,053 students, faculty, and administrative and support staff members on the question of the desirability of establishing a campus smoking policy; and c) campus concerns surrounding the mechanics of implementing such a policy, i.e., the extent of a policy (complete ban, partial restrictions, dedicated space), the applicability of policy to faculty / staff / students / visitors, the enforcement of policy/disciplinary actions, the adjudication of disputes arising from policy, and the feasibility of establishing dedicated spaces;

**Therefore, be it resolved** that the Senate Committee on Environment, Quality of Life, and Disability Issues makes the following recommendations concerning a QCC Campus Policy on Smoking for review and approval by the members of the Academic Senate, and thereafter, the Office of the President:

## **Recommendations**

1. Committee's recommendations regarding the Creation of a New Campus Smoking Policy.
  - a. It is the recommendation of the Senate Committee on Environment, Quality of Life, and Disability Issues that CUNY Policy 4.6, SMOKING BAN (BTM,1994,09-29,005,\_A), and the current Smoking Policy of the University,

- approved by the Council of Presidents at its meeting of 7 May 1990, which prohibited smoking in over ninety percent of the space in campus buildings—including classrooms, auditoriums, elevators, hallways, restrooms, and other common areas – shall remain in effect;
- b. It is the further recommendation of the Committee that recommendation 1a (above) be augmented in its application to the QCC campus and that **a new Campus Smoking Policy be implemented, and Queensborough Community College be newly established as a “Smoking-Restricted Campus”**.
2. Committee’s recommendations regarding the Intent of a Campus Smoking Policy.
    - a. It is the recommendation of the Committee that **the intent of this proposed policy be to restrict, rather than ban smoking on campus** and, in this way, reconcile the rights of smokers with the impact of second-hand smoke on the rights of non-smokers;
    - b. It is the further recommendation of the Committee that the implementation of a QCC “Smoking-Restricted” Campus Smoking Policy be **preceded by a robust information and educational campaign**, so as to make the college community aware of any coming changes and restrictions, and to make available to the college community relevant informational resources – including ongoing smoking cessation opportunities – **6 months prior to the implementation of the proposed Campus Smoking Policy**.
  3. Committee’s recommendations regarding the Scope of a Campus Smoking Policy.
    - a. It is the recommendation of the Committee that the **Scope of this proposed policy be fully applicable to all persons in the employ and/or on the grounds of the campus**, including students, faculty, administrative and support staff members, and visitors;
    - b. It is the further recommendation of the Committee that the proposed Campus Smoking Policy **define a “Smoking-Restricted Campus” as one in which smoking would not be prohibited on the entire grounds, but which would identify “Restricted” areas on campus where no smoking would be allowed**.
  4. Committee’s recommendations regarding Identification of “Smoking-Restricted” areas on campus where no smoking would be allowed.
    - a. It is the recommendation of the Committee that the **“Restricted” areas on campus** where no smoking would be allowed include:

- An area of **25 feet from all entrances, exits and other doorways** leading to or from buildings; **and additionally,**
    - i. The Science Building atrium/courtyard, outside the student cafeteria;
    - ii. The elevated plaza in front of the RFK Building/gym;
    - iii. The Q27 bus stop shelter area;
    - iv. The area around loading docks and platforms, up to the campus property boundaries;
    - v. The Holocaust Center’s elevated patio: “Sandy’s Terrace”;
    - vi. The entire perimeter around the Child Care Center, up to the campus property boundaries.
  - b. It is the further recommendation of the Committee that **evident and plentiful signage be placed at all of the areas identified in 4a (above)**, clearly indicating their “Smoking-Restricted” status; and that all **digital signage and LCD scrolls across the campus be programmed to advertise the proposed policy** as well as the “Smoking-Restricted” areas.
5. Committee’s recommendations regarding Enforcement of a Campus Smoking Policy.
- a. It is the recommendation of the Committee that **“enforcement” – the monitoring of compliance with this proposed policy – be a self-regulation mechanism, the responsibility of all members of the college community**, rather than any one designated agent such as the Office of Public Safety and Security;
  - b. Based on a review of “enforcement” practices for similar policies implemented at similar institutions, attempts at installing disciplinary actions for non-compliance – and with them, the concomitant need for adjudication procedures for disputes arising from disciplinary actions – have proven impractical, functioning less as a safeguard of deterrence and more as an administrative morass; and so it is the further recommendation of the Committee that **establishing disciplinary procedures for non-compliance with this proposed policy be rejected** in favor of the members of the college community taking it upon themselves to collectively and collaboratively support the policy and thoughtfully and respectfully manage it;
  - c. It is the final recommendation of the Committee that 5b (above) be accomplished through **consistency in delivery and frequency of communication efforts, by and across members of the college community** – including the Office of the President, his cabinet and deans, academic department chairs, department heads and supervisors, the Offices of Student Activities and Student Government, the Office of Public Safety and Security Campus Security, and students, faculty, and administrative and support staff members –to inform one another, early and often,

of the changes this policy brings, and to respectfully encourage one another to stay compliant.

