

**Final Report to the Academic Senate**  
**College Committee on Environment, Bookstore & Food Service**  
**Summary of Activities - Fall 2004-Spring 2005**

**Chairperson: Dr. Martin Jacobs**

The responsibility of the College Environment Committee for the 2004-2005 academic year was to address the following:

1. Based on the current use of space (faculty offices) at the college, determine how the College can meet the needs of an increasing number of faculty and administrative personnel within the current (non-increasing) physical plant.
2. Review and report on the College Master Plan.
3. In conjunction with the Services for Students with Disabilities, examine and assess the campus facilities for students with disabilities
4. Develop a policy on naming rooms, buildings and facilities considering contributions to the college.

A brief summary of each meeting appears below. The minutes of all meetings are attached, as are additional relevant documents.

**October 29, 2004 (Attachment A):**

- There has been an increase in the numbers of new faculty and staff members without an expansion of faculty and staff office space on campus. The committee will request more specific information about the current and new faculty space needs with respect to square footage space allocation in various buildings and departments, so that we can better evaluate the usage and availability of faculty/staff space on campus.
- In order to assist The Committee in determining what is necessary now and what will be needed in the future, Barbara Bookman, Coordinator of Services for Students with Disabilities, presented a report detailing the results of the Campus Accessibility Survey.
- The Committee voted to create a new subcommittee to review and report on the College Master Plan. Comments and suggestions will be requested from all members of the College community.
- The Committee needs to develop guidelines for QCC in regards to setting a policy on naming rooms, buildings and facilities. We will investigate if CUNY has an existing policy, and if not, the Committee will establish minimum requirements (financial or otherwise) that will determine if a room, building or other facility can be named after a person or organization.

**November 30, 2004 (Attachment B):**

- Barbara Bookman, Coordinator of Services for Students with Disabilities, reported back to the Committee with additional information regarding various difficulties negotiating the campus. Vice President Call made suggestions to resolve certain problems such as purchasing a Braille sign maker and installing electronic doors outside the offices for Students with Disabilities. Ms. Bookman will continue to report back to the Committee with any updates.

- A subcommittee was formed with the purpose of collecting information on creating a policy on naming rooms for contributors to the College and will research existing policies from other colleges, the role of the college president in this decision-making process and past policies (if any) at QCC.
- The Committee discussed the possibility of sharing underutilized classrooms across departments. It was noted that this could lead to security problems regarding the protection of classroom equipment.
- V.P. Diane Call stated that any new construction was so far off (perhaps as much as 10 years in the future), that a new master plan would need to be done (thus rendering the current one, and the summary of it, a wasted effort). Due to this, the charge of new subcommittee will need to be reevaluated.

### **March 16, 2005 (Attachment C):**

- A subcommittee had been formed at the previous meeting with the purpose of collecting information on creating a policy on naming rooms for contributors to the College. Dr. Deleri Springer will assume the responsibilities of this subcommittee and will perform the necessary research as noted above.
- In response to the issue of space needs, the Committee suggested that as a first step, each Department evaluate its own space needs. The second step would involve a joint meeting(s) of Chairpersons, Administrative heads, etc. to negotiate fair space assignment.
- Vice President Call asked the Committee to make as one of its priorities fire awareness and distributed fire code regulations.
- Vice President Call also asked the Committee to examine some of the recommendations listed in the Strategic Plan and suggested that future efforts be directed toward them, i.e., an exploration of the feasibility of incorporating a technical high school on campus; a survey on student satisfaction with facilities; parking; etc.
- Barbara Bookman distributed a report which described the campus from the perspective of a disabled student and thanked Vice President Call for the new electronic doors that were installed at the south entrance to the Science Building cafeteria. Even with its problems, Ms. Bookman stated that Queensborough is considered a leader in the area of providing services for students with disabilities.
- Prof. Jacobs distributed a report describing the conditions of the physical environment at the Student Union Building during registration and recommendations for much needed improvement (see attachment D).

