

Queensborough Community College
Committee on Environment, Quality of Life,
Disability Issues

Minutes of 4/12/07
Location M357 2:30 PM

Present: S. Beck, B. Bookman, G. Colalillo, M. Edlin, E. Martin, C. Neuman
Absent: M. Gayle, M. Katz

Meeting was called to order at 2:58 p.m.

- 1 - The minutes of the March 15 meeting were reviewed and approved.
- 2 - B. Bookman announced that April is Disability Awareness Month and distributed flyers discussing the programs the Office of Students with Disabilities will be sponsoring.
- 3 - The committee discussed the issue raised regarding the use of dry erase markers in the classroom. Health concerns were raised over the odor of the ink. E. Martin addressed the issue and stated that there are no health concerns with the markers if they are used as directed. Email instructions were sent to faculty in order to minimize any negative impact from the marker ink. It is acknowledged that certain people are more sensitive to the inks than others and they can request a room change if necessary. The committee will continue to monitor this issue.
- 5 - G. Colalillo announced that the college will revive its Health and Safety committee. The first meeting is scheduled to be held April 18th.
- 6- The committee continued to follow up on the ADA desks. Although some are still disappearing occasionally, for the most part, the awareness on the part of the faculty has solved the majority of the problem.
- 7 - The committee is gathering annual reports from the Disabilities Office, Building and Grounds, Health and Safety, and Security in order to prepare its annual report.
- 8 - The committee completed its work on the guide for participation on this committee.
- 9 - The minutes and the guidelines for this committee will be posted on the college website.
- 10 - The committee will check on the ramp near Health Services to insure that repairs have been made.

11 - The ceiling change in the Science Building is proceeding ahead of schedule and with minimal disruption to classes.

12 - The committee has received the report on classroom capacity and utilization from D. Call. M. Edlin will request the Final Reports of the Task Force on Scheduling to assist in our charge of reporting on space utilization.

13 - The next meeting of the committee is on Thursday May 10 at 2:15 p.m.

The meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Margot Edlin

Queensborough Community College
Committee on Environment, Quality of Life,
Disability Issues

Minutes of 3/15/07
Location M340 2:15 PM

Present: S. Beck, D. Call, G. Colalillo, M. Edlin, M. Gayle, M. Katz, E. Martin, C. Neuman

Meeting was called to order at 2:35 p.m.

1. The committee reviewed and unanimously approved the minutes of the February 8th meeting.
2. M. Katz reported on the presentation of the naming guidelines to the Academic Senate. The guidelines were approved.
3. The committee heard a complaint regarding indoor air temperatures and an air vent blowing cold air on a frigid day. No indoor temperature guidelines exist; however, the committee has investigated and found that all reported complaints are handled immediately by buildings and grounds. Future issues will be resolved in a similar, timely fashion. G. Colalillo does have magnetic thermometers available for those faculty who wish to take one to monitor air temperatures in their office space.
4. M. Edlin discussed an incident involving a raccoon found wandering around campus in daylight hours outside the Humanities Building. Though members of B & G staff and security witnessed the raccoon, M. Edlin observed students getting too close and contacted G. Colalillo and E. Martin via email to make them aware of the potentially dangerous situation. Though the raccoon had escaped a garbage bag it had been trapped in all night and was trying to seek shelter to sleep; this could potentially have been a more serious health and safety concern. The garbage will be monitored and treated to keep animals away from it, to prevent this from happening in the future.

5. B. Bookman sent a report that since the committee and her office have been monitoring the whereabouts of the ADA compliant desks and chairs, there have been no incidents of them disappearing from class rooms.
6. G. Colalillo asked for volunteers to attend a PSC Watchdog Committee meeting in her stead, but no one was available to attend.
7. The minutes of this committee have been forwarded to web master D. Moretti and have been posted on the Academic Senate Sub-Committees web page.
8. G. Colalillo will continue to request reports from Buildings and Grounds, Health and Safety, Security and other relevant departments to this committee's work for continued monitoring.
9. Committee has been charged with reviewing the procedures guide for our committee and adding any necessary changes before it is posted on the web.
10. The committee was given an update on the handicapped accessible ramps that lead to the Health Services office. D. Call said that the ramp is scheduled to be repaved as soon as weather conditions permit. She has also stated that the ramp will be widened for further ease of access. She said the ramp surface does become uneven due to the ravages of cold weather, ice and the chemicals put down to melt the ice, but that the ramp is regularly checked and routinely maintained. D. Call has also stated that students can access Health Services through the inside of the Medical Arts Building via the Massage Therapy program. It has been suggested that a buzzer be installed so that when the Massage Therapy program is closed, Health Services can still buzz in students needing access.
11. Space utilization charge: The committee will form sub-committees to review the guidelines for instructional space, after reviewing a report of the instructional space and percentages of use forwarded to the committee by D. Call. The committee will try to assess what percentage of rooms might be available for dual purposes and for use by multiple departments.
12. Both S. Beck and M. Gayle have researched space guidelines and neither could find any recommended guidelines. G. Colalillo will look to see if she can find anything regarding accreditation of programs and space guidelines.
13. D. Call reported that permission has been granted to repair and replace the ceiling tiles in the Science Building. Although most of the work will be done after class hours, in order to complete a job of this size, some work will be done during the work day.

