

Faculty Executive Committee Meeting
November 26, 2019
3 pm S-316
Tentative Agenda

1. Approval of Agenda
2. Approval of Minutes 10-22-19 meeting –**Ted Rosen**
3. Treasurer’s Report: Faculty Account –**Margot Edlin**
4. Faculty Website: Status Report –**Marvin Gayle**
5. Chairperson’s Report –**Philip Pecorino**

UPDATES:

- Email restoration progress report- need clear update sent to Faculty
- Academic master planning process in progress
- B-Tech-current status-report requested-not yet received
- WI recertification- role of Senate committee and role of department chairpersons and governance-report requested-repeat of request-- **VOTE NEEDED**
- Curriculum Committee and role of faculty –mtg 11-26-19 at 2:10 pm
- Massage Therapy Program and interdepartmental matters
- QCC FACULTY GOVERNANCE LEADERS EVENTS: TENTATIVE CALENDAR 2019-2020-see attached
- Criteria for Tenure and Promotion and Online Degrees-Need for clear Statement from FEC -- **VOTE NEEDED**
- Faculty Travel Funds- items eligible for reimbursement
- Faculty Travel Funds from PSC CUNY CBA
- Item in New PSC CUNY CBA: Payment to Faculty for Defined Projects through Stipends
- Middle States Team Report: Recommendations and Suggestions
- Assessment of Governance

6. Faculty Leadership Development Program- see attached

Request to President Timothy Lynch --**Ted Rosen**

7. Faculty Meeting -- Planning for March 25, 2020 Rooms, Tables, Chairs and Cuisine Decision-**Alicia Sinclair**

TOPIC:

9. Faculty Survey –Spring 2020 Items for Faculty Handbook

10. Faculty Voting run by the FEC for Fall 2019-**Cheryl Spencer**

UFS Delegate vote in progress until 11-26-19

Vote on QCC Faculty Bylaws in December -- **VOTE NEEDED**

Voting in Spring 2020-FEC- ARC-AFC-UFS-CLT-Fund Boards

11. Update on FEC related Academic Senate Actions:

- Efforts to bring a restoration of academic department email distribution lists access and opt out dialogue lists for Faculty and Community—Academic Senate adopted proposal on 10-15-19-see below
- Religious Observances and class schedules- Academic Senate adopted proposal on 10-15-19-see below
- Anti Bullying- Academic Senate adopted a referral to Special Committee with an FEC representative
- Ombudsman-no action as yet

12. Old Business

13. New Business

2019 October MINUTES Academic Senate

A **motion was made, seconded, and adopted 39-15-7** to approve the

129 Revised Religious Observance Policy (Attachment D).

130 Voted No: Timothy Lynch, Sandra Palmer, Rosemary Zins, Brian Kerr, Hamid

131 Namdar, Gilmar Visoni, Jeanne Galvin, Bjorn Berkhout, Anne Marie

132 Menendez, Arthur Adair, Jodi Van Der Horn-Gibson, Todd Holden, Sebastian

133 Murolo, Cheryl Spenser, Edmund Clingan

134 Abstain: Stephen DiDio, Nidhi Gadura, Kathleen Villani, Joseph Culkin,

135 Kersha Smith, David Moretti, Sherri Newcomb

136 Did Not Vote: Kelly Ford

137 Academic Senate Agenda- November 12, 2019- Attachment A

138 Senator Pecorino thanked those parties who gave input on the proposal.

139 Interim President Lynch voiced his opposition to the proposal, citing that OAA

140 already provides students with the relevant information. Senator Pecorino

141 spoke again in favor of the proposal citing the problems with the current

142 protocol in terms of notifying students of their rights.

143

144 A **motion was made, seconded, and adopted 41-11-8** to approve the

145 Proposal for Faculty Access to College Email Lists (Attachment E).

146 Voted No: Timothy Lynch, Stephen DiDio, Sandra Palmer, Brian Kerr, Laura

147 Sabaini, Bjorn Berkhout, Anne Marie Menendez, Arthur Adair, Jodi Van Der

148 Horn-Gibson, Cheryl Spenser, Sherri Newcomb

149 Abstained: Rosemary Zins, Kathleen Villani, Sasan Karimi, Jennifer Maloy,

150 Joseph Culkin, Urszula Golebiewska, Renee Rhodd, Emil Parrinello

151 Did Not Vote: Melida Sanchez, Kelly Ford 152

153 Vice President Newcomb spoke in opposition of the proposal, reviewing her

154 rationale. Interim President Lynch also spoke in opposition of the proposal,

155 suggesting that the subject be deferred to the next President. Senator

156 Pecorino spoke on behalf of the FEC in favor of the proposal.

Faculty Executive Committee Meeting
October 22, 2019
3:05 pm - 4:14 pm in S 316
Minutes

