

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 2009- May 2010

DATE: August 26, 2010

Committee Members:

Mr. Dion Pincus, Committee Chairperson
Prof. Hayes Peter Mauro, Committee Secretary
Prof. Alicia Sinclair, Member
Prof. Carol Soto, Member
Prof. Patricia Spradley, Member
Ms. Leen Feliciano, Member (Student)
Ms. Esther Lee, Member (Student)

Provost Diane Call / Dean Arthur Perkins, President's Designee(s)
Mr. Ben-Ami Freier, Office of Services for Students with Disabilities, Committee Liaison
Mr. Mel Rodriguez, Environmental Health and Safety, Committee Liaison

Date and Times of Committee Meetings: The Committee on Environment, Quality of Life and Disability Issues met six times during the 2008-2009 academic year: September 22, October 21, November 18, December 16, February 16, and April 20. Meetings were held on Wednesdays in both the Fall and Spring semesters, during Club Hours (usually from 1:00pm to 3:00pm).

**Annual Report of the Committee on Environment Quality of Life and Disability
Issues for September 2009- May 2010**

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Summary of Committee Work and Report on Status of Prior Recommendations:

The Committee worked on the following bylaws charges:

- 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.
- Evaluate and report to the Academic Senate on the administrative response to problems in the College environment
- Receive all proposals concerning naming and renaming campus facilities and make appropriate recommendations
- Review and report on College Master Plan regarding facilities and campus environment
- 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.

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

- Conduct research on, and propose recommendations to the Academic Senate Report concerning the viability of establishing a campus policy on smoking.
- Create a subcommittee to implement approved recommendations concerning a campus policy on smoking.
- 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

At the time of the completion of last year's final report to the Senate, Mr. Don Rainey, CUNY Campus Facility Officer, vacated his position. Mr. Jim Fox was the interim contact person for Campus Planning and Facilities until a replacement was found. The College was fortunate in its hiring of Dean Arthur Perkins to oversee the Office of Facilities, Planning, design and Construction.

The College continued its efforts to maximize the use of existing space in the face 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. Student desks have also been replaced in the Humanities and Science Building, with all rooms brought up to their maximum seating capacity. No new classroom spaces have been added during the past year but certain instructional spaces have been reconfigured, including the Forensics classroom and two instrumentation rooms in the Science Building whose creation liberates space for a new Chemistry research lab.

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. Music and Physics faculty offices were renovated using flexible partition systems: an experiment in providing private work areas without disturbing airflow and natural light. Other renovations during the past year included offices for the Academic Computing Center, Financial Aid, Career Services, and Service Learning.

Campus Infrastructure

Problems in electrical power supply and distribution continued to challenge normal College operations but substantial progress was made in permanent improvements to the electrical system. The first phase of the Electrical Upgrades project was completed in Fall 2009 with the installation of new main transformers next to the 56th Avenue gate. Construction of the second phase of the project is expected to begin in Fall 2011 and will include replacement of secondary transformers and generators at the principal buildings. The new generators will help to insure against a chronic inconsistency in Con Edison power supply during periods of peak summer usage.

Other capital projects to improve the existing infrastructure are in the design stage and include the Security Enhancements project to improve access control at building perimeters as well as the second phase of the new fire alarm system which encompasses the Humanities Building and RFK Hall.

Construction and Renovations

In regard to campus buildings, Instructional space renovations completed or in progress as of June 2010 included new finishes in the HPED fitness center and new seating in the Music recital halls. The entire rigging system at the Humanities Theater was refurbished in Spring 2010, and the ongoing program of bathroom renovation progressed, with toilet partition replacements completed in the Science, Humanities and Library buildings.

As of June 2010, the project to enclose the Science courtyard to create a new cafeteria was still in the design feasibility stage.

On the campus grounds, The Entranceway project was completed in Spring 2010 and included the replacement of the existing chain link fencing with a secure and attractive steel fence at the campus perimeter as well as new vehicle entrance gates. The bus station was improved with the repair of the existing shelter and the addition of a second shelter. Paving repair was undertaken in Lot 6 to improve parking conditions and to allow use of the lot for Continuing Education motorcycle classes.

Reconstruction of the tennis courts was completed in June 2010. The courts had been taken out of use because of extensive cracking and they have now received new asphalt paving, color surfacing and nets as well as repaired fencing.

Parking (esp. for persons with disabilities)

The Committee briefly revisited Mr. Marvin Young's (2008-2009 Student Representative) SGA Parking Proposal, as well as conducted a brief survey of the number and locations of parking spaces for persons with disabilities across the parking lots on campus, in response to a number of queries about the number and accessibility of "handicapped parking spots", and their relative proximity to instructional buildings.

It was found that overall, the number and location of parking areas designated for use for persons with disabilities met with ADA compliance; however, it was determined that there could, without undue hardship, be additional spaces allocated within the existing square footage of the lots, particularly if the reserved parking spaces were laid-out somewhat differently (angled, rather than parallel).

The Committee, in conjunction with Dean Perkins, determined that the issue of parking spots for persons with disabilities would be an appropriate item for inclusion in the upcoming Campus Facilities Master Plan.

2. Campus Safety and Security:

Mr. Ed Locke, Director of the QCC Office of Public Safety, distributed both The Campus Security Report and the Sex Offender Report for review online during 2009. The 2010 Annual Security Report will be 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. It will include the federally mandated security policies, as well as the crime statistics for the past 3 calendar years.

Additional safety and security information, included in previous years' reports, is now published under separate cover in a new publication re-titled "QCC's Campus Safety Guide".

Emergency, Safety and Security information is also available through the Public Safety website.

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

The Department purchased its first hybrid Nissan Altima patrol vehicle and 2 new Toro electric patrol carts in line with the campus's Sustainability efforts.

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.