The next meeting of the committee will be held Thursday April 12 at 2:15.

Meeting adjourned at 3:15 p.m.

Respectfully submitted,

Margot Edlin

Queensborough Community College
Committee on Environment, Quality of Life,
Disability Issues

Minutes of 2/8/07
Location M340 2:30 PM

Present: S. Beck, D. Call, G. Colalillo, M. Edlin, M. Gayle, M. Katz

Absent: C. Neuman

Meeting was called to order at 2:35 p.m.

1. The minutes from the meeting of 12/6/06 were reviewed, voted on and unanimously approved.

2. Chair's report:

- G. Colalillo reported that committee information and minutes need to be reported on the Academic Senate website; the secretary will forward all minutes to David Moretti for posting on the web.
- All meetings for this committee will begin at 2:15 on Thursdays as scheduled, unless otherwise noted.
- The remaining meeting dates are Thursday March 15, Thursday April 12, Thursday May 10.
- The committee follow-up on complaints made by faculty regarding air temperatures in faculty offices. This situation was monitored and corrected.
- The chair stated that if any member of the committee should receive emailed complaints from faculty or staff, those emails should be forwarded to both the chair and Joe Cartolano, Chief Superintendent of Buildings and Grounds.
- It was reported that the committee will schedule another walk-through of the campus.

3. Old Business:

- The committee needs to follow-up to be sure that all the ADA complaint chairs and desks remain in the classrooms. Any missing desks or chairs need to be reported to the committee, so that we can follow up on any future complaints.
- Naming guidelines: M. Katz reported that the guidelines were approved by R. Zins with changes made to wording on p. 4 of the document, as well as to some of the suggested donation amounts and clarifications regarding structures that are already named. This report is a recommendation that will be forwarded to the academic senate. The report was reviewed and unanimously approved by this committee.

4. Campus space utilization guidelines charge: The committee will look at any existing guidelines for square footage for faculty use and to determine how space issues impact quality of life issues.

5. The committee will be receiving reports from the Health Services Department, The Office of Students with Disabilities, Facilities and Environmental Health and Safety as they relate to our committee and the issues we are charged with.

6. The chair will be requesting a sex offender report from public safety as it pertains to quality of life. Also, the committee will attempt to assure that information regarding the availability of security escorts is better and more prominently publicized.

7. The next meeting of the committee is March 15 at 2:15 p.m.

The meeting was adjourned at 3:55 p.m.

Respectfully submitted,

Margot Edlin

Queensborough Community College
Committee on Environment, Quality of Life,
Disability Issues

Minutes of 9/7/06
Location M340 1:00 PM

Present: S. Beck, G. Colalillo, M. Katz, E. Martin, C. Neuman.

Absent: A. Bieber (on leave), M. Edlin

Meeting was called to order at 1 p.m.

1. Committee reviewed minutes of the meeting of May 24, 2005 and approved.
2. G. Colalillo was re-elected chair of this committee and M. Edlin, secretary.
3. A. Bieber is out on disability leave. Georgina Colalillo will contact Kathy Villani, secretary of the Academic Senate and see if a substitute can be named.
4. There are many campus projects ongoing:
 - The construction of the upper and lower malls is progressing on target and is near completion.
 - Agreement was reached with Metropolitan Foods and Barnes and Noble to not sell gum in order to preserve the new carpets.

- There is a new director of security, E. Locke. All notices regarding public safety should be directed to him and an email was sent regarding this.
- New blinds were installed in library and learning center to replace old, dusty curtains. Recommendation was made by E. Martin that periodic cleaning of blinds should be requested.
- Campus safety report was released this summer. Reported on the previous three years. S. Beck will follow up to get a copy of the report for the committee.

6. E. Martin reported that there were no major health and safety concerns reported. There have been minor reports of mold accumulation. These issues have been addressed. He will also look into the formation of a committee to focus just on health and safety issues.

