

Faculty Executive Committee Meeting

October 25, 2022 3- 4:30 pm ZOOM

<https://us02web.zoom.us/j/84768301251>

1. Approval of Agenda
 2. Welcome new member Parisa Assassi
 3. Approval of Minutes –9-27-22—Joel Kuszai (**attached minutes**)
 4. Chairperson’s Report – Philip Pecorino
 - A.) Monthly conversation with President Mangino included these topics:
 - i) Provost Search, adjunct parking fee, Support for Faculty Travel
 - ii) Governance Plan Amendments Referendum-repeated Fall 2022
 - B.) Department of Student Affairs- attrition
 - C.) Budget Challenge/Crisis: need to address Staffing with 4th Task Force
 - D.) Hiring in time of budgetary challenges: retention or DEI ???
 - E.) Faculty contacting Students via TXT messages-Joel Kuszai
 - F.) Student Evaluations of Faculty opt out provision effective Fall 2022 onward
 - G.) Faculty effort to provide orientation to college level work-college wide, dept or course level
 - H.) Faculty effort in Music Dept to develop a program for Honors/Transfer students
 - I.) QCC FUND , aid for faculty travel, survey
 - J.) QCC Student Fee Association –reduced rate for adjunct parking-see attached
 - K.) The Department Social Media Manager
 - L.) Social Media hashtag item-see attached
 5. Treasurer’s Reports: Faculty Account Balances and Dues Report as of 2022 –Julia Rothenberg (**attached reports a) dues b) accounts** note: need account backup
 6. FEC Faculty Website: Joel Kuszai volunteered to assist and has been doing so for FEC and ARC pages. Last Faculty meeting notes are for Spring 2022 last FEC agenda and minutes are for Feb 22, 2022. Parisa Assassi has accepted serving as new webmaster.
 6. Parliamentarian Report-
Ted Rosen Guide for ARC on Due Process-Progress Report mtg w/ VP Sandra Palmer
 7. Faculty Elections-Beth Counihan -(**attached report**)
 - Election needed for FEC replacement Marvin Gayle-Completed
 - CLT election PROBLEM – Solved
 - Spring 2023 Elections- full set FEC, ARC, CLT, Associations, Disciplinary Committee
 - **Governance Plan Amendments Referendum extended April 8-26- Fall 2022 second attempt**
 - Divide up the departments among ourselves to do outreach among identified local contacts;
 - Press ourselves and those local contacts in each department/voting constituency to achieve certain numbers (higher in English, Art/Design, Soc Sci, Business, etc.
 - Visit department meetings during balloting
 9. Faculty Meeting, October 19, 2022 review Perhaps Beth and Joel arrange Spring 2023 topic
 10. CALENDAR of Events for QCC FGL (attached) Next FEC Mtg. 11-22-22
 11. Old Business
 12. New Business
- Philip Pecorino is inviting you to a scheduled Zoom meeting. Meeting ID: 847 6830 1251
Time: Oct 25, 2022 03:00 PM Eastern Time (US and Canada)
Join Zoom Meeting <https://us02web.zoom.us/j/84768301251>

FEC TO QCC FUND REQUEST FOR SUPPORT

From: "Pecorino, Philip" <PPecorino@qcc.cuny.edu>

Date: Saturday, November 13, 2021 at 2:32 PM

To: "Di Dio, Stephen" <SDiDio@qcc.cuny.edu>

Cc: "Mark.kupferberg@gmail.com" <mark.kupferberg@gmail.com>, Charlene Prounis <cprounis@gmail.com>, "Pecorino, Philip" <PPecorino@qcc.cuny.edu>

Subject: QCC FUND Information for Faculty

Stephen:

I am not at all clear on how to proceed. I guess possibility below this can be part of the branding program for the QCC FUND.

At this time I cannot find any messaging that informs faculty as to the source of the funding for their travel to make presentations. I shall effort further on finding any communication that so informs.

The FEC together with the Board or at least the branding effort group can create a message to send out to all faculty and post on a page on our website: QCC Faculty Executive Committee

Website <https://www.qcc.cuny.edu/governance/faculty/fec.html>

Let me know how the FUND effort is proceeding and how the FEC might help.