### **May 23, 2005 (Attachment E):**

- Dr. Deleri Springer reported on her findings regarding the naming of campus buildings. CUNY Central already has naming guidelines in place. A complete list of these guidelines was distributed to the Committee. It was also noted that the naming decision-making process is governed by the Chancellor and the CUNY Board of Trustees, not the individual college presidents.
- Ms. Barbara Bookman, reported that Queensborough administration continues to be very responsive to the needs of students with disabilities and volunteered to continue attending future meetings of the Committee. She noted that both physical and virtual (technological) aspects of disability issues are being addressed, such as voice recognition and large text availability. In addition, all student labs are now ADA compliant.

- The current College Environment, Food Services and Bookstore Committee has been re-structured into two new Committees for 2005-2006:
  - Committee on Environment, Quality of Life and Disabilities Issues
  - Committee on Vendor Services

The two newly-formed committees will replace the current Committee. The new Committee on Environment, Quality of Life and Disabilities Issues will continue to pursue the any outstanding activities of the current Committee. Marilyn Katz, Secretary of the current Committee will transition to the new Committee. Georgina Colalillo and Mark Van Ells, members of the new Committee were also in attendance to assist in the transition.

- Outstanding business for was summarized in order to ease the transition to the new committee: Issues discussed included the current use of space (faculty offices) at the college, as well as safety issues such as the lifting of slate tiles in front of the Administration Building and dangerous driving in the parking lot.

The chairperson of the Committee, Dr. Jacobs, would like to especially thank Professor Marilyn Katz and Dr. Deleri Springer for their superb work throughout the years with research and reporting for the Environment Committee. Many thanks also go to V.P. Diane Call for her untiring efforts on behalf of the Committee.

## Attachment A

### Minutes of Meeting

October 29, 2004, 2-3:15pm  
Administration Building, Fifth floor Conference Room

### Committee on College Environment, Bookstore & Food Service

#### Queensborough Community College

#### Present:

Dr. Martin Jacobs (Student Affairs)	Chairperson, College Environment Committee
Dr. Deleri Springer (SS)	Member, College Environment Committee
Prof. Joseph Goldenberg (MT)	Member, College Environment Committee
Prof. Marilyn Katz (BU)	Member, College Environment Committee
Barbara Bookman	Coordinator, Services for Students with Disabilities
Don Raney	Campus Facilities Officer, Facilities Planning
Jean Wells (BI)	Academic Senate Committee Liason

#### Absent:

Prof. Norton Reid (MT)	Representative for the Academic Senate
Dr. Maryam Vulis (MA)	Member, College Environment Committee

#### **The meeting began at 2:00 p.m.**

The purpose of the meeting was to discuss the following agenda items:

- Current use of space (faculty offices) at the college
- Request for assessment of campus facilities for students with disabilities
- Subcommittee on the College Master Plan
- Policy on naming rooms, buildings and facilities considering contributions to the college

#### **Current use of space (faculty offices) at the college**

We are aware that there has been an increase in the numbers of new faculty and staff members without an expansion of faculty and staff office space on campus. The committee will ask V.P. Diane Call for more specific information about the current and new faculty space needs with respect to square footage space allocation in various buildings and departments, so that we can better evaluate the usage and availability of faculty/staff space on campus. If V.P. Call does not have this information, the Committee may have to gather that information ourselves. We also plan to investigate if CUNY uses any particular algorithm for space allocation.

#### **Request for assessment of campus facilities for students with disabilities**

Our Committee is charged with addressing the existing accessibility problems for students with disabilities, to determine what is necessary now and what will be needed in the future. Barbara Bookman, Coordinator of Services for Students with Disabilities, presented a report detailing the results of the Campus Accessibility Survey. Highlights of the report are as follows:

- Both technological and physical accessibility were surveyed.
- With the monies generated from the student technology fee and the CCIP, one ADA accessible workstations was obtained for each computer lab on campus.

- Funding for improvements in physical accessibility may be available from the City Council.
- Using a wheelchair on campus is problematic, partially due to the hilly nature of the campus.
- Other physical accessibility problems include extra-heavy entrance doors to academic buildings, non-working electronic doors, limited signage in Braille, limited or missing directions to ADA compliant walkways and restrooms, steep walkways, lack of accessible seating in all classrooms.

