

**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 2010-- May 2011

**DATE:** August 26, 2011

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**Committee Members:**

Mr. Dion Pincus, Committee Chairperson  
Prof. Shele Bannon, Committee Secretary  
Prof. Hamid Namdar, Member  
Prof. Carol Soto, Member  
Prof. Mangala Tawde, Member  
Mr. Simon Ulubabov, Member (Student)

Prof. Sunil Dehipawala, Liaison, Academic Senate Steering Committee Designee  
Dean Arthur Perkins, Liaison, President's Designee

Mr. Ben-Ami Freier, Office of Services for Students with Disabilities, Committee Liaison  
Mr. Mel Rodriguez, Environmental Health and Safety, Committee Liaison  
Mr. Edward Locke, Office of Campus Safety, Committee Liaison  
Ms. Isabel Hocesvar, R.N., Office of Health Services, Committee Liaison

**Number of Committee Meetings:** The Committee on Environment, Quality of Life and Disability Issues met five times during the 2010-2011 academic year.

**Annual Report of the Committee on Environment Quality of Life and Disability  
Issues for September 2010- May 2011**

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## **Summary of 2010-2011 Committee Work and Report on Status of Prior Recommendations:**

The Committee was asked to work on the following bylaws charges, as presented:

- 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. *(Fulfilled)*
- Evaluate and report to the Academic Senate on the administrative response to problems in the College environment. *(Fulfilled)*
- Receive all proposals concerning naming and renaming campus facilities and make appropriate recommendations. *(Not Applicable this year)*
- Review and report on College Master Plan regarding facilities and campus environment. *(Not Applicable this year)*
- 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. *(Fulfilled)*

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

- To discuss, cull resources for, and submit for review by the Academic Senate, a Resolution with Recommendations for a QCC Tobacco Policy, in compliance with The City University of New York's Revised Tobacco Policy (as approved by the CUNY BOT, 1/24/2011);
- To make recommendations for the submission, by the Office of the President, to the Chancellery, of a QCC Campus Implementation Plan for the CUNY Tobacco Policy;
- To explore issues concerning campus parking, and transportation to and from the campus; and
- To 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**

Dean Arthur Perkins continues in his role of overseeing the Office of Facilities, Planning, Design and Construction.

The College continued its efforts to maximize the use of existing space to meet the demands 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.

Classroom improvements during the past year included the split of one jumbo classroom in Medical Arts (M344) to create two standard classrooms, resulting in increased overall capacity. As of June 30, 2010, two computer classroom projects were underway: a complete renovation of LB8 and the outfitting of H409.

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. Office improvements during the past year included renovations to the departments of Institutional Research and Marketing as well as Continuing Education and ASAP. As of June 30, 2010, construction had started on a complete renovation of the Foreign Languages offices.

### **Campus Infrastructure**

Problems with aging infrastructure required the emergency replacement of the Library electrical transformer and replacement of the Administration generator in autumn 2010 as well as urgent mid-winter repairs to the heating trunk line. All three situations were resolved without interrupting normal College operations.

Three capital infrastructure projects are currently underway: Electrical Reconstruction project (Phase 2 design to begin September 2011); Fire Alarm project (Phase 3 construction at Humanities and RFK); and Security Enhancements project (design in progress).

### **Construction and Renovations**

The renovation of two Music recital halls (H110 and 144) with new seating and flooring was completed in August 2010. Improvements to two student lounge spaces were completed in winter 2011: the lower level of the Student Union received new furniture and flooring; the Science Café basement dining room was outfitted with new seating.

As of June 2011, the capital project to enclose the Science courtyard to create a new cafeteria and student gathering space had reached 30% design completion.

In addition to issues concerning Space Allocation/Utilization/Facilities, the Committee on Environment, Quality of Life, and Disability Issues responded to a charge emanating from the Academic Senate Steering Committee to explore two issues dealing with parking and transportation on campus.

**Issue 1: Token booth and token sales at the Kenilworth Drive entrance to parking lots 3, 4 and 6**

On February 9<sup>th</sup>, 2011, an email was forwarded to the Committee on Environment, Quality of Life, and Disability Issues concerning issues arising from the sale of parking tokens at the booth at the Kenilworth Drive entrance to parking lots 3, 4 and 6. The concerns were resolved through the Administration's decision to remove the token box and thus cease token sales at the booth at the Kenilworth Drive entrance to parking lots 3, 4 and 6, effective Monday, March 7<sup>th</sup>, 2011. Information was also distributed for the benefit of those who use token lots to purchase tokens ahead of time at one of seven (7) alternate locations:

- *Administration Building Lobby*
- *Humanities Building Lobby*
- *Science Building/Medical Arts Lobby*
- *Library 2<sup>nd</sup> Floor*
- *Book Store*
- *Science Lower Level Cafeteria Lounge*
- *Student Union (token box from guard booth to be relocated at this location)*

**Issue 2: Further work undertaken by the Committee on the topic of transportation**

Conversation originating with the issue of campus parking and token sales led the Committee to begin brainstorming other ideas for future consideration, addressing the more global challenges of transportation, to and from the campus.

Some of the ideas discussed in Committee were abandoned, for lack of viability (e.g., the idea of "outsourcing" parking facilities from the Douglaston Mall, which was nullified due to its plan to construct a Fairway at the site) ; other ideas, such as better promotion and utilization of the campus' carpooling application: "Share-A-Ride", incentivizing carpooling with priority parking spots in campus lots, encouraging bicycling as a true alternative for short-distance commutes, and exploring the feasibility of a shuttle-bus service, require further study, including conducting budgetary evaluations and cost/benefit analyses to better determine their viability.

The Committee proposes to continue to study this transportation challenge as part of its work for the next academic year.

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

Mr. Ed Locke, Director of the QCC's Department of Public Safety, distributed the [2010 Annual Security Report \(ASR\)](#) to all students, faculty and staff by either email or in hard copy form. The report was 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. The report contains crime statistics for the past 3 calendar years and institutional policies concerning [campus security issues](#), such as those concerning [alcohol and drug use](#), crime prevention and [how to report criminal activities](#), [sexual assault](#) and other relevant matters. A notice is also provided regarding where one can obtain [information regarding registered sex offenders](#).

Additional safety and security information is provided in the department's "[Campus Safety Guide](#)", as well as on the [Public Safety website](#).

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

The Department continues its [proactive patrols of campus by foot, vehicle and bicycle](#).

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).

The Director participates in the Advisory Committee on Campus Security meetings chaired by the VP for Student Affairs, where recommendations are made by student, faculty and staff representatives to enhance security on campus.

All instructional/administrative buildings have designated fire/safety building and floor coordinators. [Fire Safety Training courses](#) are conducted several times annually explaining their roles to include the safe evacuation of buildings during emergencies and drills. Fire drills are conducted in all buildings throughout the Fall and Spring semesters, both day and evening.

There are routine checks performed on the various campus alert systems and emergency phones throughout the year.

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

- a. QCC Tobacco Policy, in compliance with The City University of New York's Revised Tobacco Policy (as approved by the CUNY BOT, 1/24/2011)
- b. QCC Campus Implementation Plan for the CUNY Tobacco Policy (Submitted, by the Office of the President, to the Chancellor)

#### **QCC Tobacco Policy**

At its meeting of January 24<sup>th</sup>, 2011, the Board of Trustees of The City University of New York approved a revised and expanded Tobacco Policy, designed to make CUNY the largest smoke-free public university system in the United States.

In response to this revised Tobacco Policy, each campus was charged with developing a Policy for Compliance, and a Campus Tobacco Policy Implementation Plan

The Committee on Environment, Quality of Life, and Disabilities Issues was the working group charged with developing the *QCC Tobacco Policy, in compliance with the CUNY Revised Tobacco Policy* (which took the form of a Resolution with Recommendations, submitted to the body of the Academic Senate for vote/approval), as well as a series of recommendations to be reviewed by the Office of the President for the submission of a *Campus Tobacco Policy Implementation Plan* to the Chancellor by June 2011.

Building from the groundwork laid by the prior year's Senate Committee members (the [QCC "Smoking-Restricted Campus" policy](#), presented on December 8, 2009, as a Resolution with Recommendations by the Committee to the body of the Academic Senate, and effected on August 26, 2010), the 10-11 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, the director of the Office of Public Safety, the director of Health Services, the director of the Office of Services for Students with Disabilities, and appropriate members of the Administration – met and communicated frequently over the Fall 2010 and Spring 2011 semesters in order to determine the campus response to the CUNY Revised Tobacco Policy and present its proposed Resolution and Recommendations to the Academic Senate, as well as the Office of the President, in as timely a fashion as possible.