Phil

Philip A. Pecorino, Ph.D.
Chairperson, 2021-2023

Faculty Executive Committee

Queensborough Community College, CUNY

Office Phone: 718 281 5038

ppecorino@qcc.cuny.edu

website: <http://www.qcc.cuny.edu/socialsciences/ppecorino/default.htm>

Annual Update for our Colleagues on our QCC Fund and its support for Faculty and Students

Colleagues:

You should be aware that the QCC Fund allocates funds for many purposes at QCC but focused on support for students and faculty. It has been providing such support for years. Some funding is available for faculty research and creative work that can cover travel expenses among other things

The QCC Fund allocates funds for many purposes at QCC. Those funds support students and faculty in a variety of ways.

QCC FUND INC <https://www.qcc.cuny.edu/advancement/qccFundInc.html>

Student Supports

Scholarships <https://www.qcc.cuny.edu/advancement/Scholarships.html>

Edge for Success <https://www.qcc.cuny.edu/advancement/edgeForSuccess.html>

Student Success Program <https://www.qcc.cuny.edu/advancement/student-success.html>

Faculty Supports

Faculty Research projects supported by QCC FUND <https://www.qcc.cuny.edu/advancement/facultyResearch.html>

To apply for such funds for your research or creative work contact:

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For donations in support of all efforts of the QCC Fund use [#Queensboroughcares](#).

<https://www2.qcc.cuny.edu/give/give.html>

There are options for designating the use of your donated funds . Faculty Research and Development is one such purpose and Student Scholarships is another along with donating the KHRC, Art Gallery, QPAC among others. You may also indicate your funds as “Unrestricted” and as such may be used for any purposes at the discretion of the QCC Fund Board..

Link to giving Tuesday <https://www.cunytuesday.org/organizations/queensborough-community-college>

We thank you for your attention to these opportunities.

From: Di Dio, Stephen

Sent: Wednesday, November 17, 2021 11:22 AM

To: Pecorino, Philip <PPecorino@qcc.cuny.edu>

Cc: Mark.kupferberg@gmail.com; Charlene Prounis <cprounis@gmail.com>; Lynch, Timothy <TLynch@qcc.cuny.edu>;

Office of Academic Affairs <OfficeofAcademicAffairs@qcc.cuny.edu>

Subject: Re: QCC FUND Information for Faculty

Dear Phil:

Thank you for the note.

The group met last week, and we are in the process of developing a new website that will include the type of messaging described below.

Academic Affairs has agreed to share this message with faculty once finalized. We are also looking at the internal process to identify how that office can more effectively communicate the funding source to bring greater awareness to the Board and their good work.

I will keep you updated and will share a copy of the final messaging once the website is ready. The more help we can get promoting it, the better.

Thank you.

Stephen

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Stephen Di Dio

Vice President &

Chief Marketing & Communication Officer

Queensborough Community College | CUNY

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Bayside, NY 11364-1497

(718) 631-6044 (office)

www.qcc.cuny.edu



Queensborough Community College Faculty Executive Committee Meeting

Date: November 1, 2022

From: Faculty Executive Committee Meeting, Philip Pecorino, Chairperson

To: **QCC Fund, Inc.'s Board of Directors**, Mark Kupferberg, Chair

Subject: Funding for Faculty Travel

Restore full funding for faculty travel for 2023-2024 to at least what it was in 2019-2020

3 sources: PSC Funds, QCC Fund Board, QCC OAA

Expectations of the QCC Fund, Inc.'s Board of Directors

Create the QCC FUND BOARD AWARDS for faculty to replace the previous award.

Faculty would know the source. Faculty would submit a very short report on how the funds were used to the Board.

The Board can place all info on its website. <https://www.qcc.cuny.edu/fund/>

QCC Faculty Executive Committee

Email to all faculty

Colleagues:

QCC Social Media Hashtags

In order to increase the visibility of QCC on Social Media we request that all who would be using such might use a hashtag that might gain in recognition and use. For example if you are promoting your students, programs and/or research on Tik Tok or Instagram or Twitter or whichever social media--TikTok reaches the most students--please use the following hashtags:

#QCC #Queensborough #QCCProud

Also please email Angelica May, Amay@gcc.cuny.edu , the College social media coordinator so she can keep track of all QCC-related social media posts!