6. Committee's recommendations regarding Implementation Timeline for a Campus Smoking Policy.

- a. As it is the recommendation of the Committee in section 2b of this report that a Campus Smoking Policy be preceded by **a robust information and educational campaign 6 months prior to implementation**, the Committee further recommends that:
  - i. **An information and educational campaign** – comprised of such elements as distributing **email and digital signage** announcements to the college community; making **announcements** at student, faculty, and administrative and support staff orientations, convocations, and other oral or written forums; readying the design, purchasing and placement of **signage indicating the “25-foot rule” and “Smoking-Restricted” areas on campus**; and conducting **smoking cessation activities and opportunities**, led by Health Services and in collaboration with Student Activities and appropriate or interested academic departments – be conducted for a 6-month period, **from January 2010 to July 2010**;
  - ii. The proposed **Campus Smoking Policy and its restrictions be fully implemented in August 2010.**

7. Committee's recommendations regarding Coordination of Implementation of a Campus Smoking Policy.

- a. It is the recommendation of the Committee that **coordination for the implementation of the information and educational campaign**, leading up to the implementation of the proposed campus smoking policy, be overseen by an **ad-hoc Task Force**, with members chosen to serve as approved by the Office of the President;
- b. It is the further recommendation of the Committee that this **ad-hoc Task Force be comprised of members of the faculty, administrative and support staff, the student body, and administration**, and that these designees be chosen to best effect the coordination of efforts and resources across the Offices of Academic Affairs, Student Affairs, and Finance and Administration;



- c. It is the final recommendation of the Committee that the **Committee on Environment, Quality of Life, and Disability Issues members will be available and act in an advisory capacity** to the members of the ad-hoc Task Force, as requested.

8. Committee's recommendations regarding Evaluation of a Campus Smoking Policy.

- The Committee deliberated with full awareness that the breadth of the recommendations as set forth in sections 1 – 7 of this report may fall short for some, and seem too cumbersome for others; and so it is the recommendation of the Committee that a **post-survey on the effectiveness of and satisfaction with the proposed policy be distributed after 2 semesters of full implementation**, at which time the Committee will re-visit its original recommendations and assess whether any amendments are appropriate.

Respectfully submitted,

The Senate Committee on Environment, Quality of Life, and Disability Issues

Dion Pincus, Committee Chair, HEO  
Hayes Peter Mauro, Committee Secretary, Faculty  
Alicia Sinclair, Committee Member, Faculty  
Carol Soto, Committee Member, Faculty  
Patricia Spradley, Committee Member, Faculty  
Leen Feliciano, Committee Member, Student  
Esther Lee, Committee Member, Student

Advisory to the Committee:

Mel Rodriguez, Environmental Health and Safety, liaison  
Diane Call, Acting Provost/Sr. VP, President's Designee to the Committee  
Ben-Ami Freier, Office of Services for Students with Disabilities, liaison

11/19/09

The lengthy list of attached documentation to the Senate Committee on Environment, Quality of Life, and Disability Issues' final recommendations can be accessed via the Committee's 2009 "Documents" webpage (specifically, pgs. 6 – 70), found at the following URL on the QCC Governance website:

<http://www.qcc.cuny.edu/Governance/AcademicSenate/CEQD/docs/November09--Final-Report-on-Recommendations-to-Senate--Committee-on-Environment.pdf>

### **Outcome of December 2009 Session Of the Academic Senate**

At the Academic Senate meeting on December 8, 2009, the final recommendations by the Committee on Environment, Quality of Life, and Disability Issues' to the Academic Senate regarding the issue of a campus smoking policy was introduced.

The vote by the Senate to approve the Committee's recommendations was 32 in favor, 13 opposed, and 4 abstentions. Due to the vote being placed as the last item on the Senate's agenda, a significant number of voting members had to leave before the vote was taken. Of the 49 voting members who remained, the 32 who affirmed the recommendations did not constitute a large enough number out of the entirety of the Senate membership to approve the recommendation. In light of the circumstances, Dr. Eduardo Marti, as President of the College, chose to exercise his authority to institute a smoking-restricted policy for the college.

### **Actions Directed by Presidential Order**

Following the December 8, 2009 session of the Academic Senate, President Marti, in an email to the college community, directed the following:

- That the Academic Senate Committee on Environment, Quality of Life, and Disability Issues create a **sub-committee** (rather than form an "ad-hoc Task Force") to assist the administration in developing a six month smoking cessation program at the College, develop appropriate signage in the restricted areas on campus, including 25 feet from all entrances and doorways, including:
  - a. The Science Building atrium/courtyard, outside the student cafeteria, ***including the steps and the overhang***;
  - b. The elevated plaza in front of the RFK Building/Gym;
  - c. The Q27 bus stop shelter area;
  - d. The area around loading docks and platforms, up to the campus property boundaries;
  - e. The Holocaust Center's elevated patio: "Sandy's Terrace"; and
  - f. The entire perimeter around the Child Care Center, up to the campus property boundaries.

- That the Committee’s recommendation that “enforcement be a self-regulation mechanism, the responsibility of *all* members of the College community” be accepted.
- That the Committee’s recommendation that a robust information and educational campaign commence by January 25, 2010, be accepted; and that the sub-committee of the Environment, Quality of Life, and Disability Issues meet with Acting Provost/Sr. Vice President Diane Call and Vice President Ellen Hartigan and their staffs to design the informational and educational campaign, e-mail and digital signage announcements, the announcements to be used at student, faculty and administrative and support staff meetings, design signage indicating the 25 foot rule and “smoking area restricted” and determine appropriate placement of such signage.
- That the Committee’s recommendation that the Office of Health Services conduct a six month intensive smoking cessation program, be accepted.
- That the campus smoking-restricted policy be fully implemented by August 2010.