The following document (pgs 7 – 17 of this report) is the Resolution and Recommendations for a QCC Tobacco Policy, as presented to the body of the Academic Senate for vote/approval. The Resolution, with its 9 Recommendations, was approved by the Senate at its May, 2011 session:

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

*Resolution with Recommendations for a QCC Tobacco Policy Implementation Plan*

*In Compliance with The City University of New York's Revised Tobacco Policy (as approved by CUNY BOT, 1/24/2011)*

**Whereas**, at its meeting on January 24<sup>th</sup>, 2011, the Board of Trustees of The City University of New York approved a revised and expanded Tobacco Policy (hereafter referred to in this document as "**the CUNY Tobacco Policy**") that will make CUNY the largest smoke-free public university system in the United States;

**Whereas**, "**the CUNY Tobacco Policy**" prohibits "... (i) the use of tobacco on all grounds and facilities under CUNY's jurisdiction, including indoor and outdoor locations such as playing fields, entrances and exits to buildings, and parking lots; (ii) tobacco industry promotions, advertising, marketing, and distribution of marketing materials on campus properties; and (iii) tobacco industry sponsorship of athletic events and athletes." (see "[The City University of New York, 2011 Tobacco Policy Work Plan Guidelines](#)", pgs. 3-4);

**Whereas**, upon implementation, "**the CUNY Tobacco Policy**" will supersede *both*:

1. the University's previous policy (CUNY Policy 4.6, SMOKING BAN [BTM,1994,09-29,005,\_A], and the Smoking Policy of the University, as approved by the Council of Presidents at its meeting of 7 May, 1990) which prohibited smoking inside all facilities, including vehicles operated by the University; **and**
2. the [QCC "Smoking-Restricted Campus" policy](#), presented on December 8, 2009 as a Resolution with Recommendations by the Committee on Environment, Quality of Life, and Disability Issues to the body of the Academic Senate, and effected on August 26, 2010.

**Whereas**, full compliance with "**the CUNY Tobacco Policy**" must be implemented University-wide no later than September 4<sup>th</sup>, 2012;

**Whereas**, each campus within The City University of New York system is charged with submitting a college-specific **Tobacco Policy Implementation Plan** indicating its procedures for providing information/communication, training, the removal of smoking-related cues, tobacco cessation support services, and a strategy for compliance – concomitant with the guidelines and intent of "**the CUNY Tobacco Policy**" – to the Chancellery **by no later than June 30<sup>th</sup>, 2011**;

**Whereas**, the working group charged with developing the College's **Tobacco Policy Implementation Plan** for review by the College's Academic Senate and the Office of the President is the *Standing Committee on Environment, Quality of Life, and Disability Issues*;

**Therefore, be it resolved** that the Standing Committee on Environment, Quality of Life, and Disability Issues of the Academic Senate makes the following recommendations for a **QCC Tobacco Policy Implementation Plan**, compliant with the intent of "**the CUNY Tobacco Policy**" and concomitant with the guidelines presented by [the](#)



[University's Tobacco Policy Work Plan](#) , for review by the members of the College's Academic Senate and the Office of the President:

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

### Resolution with Recommendations for a QCC Tobacco Policy Implementation Plan

In Compliance with The City University of New York's Revised Tobacco Policy (as approved by CUNY BOT, 1/24/2011)

1. **Committee's recommendations regarding any issuance of a statement of intent to comply with the expanded Tobacco Policy ("the CUNY Tobacco Policy", as approved by the Board of Trustees of The City University of New York on January 24<sup>th</sup>, 2011):**
  - a. It is the recommendation of the Committee on Environment, Quality of Life, and disability Issues that the College comply fully with the intent and prohibitions specific to **"the CUNY Tobacco Policy"**, which will update, expand and supersede both CUNY Policy 4.6, SMOKING BAN [BTM,1994,09-29,005,\_A], as well as the current **"Smoking-Restricted" policy of the campus;**
  - b. It is the further recommendation of the Committee that there be an initial, as well as intermittent campus-wide messaging and communications effort to the campus, meant to ensure clarification of the connotation of "compliance" with **"the CUNY Tobacco Policy"**, as intended by the CUNY BOT:
    - (1) To emphasize that there is to be **no smoking, anywhere,** on or within the grounds and facilities of the campus, and/or
    - (2) To specify that **"the CUNY Tobacco Policy" prohibits** (i) the use of tobacco on all grounds and facilities under CUNY's jurisdiction, including indoor and outdoor locations such as playing fields, entrances and exits to buildings, and parking lots; (ii) tobacco industry promotions, advertising, marketing, and distribution of marketing materials on campus properties; and (iii) tobacco industry sponsorship of athletic events and athletes.
  - c. It is the final recommendation of the Committee that **the date of full compliance with, and implementation of "the CUNY Tobacco Policy" at QCC be the first day of classes of the Fall 2012 semester,** and
    - (1) Until the first day of classes of the Fall 2012 semester, the College will continue to implement its current **"Smoking-Restricted" policy.**



2. **Committee's recommendations regarding understanding and conveying the intent of "the CUNY Tobacco Policy".**
  - a. It is the recommendation of the Committee that the College follow the language and suggested guidelines of **the University's Tobacco Policy Work Plan**, pgs. 6-8, with regard to the understanding and conveyance of the intent of **"the CUNY Tobacco Policy"** for the College community, i.e.,:
    - (1) That compliance with **"the CUNY Tobacco Policy"** be focused *"... on the use of tobacco, not on the people who use tobacco. CUNY respects an individual's right to use tobacco; however, CUNY requests that tobacco users refrain from smoking and using tobacco products on campus property."* (see **the University's Tobacco Policy Work Plan**, pg. 6) and

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

### Resolution with Recommendations for a QCC Tobacco Policy Implementation Plan

In Compliance with The City University of New York's Revised Tobacco Policy (as approved by CUNY BOT, 1/24/2011)

- (2) That ***“the CUNY Tobacco Policy”*** is *“... not designed to punish or single out tobacco users; rather, its purpose is to support members of the CUNY community in being as healthy as possible. Although the revised policy is intended to support faculty, staff and students who use tobacco and who want to quit, it is not intended to force anyone to quit smoking.”* (see [the University's Tobacco Policy Work Plan](#), pg. 6)



### 3. Committee's recommendations regarding the scope of ***“the CUNY Tobacco Policy”***.

- a. It is the recommendation of the Committee that the scope of ***“the CUNY Tobacco Policy”***, inasmuch as its intent is understood to be commensurate with Sections 1(b)(1) and 1(b)(2) of the Committee's recommendations, **be fully applicable to all persons in the employ and/or on the grounds of the campus, including all full- and part-time students, faculty, administrative and support staff members, and visitors;**
- b. It is the further recommendation of the Committee that QCC's Tobacco Policy Implementation Plan, in compliance with ***“the CUNY Tobacco Policy”***, will include the development and/or implementation of the following six (6) steps leading up to (and continuing thereafter, as appropriate) full implementation of ***“the CUNY Tobacco Policy”*** on the campus:

**Step 1.** The formation of a Campus Tobacco Policy Implementation Working Group;

**Step 2.** The creation and execution of a campus-specific communication plan, outlining (a) clear rationale for ***“the CUNY Tobacco Policy”***, (b) clear and consistent messaging regarding ***“the CUNY Tobacco Policy”***, and (c) a dissemination strategy for how and when information regarding ***“the CUNY Tobacco Policy”*** will be communicated to the campus community;

**Step 3.** Removal of smoking-related cues (ashtrays, smoking areas, etc.);

**Step 4.** Providing training and education to appropriate faculty, staff and students regarding compliance with ***“the CUNY Tobacco Policy”***;

**Step 5.** Providing tobacco cessation support services; and

**Step 6.** Determining strategies for ensuring compliance with ***“the CUNY Tobacco Policy”*** on campus.

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

### Resolution with Recommendations for a QCC Tobacco Policy Implementation Plan

In Compliance with The City University of New York's Revised Tobacco Policy (as approved by CUNY BOT, 1/24/2011)

#### 4. Committee's recommendations on the formation of a Campus Tobacco Policy Implementation Working Group.

(Addressing Step 1 of 6)

- a. It is the recommendation of the Committee that the members of the Standing Committee on Environment, Quality of Life, and Disability Issues of the Academic Senate, along with appropriate liaisons and members of faculty and administrative and support staff, be recognized as constituting an **already-formed Campus Tobacco Policy Implementation Working Group**;
- b. It is the further recommendation of the Committee that, in the event the formation of a sub-committee of the Standing Committee on Environment, Quality of Life, and Disability Issues be deemed necessary in order to carry out the work of the **QCC Tobacco Policy Implementation Plan**, additional members of the campus community may be approached to serve.