QCC has these sites:

https://www.instagram.com/queensboroughcc_cuny/

https://www.tiktok.com/@gcc_cuny

https://twitter.com/gcc_cuny

<https://www.facebook.com/QueensboroughCUNY>

Thank you,

The Faculty Executive Committee:

Beth Counihan, Elections Officer

Joel Kuszai, Secretary

Hayes Mauro, Events Manager

Parisa Assassi, Webmaster

Philip A. Pecorino, Chairperson

Ted Rosen, Parliamentarian

Julia Rothenberg, Treasurer

Treasurer's Report
QCC Faculty Association Account

To: Faculty Executive Committee

From: Julia Rothenberg

Date: October 24, 2022

TD BUSINESS CONVENIENCE PLUS ____	x6022 (checking).	\$2,897.77
TD SMALL BUSINESS MMKT PLUS ____	x5967 (savings)	\$4,909.72
Total		\$7,807.49

Respectfully submitted,

Julia Rothenberg

Treasurer

**Faculty Executive Committee Meeting
October 25, 2022**

Elections Officer report

2022-2023 Elections

Submitted by Beth Counihan, Elections Officer

Here's the Election Officer report for the FEC All-Faculty Meeting on 19 October , 2022

Election Results for CLT Rep to the College P and B Committee (1 year replacement)

Started at: September 28, 2022 at 12:00am

Finished at: October 7, 2022 at 11:45pm

Time zone: Eastern Time (US & Canada)

29 of 42 ballots cast.

Candidate: Ronaldo Carter, Senior CLT, Department of Music

Yes - I approve the candidate: 29 votes 100.00%

No - I reject the candidate: 0 votes 0%

Yes - I approve the candidate wins with 100.00% of the vote.

Votes tallied: 29

Abstentions: 0

Election Result for FEC Member (1 year replacement)

Voting by anonymous paper ballot-began 28 Sept ended 12 October

One candidate: Parisa Assassi, Department of HPED

8 votes cast

Auxiliary Enterprise Association Inc., Budget & Contract Committee Members/Governing Board Members – 2022-2023

- Dr. Christine Mangino, President, **Chair**
- *VP William Faulkner, Finance & Administration, **Treasurer**
- *VP Brian Mitra Student Government, **Secretary**
- Interim Provost & VP Sandra Palmer, Academic Affairs
- *Professor Carolyn King, Associate Professor, English Department
- Professor Christopher Leary, Associate Professor, Math & Computer Sciences
- Marianne Donahue, Heyman Associates
- *Kenzia A. Prince, President, Student Government
- Cheryl S. Vasquez, Executive Vice President Student Government
- Jerry Li, Administrative Vice President, Student Government
- Silvia Quinonez, Programming Vice President, Student Government
- *Odette Vasquez, Vice President for Evening Students, Student Government

Queensborough Community College Faculty Executive Committee Meeting

Date: October 26, 2022

From: Faculty Executive Committee Meeting, Philip Pecorino, Chairperson

To: QCC Auxiliary Enterprise Association Inc., Dr. Christine Mangino, President, Chair

Subject: Parking Fees

The Faculty Executive Committee (FEC) has received a request from an adjunct on behalf of adjuncts for the fee for [parking on campus](#) to be reduced for adjuncts as they make far less use of the lots as compared to full time faculty and others, some of whom work on campus 5 days each week. The FEC has decided to request that the QCC Auxiliary Enterprise Association, Inc. reduce the fee for adjuncts to \$50/year and to put the reduced fee into effect as soon as possible.

Please give this request your careful attention and consideration. We are available to meet with the QCC Auxiliary Enterprise Association if it is thought necessary.

We hope that you will see the merit in this request and act accordingly and as soon as possible.

We thank you for your service to our College.

