

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York

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

TO: Kathleen Villani, Secretary, Academic Senate Steering Committee

FROM: Georgina Colalillo, 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 2006- May 2007

DATE: September 8, 2007

Committee Members: Sheila Beck, Georgina Colalillo, Chairperson, Margot Edlin, Secretary, Charles Neuman, Marilyn Katz, Marvin Gayle, Designee

Date committee met and times it meets regularly: The Committee on Environment, Quality of Life and Disability Issues met nine times during the 2006-2007 academic year: September 7, September 20, October 18, November 8, December 16, February 8, March 15, April 12 and May 11. Meetings were usually held on Wednesdays or Thursdays at 1:00 p.m. or 2:30 p.m.

Narrative summary of committee work and report on status of prior recommendations:

The Committee worked on several priority charges from the Steering Committee:

- Recommend a policy on naming rooms, buildings and facilities considering contributions to the College in service or financial support.
- Review additional space availability for faculty in the Humanities Building due to Changes in the Library/Learning Center
- Review Campus Learning Center Task Force Report and make recommendations

In addition, the Committee worked on the following bylaws charges:

- Review and report on College Master Plan regarding facilities and the campus environment
- In conjunction with the appropriate committee, campus services and departments, review assessment of the campus with regard to services for students with disabilities and disability issues, health, safety, security and maintenance.

QCC Naming Guidelines:

During the Fall 2006 semester G. Colalillo and M. Katz met with Rosemary Zins, regarding the current guidelines for naming buildings, facilities, spaces, programs, etc. Rosemary Zins provided the packet of both established guidelines and ones that were still in the working phase. She was very responsive to clarifying information and assisting the Committee with the review process. M. Katz was responsible for compiling information from the documents presented by R. Zins. The Committee then reviewed current CUNY naming guidelines to ensure they were congruent with the guidelines of the College. This information was presented to R. Zins and incorporated into the final draft. The Committee received and

reviewed the final draft of the naming guidelines on February 8, 2007 and the report was unanimously approved by the committee and forwarded to the Academic Senate. The Guidelines on Naming were approved by the Academic Senate in the February, 2006 meeting.

Campus Learning Center Task Force Report:

The Committee received the Campus Learning Center Task Force Report in September, 2006 and was charged with reviewing the report and making recommendations. The Committee conducted a review of the Campus Learning Center (CLC) Report. Although the CLC was still undergoing renovations and was not yet at full completion, the Committee unanimously agreed with the conception and creation of the CLC and is anxious to see its completion. No further recommendations were made to the Academic Senate. The Committee agreed to request an update on the CLC when it was closer to completion.

At a scheduled meeting, December 6, 2006, V.P. Call gave an update on the CLC: All aspects were completed with the exception of changes on the third floor of the Library. Some items have been put on hold pending the appointment of a new Chief Librarian. Other items were awaiting further review prior to implementation- because of certain building design limitations and HVAC issues – some reconfiguration needs to be done before creating silent areas and renovating the Technical Services area. At the suggestion of the Committee, V.P. Call agreed that data will be collected on how the changes are being received by the college community in response to the new CLC regarding new traffic patterns, peak usage hours, etc. The Committee will follow up on the progress/results of this data collection.

Space Allocation/Utilization:

The Committee is charged with reviewing guidelines for faculty space allocations and to make recommendations on this issue. The Humanities Building was sited as a priority location for this review. The Committee began this work March 15, 2007.

In preparation, S. Beck and M. Gayle researched faculty space guidelines throughout CUNY and neither could find any recommended guidelines. G. Colalillo reviewed the National League for Nursing Accreditation Commission (NLNAC) Self-Study Report from the last accreditation but could find no mention of instructional or faculty space requirements. C. Neuman will investigate if faculty space guidelines are put forth by PSC-CUNY. The committee requested information from D. Call pertaining to both instructional space and faculty space. D. Call was very responsive in assisting the committee with their research and forwarded a recent report of the instruction space and percentages of use (Total & Percent Room Usage by Build/Sem/Year – printed March 5, 2007). In addition, M. Edlin acquired the final draft of the Report of the Task Force on Scheduling (December 13, 2006) and distributed to each member for review. The Committee agreed that they will devise a list of areas needing clarification from both reports and will continue working on the charge of faculty and instructional space utilization when they convene in Fall, 2007.