#### 5. Committee's recommendations on the creation and execution of a campus-specific communications plan

outlining: (a) **clear rationale** for the implementation of *"the CUNY Tobacco Policy"*, (b) **clear and consistent messaging** regarding the implementation of *"the CUNY Tobacco Policy"*, and (c) **a dissemination strategy** detailing how and when information regarding the implementation of *"the CUNY Tobacco Policy"* will be communicated to the campus community.

(Addressing Step 2 of 6)

- a. It is the recommendation of the Committee QCC's communication plan clearly convey to the College community and visitors to the campus an overarching rationale for why *"the CUNY Tobacco Policy"* was updated from prior policies, **focusing on the university's concern for sustaining a healthy working and learning environment**;
- b. It is the further recommendation of the Committee that QCC's communication plan prepare for and publish **clear and consistent messaging** to the College community and visitors to the campus by focusing on the telegraphing of a few brief talking points, e.g., the promoting of a healthy and safe environment; ensuring the provision of adequate resources and best efforts aimed at supporting the cessation goals of current smokers; and repeated clarifications on the date of full implementation of *"the CUNY Tobacco Policy"* at QCC (the first day of classes of the Fall 2012 semester);
- c. It is the final recommendation of the Committee that QCC's communication plan employ an **effective dissemination strategy** to educate the College community and visitors to the campus on the changes which *"the CUNY Tobacco Policy"* will introduce, as well as manage how and when information to the College community is distributed or deployed.

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

*Resolution with Recommendations for a QCC Tobacco Policy Implementation Plan*

*In Compliance with The City University of New York's Revised Tobacco Policy (as approved by CUNY BOT, 1/24/2011)*

The Committee therefore recommends the formation of a **"CUNY Tobacco Policy" Education, Information and Dissemination Sub-Committee** (hereafter referred to in this report as the **Sub-Committee**), which will report to the Senate Committee on Environment, Quality of Life, and Disability Issues.

The **Sub-Committee** should be comprised of interested and motivated members of the College's Administration, faculty, administrative and support staff, and students.

The charge of the **Sub-Committee** will be to oversee the coordination and implementation of the College's information dissemination strategy, in consultation with appropriate Administrative departments and the Offices of Academic and Student Affairs.

Information dissemination activities falling to the purview of the **Sub-Committee** would include:

- (1) **Official notifications** – prepared for, and to be distributed to, the College community regarding the changes which ***"the CUNY Tobacco Policy"*** will introduce, before the start of the Fall, 2011 semester and continuing, intermittently, until the date of full implementation of ***"the CUNY Tobacco Policy"*** (the first day of classes, Fall 2012 semester):

- (i) **Notification(s)** should be disseminated through a variety of mediums, including:

- The President's Convocation
- Email distribution(s) via QCC Outlook
- Student TigerMail blasts
- New Student Orientations
- Freshman information packets/mailings
- New Faculty Orientations
- Academic department meetings
- Administrative Department Head meetings
- Meetings of Student Activities Club Presidents
- Meetings of the Faculty Executive Committee
- Meetings of the Student Government Executive Committee
- Hard-copy publications (information to be included in the Student Handbook, Faculty Handbook, HEO Handbook, college Catalog, Health Services' materials on smoking policy and cessation resources, Public Safety materials, Admissions materials, Alumni/Special Events/QPAC materials, and appropriate intra-campus newsletters
- Creating card-stock bookmarks and/or "Reminder Cards" with policy/cessation resources information for distribution
- Running articles/statement of ***"the CUNY Tobacco Policy"*** in continuous issues of *The Communiqué*
- Digital publications: "branding" QCC as a "Smoke-Free" campus at the bottom of the QCC website; establishing a link to ***"the CUNY Tobacco Policy"*** statement, and smoking cessation links, in the drop-down menu(s) of the QCC website splash page; incorporating "Smoke-Free" and "Sustainable" branding into Outlook email as footer/logo, etc.
- Dissemination of formal CUNY PRs to external organizations and community groups

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

### Resolution with Recommendations for a QCC Tobacco Policy Implementation Plan

In Compliance with The City University of New York's Revised Tobacco Policy (as approved by CUNY BOT, 1/24/2011)

(2) **Signage** – whether digital or physical (temporary/permanent) – designed and displayed at appropriate times and in appropriate locations, including at campus events – should begin an initial deployment phase (as determined by the **Sub-Committee**) before the start of the Fall, 2011 semester, and continue its roll-out until all signage is fully deployed (by the first day of classes of the Fall 2012 semester – the College's date for full implementation of **"the CUNY Tobacco Policy"**).

(i) The Sub-Committee's processes for overseeing the deployment of signage should include:

- Developing text (in conjunction with the ACC's procedures for display on LCD digital screens), i.e., talking points or bulleted content concerning policy/cessation resources
- Displaying a digital, 100-day "count-down" to full implementation of **"the CUNY Tobacco Policy"**, e.g., **"CUNY Going 100% Tobacco Free – by September 4<sup>th</sup>, 2012"**
- Conducting a walk-through of the campus and facilities – including the parking lots and Q27 bus shelter – at appropriate times during FY 2011 – 2012 – in order to:
  - a. Identify sites where current "Smoke-Free Zone" and "Smoking-Restricted Campus" signage needs to be replaced or augmented with additional temporary signage indicating the messaging for **"the CUNY Tobacco Policy"**, e.g., **"CUNY Going 100% Tobacco Free – by September 4<sup>th</sup>, 2012"** and
  - b. Indicate areas where permanent signage should be placed prior to the date of full implementation of **"the CUNY Tobacco Policy"** on the QCC campus (first day of classes, Fall 2012 semester).

The **Sub-Committee** should work, in collaboration with the Committee on Environment, Quality of Life, and Disability Issues; the Office of Health Services, and the Office of Campus Facilities, to consult with and make recommendations to the Administration on the design of text and graphical representation of signage, and to ensure that the ordering and placement of physical signage is conducted in an accurate and timely fashion.



#### 6. Committee's recommendations on the removal of smoking-related cues.

(Addressing Step 3 of 6)

- a. It is the recommendation of the Committee that the **Sub-Committee** coordinate with the Office of Campus Facilities, and Buildings & Grounds, to facilitate the removal of all containers used for tobacco trash and ashtrays on campus.

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

### *Resolution with Recommendations for a QCC Tobacco Policy Implementation Plan*

*In Compliance with The City University of New York's Revised Tobacco Policy (as approved by CUNY BOT, 1/24/2011)*

- (1) Removal of smoking-related cues should occur prior to the date of full implementation on the QCC campus of **"the CUNY Tobacco Policy"** (first day of classes, Fall 2012 semester); and
- (2) Removal of smoking-related cues should be preceded by the placement of permanent signage in appropriate areas across campus, as indicated in Section 5(c)(1)(ii) of the Committee's recommendations regarding the conducting of a walk-through of the campus and facilities.



#### **7. Committee's recommendations on providing education and training to Faculty, Administration, Administrative and Support Staff, and Students.**

(Addressing Step 4 of 6)

- a. It is the recommendation of the Committee that education and training – for faculty, Administration, administrative and support staff, and students – be considered the cornerstone for the successful implementation of, and compliance with, **"the CUNY Tobacco Policy"**.

To that end, the Committee recommends a three-pronged approach to education and training:

##### **(1) Prong 1: Initial education and training opportunities**

- (i). Members of the Standing Committee and the **Sub-Committee** – as well as other interested members of the College community – should avail themselves of the opportunities offered by the CUNY Central Office of Student Affairs and the NYC Dept. of Health's Bureau of Tobacco, to attend "Smoke-Free Campus Implementation Training" and/or other CUNY workshops on how to successfully implement a smoke-free environment policy" (with requisite supervisor's approval);
- (ii). The College's Office of Health Services should continue its proactive work toward facilitating the completion of certification of Health Services individuals to become "Smoking Cessation Counselors"; further, the Office of Health Services should continue to provide hard-copy and links to web resources to City, State and local smoking cessation resources to the College community, as well as continue to provide leadership in coordinating campus-wide workshops and events on smoking cessation and other health-related issues;
- (iii). Members of the Standing Committee and the **Sub-Committee** – as well as other interested members of the College community – who have had the opportunity to attend education and training workshops prior to the date of full implementation of **"the CUNY Tobacco Policy"** at QCC (first day of classes, Fall 2012 semester) should work collaboratively with the Office of Health Services and the campus' Office for Student Affairs to share the strategies and tools acquired from their attendance at such workshops with the larger College

community, in large venues such as the Conference of the College or other dedicated gatherings where information is disseminated.