The Faculty Executive Committee:

Beth Counihan, Elections Officer

Joel Kuszai, Secretary

Hayes Mauro, Events Manager

Parisa Assassi, Webmaster

Philip A. Pecorino, Chairperson

Ted Rosen, Parliamentarian

Julia Rothenberg, Treasurer

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Communication to Christopher Leary and Carolyn King:

Christopher Leary and Carolyn King:

As you may be aware there has been an increase in the fee for the parking card that allows faculty access to the QCC parking lots. It has gone to \$150/year. The Faculty Executive Committee (FEC) has received a request from an adjunct on behalf of adjuncts for the fee to be reduced for adjuncts as they make far less use of the lots as compared to full time faculty and others, some of whom work on campus 5 days each week.

The FEC has decided to request that the QCC Auxiliary Enterprise Association, Inc. reduce the fee for adjuncts to \$50/year and to put the reduced fee into effect as soon as possible. The QCC Auxiliary Enterprise Association, Inc. is the entity that sets the fees. You are the two representatives on the QCC Auxiliary Enterprise Association, Inc. We are requesting that you support the request on behalf of faculty whose interests you are elected to represent.

Please keep us informed of any developments on this matter.

The Faculty Executive Committee:

Beth Counihan, Elections Officer
Joel Kuszai, Secretary
Hayes Mauro, Events Manager
Parisa Assassi, Webmaster
Philip A. Pecorino, Chairperson
Ted Rosen, Parliamentarian
Julia Rothenberg, Treasurer

Communication to all Faculty:

Colleagues:

As you may be aware there has been an increase in the fee for the parking card that allows faculty access to the QCC parking lots. It has gone to \$150/year. The Faculty Executive Committee (FEC) has received a request from an adjunct on behalf of adjuncts for the fee to be reduced for adjuncts as they make far less use of the lots as compared to full time faculty and others, some of whom work on campus 5 days each week.

The FEC has decided to request that the QCC Auxiliary Enterprise Association, Inc. reduce the fee for adjuncts to \$50/year and to put the reduced fee into effect as soon as possible. The QCC Auxiliary Enterprise Association, Inc. is the entity that sets the fees. Faculty have two representatives on the QCC Auxiliary Enterprise Association, Inc. They are: Christopher Leary and Carolyn King. We are requesting that they support the request on behalf of faculty whose interests they are elected to represent.

We shall inform you of the outcome as soon as a final disposition has occurred.

The Faculty Executive Committee:

Beth Counihan, Elections Officer

Joel Kuszai, Secretary

Hayes Mauro, Events Manager

Parisa Assassi, Webmaster

Philip A. Pecorino, Chairperson

Ted Rosen, Parliamentarian

Julia Rothenberg, Treasurer

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PROCEDURAL GUIDE TO AN APPEAL BEFORE THE ACADEMIC REVIEW COMMITTEE

INTRODUCTION This guide shall govern the procedure of appeals to the Queensborough Community College (“QCC) Academic Review Committee (“ARC”). Such appeals shall be conducted in a manner consistent with the provisions of this guide and with the provisions of the QCC Governance Plan (“the Governance Plan”) and the QCC Faculty Bylaws (“the Faculty Bylaws”). In the event of any inconsistency between any provision of this guide and the Governance Plan and the Faculty Bylaws, the Governance Plan and/or the Faculty Bylaws shall control.

SECTION 1: INITIATION OF APPEAL - An appeal to the ARC shall be initiated by the affected individual (“the appellant”) or by the President of QCC by the filing of a written statement requesting such appeal with the QCC Office of Academic Affairs (“QCC OAA”) within thirty (30) days of the receipt by the affected individual or by the Office of the President of QCC of the written determination of the departmental or College personnel and budget committee from which the appeal is sought. Such statement shall set forth the name and where applicable the faculty rank of the affected individual, a brief description of the determination of the personnel and budget committee that is sought to be appealed and the date such affected individual or the Office of the President received notice of such determination.

SECTION 2: SCHEDULING OF APPEAL - The ARC shall schedule a hearing of the ARC to be commenced within sixty (60) days of the receipt of the request for appeal by the QCC OAA.