### **Status Report on Activities Conducted Between January 1 and August 30, 2010**

January 2010 to March 2010:

- A sub-committee of the Standing Academic Senate Committee on Environment, Quality of Life, and Disability Issues was formed, comprised of members of the faculty, administrative and support staff, and students.
- The sub-committee, chaired by the Dean for Campus Facilities, Planning, Design and Construction, met several times, both with the members of the standing committee, and on their own.
- A plan was formulated to review the layout of campus facilities, relative to the “25-foot rule” and proposed “Smoke-Free Zones”, to design appropriate signage, assess costs, and determine optimal placement.
- Led by the Office of Health Services, smoking cessation activities including the distribution of nicotine patches and gum, as well as invitations to schedule appointments with a licensed acupuncturist and massage therapist in a collaborative effort with Long Island Jewish Hospital, were implemented on campus on a bi-weekly basis; and

information dissemination on smoking cessation resources was conducted on an ongoing basis.

#### April 2010 to July 2010

- Following the departure from the college of President Marti , who assumed a new position at the University as Vice Chancellor for Community Colleges, Provost/Sr. Vice President Diane Bova Call assumes the responsibilities of chief executive as Interim President of the College. The campus' smoking-restricted policy now becomes Interim President Call's policy.
- Members of the college community were invited to attend a free webinar entitled "Creating a Smoke-Free Campus: Lessons Learned".
- The Office of Health Services updated its webpage to include a Smoking Cessation link:  
( <http://www.qcc.cuny.edu/HealthServices/smokingCessation.asp> )  
that is updated as new health information, workshops, and other relevant events become available.
- Signage indicating "No Smoking Within 25 Feet of Building" and "Smoke Free Zone" was purchased, delivered and mounted in appropriate areas, per the sub-committee's plan.

#### August 2010

- Email was and will continue to be sent out on a bi-weekly basis (until November 2010) to all members of faculty and administrative and support staff alerting them to the new signage and informing them that the smoking-restricted campus policy is officially in effect as of August 26, 2010 – aligned with start of Fall classes.
- Tigermail (student email) was distributed both before the start of classes, and during the first week of classes to all students alerting them to the new signage and informing them that the smoking-restricted campus policy is officially in effect as of August 26, 2010.
- Sandwich board signs were created and strategically placed in areas on campus designated as "Smoke-Free Zones".
- Three separate digital signs informing the college community about the college's new smoking-restricted policy were created and uploaded into the rotation of the campus' digital signage queue.

- Information about the campus' smoking-restricted policy was disseminated to students at New Student / Freshman Academy orientations, and will also be reinforced by Counseling faculty during Fall 2010 as part of students' ST-100 classes (Introduction to College Life).
- Any signage which was defaced was promptly replaced.

### **Synopsis of Reactions of the College Community to the Implementation of the Campus' Smoking-Restricted Policy**

Although preparations for signage and dissemination, and smoking cessation activities were being conducted during the summer months of 2010, the campus' smoking-restricted policy has only "officially" been in effect since August 26, 2010.

Further, the email distributed by CUNY Chancellor Goldstein directed members of the CUNY community to a website with an open letter from the CUNY Tobacco Policy Advisory Committee for the solicitation of comments about its policy proposals.

Therefore, much of the commentary from the college community on the issue of a University smoking policy was sent directly to the University website, without the QCC Senate Standing Committee on Environment, Quality of Life, and Disability Issues ever having had an opportunity to review or assess specific reactions to the implementation of its policy on campus.

However, there have been a number of informal comments and reactions submitted by members of the QCC community, via email, to the Committee on Environment, Quality of Life, and Disability Issues.

The following is the Committee's first attempt to categorize, both quantitatively and qualitatively, by constituency, the general tenor of the email commentary the Committee received over August 2010 and thus share a rough, preliminary "snapshot" of reactions to the new smoking-restricted policy:

#### **Student Reactions:**

Quantitative      Students have not, as of yet, had an opportunity to express their reactions to the policy. At the end of the Fall 2010 semester, the Committee on Environment, Quality of Life, and Disabilities Issues will endeavor to conduct a formative assessment of students' reactions via a brief, online survey.

Qualitative

Likewise, students have not yet “weighed in” anecdotally on the policy. However, there are two anecdotes which **have** been recorded concerning students’ reactions to the policy since August 2010:

1) *“It was demonstrated throughout the month of August that the vast majority of students were completely reasonable and willingly compliant about being reminded of the new policy, so long as they felt they were not being confronted with hostility or spoken-down to.”*

2) *“The vandalized no-smoking signs on roughly 10 entry doors have been replaced and the new sandwich boards are in place on the Spanish Steps, Science courtyard and RFK/Gym terrace. Permanent metal ‘smoke-free zone’ signs will be installed in those same 3 areas in the next few weeks and I think we could remove the sandwich boards at that time. “*

**Faculty Reactions:**

Quantitative

Wholly approve of the policy	28%
Approve of the policy, but with concerns	45%
Disapprove of the policy; needs significant changes	18%
Wholly disapprove with the policy	9%

Qualitative

1) *“Smoke is already conspicuous in its absence. “*

2) *“There are many cigarette holders (don’t know the correct term, but they serve as ashtrays) outside of entrances to many buildings, specifically Medical Arts, from the parking lot. Will they be moved to the correct distance as noted?”*