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

### *Resolution with Recommendations for a QCC Tobacco Policy Implementation Plan*

*In Compliance with The City University of New York's Revised Tobacco Policy (as approved by CUNY BOT, 1/24/2011)*

#### **(2) Prong 2: Intermittent education and training opportunities**

- (i). Members of the **Sub-Committee**, in collaboration with the Committee on Environment, Quality of Life, and Disability Issues (as well as representatives from the College's Office of Health Services, the Office of Counseling, and the Offices of Academic and Student Affairs and their respective academic and student support departments and programs), should avail themselves of opportunities offered by the CUNY Central Office of Student Affairs and the NYC Dept. of Health's Bureau of Tobacco to capitalize on the following free ongoing resources (with requisite supervisor's approval) as they become publicized:
- Training for Administration, faculty, administrative and support staff, and Public Safety personnel who, along with students, are all collectively responsible for respectful compliance with **"the CUNY Tobacco Policy"**
  - Training in tobacco screening and treatment protocols for Health and Counseling Services staff
  - Training in campus-specific communications strategies, i.e., improving signage and media to be deployed at specific points along the timeline leading up to full implementation of **"the CUNY Tobacco Policy"** at QCC (first day of classes, Fall 2012)
  - Assistance with continuing and expanding educational programming and materials which support **"the CUNY Tobacco Policy"**, as well as smoking cessation efforts on campus

#### **(3) Prong 3: Institutionalized/long-term education and training opportunities**

- (i). The Office of Health Services, in collaboration with the Committee on Environment, Quality of Life, and Disability Issues, the College's Office for Student Affairs and Office of Counseling, Student Activities/Student Government, and the Departments of Public Safety and Environmental Health and Safety, should present a workshop or event once a semester for faculty, Administration, administrative and support staff, and students, consisting of:
- Continued and expanded educational programming and hard-copy/electronic informational materials which support **"the CUNY Tobacco Policy"**, as well as smoking cessation efforts, stress management, weight management, exercise activities, and peer support initiatives
  - Training in and dissemination of best practices and strategies for ensuring compliance with **"the CUNY Tobacco Policy"** on campus, including demonstrations of methods for appropriately addressing someone who is using tobacco on campus, as well as how to avoid being disrespectful in the manner in which requests for compliance are made and acted upon
- (ii) The College's Office of Health Services using resources made available by the CUNY Central Office, and in collaboration with academic department chairs, members of the **Sub-Committee**, and the College's Offices of Academic and Student Affairs, should continue to exercise and facilitate the collegial integration of information and/or education and

awareness about smoking and smoking-related issues into curricular activities and assignments, and/or student activities and events, where appropriate.

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

### *Resolution with Recommendations for a QCC Tobacco Policy Implementation Plan*

*In Compliance with The City University of New York's Revised Tobacco Policy (as approved by CUNY BOT, 1/24/2011)*

#### **8. Committee's recommendations on providing tobacco cessation support services.**

(Addressing Step 5 of 6)

- a. It is the recommendation of the Committee that the College follow the tone and guidelines established by the University for outlining QCC's Tobacco Policy Implementation Plan's provision and promotion of tobacco cessation support services (see ["The City University of New York, 2011 Tobacco Policy Work Plan Guidelines"](#), pgs. 9-10);
- (1) Following the tone and guidelines suggested by the University, promotion of smoking cessation services should be approached *"with an empathic stance ... and should focus on offering support and should reaffirm the College's commitment to the health of its faculty, administrative and support staff, and students."*
- (i). Steps to promote and deliver tobacco cessation support services should include:
- Broadening the College's current survey of health issues to identify the types of smoking cessation services faculty, administrative and support staff, and students would like to see and would use on campus
  - As indicated in the Committee's recommendations, Section 7 (a)(1, 2, and 3), concerning initial, intermittent and long-term education and training opportunities, continuing to build upon the work initiated by the College's Office of Health Services both in exercising its own, and facilitating campus-wide and University collaboration in and promulgation of information, educational programming and events, and awareness about smoking, smoking-related issues, and smoking cessation resources available at the campus, as well as through City, State and local cessation hotlines, Quit Lines, and related services
  - Establishing multiple conduits and modes of outreach – by identifying and promoting specific on-site facilities, as well as posting links online via the campus website and/or Outlook email and Student TigerMail – during Freshman Orientations, registration, Intro to College Life (ST100) courses, Health/Wellness fairs at the campus, and intermittent email messaging, to inform the College community how and where to go to request tobacco cessation support services



#### **9. Committee's recommendations on ensuring compliance with "the CUNY Tobacco Policy".**

(Addressing Step 6 of 6)

- a. It is the recommendation of the Committee that the College follow the tone and guidelines established by the University to address compliance with QCC's Tobacco Policy Implementation Plan (see ["The City University of New York, 2011 Tobacco Policy Work Plan Guidelines"](#), pgs. 10-11);

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

### *Resolution with Recommendations for a QCC Tobacco Policy Implementation Plan*

*In Compliance with The City University of New York's Revised Tobacco Policy (as approved by CUNY BOT, 1/24/2011)*

- (1) Following the tone and guidelines suggested by the University for compliance with **“the CUNY Tobacco Policy”**, it is the recommendation of the Committee that the College adhere to CUNY’s stated vision for compliance:
  - (i) That compliance with the mandate of a tobacco-free campus **“ ... be the shared responsibility of all those in the campus community, tobacco users and non-users alike”, and not the responsibility of any one agent or department** on the campus;
  - (ii) That ensuring compliance with **“the CUNY Tobacco Policy”** by campus officials, representatives, or any other members of the College community **be handled in a “... friendly and respectful” manner**; and
  - (iii) That discussions about or arising from requests for compliance between smokers and non-smokers concerning policy/cessation resources **“... be brief, educational, and non-confrontational.”**
  
- (2) Following the tone and guidelines suggested by the University for compliance with **“the CUNY Tobacco Policy”**, it is the recommendation of the Committee that the College adhere to CUNY’s stated vision for compliance:
  - (i) That compliance with the mandate of a tobacco-free campus **“ ... be the shared responsibility of all those in the campus community, tobacco users and non-users alike”, and not the responsibility of any one agent or department** on the campus;
  - (ii) That ensuring compliance with **“the CUNY Tobacco Policy”** by campus officials, representatives, or any other members of the College community **be handled in a “... friendly and respectful” manner**; and
  - (iii) That discussions about or arising from requests for compliance between smokers and non-smokers concerning policy/cessation resources **“... be brief, educational, and non-confrontational.”**
  
- (3) It is the final recommendation of the Committee that the College community maintain a civil manner regarding both the language and tone with which requests for compliance with **“the CUNY Tobacco Policy”** is effected by any individual or individuals, as well as the language and tone with which requests for compliance with **“the CUNY Tobacco Policy”** are made and acted upon.

To this end, all members of the College community are neither more nor less privileged due to their status as a smoker or non-smoker, and are to be treated in exactly the same manner, regardless of rank, title, or station; and all members of the College community are entitled to the same respect, rights, and appropriate remedies with regard to compliance with the policy.

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

*Resolution with Recommendations for a QCC Tobacco Policy Implementation Plan*

*In Compliance with The City University of New York's Revised Tobacco Policy (as approved by CUNY BOT, 1/24/2011)*

Respectfully submitted,  
Monday, May 02, 2011

The members of and liaisons to  
The Senate Committee on environment, Quality of Life, and Disability Issues

Dion Pincus:	Chairperson
Shele Bannon:	Secretary
Hamid R. Namdar:	Faculty Member
Carol A. Soto:	Faculty Member
Mangala Tawde:	Faculty Member
Simon Ulubabov:	Student Member
Sunil Dehipawala:	Liaison, Steering Committee Designee
Banami Freier:	Liaison, OSSD
Mel Rodriguez:	Liaison, Environmental Health/Safety
Arthur Perkins:	Liaison, President's Designee
Edward Locke:	Liaison, Campus Safety
Isabel Hocevar:	Liaison, Health Services

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Hyperlinks in this document reference materials which have been posted online to the College's Governance website, and are available for review:

- (1) ["The City University of New York, 2011 Tobacco Policy Work Plan Guidelines"](#)
- (2) [QCC "Smoking-Restricted Campus" Policy](#)

## **QCC Campus Implementation Plan for the CUNY Tobacco Policy**

The Committee on Environment, Quality of Life, and Disabilities Issues was also asked to forward its recommendations to the Office of the President, which was charged with submitting a QCC Campus Implementation Plan to the Chancellery by June 2011.