SECTION 3: NOTICE - The appellant shall receive a minimum of fourteen (14) days notice of the date, time and location of the hearing on the appeal. Such notice shall be sent to the appellant by the QCC OAA by email and by first class mail.

SECTION 4: REPRESENTATION - The appellant may be accompanied at the hearing on his or her appeal by a colleague. If the appellant is a faculty member, the appellant may be accompanied by another QCC faculty member chosen by the appellant. If the appellant is not a faculty member, the appellant may be accompanied by either a QCC faculty member or an individual employed at QCC in the same position as the appellant chosen by the appellant. Such representative may assist the appellant at the hearing on the appeal and shall be permitted to speak during such hearing.

SECTION 5: DOCUMENTS TO BE REVIEWED BY THE MEMBERS OF THE ARC – All of the members of the ARC shall have access to, and shall review, all documents or materials that had been available to the members of the departmental or College personnel and budget committee in connection with the determination that is the subject of the appeal. In addition, the members of the ARC shall accept and review all written statement(s) submitted to the ARC by the appellant or by any other individual(s) in support of, or in opposition to, the position of the appellant on the appeal. All

members of the ARC shall have access to all such written statements submitted to the ARC. The appellant and his or her department chairperson shall have the right to access all documents or materials available to the members of the ARC at least ten (10) days prior to the appellant's appearance at the hearing on the appeal before the ARC, or prior to discussion of such appeal by the ARC.

SECTION 6: CONDUCT OF THE HEARING ON THE APPEAL –

(a) Date, Time and Place - The hearing on the appeal shall take place at the scheduled place and on the date and time scheduled. A majority of the voting members of the ARC must be present throughout the hearing on the appeal and throughout any adjourned session thereof.

(b) Presiding Officer – The Chairperson of the ARC shall preside at the hearing on the appeal. In the absence of such Chairperson, the other members of the ARC shall elect another member of the ARC to preside at the hearing on the appeal and/or any adjourned session thereof.

(c) Introductory Statement by Chairperson or Other Presiding Member of the ARC - The Chairperson of the ARC or other presiding member of the ARC shall commence the hearing on the appeal by identifying the appellant and describing the determination that is the subject of the appeal. The Chairperson or other presiding member of the ARC shall identify all documents and material that were before the personnel and budget committee in connection with the determination which is appealed and all documents and material that were submitted to the ARC in connection with the appeal. The Chairperson or other presiding member of the ARC shall inquire of the appellant if he or she has had the opportunity to review all such documents and material. In the event, the appellant has not had the opportunity to review all such documents and material, upon request by the appellant, the ARC shall adjourn the hearing on the appeal to provide the appellant with a reasonable opportunity to review all such documents and materials.

(d) Oral Statement by the Appellant - Following the introductory statement by the Chairperson or other presiding member of the ARC, the appellant or his or her representative shall be permitted to address the ARC in support of his or her appeal. The appellant or his or her representative shall be permitted thirty (30) minutes to present such statement. The ARC in its discretion may extend such time period. Following such oral statement by the appellant or his or her representative, the members of the ARC shall be permitted to ask the appellant and/or his or representative questions relating to the appeal.

(e) Oral Statement by the Chairperson of the Appellant's Department – Following the statement by the appellant, the chairperson of the appellant's department shall be permitted to make an oral statement to the ARC in support of, or in opposition to, the appellant's appeal. The department chairperson shall be permitted thirty (30) minutes to present such statement. The ARC in its discretion may extend such time period. Following such oral statement by the department chairperson, the members of the ARC shall be permitted to ask the department chairperson questions relating to his or her oral statement or to appellant's appeal. The appellant or his or her representative shall also be permitted a reasonable opportunity to ask questions to the department chairperson relating to his or her oral statement or to the appeal. The appellant and his or her representative shall have the right to be present during the entire time the department chairperson is making his or her oral statement and during any subsequent questioning of the department chairperson.

(f) Objections - During the appeal, the appellant or his or her representative may make objections to the ARC's consideration of any documents or material or to portions of any oral statement or response to any question. Any such objection shall be determined by the Chairperson the ARC or other member of the ARC who is presiding at the hearing on the appeal.