3) *“In view of the recommendation of the committee that there be a post survey (after 2 semesters) of the effectiveness and satisfaction with the smoking restricted policy, I believe it would be helpful if there would be ( perhaps there is already and I missed it) mechanisms such as dedicated email and suggestion boxes whereby members of the college community can report infractions, their scope and their locations.”*

4) *“In my estimation the policy is not strict enough. Other campuses have small areas that are the only places where smokers can smoke rather than just restricting them from certain areas. Also, who will enforce this current policy if students smoke in the courtyard area around the cafeteria or around building entrances in inclement weather?”*

5) *“I don't mind smoking bans in buildings, but would mind very much if smoking were banned outside. If that were to become the policy, I would not hesitate to walk off campus to grab a smoke. I'll wager that many students would do the same, creating time management problems for their arriving to classes on time. That's the last thing we need.*

*“When I smoke, I do my best to be considerate of those around me. As the college steps up its stop-smoking campaigns, I would hope that smokers will not be subjected to harassment by non-smokers who imagine themselves health saviors. Such tactics make dedicated smokers simply dig in their heels, a result that would be counterproductive. Furthermore, since workplace harassment is defined as "the act of systematic and/or continued unwanted and annoying actions of one party or a group...A systematic pattern of harassment by an employee against another worker may subject the employer to a lawsuit for failure to protect the worker.”*

6) *“I would like to see a smoke-free campus and programs to help faculty and students stop smoking. There are too many students wandering around campus outdoors smoking.”*

**Administrative and Support Staff Reactions:**

<u>Quantitative</u>	Wholly approve of the policy	50%
	Approve of the policy, but with concerns	50%
	Disapprove of the policy; needs significant changes	0%
Wholl	y disapprove with the policy	0%

Qualitative *“ The university, as well as QCC, should remember that ALL of its employees have rights and one individual’s rights should not outweigh another’s. To that end, to inconvenience one for the convenience of another will not promote the unity one desires in the workplace. We all have habits that others may not approve of but does that give them the right to govern those habits? If the University was a smoke free environment when we were hired, there would be no argument. It wasn’t. If a person chooses to smoke, I have no say so, just like if they choose to drink, I have no say so—that is their personal right. If they wish to make it a smoke free environment, what allowances will be made for those who do smoke?”*

*“Up until recently, I personally did not find smoking on campus to be offensive or dangerous. However, with the recent influx of students from across the globe, smoking is prevalent everywhere on campus. In fact, where in the past one could circumvent the smoke you can no longer do that. When school is in session there are no “safe zones” for non-smokers. I believe the new “smoke-free” area signs will help.”*

## **Other Environmental Health and Safety Activities**

The period between July 2009 and June 2010 was another transition year for the Environmental Health and Safety Department. The student ID Operation which had been under the charge of the EHS Office, was transferred to the Student Activities office and the employee ID operation was transferred to the Adjunct Services office. The EHS office, led by Mr. Mel Rodriguez, Director of the Office of Environmental Health and Safety, was also moved: from A119 to the new Adjunct Services suite in A204.

Other than the campus policy on smoking, the remaining items summarize activities, issues, and other information from the QCC EHS Department for FY 2009-10.

- **Environmental Issues/Air Quality Concerns:**

### **Registrar's Office, Administration Building, first floor:**

There was one air quality issue that afflicted the Registrar's office. An odd odor resembling that of stale water was reported by the occupants of the Registrar's office. This odor was reported to be present at around the same time in the afternoon. The EHSO investigated but could not determine the true source, since this type of odors is not measurable by detection instruments. B/G was also asked to look into this situation, but they stated that the odor was not due to any sewer odors backing up from the sewer pipes or from any other HVAC sources. Finding the cause was made more difficult due to the sporadic nature of the occurrences. This odor was adversely affecting one employee more than the rest of the staff at the Bursar's office so it was recommended that this person be relocated. However after a period of several weeks the odor eventually stopped occurring, and no other instances were reported. As of this date, the source of the odor has not been identified.

### **Temp 2 Building:**

The Temp 2 Building occupants reported on several occasions the smell of gas. This smell was traced to a leaking valve that was owned by Con Edison, located outside of the building. Con Edison was called in and made the proper repairs. The EHS Department assisted B/G by providing a gas detection instrument that isolated the source of the odor.

### **Training:**

The EHS Office provided the following training to QCC Faculty and Staff:

Hazard Communication ("Right to Know")—(BG custodians): 60 people  
SPCC (oil spill control)—(BG boiler room staff): 14 people  
Chemical/Lab Safety and Hazardous Waste—(faculty/CLTs): 25  
Bloodborne Pathogens/Hazard Communication—(custodians): 60  
Bloodborne Pathogens/Hazard Communication—(laborers) 8



Respirator usage training-(Health Svcs. staff)-5  
Bloodborne Pathogen-(custodians)-58  
Bloodborne Pathogens/Hazardous Waste-(Health Svcs. staff)-5  
Hazard Communication/Bloodborne Pathogen/Universal waste-  
(Boiler plant staff) -6  
Bloodborne Pathogen-(CLTs)-4

Additionally EHS provided a “hands on” safety workshop to Chemistry research students and created a hazardous waste self training document, which was widely used by advanced Chemistry students.