Barbara will provide further detailed information when she reports back to the Committee at the next meeting. In addition, plans to create a grid of the entire physical layout of the campus are expected to be available in March, 2005.

### **Subcommittee on the College Master Plan**

The Committee voted to create a new subcommittee to review and report on the College Master Plan. This subcommittee is in response to our charge from the Academic Senate to take such action. Comments and suggestions will be requested from all members of the College community. The following summarizes our plans:

#### Members:

- College Environment Committee Faculty --D. Springer (SS), chairperson; M. Katz (BU), J. Goldenberg (MT)
- Student -- M. Lora Jr.
- Finance and Administration – V.P. Diane Call
- Campus Planning -- Don Raney, Campus Faculties Officer
- Steering Committee -- Kathy Villani (BU)
- Faculty Member -- Craig Weber (MT)

#### Charge:

- Review and report on the College Master Plan. The review will involve examination by the subcommittee of the existing plans and comparison of those plans to the available models, blueprints and sketches.
- Formulate a report on the above findings and send that report to the Committee on College Environment.
- Involve all members of the College community and have them make comments and suggestions on the Master Plan so that they may contribute to the preparation of a final report that will be presented to the Academic Senate.

#### Related topics that were discussed:

- The current parking crisis and the possibilities of building a multi-level parking lot on campus.
- Improvements identified in the College Master Plan will not be implemented in the near future, but will benefit future generations of the College community.
- The Committee will need to determine if any existing priorities have already been established in regards to the environment of the College.
- Other student/faculty surveys have been administered in the recent years. Dee Springer will ask Phil Pecorino for information regarding results from those surveys.

**Policy on naming rooms, buildings and facilities considering contributions to the college**

The Committee needs to develop guidelines for QCC in regards to setting a policy on naming rooms, buildings and facilities. We will investigate if CUNY has an existing policy, and if not, the Committee will establish minimum requirements (financial or otherwise) that will determine if a room, building or other facility can be named after a person or organization. After developing a policy we will make a recommendation to the Academic Senate so that the policy may be voted on.

The next meeting is scheduled for Tuesday, November 30, 2004 at 12:30 pm.

The meeting was adjourned at 3:15 p.m.

Respectfully submitted,

*Marilyn Katz*

Computer Information Systems Lecturer, Business Department

Member, College Committee on Environment, Bookstore & Food Service

## Attachment B

### Queensborough Community College

### Committee On College Environment, Bookstore & Food Service

#### Minutes of Meeting

November 30, 2004, 2-4 pm  
Administration Building, Fifth floor Conference Room A-504

#### Present:

Dr. Diane Call	Vice President, Finance and Administration
Dr. Martin Jacobs (Student Affairs)	Chairperson, College Environment Committee
Prof. Marilyn Katz (BU)	Secretary, College Environment Committee
Dr. Deleri Springer (SS)	Member, College Environment Committee
Prof. Joseph Goldenberg (MT)	Member, College Environment Committee
Dr. Maryam Vulis (MA)	Member, College Environment Committee
Ms. Barbara Bookman	Coordinator, Services for Students with Disabilities
Mr. Don Raney	Campus Facilities Officer, Facilities Planning

#### Absent:

Prof. Norton Reid (MT)	Representative for the Academic Senate
Ms. Jean Wells (BI)	Academic Senate Committee Liaison

The meeting began at 2:00 p.m.

Agenda items (see attached) were discussed as follows:

#### **1. Update on the assessment of campus facilities for Students with Disabilities:**

Barbara Bookman, Coordinator of Services for Students with Disabilities, reported back to the Committee with the following additional information:

- After walking through each building, more physical accessibility problems became obvious.
- There is no Braille signage on restrooms or in hallways, there is no physical accessibility in restrooms, there are no audible beeps in elevators to guide blind students. The Office for Students with Disabilities in the Science building has no electric doors; red emergency phones do not have Braille. These are major problems but can be easily remedied.
- Architecturally, the buildings have narrow doorways; it is very difficult to access Health Services offices. On the second floor where the Medical Arts/Science buildings are connected, a door (non-electronic) exists, making it problematic to pass from one building to the other. An electronic door needs to replace the existing door. These problems are more complex and no short-term solutions are currently available.
- It is generally very difficult to negotiate the campus. An updated feasibility study is needed.

