QUEENSBOROUGH COMMUNITY COLLEGE

The City University of New York

COMMITTEE ON VENDOR SERVICES

A STANDING COMMITTEE OF THE ACADEMIC SENATE

A GUIDE FOR

COMMITTEE ON VENDOR SERVICES

MEMBERS

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1. **Introduction**

Welcome to the Committee on Vendor Services. The bylaws charges of this Committee are as follows:

   a. Receive and evaluate the report of the Auxiliary Enterprise Board on vendor services and recommend to the Academic Senate on matters pertaining to the services and facilities of all vendors to the College, including the Bookstore and Food Services, on an annual basis;

   b. Consider and evaluate suggestions and complaints regarding the service and facilities of all vendors to the College, including the Bookstore and Food Services, sending them on to the Auxiliary Enterprise Board;

   c. Review the College's assessment of the manner of selection of and the contractual arrangements with all vendors to the College, including the Bookstore and Food Services and make recommendations.

2. **Committee Composition**

   a. The Committee is composed of six members of the faculty and staff, one liaison to the President, (administrative designee), and two students (the Student Government has found it extremely difficult to provide members to the Committee). The Chairperson notifies the Student Government of the Committee's meetings dates/times and solicits student participation.

   b. New faculty members are elected in the spring to a three-year term . The President of the College and the Chairperson of the Academic Senate's Steering Committee, or their designees, are ex-officio members of the Committee on Vendor Services and do not vote. In addition, the Committee has others attend its meetings as invited guests. Others who express an interest in attending the committee's meetings are also sent notices of its meetings. The Student Government appoints the student members. If they are appointed and identified, they must be afforded full rights as members.

   c. See Committee on Vendor Services web page for Bylaws governing the Committee; agendas; minutes; annual reports; and other documents: https://www.qcc.cuny.edu/governance/academicSenate/cvs/index.html

   d. Any member of the instructional staff may be present and request permission to speak at a meeting of any Academic Senate committee. [Art. VII, Sec. 2.b.4]

3. **General Operation**

   a. The Committee meets several times each semester in order to accomplish its various charges coming from the Bylaws, Senate actions, and the Steering Committee. The Committee operates by general review and consensus.

   b. The Committee serves as an intermediary party between individual departments and the departments and the administration. It may arrive at recommendations to the Academic Senate that are impartial and in the best interests of the College as a whole. Although the faculty members are appointed into particular academic departments they do NOT represent those departments at the Committee meetings.

This should be made clear by the Chairperson to both the Committee members and their respective department chairpersons. Committee members should not be relied upon as sources of information from or conduits for communications to their departments.

c. The Committee must prepare an agenda, take minutes of the meetings, and prepare an annual report.

d. [Refer to the GUIDE FOR STANDING COMMITTEE CHAIRPERSONS on the QCC website and see **Attachment 1 for Annual Report to the Academic Senate.**] Meetings should follow Robert's Rules of Order which can be accessed at http://www.rulesonline.com/

e. Documents generated by and received by the Committee should be uploaded to the Committee web page on the QCC website: https://www.qcc.cuny.edu/governance/academicSenate/cvs/index.html

f. When issues of voting must take place within the Committee, even when electing a new Chairperson, within the meeting members are to vote via closed ballot, initial their vote, and submit their ballot to the Committee Secretary, who at that time can announce the outcome. The ballots are then put in a dated sealed envelope (with a note as to what the vote was for) and forwarded to the Senate Archivist.

4. Communications with College Committees Related to the Standing Committee

a. There are standing committees of the Academic Senate that have committees of the College not formed by the Academic Senate acting in areas related to their charge. Such committees are expected to send a communication to those College committees requesting information such as the following:

  • current membership of the College committee
  • current charges assigned to the committee
  • date of the last meeting of the committee
  • any information the committee cares to share with the standing committee of the Academic Senate that may be helpful to the work of the standing committee.

The College Committees that fall within the area of this Committee are:
  • Auxiliary Enterprise Board
  • QCC Student Activities Association, Inc.