(g) Closing Statement - The appellant or his or her representative shall be permitted to make a closing statement after the oral statement and any questioning of the department chairperson. The appellant or his or her representative shall be permitted fifteen (15) minutes to present such statement. The ARC in its discretion may extend such time period.

(h) Civility, Fairness and Due Process - The hearing on the appeal shall be conducted in an atmosphere of civility and in such manner that provides fairness and due process to the appellant.

(i) Deliberation - After the conclusion of the closing statement by the appellant or his or her representative, or after the time for such closing statement if the appellant chooses not to present a closing statement, the voting members of the ARC shall deliberate. Only the voting members of the ARC may be present for, and participate in, such deliberations. The members of the ARC shall elect a member of the ARC to preside during the deliberation session, if such a presiding member had not previously been elected during the course of the hearing on the appeal.

(j) Voting - The members of the ARC shall vote on the appeal by secret written ballot.

(k) Decision - The ARC shall issue a written decision which shall be based on a majority vote of the voting members of the ARC. The ARC shall forward such decision to the QCC OAA which shall send a copy of such decision to the appellant within ten (10) days of the date such decision was issued.

SECTION 7: REQUEST FOR PRESIDENTIAL REVIEW – The appellant may request that the President review the determination of the ARC by written request submitted to the QCC OAA within thirty (30) days of the date that appellant received a copy of the decision of the ARC.

SECTION 8: CONFIDENTIALITY - All proceedings of the ARC shall be conducted in confidence and all participants in such proceedings shall maintain the confidentiality of the same.

SECTION 9: AMENDMENT - The proceedings of the ARC as set forth in this guide may be amended by a majority vote of the voting members of the ARC and any such amendment(s) must be approved by a majority vote of the QCC faculty, or in the alternative, the QCC Faculty Executive Committee on behalf of the faculty.

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QCC FACULTY GOVERNANCE LEADERS EVENTS: CALENDAR 2022-2023

FEC Meetings	Academic Senate	PSC Meetings EC 3-4pm GEN 12-2 Oakland	QCC General Faculty Meeting	Department Chairs Meet alone	Department Chairs with Provost	CAPC Meetings A-502D 3pm	Other Univ Level Meetings
Last Tuesdays <u>3-5pm</u> S316	Second Tuesdays <u>3:10-5pm</u> M-136	EC and Chapter General Mtgs	Wednesday <u>12-2pm</u> . M-136	Second Tuesdays 2-3pm	First Tuesdays 3-5pm		
August 30							
September 27w/Pres Mangino	September 13	Sept 21 EC Sept 28Cptr GEN Mtg		September 13	Sept 6	Sept 21	FAAB Sept 10 ITSt Sept 14 FGL Sept 16 UFS Sept 20
Oct 25	Oct 11	Oct 19 EC	Oct 19	Oct 11	Oct 4	Oct 5	ITSt Oct 19 UFS Oct 25
Nov 22	Nov 8	Nov 16 EC Nov 23 Cptr GEN MTG		Nov 8	Nov 1	Nov 16	FAAB Nov 8 ITSt 16 FGL Nov 18
Dec 20	Dec 13	Dec 21 EC		Dec 13	Dec 6		UFS Dec 13 ITSt Dec 14
Jan 31							ITSt Jan 18
Feb 28 w/Pres Mangino	Feb 14	Feb 15 EC Feb 22 Cptr GEN MTG		Feb 8	Feb 7	Feb 22	ITSt Feb 15 FAAB Feb 18 FGL Feb 17 UFS Feb 21
Mar 28	Mar 14	Mar 22 EC	Mar 29	Mar 8	Mar 7	Mar 22	ITSt Mar 15 UFS Mar 28
Apr 25	Apr 18	Apr 19 EC Apr 26 Cptr GEN MTG		Apr 12	Apr 4	Apr 19	ITSt Apr 19 FAAB Feb 18 FGL Apr 14
May 30	May 9	May 17 EC		May 10	May 2	May 24	UFS May 9 ITSt May 17
							ITSt June 14