- Vice President Call suggested the following:
  - Purchase a Braille sign maker to resolve the signage problems.
  - Install electronic doors outside the offices for Students with Disabilities.
  - Develop a plan to resolve the more complex problems as quickly as possible.

Ms. Bookman will continue to report back to the Committee with any updates.

**2. Update on policy on naming rooms, buildings and facilities considering contributions to the college:**

A subcommittee was formed with the purpose of collecting information on creating a policy on naming rooms for contributors to the College. The subcommittee members are:

- Laura Kotkin, Director of Development and Alumni Relations
- Prof. Joseph Goldenberg (MT), Member, College Environment Committee
- Dr. Maryam Vulis (MA), Member, College Environment Committee

The subcommittee will research the following areas:

- Existing policies from other colleges (CUNY, SUNY and private campuses)
- The role of the college president in this decision-making process
- Past policies (if any) at QCC
- Known controversies regarding this process

The subcommittee will report back to the Committee at its next meeting with its findings.

The Committee can then report back to the College with a plan for a new QCC policy on naming rooms.

**3. Update on current use of space (faculty offices) at the college:**

The Committee discussed the possibility of sharing underutilized classrooms across departments. It was noted that many classrooms contain sensitive equipment. This could lead to security problems regarding the protection of this equipment.

**4. New subcommittee on the College Master Plan:**

Concerning the charge of the new subcommittee, which was to assess the current master plan, V.P. Diane Call stated that any new construction was so far off (perhaps as much as 10 years in the future), that a new master plan would need to be done (thus rendering the current one, and the summary of it, a wasted effort). Any faculty input regarding the new building that we might gather would likewise be obsolete by the time any construction was imminent. Due to this, the charge of new subcommittee will need to be reevaluated.

The next meeting is scheduled for February 16, at 12:30.

The meeting was adjourned at 4 p.m.

Respectfully submitted,

*Marilyn Katz*  
Secretary, College Environment Committee

## Attachment C

### Queensborough Community College

#### Committee On College Environment, Bookstore & Food Service

##### Minutes of Meeting

March 16, 2005, 12:30-2:00 pm  
Library Building, Conference Room L-428

##### Present:

Dr. Diane Call	Vice President, Finance and Administration
Dr. Martin Jacobs (Student Affairs)	Chairperson, College Environment Committee
Prof. Marilyn Katz (BU)	Secretary, College Environment Committee
Dr. Deleri Springer (SS)	Member, College Environment Committee
Prof. Joseph Goldenberg (MT)	Member, College Environment Committee
Ms. Barbara Bookman	Coordinator, Services for Students with Disabilities

##### Absent:

Prof. Norton Reid (MT)	Representative for the Academic Senate
Ms. Jean Wells (BI)	Academic Senate Committee Liaison
Dr. Maryam Vulis (MA)	Member, College Environment Committee

The meeting began at 12:30 p.m.

The following items were discussed:

#### **1. Policy on naming rooms, buildings and facilities considering contributions to the college:**

A subcommittee had been formed at the previous meeting with the purpose of collecting information on creating a policy on naming rooms for contributors to the College. Dr. Deleri Springer will assume the responsibilities of this subcommittee and will research the following areas:

- Existing policies from other colleges (CUNY, SUNY and private campuses)
- The role of the college president in this decision-making process
- Past policies (if any) at QCC
- Known controversies regarding this process

#### **2. Current use of space (faculty offices) at the college:**

In response to the ever increasing problem of space needs, the Committee suggested that as a first step, each Department evaluate its own classroom, office, laboratory, etc. needs. The second step would involve a joint meeting(s) of Chairpersons, Administrative heads, etc. to negotiate fair space assignment.