At an Advisory Committee on Campus Security meeting chaired by the VP for Student Affairs, it was recommended that "Blue-Light Emergency" phones be installed at various strategic locations on campus in order to create a greater sense of security.

Every instructional/administrative building has a designated fire coordinator for each floor of the structure. As was the case last year, these designated individuals completed a Fire Safety Training course and were provided a brightly colored vest, whistle and flashlight.

Mel Rodriguez (Environmental Health and Safety) continues to receive a list each semester with the location of students with disabilities.

There were periodic tests of the speakers on the Emergency Voice Alert System throughout the campus. Notification of testing is sent via the QCC community dialogue. The purpose of this system is to provide pre-scripted emergency alert notifications in the event of serious emergencies on campus. There were also numerous successful fire drills held throughout the Fall and Spring semesters, testing reaction time for safe evacuation of buildings using both the visual and audio alarm systems.

3. College Health and Environment Issues:

- *Second Hand Smoke/Campus Smoking Policy:*

One of the most apparent set of concerns during 2009-2010 was that of reconciling the varied opinions of the campus constituencies with research on the processes of creating policy across similar higher education institutions, relative to creating a campus smoking policy which acknowledged health issues raised by non-smokers about exposure to second-hand smoke.

The product of the Committee's work culminated in the President's acceptance for implementation a series of Academic Senate recommendations which ultimately designated QCC as a **Smoking-Restricted Campus** beginning in the Fall 2010 semester.

During FY 08-09, dialogue across the college community concerning the issue of second-hand smoke led to a call for exploration into the viability of establishing a campus policy on smoking. Purview for the task was relegated to Governance, with the college's Academic Senate Standing Committee on Environment, Quality of Life, and Disabilities Issues taking the lead.

The 08-09 senate committee's charge could not be completed by the end of the fiscal year. But by the start of the Fall 2009 semester, the issue of smoking on campus, as well as exposure of non-smokers to second-hand smoke, gained increasing velocity through numerous animated discussions held through the QCC Online Community Dialogue, as well as other email and interpersonal venues.

Having inherited the charge of exploring options by which the needs and rights of smokers and non-smokers might be best reconciled, the members of the 09-10 Academic Senate Committee on Environment, Quality of Life, and Disabilities Issues felt it was incumbent upon them to not only fulfill the examination of the issues and concerns of smoking on campus, but to submit for the consideration of the body of the Academic Senate a list of thoughtful and appropriate recommendations and rationale for their consideration.

Certainly profiting from the groundwork laid by the prior year's Senate Committee members, the 09-10 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 and on Environment – met and communicated frequently over the Fall 2009 semester in order to complete its research, assess its findings, and determine appropriate recommendations for a course of action on the matter in as timely a fashion as possible.

The Approach of the Senate Committee

Apparent to the 2009-2010 Senate Committee on Environment, Quality of Life, and Disabilities Issues from the very outset was that a diverse campus community, comprised of over 16,000 students, faculty, and administrative and support staff, must characteristically exhibit diversity of opinion on matters which invite or suggest consideration of a campus-wide policy.

To that end, as the governance arm of the College charged with reviewing this matter, the Committee on Environment, Quality of Life, and Disability Issues sought to ensure that its objectivity in analyzing the content of relevant documents, assessing its findings, and making recommendations remained balanced by, and married to, a healthy respect for the inclusion and consideration of the diversity of opinion across the many “stakeholders” – non-smokers and smokers alike – upon whom crafting any policy recommendation(s) for review by the Academic Senate (and, ultimately, the Office of the President) would impact.

Activities Conducted to Inform the Committee’s Recommendations

Prior to submitting a set of final recommendations to the full body of the Academic Senate for approval at its last session of the Fall 2009 semester, the following activities were conducted by the Committee:

- Formally met four times: on 9/17/2009, 10/7/2009, 10/21/2009, and 11/18/2009;
- Reviewed the 2008-2009 Committee on Environment, Quality of Life, and Disabilities Issues’ Annual Report to the Senate (*Appendix 1: pgs. 6-13*);
- Reviewed a draft of Borough of Manhattan Community College’s and Kingsborough Community College’s “Smoking Policy”, as well as resultant achievements and/or problems (*Appendix 2: pgs. 14-15*);
- Reviewed CUNY Policy 4.6 on the prohibition of smoking inside facilities owned, leased or operated by the University (*Appendix 3: pg. 16*);
- Reviewed campus concerns/postings from QCC Community Dialogue emails;
- Reviewed documented concerns surrounding implementation of a smoking policy, i.e., extent of a policy (complete ban, partial restrictions, dedicated space), applicability of policy to faculty/staff/students/visitors, enforcement of policy/disciplinary actions, adjudication of disputes arising from policy, and practicality of establishing dedicated spaces (within *Appendix 1: pgs. 6-13*);
- Reviewed Smoking Policy Planning Handbooks from (collaborative) AK, MO, KA, NC and CA community colleges (*Appendix 4: pgs. 17-19*);
- Reviewed published Abstract: Texas Public Health, 2005, Student Smoking Behaviors (*Appendix 5: pg. 20*);
- Reviewed Northern Michigan University: 2008, Smoking Survey and Results (*Appendix 6: pgs. 21-27*);
- Reviewed Indiana University – Perdue University Indianapolis (IUPUI) Campus Smoking Survey (*Appendix 7: pg. 28*);

- Reviewed University of Minnesota Campus 2008 Smoking Survey and Results (*Appendix 8: pgs. 29-43*);
- Reviewed Rogue Community College: Smoking Survey and Results (*Appendix 9: pgs. 44-52*);
- Reviewed Newberry College’s Tobacco Prevention Policy/Guidebook, and Faculty, Staff and Student Pre- and Post-Survey Instruments (*Appendix 10: pgs. 53-61*);
- Reviewed the American College Health Association’s October 2009 recommendations on policies addressing tobacco use at colleges and universities (*Appendix 11: pgs. 62-64*);
- Delivered a Progress Report to the Academic Senate on the Issue of Developing a Campus Smoking Policy for its November 10th, 2009 session (*Appendix 12: pgs. 65-66*); and
- Conducted and assessed results from an online Smoking Policy Survey, distributed via email/Tigermail to Students, Faculty, and Administrative and Support Staff, so that a more representative sample of opinion from across all constituencies could be taken, and the more than 16,000 “stakeholders” on campus could be offered an opportunity for participatory inclusion in the decision-making process as the Committee measured its potential policy recommendations (*Appendix 13: pgs. 67-69*).