### **EHS Reports:**

Environmental Health and Safety filed the following reports to regulatory agencies on behalf of Queensborough Community College:

- NYC Community Right to Know (Tier2)
- NYC/NYS Pesticide Use Report
- Executive Order 4 (formerly Executive Order 142) Recycling Report
- Governmental Accounting Standards Board 49 (GASB49)

Additionally EHS assisted B/G with the following reports:

- Nitrogen Oxides emissions annual report
- Sulfur Oxides emissions biannual report

### **Waste Disposal:**

For FY 2009-10, EHS disposed of the following waste from QCC:

- Chemical waste (hazardous and non hazardous): 3389 pounds (increase 80% from previous year)
- Medical waste: 1000 pounds (year to date)
- Electronic and universal waste: 30750 pounds (increase 34% from previous year)

### **Environmental Audits:**

Queensborough was the subject of a full audit of the College’s Petroleum Bulk Storage (PBS) program by the New York State Department of Environmental Conservation (NYS DEC). QCC has 21 above ground and underground petroleum storage tanks, all of which are subject to strict regulations by the State. The inspection, which was conducted on May 21, 2010, revealed violations of the program mostly having

to do with recordkeeping or maintenance issues. Thankfully none of the violations required any major capital expenditures such as the complete removal of a buried tank.

Prior to a final decision on penalties, the DEC allowed QCC to have an opportunity to make corrections. Buildings and Grounds completed all maintenance items that were identified in the notice of violation and provided all missing documentation. The EHS Department assisted in providing corrections by submitting photographs, documenting corrections, and compiling all other records, all of which were then submitted to the State. Currently, the status of this case is still pending, as there has not yet been a response back from the DEC.

### **Teamsters Safety Walkthrough:**

On June 16, 2010, a representative from the Teamsters Local 237 visited the campus to conduct a safety walkthrough and inspection. The Teamsters, which represents various trades at QCC including maintenance, receiving and Public Safety officers, was interested in looking at campus conditions that may be a health and safety concern to their constituents. Present at the walkthrough was the safety representative from the Teamsters; Mel Rodriguez, QCC EHSO; Mike Sergio, Teamsters Local 237 Shop Steward; and Kurt Klein, representing CUNY EHSRM. The walkthrough focused on two areas: work involving heights where there may be a falling hazard present, as well as the various electrical panels on campus which the Teamster's safety representative claims is a risk to their workers. The Teamsters documented their findings in a form of a report that was submitted several weeks later. The report offered several recommendations to worker health and safety programs, which has been taken under advisement by QCC Administration. The EHS Office is committed to the health and safety of all QCC students and employees, and is willing to provide any health and safety training as mandated by regulations.

### **Miscellaneous:**

EHS conducted full biannual inspections of all QCC research and instructional laboratories. Any violations and non compliance issues were brought to the attention of the respective Principal Investigators, CLT's and the department chair. Any maintenance items requiring repair, such as safety showers, were brought to the attention of B/G via the online work order system.

### **2010-11 Plans and Goals:**

- Implement a computerized chemical inventory tracking system
- Continue regular and as- needed training for QCC faculty and staff on various EHS topics
- Continue to perform inspections and audits to maintain compliance with regulatory requirements

#### **4. Review Assessment of the Campus with Regard to Services for Students with Disabilities, Health & Safety, Security and Maintenance.**

##### **Services for Students with Disabilities**

Ben Freier, Director of Services for Students with Disabilities, liaises with the Committee whenever there is a disability-related issue or concern which requires attention.

At the start of each semester, the Office of Services for Students with Disabilities sends out an e-mail through the QCC Community Dialogue about new initiatives and to remind faculty and staff about the free standing desks and chairs in every classroom and how to obtain needed services or items for disabled students.

Some of the issues, and concomitant resolutions, which affected resources and services for students with disabilities this academic year included:

- Elevator access during Medical Arts Building and Science Building elevator outages.
  - Elevator outages are intermittent and are addressed/ repaired as they come up. OSSD would like to offer a recommendation that an alert system be put in place to notify students of outages via text message.
- It has been determined that the transporting of students with disabilities/mobility impairments during emergencies and evacuation situations must be done by NYC emergency personnel.
- Concerning the frequency of non-functioning handicapped access buttons throughout campus, particularly in the Administration Building:
  - The functionality of some handicapped access buttons have been addressed and hard wired for reliability; however, these types of buttons frequently malfunction and need to be constantly serviced. OSSD is currently doing a walk through of the campus and will report its findings to the Committee during 2010-2011.
- There remain some bathrooms in Gym and the Library that are not handicapped accessible. Jim Fox reported that many bathrooms have been renovated since last reported, including L110, G204, G205, Humanities basement, Humanities 1st floor, Humanities 2nd Floor, and the Science 1st, 2nd, 3rd, and 4th floors. The College is currently working on addressing the Administration and Library Buildings' bathrooms.

- Concerning the adequacy of ADA-compliant parking spaces near the Art Gallery and the HKHRC:
  - It has been determined that QCC is in compliance, and has more than the number of required designated spots.