**3. Designation of the new “Technology Building”:**

In response to Prof. Springer’s question about why the proposed new building has already been designated as the “Tech Building”, Vice President Call explained that, in fact, nothing has been decided. The new “instructional building” got the name “Tech Building” only because it will be replacing the current Technology Building. Nevertheless, the Chairpersons of the technology departments have started to research what would be needed for new technology labs as, with the demolition of their current structure, new labs would have to be placed somewhere.

**4. Fire Safety Awareness:**

Vice President Call asked the Committee to make as one of its priorities fire awareness. She distributed fire code regulations (see attached) and stressed that ignorance and/or disobedience of them can be disastrous. Faculty, staff and students must be made aware that the number of individuals allowed in any one area was not arbitrarily assigned but was arrived at after considering several other not so apparent factors such as adjacent areas which may be in use concurrently, number of exits, etc.

**5. College Master Plan:**

In addition to educating the Queensborough community about fire regulations, Vice President Call asked the Committee to examine some of the recommendations listed in the Strategic Plan and suggested that future efforts be directed toward them i.e., an exploration of the feasibility of incorporating a technical high school on campus; a survey on student satisfaction with facilities; parking; etc. She will send to each Committee member the relevant portions of the Strategic Plan.

**6. Assessment of campus facilities for Students with Disabilities:**

Before distributing a report which described the campus from the perspective of a disabled student (see attached), Ms. Bookman thanked Vice President Call for the new electronic doors that were installed at the south entrance to the Science Building cafeteria. Ms. Bookman then described several trouble spots and offered suggestions for their improvement. Vice President Call responded by explaining that some of the recommendations are not as readily implemented as a first analysis might indicate. Others, however, seem more easily realizable and include more signage, one free standing desk and chair in every classroom, a door bell at Health Services, etc. The plans to construct a ramp between the Administration and Library buildings have been approved and are awaiting funding. Even with its problems, Ms. Bookman stated that Queensborough is considered a leader in this area and, in many ways, is ahead of other institutions.

**6. Campus environment during registration periods:**

Prof. Jacobs distributed a report describing the conditions of the physical environment at the Student Union Building during registration and recommendations for much needed improvement (see attachment D).

The meeting was adjourned at 1:55 p.m.

The next meeting will be on Wednesday, May 25 at 11:00 AM in L-428.

Respectfully submitted,

*Marilyn Katz*

Secretary, College Environment Committee

## **Attachment D**

### **RE: The physical environment at registration at the Student Union, during January 2005**

Needless to say, the physical environment for the registration at the Student Union was terrible. This occurred over most of the period of January 2005. The temperature in the Student Union Building could not properly be regulated. It was ice cold in some spots and actually hot in others. All personnel who worked were hunched over in heavy winter coats for hours at a time, some people spending up to 7-8 hours/ day while being chilled to the bone. (Another hazard included wires strung along the floor).

Appeals over a four week period to correct the problem resulted in no appreciable change. Not only were there complaints from the faculty but from students as well. This type of environment clearly sends the wrong message to returning or new students. It may be that the building is simply not suitable for all of registration because of its physical characteristics. If this is the case, other accommodations need to be made. It has resulted in upper respiratory illness in a least two faculty members who were on duty during the weeks of registration.

### **RECOMMENDATION:**

The following is strongly recommended by the Committee on the Environment, Food Services & Bookstore:

- Freezing conditions and problems of health & safety were encountered in the Student Union in the winter (and during the summer registration with inadequate ventilation and air conditioning).
- If the building is to be used for a prolonged period of time for registration, the facility should be adequately heated, properly lighted (especially for detailed desk work), properly ventilated / air conditioned, and safe for all with respect to wiring on the floor.
- These health and environmental standards should be regularly maintained.
- If they cannot be adequately and regularly maintained, then alternative plans as well as alternative locations (other buildings) must be provided as a backup.