Article III. POWERS OF THE ACADEMIC SENATE
Section 1. Through its Steering and Standing Committees, the Academic Senate shall have the power to request and receive information appropriate to or necessary for the performance of its duties, from the President and members of the administration, from students and student organizations and from such other sources as may be appropriate

5. New Member Preparation

> What new members should do to prepare to work on the Committee:
> • Read this Guide and familiarize themselves with the pertinent policies and documents.
> • Contact the current Committee Chairperson.
> • Familiarize themselves with the Committee's meeting schedule.
> • Review the Committee's [web page](#) for prior agendas and minutes

6. Committee Chair Preparation

The Committee Chair should become familiar with the GUIDE FOR STANDING COMMITTEE CHAIRPERSONS. A copy can be obtained from the Academic Senate area of the QCC website or from the Steering Committee.

[Committee Chair Guide](#)

7. Ordinary matters

The Committee should seek input from the College community concerning the matters related to its charge. This can be done in a variety of ways including email and other methods of communication. The Committee should seek input from the parties who are involved with or related to matters under its consideration. It may be prudent to invite such parties to attend Committee meetings on matters of possible controversy or where faculty, departments, and the administration may not be in agreement.

8. Meetings of Committees, Subcommittees, and Special Committees

The public has the right to attend any meeting of committees and subcommittees and special committees. Any time a quorum of any such committee gathers to discuss business, the meeting must be held in public, subject to the right to convene an executive session under certain limited circumstances. In addition, there must be prior notice of the meeting; the business of the meeting must be recorded in written minutes; and a record must be obtained of the final vote of each member of the committee on all matters on which a vote is formally taken. Non-members must conform to the usual requirements of parliamentary procedure; the Parliamentarian will interpret and enforce the rules which include that non-members of the body may speak without the permission of the body. Senate Committees may use electronic voting for Committee resolutions, recommendations or other deliberative matters, as long as the following requirements are fulfilled:

- compliance with Robert's Rules of Order, relating to electronic voting in order to provide, at a minimum, simultaneous aural communications between all meeting participants.
- compliance with open meeting laws pursuant to *New York State v. Perez*.
- compliance with all other committee meeting regulations provided for under this section. [VII.2.c.]

9. Procedures

The President's designee regularly attends committee meetings to address any concerns the Administration has and serve as a liaison between the committee and the administration. The Committee also will receive data on sales pertaining to the services and facilities of all vendors to the College, including the Bookstore and Food Services, on an annual basis.

10. Recommendations and Policy Proposals to the Academic Senate

Either form of report (monthly or annual) might contain recommendations that would be made to various units of the college, including other Senate bodies. It is expected that the committees would be sending these recommendations directly to the units involved as well as reporting them to the Senate.

Recommendations made to units of the College are to be followed up by the Committees who make them and responses reported in subsequent reports to the Academic Senate. If there is no response or no adequate response, as determined by the Committee, the Committee may report this to the Academic Senate after consultation with the Steering Committee. The current disposition of each recommendation should be noted in a monthly report and also in a summary of all items in the annual report. **See Attachment 1 – Sample Annual Report**.

From time to time the Committee may determine that it is necessary to have the Academic Senate consider a Policy for the College. In this case the Committee frames a proposal and sends it to the Steering Committee. **See Attachment 2 – Sample Policy Statement (policy statement from 2005 can be used as an example)**, for an example of a policy statement. Actions for the Academic Senate to approve, including policies of the College, are to be so designated in reports sent to the Senate. Such actions, recommendations and policies as are approved by a vote of the Senate are to be followed up by the committees of origination and the Steering Committee. If there is no response or no adequate response, as determined by the Steering Committee, the Committee may report this to the Academic Senate for a further discussion of the matter and a determination by the Academic Senate as to the appropriate course of action for the Senate to take on the matter. Of course, at any time, any member of the Senate may request a report on the status of previous Senate resolutions and policies.

Through the process of making and reporting on recommendations, the role of the Academic Senate in Governance is effectuated.

11. Chairperson's Presentations to the Academic Senate

As the Committee sends its reports and recommendations to the Academic Senate, the Chairperson of the Committee should be prepared to present the matter to the Steering Committee and be prepared to answer questions concerning such reports and recommendations.