7. The committee reviewed the Committee's Annual Summary of Minutes from 9/05 - 5/06.

8. New business:

- M. Katz stated that campus security expected payment when the Business Honor Society initiation dinner was held last May. Committee needs a policy statement from campus security regarding this. G. Colalillo will contact them regarding this issue.
- The committee is charged with developing naming guidelines for buildings. The Academic Senate wants our recommendation by the end of the fall semester. G. Colalillo and M. Katz will meet with R. Zins regarding this issue. Currently, the committee will recommend following CUNY guidelines for large financial donations and structures. We will be looking at recommendations for smaller amounts and spaces.

9. The next meeting of the committee is set for Wednesday September 20, 2006 at 1 p.m. in M340.

Meeting was adjourned at 2 p.m.

Respectfully submitted,

Margot A. Edlin
Secretary

Queensborough Community College
Committee on Environment, Quality of Life,
Disability Issues

Minutes of 9/20/06
Location M340 1:00 PM

Present: S. Beck, M. Edlin, G. Colalillo, M. Katz, E. Martin, C. Neuman.

Meeting was called to order at 1:35 p.m.

1. The minutes from the September 7th meeting were reviewed and several revisions were made. Revised minutes will be reviewed and voted on at the October 18th meeting.

2. Chair's report:

- Committee member on leave will not be back this term. G. Colalillo spoke to M. Cesarano of Committee on Committees and reviewed the policy for committee members.
- The current designee, C. Neuman, will now become a voting member of this committee. **A**
- A replacement Steering Committee designee will be named to replace C. Neuman and that information will be made available to the committee shortly.
- Laura Freedgood has been named as Committee on Committee Liaison ~~a liaison to this committee.~~
- G. Colalillo reviewed the Bylaw Charges of this committee with all committee members present and each committee member received a copy as per the addendum of the by-laws of the Academic Senate.
- Major charge of this committee for this semester is to make recommendations for guidelines for the naming of buildings as well as other structures and for smaller donations.
- A second charge of the committee is to review guidelines for faculty space allocations and make recommendations on this issue.

- M. Katz -is charged with investigating if there are any CUNY guidelines for the allocation of faculty space.
- C. Neuman will look if the PSC has any established guidelines or recommendations for faculty space.

3. M. Katz reported on the outcome of a meeting she and G. Colalillo had with R. Zins. The meeting was in regard to guidelines for those who make donations to the College.

- It was reported that naming opportunities present a tremendous opportunity for fundraising for the College.
- There exists a set of CUNY guidelines for the naming of buildings, but no guidelines exist for donations of smaller public spaces on campus and other gift donations.
- R. Zins is responsible for fund-raising and the largest project currently is for the Holocaust Resource Center - \$5.5 million; with the largest single donation of \$1 million coming from Harriet and Kenneth Kupferberg, for whom the center will be named.
- The committee will receive the packet of guidelines for review.
- Currently, specific naming guidelines have been established for the following: Art Gallery, Holocaust Resource Center, Giving Opportunities, Sponsorships, and Memorial Tributes. These guidelines have been established by the Office of Institutional Advancement – Rosemary Zins, Vice President. .
- The QCC Fund is responsible for managing the donations that are made directly to the College. All donations are paid through the fund and are managed by the fund, which is a separate entity.
- Based on reviewing research from reviewing guidelines from CUNY, R. Zins has developed monetary guidelines for naming at QCC and these guidelines were approved by the QCC Fund.
- An example of such a guideline is that all donations for the Holocaust Resource Center are to be given in multiples of 18, which has specific symbolism in the Jewish faith.
- Committee members have received a copy of the above established guidelines.
- Each committee members will be assigned to a specific guideline and advised via e-mail. Committee member will report at next scheduled meeting.
- ~~Other guidelines have been established for the: Art Gallery; Giving Opportunities; Sponsorships; Memorial Tributes.~~

The committee will review the current CUNY guidelines and compare the addendum that was determined by R. Zins and the QCC Fund, Inc. and will develop recommendations for the Academic Senate.

The next meeting will take place on Wednesday October 18th at 12:30 p.m. in Room M340.

Meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Margot Edlin
Secretary

Queensborough Community College
Committee on Environment, Quality of Life,
Disability Issues

Minutes of 10/18/06
Location M362 12:00 PM

Present: S. Beck, G. Colalillo, M. Edlin, M. Katz, E. Martin, C. Neuman.

Meeting was called to order at 12:00 p.m.