**Treasurer's Report
Faculty Association Account
November 26, 2019**

Date	Description	Amount: Checking	Amount: Money Market	Balance: Checking	Balance: Money Market
9/20/19	Reimbursement to Marvin Gayle: SurveyMonkey	\$276.00			
9/23/19	Dues deposit	\$20.00			
10/2/19	Dues deposit	\$260.00			
10/3/19	Dues deposit	\$30.00			
10/5/19	Dues deposit	\$270.00		\$2,249.18	
10/7/19	Dues deposit		\$110.00		\$6,919.33
10/11/19	Reimbursement to Margot Edlin: Faculty Meeting luncheon	\$870.00		\$1,629.18	\$6,049.99
10/13/19	Deposit Dues	\$80.00		\$2,079.18	\$6,129.99
10/21/19	Deposit Dues	\$70.00			
10/25/19	Deposit Dues	\$200.00			
10/29/19	Deposit Dues	\$100.00			
11/6/19	Deposit Dues	\$240.00			
11/12/19	Deposit Dues	\$90.00			
	Current Balance			\$1,510.68	\$6991.92
	Total Balance				\$8,502.60

Respectfully submitted,
Margot Edlin
Treasurer

Tuesday October 29, 2019

Submitted by Margot Edlin, Treasurer

Current Balance: \$8,502.60

<p><u>Administration:</u></p>	<p><u>Art & Design</u> Mauro 18/19 Tekleab18/19 Tudor 18/19 Wentrack 20/21</p>	<p><u>Library</u> Chan20/21 Galvin 19/20 Jia 20/21 Wengler 19/20 Williams 20/21</p>	<p><u>Music</u> Berkhout18/19 Chang 22/23 Dahlke 20/21 Litroff 18/19</p>
<p><u>History</u> Clingan24/25 Hall19/20 Pearl 21/22 Tai19/20 Van Cleef19/20 Van Els19/20 Visoni18/19</p>	<p><u>Engineering Technology</u> Asser 19/20 Birchfield 19/20 Gayle 27/28 Lam20/21</p>	<p><u>Counseling</u> Capozzoli18/19 Dozier19/20 Fletcher-Anthony21/22 Urcioli21/22</p>	<p><u>Physics</u> Cheung 20/21 Depihawala 18/19 Holden 18/19 Kokkinos19/20 Lieberman 20/21 Marchese19/20 Riegel21/22</p>
<p><u>Business:</u> Ford 20/21 Francis20/21 Goldbaum19/20 Hammel 29/30 Katz 20/21 Kolios19/20 Masterson19/20 Manzo28/29 Moran19/20 Murolo19/20 Pace 19/20 Rosen19/20 Sarkar23/24 Ulrich 19/20 Volchok 20/21</p>	<p><u>English</u> Anderst19/20 Bateman 20/21 Bogacka 18/19 Byas 20/21 Carroll 18/19 Cercone21/22 Che19/20 Cifone 20/21 Cimino19/20 Counihan 20/21 Darcy 19/20 Denbo 22/23 Diaz19/20 Dupre 20/21 Edlin 20/21 Ford 19/20 Fragopoulos 19/20 Hock 19/20 Humphries20/21 Jacobowitz21/22 Katz22/23 Kuszai18/19 Lane 19/20 Lago 18/19 Lau18/19 Maloy 21/22 McAlear18/19 Miller 19/20 Murley 20/21 Murray19/20 O'Donnell 22/23 Reesman 19/20 Ridinger-Dotterman20/21 Rochford 18/19 Rothman D.19/20 Rothman T.21/22 Shaheen 18/19 Shimkin 19/20 Schrynemakers 20/21 Schwartz 18/19 Sexton 20/21 Talbird19/20 Tarafdar20/21 Toohey18/19 Tuszynska20/21</p>	<p><u>Social Sciences</u> Alimaris 19/20 Cipriani-Sklar19/20 Culkin 19/20 Gilleaudeau 25/26 Goldhammer20/21 Honey 20/21 Jankowski 22/23 Kincaid 20/21 Manfra 19/20 Pecorino27/28 Pelletier 19/20 Peller19/20 Poulsen18/19 Roberston 18/19 Saindon 19/20 Traver 20/21</p>	<p><u>Nursing</u> Byfield20/21 Campbell 19/20 Colaiillo21/22 Cupelli22/23 Franzese 20/21 Menendez20/21 Molloy21/22 Nelan 22/23 Pecinka 20/21 Prepetit 20/21 Rosa 18/19 Riehurt18/19 Soto 20/21 Spencer 19/20 Stroehlein18/19 Tarasko 18/19 Weber18/19</p>