## Attachment E

### **Queensborough Community College Committee On College Environment, Bookstore & Food Service**

#### Minutes of Meeting

May 23, 2005, 11:00-1:00 pm  
Library Building, Conference Room L-428

#### Present:

Dr. Martin Jacobs (Student Affairs)	Chairperson, College Environment Committee
Prof. Marilyn Katz (BU)	Secretary, College Environment Committee
Dr. Deleri Springer (SS)	Member, College Environment Committee
Dr. Maryam Vulis (MA)	Member, College Environment Committee
Ms. Barbara Bookman	Coordinator, Services for Students with Disabilities
Georgina Colalillo (NU)	Member, Environment, Quality of Life and Disabilities Issues Committee (new committee)
Mark Van Ells (HI)	Member, Environment, Quality of Life and Disabilities Issues Committee (new committee)

#### Absent:

Prof. Norton Reid (MT)	Representative for the Academic Senate
Prof. Joseph Goldenberg (MT)	Member, College Environment Committee
Ms. Jean Wells (BI)	Academic Senate Committee Liaison

The meeting began at 11:00 a.m.

The following items were discussed:

#### **1. Update from the Subcommittee on Naming Rooms, Buildings and Facilities considering contributions to the college:**

Dr. Deleri Springer, chairperson of the subcommittee, has researched this matter and has determined the following:

- Mr. Carlos Flynn at CUNY Central is in charge of the naming guidelines already in place. Some examples of naming level guidelines as stated in the CUNY Campaign Guidebook are that a minimum contribution of \$10 million dollars is recommended for the permanent naming of a school and a minimum contribution of 15-25% of the total cost is recommended for naming of a building. A complete list of these guidelines was distributed to the Committee.
- These guidelines were developed using input from a college fund-raising/public relations organization, CASE (Council for Advancement and Support of Education).
- The naming decision-making process is governed by the Chancellor and the CUNY Board of Trustees, not the individual college presidents.

#### **2. Update on the Assessment of campus facilities for Students with Disabilities:**

Ms. Barbara Bookman, Coordinator, Services for Students with Disabilities, reported that Queensborough administration continues to be very responsive to the needs of students with disabilities and volunteered to continue attending future meetings of the Committee. She noted the following items:

- Both physical and virtual (technological) aspects of disability issues are being addressed, such as voice recognition and large text availability.
- Based on prior recommendations, all student labs are now ADA compliant, having at least one computer station with a higher table, large screen monitor, large scale keyboard and mouse, and all classrooms now have at least one seat which includes a separate desk and chair, in order to accommodate wheelchair-bound students.
- The Office of Students with Disabilities, room S132, which was previously inaccessible, has now been modified.

### **3. Final Meeting and Reorganization of College Environment Committee:**

The current College Environment, Food Services and Bookstore Committee has been re-structured into two new Committees for 2005-2006:

- Committee on Environment, Quality of Life and Disabilities Issues
- Committee on Vendor Services

The two newly-formed committees will replace the current Committee. The new Committee on Environment, Quality of Life and Disabilities Issues will continue to pursue the any outstanding activities of the current Committee. Marilyn Katz, Secretary of the current Committee will transition to the new Committee. Georgina Colalillo and Mark Van Ells, members of the new Committee were also in attendance to assist in the transition.

### **4. Summary of Outstanding Business for Transition to the New Committee:**

- **Current use of space (faculty offices) at the college:**

In past discussions, the Committee suggested that each Department evaluate its own classroom, faculty office and laboratory needs. Although technically, all rooms belong to the College, not each individual department, the Committee determined that it would be unrealistic for the Committee to dictate the allocation of space at the College. After each Department evaluates their individual space needs, a joint meeting(s) of Chairpersons, Administrative heads, etc. could be conducted to negotiate fair space assignment.

- **Safety Issues:**

- a. Slate tiles in front of the Administration Building are lifting, causing a hazardous condition for those walking in and out of that building, particularly disabled students, many of whom wait there for transportation. Buildings and Grounds should be e-mailed, with a copy to Vice President Diane Call, to advise them of the situation.
- b. Parking is still an issue. In addition to the known shortage of parking spaces, problems with speeding and dangerous driving have been noted. The suggestion was made to install speed bumps in the hopes of preventing future accidents and potential lawsuits. Joseph Cunningham should be notified.

The meeting was adjourned at 12:15 p.m.

The first meeting of the new Committee will be on Tuesday, June 7 at 1:15 PM, location to be announced.

Respectfully submitted,

*Marilyn Katz*

Secretary, College Environment Committee