

To: Frank Cotty  
From: George Thorsen  
Subject: Minutes from meeting of Publications Committee 04/30/03  
04/30/03

Present: F. Cotty, M. Reilly, G. Thorsen, Jeanette DelPonte

The meeting began at 3:00 p.m. in room M209. Jeanette DelPonte, a graphic typesetter, came to the meeting as a representative of QCC publications. She brought with her a folder for each member of the Publications Committee containing a memo from Susan Curtis, Director of Marketing concerning Annual Publications Activity and a sampling of work that Publications produces. Ms. DelPonte explained the ins and outs of Publications. She explained what can be done “in house” and what has to be sent out to be printed as well as the relative cost. She provided a list of new “jobs” so that George Thorsen, a committee member could update the file that he is keeping. (See updated list of publications below.)\*When queried, Ms. DelPonte identified the person and/or office associated with each new “job”. She went into detail about the steps taken in the production process from initial contact with the person who wants a publication to the end product.

Frank Cotty questioned the role of the committee in the Publications process. The committee’s past work was to review and if necessary recommend modifications to QCC documents of an official nature. Mass produced invitations, brochures, mailings, flyers for public distribution were never within the scope of the committee’s duties.

The committee would be valuable in advancing a proposal to the Academic Senate to enable a component on the QCC website to serve as a Showroom for Publication’s wares. Just like looking at cars in a dealer’s showroom before purchase, someone desirous of using the services of Publications can see what is available. The Publications committee will pursue this idea and take the necessary steps to enable this initiative.

Ms. DelPonte said that the logical person to contact in Publications is Carol Geida. On a technical note, Carol has all jobs in .PDF format. In this way, a digital Showroom could be set up following this design.

Name of job	Short description, perhaps 25-50 words	Person, department, or office requesting the job	Link to PDF document to view the job
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This would put all the jobs in one basket and would be accessible to all before a “pre-production conference.” George Thorsen requested a cd-rom with the jobs in PDF format to estimate the size in megabytes of the Showroom. George Thorsen asked if there was anyone in Publications that could take on the task of maintaining a Showroom but Ms. DelPonte thought that they were stretched very tight in terms of personnel. George Thorsen suggested that a tech fee worker might be used for site maintenance. Once the site is established, maintaining it will not be very difficult. However, whoever maintains

it has to understand the principles of website design and be able to work within the framework of the QCC website.

The Committee did not set a date for their next meeting but will be notified by Frank Cotty.

<b>* Publication</b>	<b>Requested by</b>	<b>Department or Office</b>
"Just the Facts" Brochure	Ms. Anna May Jagoda	Inst. Research and Development
"Partners for Progress" Journal	Ms. Laura Kotkin	Alumni & Development
Admissions Accept Packet for New Students	Mr. Winston Yarde	Admissions
Admissions Newsletter	Mr. Winston Yarde	Admissions
Admissions Newsletter (once or twice each semester)	Mr. Winston Yarde	Admissions
ADN504 Compliance Handbook	Mr. George Muchita	Affirmative Action
Affirmative Action Guidebook	Mr. George Muchita	Affirmative Action
Alumni Newsletter	Ms. Laura Kotkin	Alumni & Development
Art Gallery Exhibition Catalogs (about 5 a year)	Mr. Faustino Quintanilla	Art Gallery
Assn. of Holocaust Organizations Directory	Dr. William Shulman	Holocaust Center
Capital Campaign Materials	Dr. Eduardo Martl	President's Office
Commencement Journal	Ms. Carolyn Geida	Publications Dept.
Communiqué	Prof. Reesman	English Dept.
Continuing Education Bulletins (Spring, Summer, Fall)	N/A	Continuing Education Dept.
Cultural Calendar	Ms. Carolyn Geida	Publications Dept.
Current Periodicals	Dr. Kim	Library
Development Newsletter (published 6 to 10 times annually)	Ms. Laura L. Kotkin	Development and Alumni Relations
Educational Resource Guide on the Holocaust	Dr. William Shulman	Holocaust Center
English Dept. Handbook	Dr. Sheena Gillespie	English Dept.
Enrollment and Outreach postcards	Mr. Winston Yarde	Admissions
Faculty Excellence Brochure	Dr. Eduardo Martl	President's Office
Faculty Newsletter	Ms. Carolyn Geida	Publications Dept.
Health & Phys Ed Recreation Programs	Prof. Lawrence Lembo	H&PE Dept.
Holocaust Center Brochures (about 3 a year)	Dr. William Shulman	Holocaust Center
Honors Convocation Brochure	Dr. Robert Kahn	Academic Affairs
International Student Handbook	Ms. Tunde Kashimawo	International Students
International Student Newsletter	Ms. Tunde Kashimawo	International Students
Job Fair Career Guide	Ms. Connie Peluso	Career Services
Just the Facts	Ms. Anna May Jagoda	Institutional Research and Development
Mementoes Journal	Dr. Eli Merchant	English Dept.
New programs: Massage Therapy, EET, CET, Digital Art and Design	Ms. Alexandra Tarasko; Ms. Linda Joseph	Health; Nursing; Physical Education
Packet for Sabbatical Teachers	Dr. Paris Svoronos	Chemistry Dept.
Presidential Distinguished Lecture Series	Dr. Eduardo Martl	President's Office
Professional Ascension QCC Alumni Directory	Prof. Paris Svoronos	Chemistry Dept.
Professional Performing Arts Series	Mr. Tony Carobine	Performing Arts
Project Prize Newsletter	Ms. Linda Stanley	English Dept.
QCC Catalog	Ms. Carolyn Geida	Publications Dept.
Report to the Communities	Dr. Eduardo Martl	President's Office
Revised Publications for the Holocaust Resource Center	Dr. William Shulman	Holocaust Center
Safety & Security Brochure	Mr. Joseph Cunningham	Dept. of Safety & Security
Schedule of Classes (Spring, Summer, Fall)	Ms. Ann Tullio	Registrar
Sexual Harassment Brochure	Mr. George Muchita	Affirmative Action

Student Handbook  
Telephone Directory  
Transfer Student Handbook

Dr. Patricia Evanoski  
Ms. Carolyn Geida  
Mr. Winston Yarde

Student Affairs  
Publications Dept.  
Admissions