The following issues were resolved during 2009-2010, or have plans for resolution in place for 2010-2011:

- The elevators in the Science Building have been repaired and are working. Students with disabilities who were affected had their classroom assignments moved or changed to insure their access.
- Each floor of each instructional/administrative building was assigned a fire coordinator. Campus Security has a protocol in place for the appropriate handling of students with disabilities in emergency situations: only the fire department may help a disabled student during evacuation. Mel Rodriquez, Director of the Office of Environmental Health and Safety, receives an updated list of all disabled students from the Office of Services for Students with Disabilities.
- Work to “hard wire” ADA electronic door openers is complete. This should reduce the incidence of malfunction. Electronic door openers will be installed at the entrance to the Academic Computing Center.
- The Office of Services for Students with Disabilities requested that Jim Fox make an assessment to determine whether bathrooms located at L-110, G-204 and G-205 meet federal guidelines for accessibility.
- The adequacy of handicapped parking spaces during the renovation of Lot #1 was insured by the placement of cones by Public Safety, with monitoring for violations. The newly-renovated lot will have 2% of parking spaces designated as handicapped spaces. This will exceed the number of handicapped spaces that were in the old design.

## **5. The QCC Sustainability Campus Council:**

The QCC Sustainability Council continues into its second year, comprised of campus-wide members representing the scope of the college community's constituencies.

The Sustainability Council is organized through the work of a Campus Executive, in coordination with chairs and co-chairs of sustainable initiative working groups who provide leadership for the work of Council members. Under the oversight of the Campus Executive, the working group chairs and co-chairs lead the sustainable activities and their concomitant evaluations across the following eight categories:

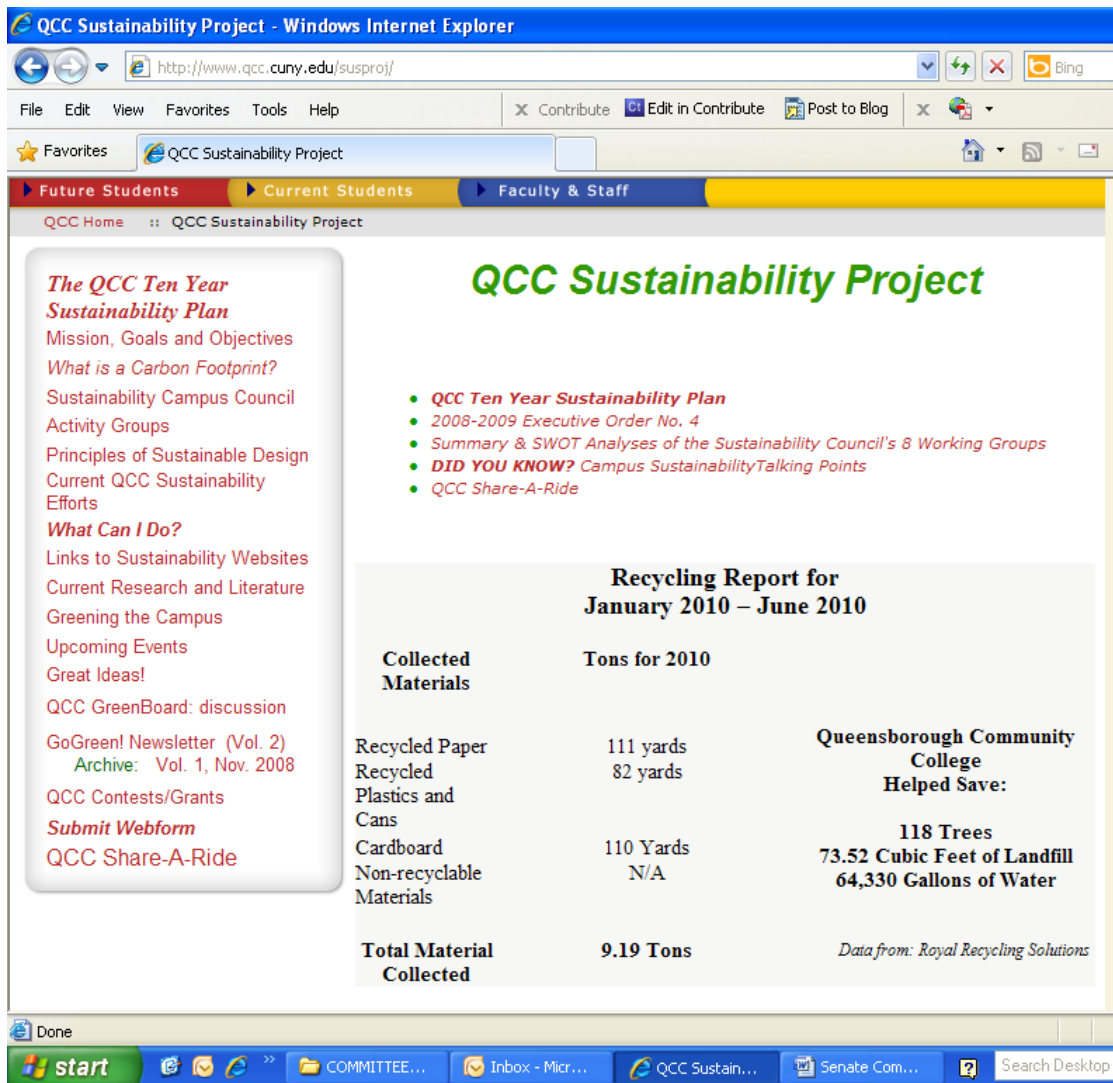
- Energy Efficiency and Operations
- Curriculum
- Students
- Procurement
- CUNY Fleet and Transportation
- Waste and Recycling
- Professional Development and Training
- Communications and Change Management

The two most notable accomplishments of the Council, which met as a group several times during 2009-2010, were:

- 1) The creation and ongoing updating of the College's online sustainability website, The Sustainability Project ( [www.qcc.cuny.edu/susproj](http://www.qcc.cuny.edu/susproj) ); and
- 2) The completion of the campus' "*QCC Ten Year Sustainability Plan*", which was submitted as the College's response to the university's charge to develop a unique and measurable 10-year sustainability campus plan, with measurable objectives and assessment, to reach CUNY's target of reducing greenhouse gas emissions 30% by the year 2017.

