

**QUEENSBOROUGH COMMUNITY COLLEGE**  
**Publications Committee (2006-2007)**

**Date:** November 7, 2006

**Site:** A503

**Persons in Attendance:** Eugene Harris (Chair, Publications Committee and Arthur Corradetti)

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**Points Discussed:**

- We printed out a copy of the Handbook as it stands
- We removed the Bylaws section since it was almost half the document (planning to now only incorporate a general description of governance at Queensborough Community College). Our rationale is that faculty will be able to obtain the Bylaws either in their department or through an administrative office. This will be indicated in the general description. As it stood, the Bylaws was taking about half the entire length of the Handbook.
- There were still outstanding sections of the handbook:
  - Scholarship information (Rosemary Zins): Dr. Harris to email a reminder
  - Governance description (Phil Pecorino): Arthur Corradetti to email reminder
  - Performing Arts: Arthur Corradetti to email reminder
  - Holocaust Resources: Arthur Corradetti to email reminder
  - Art Gallery: Arthur Corradetti to email reminder
  - Faculty Responsibilities (Dean Steele has already revised it, now it is with Dean Larios): Arthur Corradetti to email reminder
  - Adjunct Issues (Tracy Powell): Arthur Corradetti to email reminder
- We set a timeline to completion:
  - **December:** hardcopy ready for meeting with Ardelle to discuss format for printing
  - **February:** meet with computer personel to discuss a Web Version with links

Respectfully Submitted,  
Eugene E. Harris