The discussions/deliberations at the four meetings of the Committee focused on integrating aspects of relevant and appropriate information from all the above resources, as well as the contributions from students and student government, to determine the content and scope of recommendations to be submitted to the full body of the Academic Senate for consideration.

Conclusion/Recommendations of the Committee

As a result of the Committee’s activities researching similar institutions’ policies, surveying the campus’ constituencies regarding the nature and scope of their concerns, and presenting interim reports to the body of the Academic Senate, the following set of final recommendations – completed in November 2009, complete with attachments to document and support the Committee’s rationale – was submitted to the Academic Senate Steering Committee for initial review, after which the entire document was then placed on the agenda for the Academic Senate’s December 2009 session for discussion and a vote to approve/disapprove:

Whereas, there has been raised, through the venues of the QCC Community Dialogue, as well as other email and personal exchanges, both prior and current concerns surrounding the issue of exposure of non-smokers to second hand smoke, as well as smoking in general on campus, particularly regarding, but not exclusive to, a) second-hand smoke exposure generated by smokers congregating by entrance and exit doorways of buildings, or below or adjacent to building windows and vents; and b) second-hand smoke entering through classroom and office windows of buildings which encase common areas where smokers congregate, i.e., the Science Building's encasement of the open courtyard outside the student cafeteria;

Whereas, a study of the issues and concerns involving smoking on campus, the impact of second-hand smoke on non-smokers, and the freedoms of smokers, as well as recommendations for reconciliation/resolution of these issues and concerns, has been given as a charge by the Academic Senate Steering Committee to the Committee on Environment, Quality of Life, and Disability Issues;

Whereas, the Committee on Environment, Quality of Life, and Disability Issues feels it has adequately completed its evidentiary review, inclusive of: a) documents and planning handbooks generated by this campus, other CUNY campuses, the University, and/or other colleges and universities, which identified areas of success and limitations surrounding establishing a campus smoking policy; b) survey data gathered over 10 days, sampling the opinions of 1,053 students, faculty, and administrative and support staff members on the question of the desirability of establishing a campus smoking policy; and c) campus concerns surrounding the mechanics of implementing such a policy, i.e., the extent of a policy (complete ban, partial restrictions, dedicated space), the applicability of policy to faculty / staff / students / visitors, the enforcement of policy/disciplinary actions, the adjudication of disputes arising from policy, and the feasibility of establishing dedicated spaces;

Therefore, be it resolved that the Senate Committee on Environment, Quality of Life, and Disability Issues makes the following recommendations concerning a QCC Campus Policy on Smoking for review and approval by the members of the Academic Senate, and thereafter, the Office of the President:

Recommendations

1. Committee's recommendations regarding the Creation of a New Campus Smoking Policy.
 - a. It is the recommendation of the Senate Committee on Environment, Quality of Life, and Disability Issues that CUNY Policy 4.6, SMOKING BAN (BTM,1994,09-29,005,_A), and the current Smoking Policy of the University,

- approved by the Council of Presidents at its meeting of 7 May 1990, which prohibited smoking in over ninety percent of the space in campus buildings—including classrooms, auditoriums, elevators, hallways, restrooms, and other common areas – shall remain in effect;
- b. It is the further recommendation of the Committee that recommendation 1a (above) be augmented in its application to the QCC campus and that **a new Campus Smoking Policy be implemented, and Queensborough Community College be newly established as a “Smoking-Restricted Campus”**.
2. Committee’s recommendations regarding the Intent of a Campus Smoking Policy.
 - a. It is the recommendation of the Committee that **the intent of this proposed policy be to restrict, rather than ban smoking on campus** and, in this way, reconcile the rights of smokers with the impact of second-hand smoke on the rights of non-smokers;
 - b. It is the further recommendation of the Committee that the implementation of a QCC “Smoking-Restricted” Campus Smoking Policy be **preceded by a robust information and educational campaign**, so as to make the college community aware of any coming changes and restrictions, and to make available to the college community relevant informational resources – including ongoing smoking cessation opportunities – **6 months prior to the implementation of the proposed Campus Smoking Policy**.
 3. Committee’s recommendations regarding the Scope of a Campus Smoking Policy.
 - a. It is the recommendation of the Committee that the **Scope of this proposed policy be fully applicable to all persons in the employ and/or on the grounds of the campus**, including students, faculty, administrative and support staff members, and visitors;
 - b. It is the further recommendation of the Committee that the proposed Campus Smoking Policy **define a “Smoking-Restricted Campus” as one in which smoking would not be prohibited on the entire grounds, but which would identify “Restricted” areas on campus where no smoking would be allowed**.
 4. Committee’s recommendations regarding Identification of “Smoking-Restricted” areas on campus where no smoking would be allowed.
 - a. It is the recommendation of the Committee that the **“Restricted” areas on campus** where no smoking would be allowed include:

- An area of **25 feet from all entrances, exits and other doorways** leading to or from buildings; **and additionally,**
 - i. The Science Building atrium/courtyard, outside the student cafeteria;
 - ii. The elevated plaza in front of the RFK Building/gym;
 - iii. The Q27 bus stop shelter area;
 - iv. The area around loading docks and platforms, up to the campus property boundaries;
 - v. The Holocaust Center’s elevated patio: “Sandy’s Terrace”;
 - vi. The entire perimeter around the Child Care Center, up to the campus property boundaries.
 - b. It is the further recommendation of the Committee that **evident and plentiful signage be placed at all of the areas identified in 4a (above)**, clearly indicating their “Smoking-Restricted” status; and that all **digital signage and LCD scrolls across the campus be programmed to advertise the proposed policy** as well as the “Smoking-Restricted” areas.
5. Committee’s recommendations regarding Enforcement of a Campus Smoking Policy.
- a. It is the recommendation of the Committee that **“enforcement” – the monitoring of compliance with this proposed policy – be a self-regulation mechanism, the responsibility of all members of the college community**, rather than any one designated agent such as the Office of Public Safety and Security;
 - b. Based on a review of “enforcement” practices for similar policies implemented at similar institutions, attempts at installing disciplinary actions for non-compliance – and with them, the concomitant need for adjudication procedures for disputes arising from disciplinary actions – have proven impractical, functioning less as a safeguard of deterrence and more as an administrative morass; and so it is the further recommendation of the Committee that **establishing disciplinary procedures for non-compliance with this proposed policy be rejected** in favor of the members of the college community taking it upon themselves to collectively and collaboratively support the policy and thoughtfully and respectfully manage it;
 - c. It is the final recommendation of the Committee that 5b (above) be accomplished through **consistency in delivery and frequency of communication efforts, by and across members of the college community** – including the Office of the President, his cabinet and deans, academic department chairs, department heads and supervisors, the Offices of Student Activities and Student Government, the Office of Public Safety and Security Campus Security, and students, faculty, and administrative and support staff members –to inform one another, early and often,

of the changes this policy brings, and to respectfully encourage one another to stay compliant.

6. Committee's recommendations regarding Implementation Timeline for a Campus Smoking Policy.

a. As it is the recommendation of the Committee in section 2b of this report that a Campus Smoking Policy be preceded by **a robust information and educational campaign 6 months prior to implementation**, the Committee further recommends that:

- i. **An information and educational campaign** – comprised of such elements as distributing **email and digital signage** announcements to the college community; making **announcements** at student, faculty, and administrative and support staff orientations, convocations, and other oral or written forums; readying the design, purchasing and placement of **signage indicating the “25-foot rule” and “Smoking-Restricted” areas on campus**; and conducting **smoking cessation activities and opportunities**, led by Health Services and in collaboration with Student Activities and appropriate or interested academic departments – be conducted for a 6-month period, **from January 2010 to July 2010**;
- ii. The proposed **Campus Smoking Policy and its restrictions be fully implemented in August 2010.**

7. Committee's recommendations regarding Coordination of Implementation of a Campus Smoking Policy.

- a. It is the recommendation of the Committee that **coordination for the implementation of the information and educational campaign**, leading up to the implementation of the proposed campus smoking policy, be overseen by an **ad-hoc Task Force**, with members chosen to serve as approved by the Office of the President;
- b. It is the further recommendation of the Committee that this **ad-hoc Task Force be comprised of members of the faculty, administrative and support staff, the student body, and administration**, and that these designees be chosen to best effect the coordination of efforts and resources across the Offices of Academic Affairs, Student Affairs, and Finance and Administration;

- c. It is the final recommendation of the Committee that the **Committee on Environment, Quality of Life, and Disability Issues members will be available and act in an advisory capacity** to the members of the ad-hoc Task Force, as requested.

8. Committee's recommendations regarding Evaluation of a Campus Smoking Policy.

- The Committee deliberated with full awareness that the breadth of the recommendations as set forth in sections 1 – 7 of this report may fall short for some, and seem too cumbersome for others; and so it is the recommendation of the Committee that a **post-survey on the effectiveness of and satisfaction with the proposed policy be distributed after 2 semesters of full implementation**, at which time the Committee will re-visit its original recommendations and assess whether any amendments are appropriate.

Respectfully submitted,

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

Dion Pincus, Committee Chair, HEO
Hayes Peter Mauro, Committee Secretary, Faculty
Alicia Sinclair, Committee Member, Faculty
Carol Soto, Committee Member, Faculty
Patricia Spradley, Committee Member, Faculty
Leen Feliciano, Committee Member, Student
Esther Lee, Committee Member, Student

Advisory to the Committee:

Mel Rodriguez, Environmental Health and Safety, liaison
Diane Call, Acting Provost/Sr. VP, President's Designee to the Committee
Ben-Ami Freier, Office of Services for Students with Disabilities, liaison

11/19/09

The lengthy list of attached documentation to the Senate Committee on Environment, Quality of Life, and Disability Issues' final recommendations can be accessed via the Committee's 2009 "Documents" webpage (specifically, pgs. 6 – 70), found at the following URL on the QCC Governance website:

<http://www.qcc.cuny.edu/Governance/AcademicSenate/CEQD/docs/November09--Final-Report-on-Recommendations-to-Senate--Committee-on-Environment.pdf>

Outcome of December 2009 Session Of the Academic Senate

At the Academic Senate meeting on December 8, 2009, the final recommendations by the Committee on Environment, Quality of Life, and Disability Issues' to the Academic Senate regarding the issue of a campus smoking policy was introduced.

The vote by the Senate to approve the Committee's recommendations was 32 in favor, 13 opposed, and 4 abstentions. Due to the vote being placed as the last item on the Senate's agenda, a significant number of voting members had to leave before the vote was taken. Of the 49 voting members who remained, the 32 who affirmed the recommendations did not constitute a large enough number out of the entirety of the Senate membership to approve the recommendation. In light of the circumstances, Dr. Eduardo Marti, as President of the College, chose to exercise his authority to institute a smoking-restricted policy for the college.