The Sustainability Project's website is the College's online face, presenting the campus' sustainable initiative and accomplishments to the College and University communities.

Below is a screenshot of The Sustainability Project's website splash-page:



Some of the more substantive initiatives and accomplishments achieved by the Sustainability Council during 2009-2010 (and uploaded onto The Sustainability Project's website) were:

- Broadening the participation of campus faculty, students, and administrative and support staff in the eight working groups, as well as in their contributing to the "QCC Ten-Year Sustainability Plan":
  - online: <http://www.qcc.cuny.edu/susproj/SustainabilityCampusCouncil.htm>
- Initiating a QCC online car-pooling resource: QCC Share-A-Ride:
  - Online: <http://www9.qcc.cuny.edu/sar/>

- Maintaining a recycling program which significantly contributed to reduction of the campus' carbon footprint (see screenshot above, *Recycling Report for January 2010 – June 2010*).

Additionally, the completion and submission of the 45-page “*QCC Ten-Year Sustainability Plan*” was a significant document demonstrating the intent and scope of, and timeline for, the College’s short- and long-term commitments to the implementation and evaluation of sustainable best practices.

The full, Ten-Year Sustainability Plan can be found online at:

- <http://www.qcc.cuny.edu/susproj/QCCTenYearSustainabilityPlan.htm>

Highlights of the Ten-Year Plan include:

- Establishing a campus sustainability mission statement;
- Establishing short, intermediate, and long-term sustainable projects’ goals: <http://www.qcc.cuny.edu/susproj/QCCTenYearSustainabilityPlan.htm> (pgs 15-43)
  - These goals were constructed upon the foundations of the earlier Sustainability Council’s document, “*Summary and SWOT Analyses of The Eight Working Groups of the Sustainability Council*”: <http://www.qcc.cuny.edu/susproj/SummaryandSWOTAnalysesoftheEightWorkingGroupsoftheSustainabilityCouncil.htm>
- Updating the history of sustainability on the campus:  
online: <http://www.qcc.cuny.edu/susproj/QCCTenYearSustainabilityPlan.htm> (p.14)
- Establishing a tracking and reporting plan for the implementation of the short, intermediate, and long-term sustainable projects’ goals:  
online: <http://www.qcc.cuny.edu/susproj/QCCTenYearSustainabilityPlan.htm> (pgs 44 - 45)

Respectfully submitted,

Dion Pincus, Chairperson

On behalf of the Committee on Environment, Quality of Life, and Disability  
Issues of the Academic Senate

Queensborough Committee College  
Academic Senate

Committee on Vendor Services

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**To:** Barbara Blake-Campbell, Secretary, Academic Senate Steering Committee  
**From:** Weier Ye, Chair, Committee on Vendor Services  
**Subject:** Annual Report for Committee on Vendor Services  
**Date:** 09/20/2010

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**1. Committee members**

Weier Ye, Chair  
Marvin Gayle, Secretary  
Sasan Karimi  
NamJong Moh  
Yong K. Kim  
Jonathon Shakhmoroff, student representative  
(William Faulkner, President's Designee)

**2. The Committee met and times it meets regularly**

- 1). September 23, 2009
- 2). October 21, 2009
- 3). December 9, 2009
- 4). March 03, 2010
- 5). April 14, 2010
- 6). May 12, 2010
- 7). May 19, 2010

**3. Narrative summary of committee work**

The Committee on Vendor Services held its first meeting on September 23, 2009 and elected Weier Ye as Chair and Marvin Gayle as Secretary. At the meeting, the committee reviewed the QCC Academic Senate Standing Committee Activities Form and emphasized the importance of receiving an annual report from the QCC Auxiliary



Enterprise Board concerning vendor services because the committee is required to evaluate the report, but the committee soon found out that an up-to-date annual report was not available at that time. At the same time, none of the committee members fully understood the scope of the Bylaws Charge because the charge was not specific enough, so the committee raised concerns about the clarification of the charge.

Since the report of the Auxiliary was not available from the very beginning, the committee went on to review the 2008/2009 Annual Report for the Committee on Vendor Services, and focused its attention on the price and the quality of the student food in the cafeteria because there were concerns about the food that have been voiced by students, faculty and staff at Queensborough Community College. The committee had a discussion about the necessity of updating the old SGA Food Services Committee survey taken in 2008 and agreed to conduct a more thorough survey with an aim to make recommendations about the improvement of student food services to the Auxiliary Enterprise Board.

After repeated online discussions among the committee members about the survey design, the committee finally reached an agreement and delivered the survey through the six committee members within their respective departments in November, 2009. Professor NamJong Moh put together the data, and the committee discussed the survey results.