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	White 19/20 Ye 21/22		
<u>Biological Sciences and Geology</u> Gadura18/19 Nguyen21/22 Stark 18/19 Tawde 21/22 Timbilla20/21 Trujillo23/24	<u>Health, Physical Education and Dance</u> Desepoli 18/19 Garcia19/20 Geismar 19/20 Iconis18/19 Kim 19/20 Marchitello20/21 Salis 19/20 Sinclair18/19	<u>Mathematics and Computer Science</u> Bertorelli19/20 Carvajal19/20 Cheng 20/21 Chiu19/20 Cifone 18/19 Franco 19/20 Holt 23/24 Jordan 23/24 Kim 20/21 King 19/20 Khomyak19/20 Lee 19/20 Liu 19/20 Molina 19/20 Pham18/19 Pinheiro 19/20 Ren 27/28 Russell 22/23 Sassoulas 19/20 Soonza 18/19 Sosnovski 19/20 Stroumbakis23/24 Wallach 18/19 Wajngurt19/20 Yao 20/21 Yildrim 18/19	<u>Speech Communication And Theatre Arts</u> Adair19/20 Cesarano19/20 Ferrari-Bridgers 21/22 McGill 19/20 Thompson 20/21 Van Der Horn-Gibson 18/19 Vogel19/20 Yonker 21/22
<u>Foreign Languages and Literature</u> Ansani 19/20 Avens18/19 Borrachero 19/20 Chaves 19/20 Ellis 18/19 Garcia-Conde20/21 Lai18/19 Lin19/20 Osorio21/22 Raya 18/19 Reeves 18/19 Ruiz 18/19 Sabani19/20 Sanchez 20/21	<u>Chemistry</u> Hemraj-Benny20/21 Kolack19/20 Lall-Ramnarine 27/28 Sarno20/21 Rutenburg27/28 Zhou19/20	<u>CWC</u> Rabinovich19/20	<u>CLTs</u> Arboleda19/20 Perez19/20 Prancl19/20

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FACULTY GOVERNANCE LEADERS EVENTS: TENTATIVE CALENDAR 2019-2020

FEC Meetings	Academic Senate	PSC Meetings EC 3-4pm GEN 12-2 Oakland	QCC General Faculty Meeting	Department Chairs Meet alone	Department Chairs with Provost	CAPC Meetings A-502D 3pm
Fourth Tuesdays 3-5pm S316	Second Tuesdays 3-5pm M-136	EC and Chapter General Mtgs	Wednesday 12-2pm. M-136	Second Tuesdays 2-3pm	First Tuesdays 3-5pm	
August 27						
September 24 w/President	September 10	Sept 17 EC		September 10	Sept 3	Sep 18
Oct 22	Oct 15	Oct 2 Chap mtg Oct 29 EC	Oct 23	Oct 15	Oct 1	October 16
Nov 26	Nov 12	Nov 19 EC Nov 20 Chapter		Nov 12	Nov 5	November 13
Dec 24 No mtg	Dec 10	Dec 17 EC		Dec 10	Dec 3	December 18
Jan 28						
Feb 25	Feb 11	Feb 18 EC Feb 26 Chapter		Feb 11	Feb 4	February 19
Mar 24 w/President	Mar 10	Mar 17 EC	Mar 25	Mar 10	Mar 3	March 18
Apr 28	Apr 21	Apr 7 EC Apr 29 chapter		Apr 21	Apr 7	April 15
May 26	May 12	May 19 EC		May 12	May 5	May 13

QUEENSBOROUGH COMMUNITY COLLEGE
The CITY UNIVERSITY of NEW YORK
Faculty Leadership Professional Development Program

The Evaluation Team Representing the Middle States Commission on Higher Education 2019 in its report included this Standard VII Suggestion: “The Team affirms the institution’s suggestion to expand professional development to include leadership development”