Actions Directed by Presidential Order

Following the December 8, 2009 session of the Academic Senate, President Marti, in an email to the college community, directed the following:

- That the Academic Senate Committee on Environment, Quality of Life, and Disability Issues create a **sub-committee** (rather than form an "ad-hoc Task Force") to assist the administration in developing a six month smoking cessation program at the College, develop appropriate signage in the restricted areas on campus, including 25 feet from all entrances and doorways, including:
 - a. The Science Building atrium/courtyard, outside the student cafeteria, ***including the steps and the overhang***;
 - b. The elevated plaza in front of the RFK Building/Gym;
 - c. The Q27 bus stop shelter area;
 - d. The area around loading docks and platforms, up to the campus property boundaries;
 - e. The Holocaust Center's elevated patio: "Sandy's Terrace"; and
 - f. The entire perimeter around the Child Care Center, up to the campus property boundaries.

- That the Committee’s recommendation that “enforcement be a self-regulation mechanism, the responsibility of *all* members of the College community” be accepted.
- That the Committee’s recommendation that a robust information and educational campaign commence by January 25, 2010, be accepted; and that the sub-committee of the Environment, Quality of Life, and Disability Issues meet with Acting Provost/Sr. Vice President Diane Call and Vice President Ellen Hartigan and their staffs to design the informational and educational campaign, e-mail and digital signage announcements, the announcements to be used at student, faculty and administrative and support staff meetings, design signage indicating the 25 foot rule and “smoking area restricted” and determine appropriate placement of such signage.
- That the Committee’s recommendation that the Office of Health Services conduct a six month intensive smoking cessation program, be accepted.
- That the campus smoking-restricted policy be fully implemented by August 2010.

Status Report on Activities Conducted Between January 1 and August 30, 2010

January 2010 to March 2010:

- A sub-committee of the Standing Academic Senate Committee on Environment, Quality of Life, and Disability Issues was formed, comprised of members of the faculty, administrative and support staff, and students.
- The sub-committee, chaired by the Dean for Campus Facilities, Planning, Design and Construction, met several times, both with the members of the standing committee, and on their own.
- A plan was formulated to review the layout of campus facilities, relative to the “25-foot rule” and proposed “Smoke-Free Zones”, to design appropriate signage, assess costs, and determine optimal placement.
- Led by the Office of Health Services, smoking cessation activities including the distribution of nicotine patches and gum, as well as invitations to schedule appointments with a licensed acupuncturist and massage therapist in a collaborative effort with Long Island Jewish Hospital, were implemented on campus on a bi-weekly basis; and

information dissemination on smoking cessation resources was conducted on an ongoing basis.

April 2010 to July 2010

- Following the departure from the college of President Marti , who assumed a new position at the University as Vice Chancellor for Community Colleges, Provost/Sr. Vice President Diane Bova Call assumes the responsibilities of chief executive as Interim President of the College. The campus' smoking-restricted policy now becomes Interim President Call's policy.
- Members of the college community were invited to attend a free webinar entitled "Creating a Smoke-Free Campus: Lessons Learned".
- The Office of Health Services updated its webpage to include a Smoking Cessation link:
(<http://www.qcc.cuny.edu/HealthServices/smokingCessation.asp>)
that is updated as new health information, workshops, and other relevant events become available.
- Signage indicating "No Smoking Within 25 Feet of Building" and "Smoke Free Zone" was purchased, delivered and mounted in appropriate areas, per the sub-committee's plan.

August 2010

- Email was and will continue to be sent out on a bi-weekly basis (until November 2010) to all members of faculty and administrative and support staff alerting them to the new signage and informing them that the smoking-restricted campus policy is officially in effect as of August 26, 2010 – aligned with start of Fall classes.
- Tigermail (student email) was distributed both before the start of classes, and during the first week of classes to all students alerting them to the new signage and informing them that the smoking-restricted campus policy is officially in effect as of August 26, 2010.
- Sandwich board signs were created and strategically placed in areas on campus designated as "Smoke-Free Zones".
- Three separate digital signs informing the college community about the college's new smoking-restricted policy were created and uploaded into the rotation of the campus' digital signage queue.

- Information about the campus' smoking-restricted policy was disseminated to students at New Student / Freshman Academy orientations, and will also be reinforced by Counseling faculty during Fall 2010 as part of students' ST-100 classes (Introduction to College Life).
- Any signage which was defaced was promptly replaced.

Synopsis of Reactions of the College Community to the Implementation of the Campus' Smoking-Restricted Policy

Although preparations for signage and dissemination, and smoking cessation activities were being conducted during the summer months of 2010, the campus' smoking-restricted policy has only "officially" been in effect since August 26, 2010.

Further, the email distributed by CUNY Chancellor Goldstein directed members of the CUNY community to a website with an open letter from the CUNY Tobacco Policy Advisory Committee for the solicitation of comments about its policy proposals.

Therefore, much of the commentary from the college community on the issue of a University smoking policy was sent directly to the University website, without the QCC Senate Standing Committee on Environment, Quality of Life, and Disability Issues ever having had an opportunity to review or assess specific reactions to the implementation of its policy on campus.

However, there have been a number of informal comments and reactions submitted by members of the QCC community, via email, to the Committee on Environment, Quality of Life, and Disability Issues.

The following is the Committee's first attempt to categorize, both quantitatively and qualitatively, by constituency, the general tenor of the email commentary the Committee received over August 2010 and thus share a rough, preliminary "snapshot" of reactions to the new smoking-restricted policy:

Student Reactions:

Quantitative Students have not, as of yet, had an opportunity to express their reactions to the policy. At the end of the Fall 2010 semester, the Committee on Environment, Quality of Life, and Disabilities Issues will endeavor to conduct a formative assessment of students' reactions via a brief, online survey.