The following 6-page table is the QCC Campus Implementation Plan for the CUNY Tobacco Policy which was submitted to the Chancellery (pgs 19 – 24 of this report):

<u>Activities</u>	<u>Point Person</u>	<u>Completion Date</u>	<u>Comments</u>
<b>Working Group Coordination</b>			
Formation of <b>Campus Tobacco Policy Implementation Working Group (TPIWG)</b>	Dion Pincus, Chair of Senate Committee on Environment & Arthur Perkins, Assistant Dean for Facilities: co-chairs	Completed: January 2011	The TPIWG consists of the members of the College's Standing Committee on Environment, Quality of Life, and Disability Issues of the Academic Senate, as well as members of a " <b>CUNY Tobacco Policy "Education, Information and Dissemination Sub-Committee</b> " of the standing committee. The TPIWG and Sub-Committee include representatives from the Administration, Faculty, Human Resources, Student Government, Student Affairs, Marketing & Communications, Campus Facilities, Building & Grounds, Health Services, Public Safety and Environmental Health & Safety.
Prepare and submit for approval implementation plan to CUNY's Central Office	D.Pincus & A.Perkins	College Implementation Plan will be submitted to CUNY's Central Office before June 30, 2011.	College Implementation Plan completed April, 2011, as a Resolution with Recommendations, presented at the Academic Senate in May 2011 and thereafter, to be reviewed for approval by the Office of the President and submitted to the Chancellor before June 30, 2011.
<b>Communication about Revised Tobacco Policy</b>			
Outline a plan for communicating CUNY's revised tobacco plan to the campus community	D.Pincus & A.Perkins	Fall 2011	See attached Senate Committee Resolution with Recommendations, Section 5, "Campus-specific communication plan", pgs. 4 – 6.
Distribute letters/emails to faculty, staff, and students about the revised policy	TPIWG & Mktg/Comm. representative	Fall 2011	See attached Senate Committee Resolution with Recommendations, Section 5 (c)(1), "Campus-specific communication plan", pg. 5.
Distribute press release issued by CUNY Central to appropriate organizations and community groups in the surrounding area	D. Pincus, A.Perkins & Mktg/Comm. representative	Fall 2011.	See attached Senate Committee Resolution with Recommendations, Section 5 (c)(1), "campus-specific communication plan", pg. 5.

<u>Activities</u>	<u>Point Person</u>	<u>Completion Date</u>	<u>Comments</u>
Distribute/publicize the revised tobacco policy	TPIWG & Mktg/Comm. representative	Fall 2011.	See attached Senate Committee Resolution with Recommendations, Section 5 (a & b), "campus-specific communication plan", pg. 4.
Create link from campus website to CUNY's main Tobacco Policy website	D.Pincus, Mr. Bruce Naples	Fall 2011	See attached Senate Committee Resolution with Recommendations, Section 5 (c)(1), "campus-specific communication plan", pg. 5.
Include articles and announcements about the policy in the departmental newsletters, admissions materials, and if possible student media	TPIWG & Mktg/Comm. representative	Fall 2011	See attached Senate Committee Resolution with Recommendations, Section 5 (c)(1), "campus-specific communication plan", pg. 5.
Arrange for announcements and reminders at school events, including flyers and signage	TPIWG & Mktg/Comm. representative	Fall 2011.	See attached Senate Committee Resolution with Recommendations, Section 5 (c)(1), "campus-specific communication plan", pg. 5.
Include in contracts and reservation forms with all outside groups using school facilities the language of the policy / expectation that the policy will be promoted, implemented, and enforced at all times the school facilities are being used by the outside group.	TPIWG & Institutional Advancement Mktg/Comm. representative.	Fall 2011 semester and/or as appropriate.	See attached Senate Committee Resolution with Recommendations, Section 5 (c)(1), "campus-specific communication plan", pg. 5; and 5(c)(2), "campus-specific communication plan", pg. 6.
<b>Signage</b>			
Identify and map the placement of temporary and permanent signage	A.Perkins & Mktg/Comm. representative	Fall 2011	See attached Senate Committee Resolution with Recommendations, Section 5(c)(2)(i), "campus-specific communication plan", pg. 6.
Establish timeline for the posting of signs regarding the CUNY's revised tobacco policy	A.Perkins	Fall 2011	See attached Senate Committee Resolution with Recommendations, Section 5(c)(2)(i), "campus-specific communication plan", pg. 6.
<ul style="list-style-type: none"> <li>Post temporary signs at all entrances and exits</li> </ul>	A.Perkins & J.Cartolano, Buildings & Grounds	Spring 2012	See attached Senate Committee Resolution with Recommendations, Section 5(c)(2)(i), "campus-specific communication plan", pg. 6.



<u>Activities</u>	<u>Point Person</u>	<u>Completion Date</u>	<u>Comments</u>
<ul style="list-style-type: none"> <li>Post temporary signs throughout campus</li> </ul>	A.Perkins & J.Cartolano, Buildings & Grounds	Spring 2012	See attached Senate Committee Resolution with Recommendations, Section 5(c)(2)(i), "campus-specific communication plan", pg. 6.
<ul style="list-style-type: none"> <li>Replace temporary signs with permanent signs</li> </ul>	A.Perkins & J.Cartolano, Buildings & Grounds	Summer 2012	See attached Senate Committee Resolution with Recommendations, Section 5(c)(2)(i), "campus-specific communication plan", pg. 6.
<ul style="list-style-type: none"> <li>Establish protocol for posting signs at campus events (i.e., athletics, concerts, seminars, etc)</li> </ul>	A.Perkins & TPIWG	Fall 2011	See attached Senate Committee Resolution with Recommendations, Section 5(c)(2), "campus-specific communication plan", pg. 6.
<b>Removal of smoking related cues</b>			
Coordinate with Buildings and Grounds department to identify and remove all containers used for tobacco trash, ashtrays, and any smoking lounges or sites on campus	A.Perkins & J.Cartolano, Buildings & Grounds	Summer 2012	Removal of smoking-related cues will occur within one month prior to the date of full implementation on the QCC campus of " <i>the CUNY Tobacco Policy</i> " (by first day of classes, Fall 2012 semester) -- See attached Senate Committee Resolution with Recommendations, Section 6(a)(1 & 2), "removal of smoking-related cues", pgs. 6 - 7.
<b>Training and Education</b>			
Identify and provide time during the work day for TPIWG members to attend CUNY Central's training on tobacco cessation, etc.	D.Pincus & A.Perkins	FY 2011-2012 (Fall 2011, Intersession 2012, Spring 2012), as opportunities avail themselves.	See attached Senate Committee Resolution with Recommendations, Section 7(a)(1, 2 & 3), "providing education and training to faculty, Administration, administrative and support staff, and students", pgs. 7 - 8.

<u>Activities</u>	<u>Point Person</u>	<u>Completion Date</u>	<u>Comments</u>
Train front line workers about the implementation of the revised policy: TPIWG to conduct in-campus training	TPIWG members representing 3 campus populations: faculty, staff and students	FY 2011-2012 (Fall 2011, Intersession 2012, Spring 2012), as opportunities avail themselves.	See attached Senate Committee Resolution with Recommendations, Section 7(a)(1 & 2), "providing education and training to faculty, Administration, administrative and support staff, and students", pgs. 7 - 8.
Establish a peer education group focused on healthy behaviors: existing Health Services/Nursing efforts to be consolidated in joint tobacco cessation/peer education group	Isabel Hocevar & TPIWG	FY 2011-2012	See attached Senate Committee Resolution with Recommendations, Section 7(a)(3), "providing education and training to faculty, Administration, administrative and support staff, and students", pg. 8.
Make Department of Health and Mental Hygiene's Bureau of Tobacco Control materials available at Student Wellness Centers, Single Stop programs and other high traffic areas	Isabel Hocevar & TPIWG	Currently in progress. Materials will be added to, and deployed at additional venues, throughout FY 2011-2012 and beyond.	See attached Senate Committee Resolution with Recommendations, Section 7(a)(1, 2 & 3), "providing education and training to faculty, Administration, administrative and support staff, and students", pgs. 7-8.
Coordinate and deliver tobacco-related lesson plans (provided by CUNY Central) during first-year orientation activities, and other appropriate venues such as ST-100 classes	Faculty members of TPIWG	Preparation for coordination and delivery of lesson plans, as made available, during FY 2011-2012.	See attached Senate Committee Resolution with Recommendations, Section 7(a)(3), "providing education and training to faculty, Administration, administrative and support staff, and students", pg. 8.
<b>Tobacco Cessation Support Services</b>			
Coordinate evaluation of availability of onsite tobacco cessation support services <ul style="list-style-type: none"> <li>• Assess the tobacco cessation needs of your campus</li> <li>• Assess relationships with community agencies providing tobacco cessation services</li> <li>• Present technical assistance needs to CUNY Central</li> </ul>	Isabel Hocevar & TPIWG	Fall 2011 - Spring 2012 through Summer 2012	See attached Senate Committee Resolution with Recommendations, Section 8(a)(1), "providing tobacco cessation support services", pgs. 9.

