

QUEENSBOROUGH COMMUNITY COLLEGE
Publications Committee (2005-2006)

Date: May 25, 2006

Time: 10:20 – 10:55 APM

Site: A-504

Persons in Attendance: Eugene Harris (Chair of Committee), Arthur Corradetti, Helene Dunkelblau, Pat Spradley

Absent: Susan Curtis

1. Regarding the budget and format of the Handbook:
 - a. Artie will ask Dr. McColloch to budget in funds for the Handbook in the new fiscal year
 - b. It was decided that the Handbook would be produced in a style similar to the Student Handbook, rather than in a looseleaf binder. The budget allocation will determine whether or not tabs can be included
2. Up-date on the Committee's "to do" list:
 - a. The PIE section has been taken care of
 - b. The CUE section has not yet been received – Artie will follow up on this
 - c. The Student Services section is in the process of being completed – Susan has already received feedback
 - d. Section on scholarships – Rosemary Zins will take care of this
 - e. Section on sponsored programs – Artie will follow up with Cristina Mazzara to put something in writing
 - f. Artie will make sure that Dr. McColloch and Dr. Steele review the section on Faculty
 - g. Artie will contact Rosemary Zins about updating the sections on the Art Gallery, the Holocaust Center and the Performing Arts Center
 - h. Artie will include a section on Adjuncts in the document
3. It was suggested that a section on the PSC be included with information on the Welfare Fund benefits and the grievance process. Eugene will contact Jay Appleman, giving him a due date of late June and a one page limit.
4. Within the next month, Artie will send an email to the Committee with the document attached. He will ask for feedback and suggestions for organization and layout.
5. For Fall 2006
 - a. Handbooks will be distributed to the various departments
 - b. Handbooks will be distributed to new faculty (both full- and part-time) at the two faculty orientations

- c. Artie will have a PDF of the document on the website. Our main task for the Fall is working on how to make the website Handbook interactive. We will plan to have a joint meeting with the Website Committee early in the semester to work on this.
6. Publication Committee elections were held. Results for the 2006-2007 academic year are:
 - Chairperson – Eugene Harris
 - Administrative liaison – Arthur Corradetti
 - Secretary – Pat Spradley
 - Committee member – Helene Dunkelblau

Respectfully submitted,

Helene Dunkelblau