Qualitative

Likewise, students have not yet “weighed in” anecdotally on the policy. However, there are two anecdotes which **have** been recorded concerning students’ reactions to the policy since August 2010:

- 1) *“It was demonstrated throughout the month of August that the vast majority of students were completely reasonable and willingly compliant about being reminded of the new policy, so long as they felt they were not being confronted with hostility or spoken-down to.”*
- 2) *“The vandalized no-smoking signs on roughly 10 entry doors have been replaced and the new sandwich boards are in place on the Spanish Steps, Science courtyard and RFK/Gym terrace. Permanent metal ‘smoke-free zone’ signs will be installed in those same 3 areas in the next few weeks and I think we could remove the sandwich boards at that time. “*

Faculty Reactions:

Quantitative

Wholly approve of the policy	28%
Approve of the policy, but with concerns	45%
Disapprove of the policy; needs significant changes	18%
Wholly disapprove with the policy	9%

Qualitative

- 1) *“Smoke is already conspicuous in its absence. “*
- 2) *“There are many cigarette holders (don’t know the correct term, but they serve as ashtrays) outside of entrances to many buildings, specifically Medical Arts, from the parking lot. Will they be moved to the correct distance as noted?”*
- 3) *“In view of the recommendation of the committee that there be a post survey (after 2 semesters) of the effectiveness and satisfaction with the smoking restricted policy, I believe it would be helpful if there would be (perhaps there is already and I missed it) mechanisms such as dedicated email and suggestion boxes whereby members of the college community can report infractions, their scope and their locations.”*
- 4) *“In my estimation the policy is not strict enough. Other campuses have small areas that are the only places where smokers can smoke rather than just restricting them from certain areas. Also, who will enforce this current policy if students smoke in the courtyard area around the cafeteria or around building entrances in inclement weather?”*

5) *“I don't mind smoking bans in buildings, but would mind very much if smoking were banned outside. If that were to become the policy, I would not hesitate to walk off campus to grab a smoke. I'll wager that many students would do the same, creating time management problems for their arriving to classes on time. That's the last thing we need.*

“When I smoke, I do my best to be considerate of those around me. As the college steps up its stop-smoking campaigns, I would hope that smokers will not be subjected to harassment by non-smokers who imagine themselves health saviors. Such tactics make dedicated smokers simply dig in their heels, a result that would be counterproductive. Furthermore, since workplace harassment is defined as "the act of systematic and/or continued unwanted and annoying actions of one party or a group...A systematic pattern of harassment by an employee against another worker may subject the employer to a lawsuit for failure to protect the worker.”

6) *“I would like to see a smoke-free campus and programs to help faculty and students stop smoking. There are too many students wandering around campus outdoors smoking.”*

Administrative and Support Staff Reactions:

<u>Quantitative</u>	Wholly approve of the policy	50%
	Approve of the policy, but with concerns	50%
	Disapprove of the policy; needs significant changes	0%
	Wholly disapprove with the policy	0%

Qualitative *“The university, as well as QCC, should remember that ALL of its employees have rights and one individual's rights should not outweigh another's. To that end, to inconvenience one for the convenience of another will not promote the unity one desires in the workplace. We all have habits that others may not approve of but does that give them the right to govern those habits? If the University was a smoke free environment when we were hired, there would be no argument. It wasn't. If a person chooses to smoke, I have no say so, just like if they choose to drink, I have no say so—that is their personal right. If they wish to make it a smoke free environment, what allowances will be made for those who do smoke?”*

“Up until recently, I personally did not find smoking on campus to be offensive or dangerous. However, with the recent influx of students from across the globe, smoking is prevalent everywhere on campus. In fact, where in the past one could circumvent the smoke you can no longer do that. When school is in session there are no “safe zones” for non-smokers. I believe the new “smoke-free” area signs will help.”

Other Environmental Health and Safety Activities

The period between July 2009 and June 2010 was another transition year for the Environmental Health and Safety Department. The student ID Operation which had been under the charge of the EHS Office, was transferred to the Student Activities office and the employee ID operation was transferred to the Adjunct Services office. The EHS office, led by Mr. Mel Rodriguez, Director of the Office of Environmental Health and Safety, was also moved: from A119 to the new Adjunct Services suite in A204.

Other than the campus policy on smoking, the remaining items summarize activities, issues, and other information from the QCC EHS Department for FY 2009-10.

- **Environmental Issues/Air Quality Concerns:**

Registrar's Office, Administration Building, first floor:

There was one air quality issue that afflicted the Registrar's office. An odd odor resembling that of stale water was reported by the occupants of the Registrar's office. This odor was reported to be present at around the same time in the afternoon. The EHSO investigated but could not determine the true source, since this type of odors is not measurable by detection instruments. B/G was also asked to look into this situation, but they stated that the odor was not due to any sewer odors backing up from the sewer pipes or from any other HVAC sources. Finding the cause was made more difficult due to the sporadic nature of the occurrences. This odor was adversely affecting one employee more than the rest of the staff at the Bursar's office so it was recommended that this person be relocated. However after a period of several weeks the odor eventually stopped occurring, and no other instances were reported. As of this date, the source of the odor has not been identified.

Temp 2 Building:

The Temp 2 Building occupants reported on several occasions the smell of gas. This smell was traced to a leaking valve that was owned by Con Edison, located outside of the building. Con Edison was called in and made the proper repairs. The EHS Department assisted B/G by providing a gas detection instrument that isolated the source of the odor.

Training:

The EHS Office provided the following training to QCC Faculty and Staff:

Hazard Communication ("Right to Know")—(BG custodians): 60 people
SPCC (oil spill control)—(BG boiler room staff): 14 people
Chemical/Lab Safety and Hazardous Waste—(faculty/CLTs): 25
Bloodborne Pathogens/Hazard Communication—(custodians): 60
Bloodborne Pathogens/Hazard Communication—(laborers) 8

Respirator usage training-(Health Svcs. staff)-5
Bloodborne Pathogen-(custodians)-58
Bloodborne Pathogens/Hazardous Waste-(Health Svcs. staff)-5
Hazard Communication/Bloodborne Pathogen/Universal waste-
(Boiler plant staff) -6
Bloodborne Pathogen-(CLTs)-4

Additionally EHS provided a “hands on” safety workshop to Chemistry research students and created a hazardous waste self training document, which was widely used by advanced Chemistry students.