<u>Activities</u>	<u>Point Person</u>	<u>Completion Date</u>	<u>Comments</u>
Establish a tobacco cessation group on campus: existing Health Services/Nursing efforts to be consolidated in joint tobacco cessation/peer education group	Isabel Hocevar & TPIWG	Fall 2012	See attached Senate Committee Resolution with Recommendations, Section 8(a)(1), "providing tobacco cessation support services", pg. 9.
Continue to develop existing website that highlights the campus's tobacco cessation programs	Isabel Hocevar	Currently exists. Materials and links will be added throughout FY 2011-2012 and beyond.	See attached Senate Committee Resolution with Recommendations, Section 8(a)(1), "providing tobacco cessation support services", pg. 9.
Coordinate with CUNY's EAP to provide on-campus tobacco cessation services	Isabel Hocevar & TPIWG	Coordination is currently being implemented. Additional services and resources will be added throughout FY 2011-2012 and beyond.	See attached Senate Committee Resolution with Recommendations, Section 8(a)(1), "providing tobacco cessation support services", pg. 9.
Continue to provide tobacco cessation information and services into annual wellness fairs	Isabel Hocevar, & TPIWG	Information and services are provided at Wellness Fairs and other health-related campus events.	See attached Senate Committee Resolution with Recommendations, Section 8(a)(1), "providing tobacco cessation support services", pg. 9.
Expand points of entry in which students, faculty, and staff can request tobacco cessation support services	Isabel Hocevar, & TPIWG	Points of entry currently exist via website, stands, wellness fairs, etc. Additional conduits will be added throughout FY 2011-2012 and beyond.	See attached Senate Committee Resolution with Recommendations, Section 8(a)(1), "providing tobacco cessation support services", pg. 9.

<u>Activities</u>	<u>Point Person</u>	<u>Completion Date</u>	<u>Comments</u>
Continue to coordinate with CUNY Central and NYC DOHMH to receive tobacco cessation materials, training, and support (i.e., Nicotine replacement therapy etc)	Isabel Hocevar & TPIWG	Coordination with the University and NYC agencies is <b>currently engaged</b> . Additional opportunities for coordination will be explored throughout FY 2011-2012 and beyond.	See attached Senate Committee Resolution with Recommendations, Section 8(a)(1), "providing tobacco cessation support services", pg. 9.
Continue to promote New York State Quit Line	Isabel Hocevar & TPIWG	City, state and local cessation hotlines, and the NYS Quit Line, are <b>currently being promoted</b> and will continue to be promoted throughout FY 2011-2012 and beyond.	See attached Senate Committee Resolution with Recommendations, Section 8(a)(1), "providing tobacco cessation support services", pg. 9.
<b>Compliance with Revised Policy</b>			
Arrange for TPIWG members to attend CUNY Central trainings	D.Pincus & A.Perkins	FY 2011-2012 (Fall 2011, Intersession 2012, Spring 2012), as opportunities avail themselves.	See attached Senate Committee Resolution with Recommendations, Section 7(a)(2 & 3), pg. 8.
Host a local "tobacco policy compliance" training: TPIWG members to conduct in-campus training sessions	TPIWG members representing 3 campus populations: faculty, staff and students	FY 2011-2012 (Fall 2011, Intersession 2012, Spring 2012), as opportunities avail themselves.	See attached Senate Committee Resolution with Recommendations, Section 7(a)(3) "providing education and training to faculty, Administration, administrative and support staff, and students", pg. 8.
Create a series of "compliance scripts" that Public Safety and other administrators can use when confronting someone using tobacco on campus.	D.Pincus & A.Perkins with TPIWG members	Spring 2012	See attached Senate Committee Resolution with Recommendations, Section 7(a)(3) pg.8.

## **Other Environmental Health and Safety Issues:**

The period between July 2010 and June 2011 was another transition year for the Environmental Health and Safety Department. The department, formerly reporting directly to the VP for Finance and Administration, was reassigned in the previous FY to the Assistant Dean for Campus Facilities Planning and Construction, Arthur Perkins. In keeping with this idea, the EHS Office was relocated from the Administration Building to the Service Building, to facilitate interaction with Campus Planning and Buildings and Grounds.

### **ENVIRONMENTAL ISSUES/AIR QUALITY CONCERNS:**

- **Art Gallery Office, Oakland Building**

The roof of the Oakland Building had a history of infestation with raccoons and other wild animals. The occupants of the Art Gallery Office, which is located on the second floor of the Oakland Building, began complaining of odors which they attributed to the infestation problem in the building. EHS responded to their concerns and brought it to the attention of Buildings and Grounds. It was initially recommended that the College's pest control vendor handle the problem, but the B/G custodial staff ultimately resolved the issue by decontaminating the attic area with a non toxic sanitizing/deodorizing spray. No other complaints about this issue have been reported since.

- **Science Building Room S421**

A faculty member who frequently teaches in S421 emailed concerns regarding the room. According to her, the condition of the room was unacceptable, with leaks in the ceilings and paint peeling off the ceiling. She also wanted to know if there was asbestos present in the ceiling.

EHS responded to her complaint by checking the asbestos records for the College, which indicated that previous samples of the acoustic ceiling tiles showed no asbestos to be present. The only asbestos containing material found in the area was a small piece of pipe located in the ceiling of an adjacent locked storage room. A meeting was also convened between the faculty member, the EHS Officer, the B/G Chief Administrative Superintendent, and the Asst. Dean for Campus Facilities, Planning and Construction, which addressed the faculty member's concerns.

- **Academic Advisement, 4<sup>th</sup> Floor, Library**

The staff members in the Academic Advisement office suite reported to EHS regarding their concerns about "moldy" odors in their work area and health concerns resulting from this. EHS responded and interviewed the employees. They believed that the recent heavy rains had resulted in water leaks into the space above the ceiling, which is located directly under the roof of the Library Building, possibly affecting the HVAC system. A Work Order was created for B/G to check the HVAC system in the area, and perform cleaning if needed. This situation is still pending as of the creation of this report.

## **TRAINING:**

The EHS Office provided the following training to QCC faculty, staff and students.

- Chemical Hazard Communication (“Right to Know”)—(BG custodians): 61 people
- SPCC (oil spill control—(BG boiler room staff): 12 people
- Chemical/Lab Safety and Hazardous Waste—(faculty/CLTs): 41 people total
- Bloodborne Pathogens (Biology CLT Staff)- 4 people
- Universal Waste (proper disposal of lamps and electronic equipment, B/G staff)-11 people
- Fall Protection/Ladder/Lift Truck training (B/G Staff)-18 people

In order to assess the effectiveness of training, a feedback form has been given out at the end of some training classes. The results have been positive so far.

## **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

Additionally EHS assisted B/G with the following reports:

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

## **WASTE DISPOSAL:**

For FY 2010-11, EHS disposed of the following waste from QCC:

- Chemical waste (hazardous and non hazardous), to date: 3600 lbs.
- Medical waste including spent cats from Anatomy labs: 1600 lbs. (to date)
- Electronic and universal waste: 13800 lbs. estimated

## **ENVIRONMENTAL AUDITS:**

As part of the self disclosure agreement the City University of NY made with the Federal Environmental Protection Agency (EPA), the Office of Environmental Health Safety and Risk Management (EHSRM) of the CUNY Central Office, performs regular announced and unannounced audits and inspections to assess environmental compliance at the CUNY colleges. Queensborough was the subject of such an audit in the fall of 2010. Since this was an announced audit, the College had time to prepare. The EHS Office took the lead in preparing the College for this important inspection. Written checklists and guides were provided to several

departments with focus on departments that have laboratories, namely Biology and Chemistry. Facilities and Buildings and Grounds were also provided direction and information. Advance walkthroughs were conducted, with an effort made to correct non compliance issues. Arrangements were made to dispose of old unwanted chemicals from labs. Training was given to ensure personnel were adequately prepared and in compliance with training regulations.