If the Steering Committee submits a matter to the Academic Senate, the Chairperson of the Committee should arrange with the Steering Committee the manner in which the Committee

Chairperson would participate in the presentation to the Academic Senate. The Committee Chairperson might make the principle presentation or simply respond to questions. If the Chairperson is in dissent from the matter forwarded from the Committee to the Academic Senate, then the Chairperson might ask to present a dissent, as is the right of any member of the minority faction of the Committee. The Committee Chairperson should be present to answer questions from the Academic Senate concerning the matters placed before the Academic Senate by the Committee. The Committee Chairperson might invite other members of the Committee or the college faculty or staff to be present at the Academic Senate meeting in order to respond to specific matters. If they are not members of the Academic Senate, either the Committee Chairperson requests permission for nonmembers to speak, knowing that they want to do so, at the start of the Committee presentation or when nonmembers raise their hands to respond to or question the report, they
need to have permission to speak.

It is best for the Chairperson to prepare the way for the Academic Senate to act on whatever measures are being sent to it. The Chairperson should contact the principal parties and apprise them of the matter. If there is opposition to the measure expected, the Chairperson should discuss this with the Steering Committee and those affected.

12. Concerns and Cautions
None.

13. Final Remarks
Thank you for reading this Guide for members new to the Committee on Vendor Services. We hope this guide book will be a helpful resource to you and increase your understanding of the functions and responsibilities of the committee. Hopefully, you will find your service on this Committee a valuable contribution to shared governance at Queensborough Community College.

The Committee on Vendor Services

Attachment 1

Annual Reports of the Standing Committees of the Academic Senate will be posted on the committee's webpage.

Please log in to Cascade, then find your committee area, then click on reports (or ask our Web Director, David Moretti where to find it).

Once you are in the annual reports folder, please complete each section. Below are the subject areas (in bold) you will be filling out as part of your annual report. You may fill out the information on this form and then cut and paste onto the Cascade template.

Membership/officers

> Text field here- Alphabetical order by last name (department)/position held in committee

Liaisons

> Text field here- Alphabetical order by last name (department)/position held in committee

> Include here: Student Representation, Steering Committee Designee, Committee on Committee liaison, President's designee, etc…

Membership Composition Changes

> Text field here.

Committee Meeting Dates

> Text field here – how often met? Do you have a regularly scheduled time?

Narrative summary of committee work

> Include any projects, items acted upon, indicate clearly whether project is completed or in progress, etc…

Assigned Committee work as per Bylaws Charge/Strategic Plan/Middle States Items/ or Actions of the Academic Senate

> Text fields here -copy and paste the charges- clearly indicate next to each charge whether each charge has been completed, is in progress, or has been deferred. Explain partial completion and deferral.

Committee Responses towards Steering Committee Charges

Text field here - copy and paste SC charges- clearly indicate next to each charge whether each charge has been completed, is in progress, or has been deferred. Explain partial completion and deferral.

Recommendations for Next Academic Year

New Committee Members – new elected Chair and Secretary

Acknowledgments

Respectfully Submitted,

Committee on _____, Chair

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York
Academic Senate
Committee on Computer Resources

MEMORANDUM

TO: Academic Senate Steering Committee
FROM: Committee on eLearning, _____, Chairperson
SUBJECT: Monthly Report : Two proposals regarding email and the QCC Technology Plan
DATE: Wednesday, November 30th, 2005

Proposal 1. TIGERMAIL

Whereas, there are a number of benefits that come to students from the use of their college supplied email system,

Whereas, there are a number of benefits that come to faculty from the students using the college supplied email system,

Whereas, there are a number of benefits for the college administration that come from the students using the college supplied email system,

Be it resolved that: all students of the College use Tigermail exclusively for school related business and be it further resolved that faculty so inform students of this requirement and attempt to enforce it if they have email communications with their students.

Be it further resolved that faculty be encouraged to use the college email in school business.

Proposal 2. FACULTY EMAIL

Whereas, there are a number of benefits that come to faculty use of the college-supplied email system,

Whereas, faculty often continue many of their academic activities after they have retired from teaching,

Be it resolved that: all retired faculty members who worked fulltime be allowed to maintain Queensborough email accounts.