EHS 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
- Executive Order 4 (formerly Executive Order 142) Recycling Report
- Governmental Accounting Standards Board 49 (GASB49)

Additionally EHS assisted B/G with the following reports:

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

Waste Disposal:

For FY 2009-10, EHS disposed of the following waste from QCC:

- Chemical waste (hazardous and non hazardous): 3389 pounds (increase 80% from previous year)
- Medical waste: 1000 pounds (year to date)
- Electronic and universal waste: 30750 pounds (increase 34% from previous year)

Environmental Audits:

Queensborough was the subject of a full audit of the College’s Petroleum Bulk Storage (PBS) program by the New York State Department of Environmental Conservation (NYS DEC). QCC has 21 above ground and underground petroleum storage tanks, all of which are subject to strict regulations by the State. The inspection, which was conducted on May 21, 2010, revealed violations of the program mostly having

to do with recordkeeping or maintenance issues. Thankfully none of the violations required any major capital expenditures such as the complete removal of a buried tank.

Prior to a final decision on penalties, the DEC allowed QCC to have an opportunity to make corrections. Buildings and Grounds completed all maintenance items that were identified in the notice of violation and provided all missing documentation. The EHS Department assisted in providing corrections by submitting photographs, documenting corrections, and compiling all other records, all of which were then submitted to the State. Currently, the status of this case is still pending, as there has not yet been a response back from the DEC.

Teamsters Safety Walkthrough:

On June 16, 2010, a representative from the Teamsters Local 237 visited the campus to conduct a safety walkthrough and inspection. The Teamsters, which represents various trades at QCC including maintenance, receiving and Public Safety officers, was interested in looking at campus conditions that may be a health and safety concern to their constituents. Present at the walkthrough was the safety representative from the Teamsters; Mel Rodriguez, QCC EHSO; Mike Sergio, Teamsters Local 237 Shop Steward; and Kurt Klein, representing CUNY EHSRM. The walkthrough focused on two areas: work involving heights where there may be a falling hazard present, as well as the various electrical panels on campus which the Teamster's safety representative claims is a risk to their workers. The Teamsters documented their findings in a form of a report that was submitted several weeks later. The report offered several recommendations to worker health and safety programs, which has been taken under advisement by QCC Administration. The EHS Office is committed to the health and safety of all QCC students and employees, and is willing to provide any health and safety training as mandated by regulations.

Miscellaneous:

EHS conducted full biannual inspections of all QCC research and instructional laboratories. Any violations and non compliance issues 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.

2010-11 Plans and Goals:

- Implement a computerized chemical inventory tracking system
- Continue regular and as- needed training for QCC faculty and staff on various EHS topics
- Continue to perform inspections and audits to maintain compliance with regulatory requirements

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.

Some of the issues, and concomitant resolutions, which affected resources and services for students with disabilities this academic year included:

- Elevator access during Medical Arts Building and Science Building elevator outages.
 - Elevator outages are intermittent and are addressed/ repaired as they come up. OSSD would like to offer a recommendation that an alert system be put in place to notify students of outages via text message.
- It has been determined that the transporting of students with disabilities/mobility impairments during emergencies and evacuation situations must be done by NYC emergency personnel.
- Concerning the frequency of non-functioning handicapped access buttons throughout campus, particularly in the Administration Building:
 - The functionality of some handicapped access buttons have been addressed and hard wired for reliability; however, these types of buttons frequently malfunction and need to be constantly serviced. OSSD is currently doing a walk through of the campus and will report its findings to the Committee during 2010-2011.
- There remain some bathrooms in Gym and the Library that are not handicapped accessible. Jim Fox reported that many bathrooms have been renovated since last reported, including L110, G204, G205, Humanities basement, Humanities 1st floor, Humanities 2nd Floor, and the Science 1st, 2nd, 3rd, and 4th floors. The College is currently working on addressing the Administration and Library Buildings' bathrooms.

- Concerning the adequacy of ADA-compliant parking spaces near the Art Gallery and the HKHRC:
 - It has been determined that QCC is in compliance, and has more than the number of required designated spots.

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.
- 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 Rodriquez, 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.
- 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.
- 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.

5. The QCC Sustainability Campus Council:

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

The Sustainability Council is organized through the work of a Campus Executive, 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 Executive, the working group chairs and co-chairs lead the sustainable activities and their concomitant evaluations across the following eight categories:

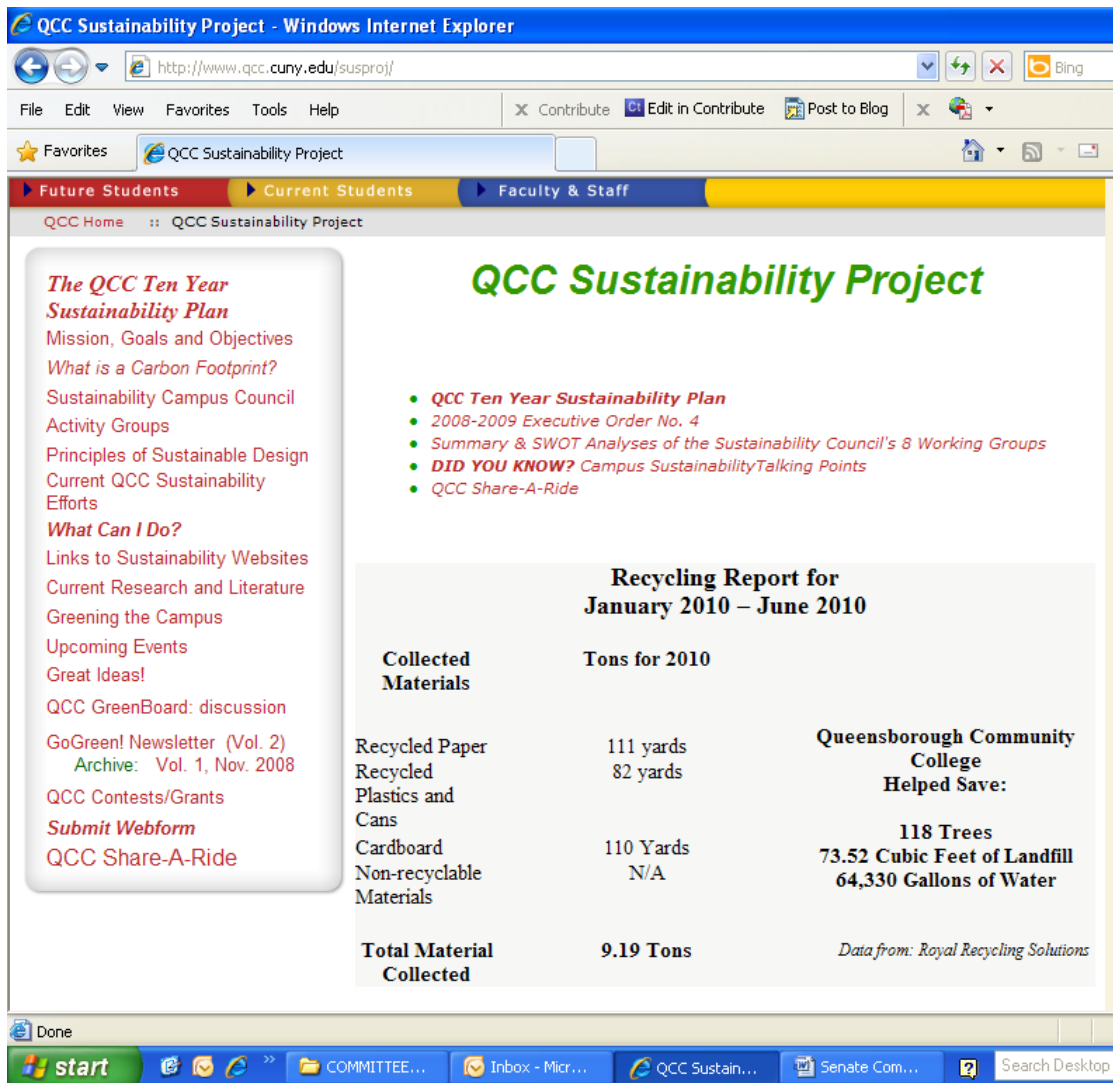
- Energy Efficiency and Operations
- Curriculum
- Students
- Procurement
- CUNY Fleet and Transportation
- Waste and Recycling
- Professional Development and Training
- Communications and Change Management

The two most notable accomplishments of the Council, which met as a group several times during 2009-2010, were:

- 1) The creation and ongoing updating of the College's online sustainability website, The Sustainability Project (www.qcc.cuny.edu/susproj); and
- 2) The completion of the campus' "*QCC Ten Year Sustainability Plan*", which was submitted as the College's response to the university's charge to develop a unique and measurable 10-year sustainability campus plan, with measurable objectives and assessment, to reach CUNY's target of reducing greenhouse gas emissions 30% by the year 2017.

The Sustainability Project's website is the College's online face, presenting the campus' sustainable initiative and accomplishments to the College and University communities.

Below is a screenshot of The Sustainability Project's website splash-page:



Some of the more substantive initiatives and accomplishments achieved by the Sustainability Council during 2009-2010 (and uploaded onto The Sustainability Project’s website) were:

- Broadening the participation of campus faculty, students, and administrative and support staff in the eight working groups, as well as in their contributing to the “QCC Ten-Year Sustainability Plan”:
 - online: <http://www.qcc.cuny.edu/susproj/SustainabilityCampusCouncil.htm>
- Initiating a QCC online car-pooling resource: QCC Share-A-Ride:
 - Online: <http://www9.qcc.cuny.edu/sar/>

- Maintaining a recycling program which significantly contributed to reduction of the campus' carbon footprint (see screenshot above, *Recycling Report for January 2010 – June 2010*).

Additionally, the completion and submission of the 45-page “*QCC Ten-Year Sustainability Plan*” was a significant document demonstrating the intent and scope of, and timeline for, the College’s short- and long-term commitments to the implementation and evaluation of sustainable best practices.

The full, Ten-Year Sustainability Plan can be found online at:

- <http://www.qcc.cuny.edu/susproj/QCCTenYearSustainabilityPlan.htm>

Highlights of the Ten-Year Plan include:

- Establishing a campus sustainability mission statement;
- Establishing short, intermediate, and long-term sustainable projects’ goals: <http://www.qcc.cuny.edu/susproj/QCCTenYearSustainabilityPlan.htm> (pgs 15-43)
 - These goals were constructed upon the foundations of the earlier Sustainability Council’s document, “*Summary and SWOT Analyses of The Eight Working Groups of the Sustainability Council*”: <http://www.qcc.cuny.edu/susproj/SummaryandSWOTAnalysesoftheEightWorkingGroupsoftheSustainabilityCouncil.htm>
- Updating the history of sustainability on the campus:
online: <http://www.qcc.cuny.edu/susproj/QCCTenYearSustainabilityPlan.htm>
(p.14)
- Establishing a tracking and reporting plan for the implementation of the short, intermediate, and long-term sustainable projects’ goals:
online: <http://www.qcc.cuny.edu/susproj/QCCTenYearSustainabilityPlan.htm>
(pgs 44 - 45)

Respectfully submitted,

Dion Pincus, Chairperson

On behalf of the Committee on Environment, Quality of Life, and Disability
Issues of the Academic Senate