The audit itself lasted one full day. The inspector performed an audit of the College's hazardous waste manifest records, which by law have to be maintained for 3 years. He determined that there were no issues found. He also checked training records of employees, which are kept on file in the EHS Office. He then proceeded to a few labs in the Medical Arts and Science Buildings. He was looking for issues relating to chemical storage and labeling, the management of hazardous waste, as well as maintenance and inspections of safety equipment.

### **Findings:**

Although the auditor did find items and potential EPA violations in several labs, these were not uncommon for inspections conducted in academic laboratories. The majority of findings had to do with labeling issues, a few "old" chemicals found in one lab in the Science Building that had recently been relocated, as well as storage of potentially incompatible chemicals in another laboratory. The only significant item that was found was that the majority of the portable fire extinguishers in the labs were either missing or had out of date annual maintenance inspection tags. These have since been corrected, as B/G has replaced the out of date fire extinguishers with current ones, and has made an effort to hire an outside vendor to perform the annual maintenance of the fire extinguishers. Overall, according to the auditor in his post inspection conference, QCC performed better than expected compared to other CUNY Colleges.

### **MISCELLENEOUS:**

EHS continued to perform inspections of all QCC research and instructional laboratories. Any violations and non compliance items 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.

### **2011-12 PLANS AND GOALS**

- Implement a computerized chemical inventory tracking system. This was originally a goal from the previous FY, which could not be met due to a legal contract dispute between CUNY and the selected chemical inventory program vendor. \*QCC EHS was proactive in finding an alternative, and as result, the Environmental Health and Safety Officer was asked to be part of a committee of EHSOs from other CUNY schools tasked to look at other available commercial chemical inventory programs and make a recommendation. It is hoped that an online chemical inventory program will be in place by the end of the 2011-12 FY.
- Continue regular and as- needed training for QCC faculty and staff on various EHS topics. A commercial online training product was selected by CUNY, which can be tailored to meet the needs of the individual colleges. This should facilitate training for employees who may have difficulty attending required training classes.
- Continue to perform inspections and audits to maintain compliance with regulatory requirements

\*The vendor, Stanford University, had certain stipulations in the contract as required by the State of California, however these stipulations were unacceptable to the Attorney General of the State of New York.

#### **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.

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. Elevator maintenance is an ongoing issue that needs vigilant monitoring as it quickly effects students access to their classrooms.
- 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 Rodriguez, 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. Electronic doors are currently all operational with the addition of an electronic door installed in S132 for the OSSD office.
- 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. Jim Fox reported that these concerns were addressed and or corrected for the 2010/ 2011 year.
- 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.



- An initiative to strategize facilitation of clear communication regarding students with disabilities needed accommodations resulted in the development of the QCC Accommodations Card implemented for the first time during the Fall 2011 semester. The card helps to streamline the provision of services for students with disabilities effectively by clearly listing the "Reasonable Accommodations" a student is entitled to under the ADA/504 for both exams and/or in the classroom.

### **Trends for Disability Populations:**

1. The number of students with disabilities at QCC from 09/10 to 10/11 is **at record levels (600+ )**.
2. Populations of students with Aspergers Syndrome and totally Blind students on campus **have gone up by approximately 100%**.
3. **QCC's enrollment of students with learning disabilities** (between 66% and 75% of the total SSD population) **continues to remain the highest throughout CUNY**. While QCC has a number of students with significant physical disabilities, the numbers remain stable.

### **Other:**

4. Provision of reasonable Accommodations has been fully supported by the QCC administration.
5. There is a current issue with the Medical Arts elevator needing parts; while a freight elevator is offered, students complain that it's not safe.
6. SSD/CATS has developed a website for supporting Assistive Technology throughout CUNY - [CATSweb@qcc.cuny.edu](mailto:CATSweb@qcc.cuny.edu). CUNY and CATS has instituted a link on every college webpage for ***Browse Aloud*** software which enables the "reading" of websites aloud and highlights the words as it reads them.

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

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

The Sustainability Council is organized through the work of two Campus co-Executives, 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 co-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

One accomplishment achieved by the Sustainability Council during 2010 – 2011 was a formative account of the status of the 10 Goals of the campus’ [Ten Year Sustainability Plan to the University](#):

**Sustainability Goals 2010-2011:**

	<b>Goal</b>	<b>Target date</b>	<b>Status</b>	<b>Comment</b>
1	Develop a renewed QCC composting program	2011	Completed	50% increase in volume
2	Construction of QCC garden	2011	Re-evaluation	On hold until site can be found
3	Exploration of Continuing Education program development	2010	Completed	GreenWorks grant program starts July11
4	Establish a student Environmental Sustainability Club	2011	Initiated	Group of 8 clubs hold environmental events during club hours
5	Implement sustainability logo on bottom of e-mail templates	2010	Completed	Needs reminder to increase participation
6	Create a formal campus policy on commitment to sustainable practices and procurement	2010	Initiated	Green procurement practices are in place, but not yet written as formal policy
7	Rollout of CUNYfirst	2011	Not initiated	CUNYfirst as it applies to green procurement
8	Launch of REMI Group copier and printer data tracker	2011	Re-evaluation	CUNY has abandoned this program. Exploring alternate system to increase copier and printer efficiency?
9	Deliver short, online surveys on Sustainability	2010/11	Completed	NYPIRG/Sustainability Council survey completed Sept 2010

Awareness and Practices, and Transportation

10	Phased removal of 3 most inefficient carbon-producing vehicles on campus	2011	Completed
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A second accomplishment achieved by the Sustainability Council during 2010 - 2011 (and uploaded onto [The Sustainability Project's website](#)) was an assessment of an 18-question QCC online Transit Survey (of faculty, students, and administrative and support staff) on how transportation to and from campus breaks-out across constituencies, and issues/concerns for the Sustainability Council to consider:

Question 1:

Are you:		
Answer Options	Response Percent	Response Count
a QCC student	79.7%	695
a member of QCC faculty or staff	20.3%	177
<i>answered question</i>		<b>872</b>
<i>skipped question</i>		<b>0</b>

Question 2:

Please fill-in your home zip code:	
Answer Options	Response Count
	872
<i>answered question</i>	<b>872</b>
<i>skipped question</i>	<b>0</b>

Question 3:

How do you usually come to campus?		
Answer Options	Response Percent	Response Count
I walk	2.3%	20
I drive alone	23.6%	206
I carpool	2.6%	23
I take public transportation	<b>70.9%</b>	<b>618</b>
I ride a bicycle	0.6%	5

<i>answered question</i>	872
<i>skipped question</i>	0

Question 4:

How do you usually leave campus?		
Answer Options	Response Percent	Response Count
I walk	2.4%	21
I drive alone	23.7%	207
I carpool	2.3%	20
I take public transportation	70.9%	618
I ride a bicycle	0.7%	6
<i>answered question</i>		872
<i>skipped question</i>		0

Question 5:

Do you use the LIRR (to or from Bayside) to come to campus or to go home?		
Answer Options	Response Percent	Response Count
Never	91.1%	794
At least once a month	3.6%	31
At least once a week	2.1%	18
Daily	3.3%	29
<i>answered question</i>		872
<i>skipped question</i>		0

Question 6:

If a bus service were more convenient to/from the LIRR Bayside station, would you be more likely to use the LIRR?		
Answer Options	Response Percent	Response Count
Yes	33.0% *	288
No	67.0%	584
<i>answered question</i>		872
<i>skipped question</i>		0

(\* While 2/3 of those surveyed indicated they would not be more likely to use the LIRR, the 1/3 who indicated they would -- 288 respondents out of 872 surveyed -- is a significant minority)

Question 7:

If public bus transit to QCC were more convenient, would you commute by bus more often?		
Answer Options	Response Percent	Response Count
Yes	83.5%	728
No	16.5%	144
<i>answered question</i>		872
<i>skipped question</i>		0

Question 8:

If public bus transit to QCC were less crowded, would you commute by bus more often?		
Answer Options	Response Percent	Response Count
Yes	83.1%	725
No	16.9%	147
<i>answered question</i>		872
<i>skipped question</i>		0

Question 9:

If you take a bus to come to, or leave from, campus, which do you use most regularly? (Select all that have applied in the last semester)		
Answer Options	Response Percent	Response Count
Q27 (Main St/Flushing, Jamaica, Cambria Heights/120AV)	70.0%	610
Q30 (Jamaica, Horace Harding Expwy)	30.6%	267
Q31 (Bayside LIRR stop)	4.0%	35
Q13 (Bayside LIRR stop)	1.8%	16
I never take a bus to or from campus	17.0%	148
<i>answered question</i>		872
<i>skipped question</i>		0