- 1- Committee reviewed the revised minutes of the September 7th meeting. Minutes were unanimously approved.
- 2- Committee reviewed the revised minutes of the September 20th meeting. Minutes were unanimously approved.
- 3- M. Edlin will establish a file of all agendas and minutes from all the meetings of this committee from its inception. She will also begin the practice of emailing all minutes to both Connie Williams, archivist, and Dave Moretti, webmaster.
- 4- G. Colalillo will attend the chair's meeting and request that a co-chair be named for this committee.
- 5- M. Katz received guidelines from R. Zins regarding the length of time that a naming is good for. Naming is considered permanent.
- 6- Committee reviewed and discussed the Campus Learning Center (CLC) Task Force Report. The committee is pleased with the conception and creation of the CLC. The

committee is anxious to see the completion of the CLC. As a result, a decision was made for G. Colalillo to present our findings at the Chairperson's meeting of the Academic Senate.

7- Each committee member was assigned the task of reviewing the CUNY naming guidelines, as well as the guidelines drawn up by R. Zins for the Art Gallery, Holocaust Center, and several other naming opportunities on campus. Each member of the committee was given the charge of creating naming guidelines for a specific campus space. These recommendations will be emailed to M. Katz so that she can compile them into a larger document for the committee to review.

8- All members of the committee will email the chair regarding availability for a meeting date in November. The November 22nd meeting date will be changed and a new date announced.

The meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Margot Edlin

Queensborough Community College
Committee on Environment, Quality of Life,
Disability Issues

Minutes of 11/08/06
Location M340 12:00 PM

Present: S. Beck, G. Colalillo, M. Edlin, M. Katz, E. Martin, C. Neuman.

Meeting was called to order at 12:15 p.m.

1 - G. Colalillo announced that a second chairperson could be named to help head this committee. Sheila Beck was nominated and accepted the position.

2 - The committee reviewed the minutes of the last meeting and suggested revisions. Revisions will be made and submitted to the committee for review at the next meeting.

3 - The committee is working on its charge of clarifying the naming guidelines for the college. This task is scheduled to be completed by the end of the fall semester.

4 - M. Katz will compile all naming guidelines from documents generated by this committee and the CUNY guidelines. These will be incorporated into the existing guidelines created by R. Zins, with her approval. This proposal will be prepared and sent to R. Zins for further review and feedback.

5 - The Committee issued the following statement for inclusion in the Academic Senate meeting of 12/12/06: "The Committee on Environment, Quality of Life, and Disability Issues has conducted a review of the Campus Learning Center Task Force Report and

unanimously approve the concept of a multi-faceted, centrally located Campus Learning Center and would like to see all aspects implemented as expeditiously as possible."

6 - The next meeting will be on Wednesday December 6th at 12:30.

7 - The meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Margot Edlin

Queensborough Community College
Committee on Environment, Quality of Life,
Disability Issues

Minutes of 12/06/06
Location M340 12:30 PM

Present: S. Beck, D. Call, G. Colalillo, M. Edlin, M. Gayle, M. Katz, E. Martin, C. Neuman.

Meeting was called to order at 12:30 p.m.

1- The minutes of the November 8 meeting were reviewed and additional revisions were noted.

2 - V.P. Call gave an update on the Campus Learning Center. All aspects are completed with the exception of changes on the third floor of the library. Some items have been put on hold pending the appointment of a new chief librarian. Some additional items are awaiting further review prior to implementation. There are certain building design limitations, as well as sight line and HVAC issues that need to be considered before creating silent study areas and renovating the Technical Services area.

3 - V.P. Call stated that data will be collected on how the changes are being received by the college community in response to the new CLC regarding new traffic patterns, peak usage hours, etc.

4 - M. Katz gave an update on the issue of naming guidelines. R. Zins responded to the committee's report and presented certain considerations that need to be incorporated into

the guidelines. M. Katz will incorporate these suggestions and resubmit the report to the committee for review.

5 - E. Locke was unable to attend this meeting and provide a report; however, he sent Campus Security and Safety guides to be distributed to the committee. D. Call gave a summary of the various initiatives, projects and programs that are ongoing: Emergency procedures and protocols are updated and available in long and short forms for reference during a variety of campus emergency situations. V.P. Call asked that the committee assist the college in educating the various constituencies about health and safety issues on campus. The contact for health and safety issues is Eugene Martin.

6 - The committee was asked by the Office of Students with Disabilities for suggestions on how to assure that the ADA compliant tables and chairs in each classroom remain in the designated classrooms. There have been numerous reports of these items being removed from the classroom, leaving students with disabilities without appropriate and accessible seating. In addition to sending reminders to the faculty regarding this issue, the committee will explore other solutions.

7 - The committee is charged with looking at existing faculty space in anticipation of the upcoming Middle States accreditation. The committee will clarify any existing guidelines regarding faculty space and investigate how space is allocated and reported by the various academic departments. G. Colalillo will ask the Academic Senate for a charge as to how to proceed with this issue and also to provide any existing guidelines for space allocation.

The meeting adjourned at 2:00 p.m.

Respectfully submitted,

Margot Edlin