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

V.P. Diane Call, Barbara Bookman, Director of Services for Students with Disabilities, and Eugene Martin, Director of Health & Safety attended Committee meeting regularly and reported and updated on their respective department/programs.

V.P. Call provided information and updates on the many campus projects, programs and initiatives (i.e. construction of the upper and lower malls) that were ongoing. An agreement with Metropolitan Foods and Barnes & Noble to stop selling gum in order to preserve new carpets on campus. Replacement of ceiling tile in Science Building is proceeding ahead of schedule and with minimal disruption to classes. Recommendation made by E. Martin that periodic cleaning of new blinds in Library Building should be considered.

E. Locke, Director of Public Safety was unable to attend the meetings but sent Campus Security and Safety guides for distribution to each member. Emergency procedures and protocols are updated and available in long and short forms for reference during a variety of campus emergency situations. In addition, the Committee reviewed the Campus Safety Report 2003-2006 (released Summer 2006) and Sex Offender Report. The Committee felt that faculty and students may not be aware of the availability of security escorts during late hours and isolated areas. The Committee will investigate if this information could be better publicized.

Eugene Martin, Director of Health & Safety consulted with the Committee on issues such as the use of dry erase markers in the classroom and health concerns raised in the community dialogue about the odor of the ink. E. Martin stated that there are no health concerns or reported risks with the markers if they are used as directed. Instructions pertaining to proper use of dry erase markers were sent to faculty in order to minimize any negative impact. If individuals are sensitive to the odor, they may request a room change. The Committee will continue to monitor this issue.

An incident involving a raccoon wandering around outside the Humanities Building was addressed by E. Martin. Raccoons are attracted to the garbage and may have been trapped accidentally and then spooked when released. E. Martin will follow-up with Buildings and Grounds in closer monitoring of trash containers and possibility of treating garbage liners with raccoon repellants to prevent future incidents.

The Committee was instrumental in forming a new college Health & Safety Committee with Dr. Martin as Chairperson. G. Colalillo forwarded the minutes of the Health & Safety Committee under the previous Health and Safety Officer and will be included as a member. The first meeting was held in April, 2007. The following were some of the outcomes:

- Reminders for faculty and staff to have a valid I.D. at all times
- Creation of a more organized emergency response team with floor coordinators
- Relocation of the handicapped collection areas for disabled students and faculty closer to the red emergency phones on all floors.
- Improve all interior and exterior building signage to be clearer and more conspicuous.

The Committee will support, recommend on follow-up on these outcomes and suggestions.

B. Bookman, Director of Office of Students with Disabilities, requested assistance from the Committee in assuring that the ADA compliant tables and chairs remain in designated classrooms. The Committee suggested sending periodic reminders to all faculty regarding this issue. The Committee will attempt to explore other solutions and will follow-up periodically for compliance. The Committee continued to follow-up periodically on the desks and although some were still displaced, the awareness of the faculty has increased compliance.

It was reported to the Committee that the ramp near Health Services was in need of repairs following the winter. A student accessing Health Services with a wheelchair can potentially tip over on the bumpy, uneven ramp. It was brought to the attention of V.P. Call who suggested an alternative access to Health Services by handicapped individuals that would require placement of a bell when the Massage Therapy Lab is closed. Students should be made aware of this access and can be buzzed in by staff of Health Services. V.P. Call stated the ramp is scheduled to be repaved and widened as soon as whether permits. The Committee will follow up on this decision and its progress.

Handicapped door buttons are still periodically malfunctioning. A report will be made to Buildings and Grounds and the Committee will ask if there is a consistent schedule of maintenance for these doors.

Complaints of air temperature issues have been directed to Buildings and Grounds and addressed and rectified if possible.

New Recommendations:

The Committee will resume their work in the Fall 2007 on faculty and instructional space allocations and make recommendations.

The Committee recommends actions on the following issues:

- Develop a system to ensure faculty, staff and students to display a valid I.D. at all times
- Creation of a more organized emergency response team with floor coordinators
- Relocation of the handicapped collection areas for disabled students and faculty closer to the red emergency phones on all floors.
- Improve all interior and exterior building signage to be clearer and more conspicuous.
- Request student involvement and input at committee meetings
- Conduct a formal campus walk-through and assessment.

New Committee Members for 2007/2008: Young Kim, Steering Committee Designee

Chairperson and Secretary for 2007/2008: Georgina Colalillo, Chairperson
Margot Edlin, Secretary

Respectfully submitted,

Georgina Colalillo