Question 10:

If you take the Q30 bus to the Horace Harding Expwy, how much time does it take you to walk to/from campus?		
Answer Options	Response Percent	Response Count
5 - 7 minutes	24.0%	161
7 - 9 minutes	31.6%	212
10 + minutes	44.3%	297
<i>answered question</i>		670
<i>skipped question</i>		202

Question 11:

What time do you usually board your bus to get TO CAMPUS?		
Answer Options	Response Percent	Response Count
6am - 9am	55.7%	373
9am - 12pm	28.4%	190
12pm - 3pm	7.9%	53
3pm - 6pm	7.3%	49
6pm - 9pm	0.7%	5
<i>answered question</i>		670
<i>skipped question</i>		202

Question 12:

What time do you usually board your bus to LEAVE CAMPUS?		
Answer Options	Response Percent	Response Count
6am - 9am	1.2%	8
9am - 12pm	4.2%	28
12pm - 3pm	29.9%	200
3pm - 6pm	35.4%	237
6pm - 9pm	21.5%	144
9pm - 12am	7.9%	53
<i>answered question</i>		670
<i>skipped question</i>		202

Question 13:

How often are you able to find a seat when you board the bus on your way TO CAMPUS?		
Answer Options	Response Percent	Response Count
Always	12.4%	83
Sometimes	43.9%	294

Rarely	34.3%	230
Never	9.4%	63
<i>answered question</i>		670
<i>skipped question</i>		202

Question 14:

How often are you able to find a seat when you board the bus LEAVING CAMPUS?		
Answer Options	Response Percent	Response Count
Always	6.0%	40
Sometimes	38.2%	256
Rarely	42.7%	286
Never	13.1%	88
<i>answered question</i>		670
<i>skipped question</i>		202

Question 15:

How often do you experience the bus skipping your stop when trying to board the bus TO CAMPUS?		
Answer Options	Response Percent	Response Count
Never	38.7%	259
Less than once a week	26.6%	178
2 to 3 times a week	23.9%	160
4 or more times a week	10.9%	73
<i>answered question</i>		670
<i>skipped question</i>		202

Question 16:

How often do you experience the bus skipping your stop when trying to board the bus LEAVING CAMPUS?		
Answer Options	Response Percent	Response Count
Never	47.9%	321
Less than once a week	27.5%	184
1 - 3 times a week	19.7%	132
4 + times a week	4.9%	33
<i>answered question</i>		670

Question 17:

How many times this semester have you been late to class (or work) because a bus skipped your stop?

Answer Options	Response Percent	Response Count
Never	35.8%	240
Once	12.5%	84
2 - 3 times	31.5%	211
4 + times	20.1%	135
<i>answered question</i>		670
<i>skipped question</i>		202

Question 18:

How many times this semester have you been late to class (or work) because you were unable to board the bus due to overcrowding?

Answer Options	Response Percent	Response Count
Never	19.0%	127
Once	14.6%	98
2 - 3 times	34.6%	232
4 + times	31.8%	213
<i>answered question</i>		670
<i>skipped question</i>		202

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The final accomplishment achieved by the Sustainability Council during 2010 - 2011 (and uploaded onto [The Sustainability Project's website](#)) was an assessment of the QCC Survey (of faculty, students, and administrative and support staff) on Sustainability Awareness and Practices:

**Background:**



Queensborough Community College is dedicated to environmentally sustainable practices at every level of campus organization. Leading the effort is group of hard-working individuals whose members include students, faculty, administrators, and administrative and support staff: the QCC Sustainability Council and Partners.

Consistent with the overall mission of the College, this group has been working across the college community to advance principles of sustainability as part of “an environment that promotes intellectual inquiry, global awareness, and lifelong active learning.”

The QCC Sustainability Council and Partners submitted the campus’ [Ten Year Sustainability Plan to the University](#) for review by the Office of the President, and thereafter the President’s submission of the Plan to the CUNY Central Office, with the goal of reducing the University’s (and campus’) carbon footprint and greenhouse gas emissions 30% by the year 2017.

In order to understand where we are as a college community in terms of sustainability awareness – which will help us to understand and plan where we need to be over the next 7 years – the QCC Sustainability Council and Partners asked that the College community take the time to complete a short survey on sustainability awareness and practices. The survey ran from November 2010 until February 2011. All responses were kept anonymous.

The full graphical representation of all responses to all survey questions, by constituency, is available at [The QCC Sustainability Project website](#):

<http://www.qcc.cuny.edu/susproj/>

### **Highlights of the Survey:**

- The total number of respondents to the survey was: 561
  - **Students** = **283 (50.4%)**      **greatest number of respondents**
  - Faculty = 165 (29.4%)
  - Admin/Support Staff = 113 (20.1%)
  
- Highest percentage response, by constituency (by question):

### **Students**

- |   |                         |
|---|-------------------------|
| ▪ Frequency of participation in sustainable practices:<br><b>47.9%</b>    | <b>Most Of The Time</b> |
| ▪ Frequency of participation in environmental activities:<br><b>52.5%</b> | <b>Sometimes</b>        |
| ▪ Would you join a campus Student Environmental Club?<br><b>53.3%</b>     | <b>No</b>               |

- Do instructors in your courses mention sustainability? **Never**  
**54.8%**
- How much paper do your instructors use/distribute? **Average Amount**  
**51.3%**
- Would you be supportive of using online vs. hard copy docs? **Yes**  
**70.1%**
- Can you easily access recycling bins on campus? **Yes**  
**61.7%**
- Do you think enough is being done to promote sustainability? **No**  
**67.8%**

### **Faculty**

- Frequency of participation in environmental activities: **Sometimes**  
**54.8%**
- 10-yr prediction for sustainability job market in NYC: **On Par w/Others**  
**61.3%**
- Optimal curricular model to serve needs of QCC students Interested in environmental sustainability: **1 degree program w/integrated courses:**  
**38.7%**
- Promote environmental sustainability in your courses: **Sometimes**  
**67.1%**
- Would you be supportive of using online vs. hard copy docs? **Yes**  
**82.6%**
- Can you easily access recycling bins on campus? **Yes**  
**61.9%**
- Do you think enough is being done to promote sustainability? **No**  
**80.0%**

### **Administrative and Support Staff**

- Interest in professional development in sustainable practices: **Somewhat Interested:**  
**46.2%**
- Can you easily access recycling bins on campus? **Yes**  
**80.2%**

▪ Office's networked vs .stand-alone printers: <b>70.8%</b>	<b>Networked</b>
▪ Copiers/printers set for duplexing? <b>65.1%</b>	<b>Yes</b>
▪ Amount of paper used or distributed in office? <b>49.5%</b>	<b>Average Amount</b>
▪ Would you be supportive of using online vs. hard copy docs? <b>80.2%</b>	<b>Yes</b>
▪ Adequate efforts by supervisor to purchase "green" supplies? <b>54.7%</b>	<b>No</b>
▪ Do you think enough is being done to promote sustainability? <b>67.9%</b>	<b>No</b>

### **Patterns Exhibited by the Survey:**

- Areas of common interests and/or general agreement across constituencies:
  - Majority of respondents have **some familiarity** with the term "environmental sustainability";
  - Majority of respondents personally consider "protecting the environment" **very important**;
  - Majority of respondents report participating in "sustainable practices" **most of the time**;
  - Majority of respondents feel recycling bins on campus **are** easily accessible;
  - Majority of respondents **are supportive of** using online materials rather than hard-copy;
  - Majority of respondents **do not** think enough is being done on campus to promote sustainability.
  
- Areas of disparity across constituencies:
  - Where the majority of faculty respondents report they **sometimes** promote environmental sustainability in their courses, the majority of student respondents report that faculty for their courses **never** promote environmental sustainability.
  
- Issues/concerns/interests specific to constituencies:
  - Students
    - Majority of respondents report that they **would not join** a Student Environmental Club.
  - Faculty
    - Majority of respondents feel that the optimal curricular model to serve QCC students interested in environmental sustainability in the future would be to have **1 degree program**, into which sustainability-related courses from across curricula would feed.

- Majority of respondents feel that in 10 years, the job market in NYC for sustainability-related skills will be **on par with other markets**.
- Administrative and Support Staff
  - Majority of respondents report use of copiers/printers **follow** sustainable best practices.
  - Majority of respondents feel **adequate efforts are not being made** by supervisors to purchase “green” supplies.