The data shows that 677 students completed the survey, among which 77 students never use the cafeteria. 71% of the students are satisfied with customer service; 68% of the students are satisfied with the cleanliness of the food; 75% of the students are satisfied with the cleanliness of the kitchen; and 59% of the students are satisfied with the cleanliness of the eating area in the cafeteria. Moreover, 37% of the students would prefer that the cafeteria serve halal food, and 61% of the students would prefer to have a buffet where they can purchase food by weight.

On the other hand, the students responded with dissatisfaction mainly regarding the following areas:

- 1). Cost of the food
- 2). Variety of the food
- 3). Quality of the food

This pattern is similar to that of the 2008 SGA Food Services Committee survey, in which students also expressed dissatisfaction with the price, variety, and quality of the food.

Overall, this was an informal sample drawn from the student population that was close at hand. The committee agreed to pass the survey results on to Ellen F. Hartigan, Vice President for Student Affairs, for a review.

As for a more productive performance, Professor Philip Pecorino and Professor Emily Tai helped the committee clarify the Bylaws Charge for the Vendor Services Committee. First, both of them emphasized that it is very important the Committee on Vendor Services receive an annual report from the Auxiliary on vendor services. In addition, the committee only does what it is given. There is no need to go seek to conduct any survey.

While the paper survey was underway, the committee also discussed distribution of an online faculty/staff student-food-service survey similar to the one given to students. A meeting was held to discuss the logistics of implementing the online survey in Dean Steele's office in February, 2010. Dean Steele, Ms. Anna May Jagoda, the Director of Institutional Research and Assessment, Dean William Faulkner, Sasan Karimi, and Weier Ye attended the meeting. Considering the fact that the execution of an online survey was not the responsibility of the committee, the members of the committee decided to terminate the implementation of an online survey.

Since the importance of receiving an annual report of the Auxiliary has been emphasized, a lot of efforts have been made to bring about the report. Finally, Dean Faulkner, together with his own team, completed the annual report for 2008 and gave it to the committee in April, 2010. Now the committee not only has the annual report of the Auxiliary for 2008, but also has a QCC Auxiliary contract summary and a list of QCC Vendors from the Auxiliary. Definitely, this is a good starting point for the next committee to continue to evaluate the report more thoroughly so as to make recommendations to the Academic Senate on matters pertaining to the services and facilities of all vendor services at the college. The committee would like to give special thanks to Dean Faulkner for his completion of the annual report of the Auxiliary for the year 2008.

As soon as the committee received the 2008 annual report of the Auxiliary in April, 2010, the committee discussed it as well as the fall 2006 Queensborough Student Experience Survey.

For the fall 2006 Student Experience Survey, which is administered every three years since 1997, the findings listed in the survey indicate that student satisfaction with prices of food at the student cafeteria dropped from 42.0% to 27.4%.

Similarly, based on an informal student food services survey conducted by the Committee on Food Services in November, 2009, 72% out of 677 students are dissatisfied with prices of food.

To sum up, the committee members have actively participated in the committee work. After joint efforts that have been made for the past year, this committee has paved the way for the next committee to make more achievements in the coming year.

#### **4. Report on status of prior recommendations made to the College and reported to the Academic Senate**

No prior recommendations have been suggested in the year 2008/2009

#### **5. Report on status of prior recommendations adopted by the Academic Senate as proposals or policies.**

No prior recommendations adopted by the Academic Senate as proposals or policies.

#### **6. New Recommendations**

1). As the charge states, “Consider and evaluate suggestions and complaints regarding the service and facilities of all vendors to the College, including the Bookstore and Food Service, sending them on to the Auxiliary Enterprise Board,” it is still not clear enough where the committee can seek these suggestions and complaints. Should the committee approach the intended individuals? In order to effectively accomplish the tasks given to the Committee on Vendor Services, we would request additional clarification of the tasks set before the committee. For the future committee work on vendor services, we recommend that slight modifications of the Bylaw Charge for Committee on Vendor Services will be helpful, and the charge could be made more specific.

2). The 2008 annual report from the Auxiliary is basically a financial report, which presents a comprehensive overview of QCC Auxiliary Enterprise Board. It helps the committee better understand the financial position of the Auxiliary, which is a good way to start off for the new committee work, but the information on vendor services contained in the report and the Contract Summary attached to the report is not sufficient since one

of the committee jobs, according to the committee charge, is to perform the task of evaluating the report of the Auxiliary regarding vendor services; therefore, we recommend that more specific information that is pertinent to the services and facilities of all vendors to the College be provided in the future.

**7. The new Committee on Vendor Services is as follows.**

NamJong Moh	Math & CS
Weier Ye	Basic Skills
Sasan Karimi	Chemistry
Wenli Guo	Physics
Eladia Raya	Foreign Languages
Angela Poulakidas	Business

**8. New Chairperson and Secretary**

While the acting chairperson and secretary, at the end of the Spring, 2010 semester, were Dr. Sasan Karimi and Dr. Wenli Guo respectively, Dr. Karimi has now been appointed the chair of the Chemistry Department. Dr. Karimi will therefore not be serving on the Committee on Vendor Services. Dr. Tai states that the Committee on Committees will let the Committee on Vendor Services know who is being assigned to this vendor services committee as a new, voting member. Weier Ye will convene a meeting to elect a new committee chair on September 29, 2010.

Weier Ye has also recommended that Dr. NamJong Moh attend a meeting of the Committee Chairpersons of the Academic Senate on September 15 in Room M33.