Components of such a Faculty Leadership Professional Development Program

1. Annual Letters from FEC and Senate Steering Committee inviting faculty to volunteer for a committee and to lead a committee.
2. Annual Letters from FEC and Senate Steering Committee and the College President thanking faculty for their service and leadership on committees to acknowledge faculty service as leaders of committees and place letters into their personnel file. With the cooperation of QCC Dean of HR there is a protocol established. After the letters are sent out, copies of the letters are to be brought over to the office of Faculty and Staff Relations to be placed into the personnel files of the recipients.
3. Survey of faculty serving as committee chairs is to be conducted concerning how well prepared those chairs were and what resources they had or now think are needed to support the chair and the work of the committee.
4. Based on information from (c) the creation of resources for committee chairpersons including texts working on the model previous established with the Committee Guides for Academic Senate Committees and workshops offered by the FEC and Steering Committee.
5. Shared Governance Luncheon: at the end of the academic year there be a luncheon meeting wherein the members of the FEC and Steering Committee and all Faculty (AFC and ARC) and Senate Committee chairs meet with one another and the College President to discuss shared governance and the operation of governance at the College, share their views and make suggestions for improvements and for the recruitment and preparation of faculty for leadership positions. Attendees will be requested to identify faculty for leadership positions who would be contacted and encouraged to take such positions. A request for financial support for this event will be made to the Administration. Regardless of outcome to the request the event will be held.
6. Leadership Recruitment/Encouragement Luncheon: at the start of the academic year there be a luncheon meeting wherein the members of the FEC and Steering Committee and the College President meet with faculty who have been identified as candidates for leadership positions. A request for financial support for this event will be made to the Administration. Regardless of outcome to the request the event will be held.

**SAMPLE LETTER OF ACKNOWLEDGMENT OF SERVICE
QUEENSBOROUGH COMMUNITY COLLEGE
The CITY UNIVERSITY of NEW YORK**

Date

Dear _____,

The College and your Faculty Colleagues thank you for your service as a Queensborough Community College during the 2018-2019 academic calendar year.

Your participation on the _____ Committee / Task Force insured the presence and contribution of faculty in the governance of the College.

The College and your Faculty Colleagues are appreciative of this service. It is our hope that you will consider continuing your service on this Committee or on some other committee.

We encourage you to consider:

Becoming the chairperson of the _____ Committee.

Continuing on the _____ Committee

Running for the Faculty Executive Committee

Running for a seat in the Academic Senate

Running for the Academic Review Committee

Running for the Academic Freedom Committee

Running for the

Respectfully,

Philip A. Pecorino, Ph.D.

Chairperson, 2017-2020

Faculty Executive Committee

Timothy Lynch, Ph.D.

Interim President

Queensborough Community College, CUNY

Cc:

Immediate Supervisor, Department

QCC Personnel File

**SAMPLE LETTER OF ENCOURAGEMENT TO PROVIDE SERVICE
QUEENSBOROUGH COMMUNITY COLLEGE
The CITY UNIVERSITY of NEW YORK**

Date

Dear _____,

The College and your Faculty Colleagues thank you for your service to the College over time.

It is our hope that you will consider continuing your service to the College.

We encourage you to consider:

Running for the Faculty Executive Committee

Running for a seat in the Academic Senate

Running for the Academic Review Committee

Running for the Academic Freedom Committee

Running for the

Becoming the chairperson of the _____ Committee.

Continuing on the _____ Committee

Respectfully,

Philip A. Pecorino, Ph.D.

Chairperson, 2017-2020

Faculty Executive Committee

Timothy Lynch, Ph.D.

Interim President

Queensborough Community College, CUNY

Cc: Name of Immediate Supervisor, Department

Dear President Lynch:

As you know, in their report, the Middle States Team that visited our college last year, affirmed the College's suggestion to expand professional development to include leadership development. The Faculty Executive Committee ("the FEC") believes that the Administration and faculty working together can improve the College's efforts to develop faculty leadership.

Specifically, the FEC proposes that the Administration and the faculty jointly co-sponsor two faculty lunches to be held on an annual basis. The first luncheon would be held early in the fall semester each academic year. Its purpose would be to recruit faculty members who are interested in pursuing faculty leadership opportunities. All faculty would be notified of the luncheon and asked to reply if they were interested in attending. Attendance would be limited to a specified number. Administration officials and faculty leaders would address the faculty in attendance at the luncheon and discuss with them the importance of faculty undertaking leadership roles and of specific opportunities that are available for faculty seeking opportunities to assume leadership roles.

The second luncheon would be held toward the end of the spring semester each year. Faculty who were involved in faculty leadership roles during the current academic year would be invited. This would include the members of the FEC, the members of the Steering Committee of the Academic Senate, the chairs of the committees of the faculty (the Academic Review Committee and the Academic Freedom Committee) and the chairs of the committees of the Academic Senate. The purpose of this luncheon would be to recognize those faculty who have served in these leadership posts and, equally importantly, to provide a forum for the faculty members to discuss with Administration officials, shared governance, the operation of governance at the College and their suggestions for improving the preparation of faculty for leadership positions and the manner in which shared governance is carried out at the College.

The FEC believes that the cost of these luncheons would be appropriate expenditures of College funds and would allow the Administration and faculty to work together to improve the College's efforts to recruit and prepare our faculty for leadership and thereby help further the stated suggestion of expanding professional development to include leadership development.

We respectfully ask that you consider the foregoing proposal and discuss it with us at your earliest convenience.

Thank you.

Very truly yours,
Faculty Executive Committee