

Faculty Executive Committee Meeting
August 24, 2021
3- 5:00 pm M-403 and ZOOM FEC meeting
[F.E.C. ZOOM meeting URL](#)

Meeting ID: 889 8256 6322 Passcode: 844912

Agenda

1. Approval of Agenda -
2. Approval of Minutes – **5-25-21---Edmund Clingan (see pdf attached)**
3. Treasurer’s Report: Faculty Account –**Julia Rothenberg**
4. Faculty Website: Status Report –**Marvin Gayle**
5. Chairperson’s Report – **Phil Pecorino**
 - Monthly conversation with President Mangino
 - FAAB Representative- replacing Margo???
 - RT Support for FEC members
 - Amendments to Gov Plan and Faculty Bylaws finalized incorporating latest from President Mangino
 - Need for change in bank account owners in Fall 2021
 - Change in Election Officer-**Beth Counihan**
 - FEC workload and Request for Support
6. **QCC FACULTY GOVERNANCE LEADERS EVENTS: TENTATIVE CALENDAR 2021-2022**
7. FEC Statements for discussion and possible approval
 - a.) Opening of Fall 2021 semester, timing and mandates for vaccinations and mask wearing
 - b.) Opening of Fall 2021 semester and faculty rights for changing instructional designs and modalities
 - c.) Guidance for all faculty regarding managing classes and students in Fall 2021 during a pandemic(see below/attached)
8. Discussion Items
 - Celebration of Service 20-30-40-50 years-what is current status
 - Memo to the ARC requesting reports annually-if no response as yet then it should be sent to all ARC members simply asking for a report on the level of activity and if there are any problems they wish to have addressed
 - Chance of Faculty meeting in M-136 Fall 2021-**Pete Mauro** Our dates for our QCC Faculty meetings have been set as the President has agreed to them. They are: QCC General Faculty Meeting in Med Arts 136 noon -2pm - October 27 and March 30th **POSSIBLE TOPICS: ???**
9. Old Business:
 - Guide for ARC on Due Process- **Ted Rosen** progress on this and has it been sent to the ARC and posted on the ARC website?
 - UPDATE by **Ted Rosen**---on Process for handling complaints about faculty conduct to be discussed with CUNY Legal Affairs as to indemnification of FEC members and other matters.
10. New Business

QCC FACULTY GOVERNANCE LEADERS EVENTS: TENTATIVE CALENDAR 2021-2022

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
Fourth 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 24					Aug 31		
September 28 w/ President	September 14	Sept 21 EC		September 14		Sept 22	FAAB Sept 10 ITSt Sept 15 FGL Sept 24 UFS Sept 28
Oct 26	Oct 12	Oct 19 EC ?? Chapter mtg	Oct 27	Oct 12	Oct 5	Oct 13	ITSt Oct 20 UFS Oct 26
Nov 23	Nov 9	Nov 16 EC Nov 20 ??Chapter		Nov 9	Nov 2	Nov 17	FAAB Nov 8 ITSt 17
Dec 28	Dec 14	Dec 21 EC		Dec 14	Dec 7	Dec 15	UFS Dec 7 FGL Dec 10 ITSt Dec 15
Jan 25							ITSt Jan 19
Feb 22 w/ President	Feb 8	Feb 15 EC Feb ?? Chapter		Feb 8	Feb 1		ITSt Feb 16 FAAB Feb 18 FGL Feb 18 UFS Feb 22
Mar 22	Mar 8	Mar 15 EC	Mar 30	Mar 8	Mar 1		ITSt Mar 16 UFS Mar 29
Apr 26	Apr 12	Apr 19 EC ?? chapter		Apr 12	Apr 5		ITSt Apr 20 FAAB Feb 18 FGL Apr 29
May 24	May 10	May 17 EC		May 10	May 3		UFS May 10 ITSt May 18
							ITSt June 15

SUMMARY OF INDIVIDUAL RESPONSIBILITIES FOR MEMBERS OF THE FEC

FACULTY EXECUTIVE COMMITTEE CHAIRPERSON

ARRANGED ACCORDING TO SEVERAL OF THE "INDICATORS OF SOUND GOVERNANCE"

BASIC RESPONSIBILITIES OF FEC CHAIRPERSON

1. APPROPRIATE BOUNDARIES:

THE FACULTY DOES HAVE PRIMARY RESPONSIBILITY FOR ITS AREAS, AND THE ADMINISTRATION FOR ITS AREAS

- . Serve as a Governance resource for the faculty
- . Meet with the College President as needed concerning fulfillment of bylaws charges and specific charges for the academic year
- . Meet with members of the College Administration as needed concerning fulfillment of bylaws charges and specific charges for the academic year
- . Meet with Academic Senate Steering Committee as needed concerning fulfillment of bylaws charges and specific charges for the academic year
- . Conduct two annual meetings of the Faculty
- . Mentor junior faculty in College and University Governance
- . Encourage junior faculty participation in leadership positions that will strengthen the future faculty leadership of the College in their roles to work effectively and collaboratively with administration to attain the College's mission and goals.
- . Correspond with the University Faculty Senate on Academic matters
- . Correspond with the University Faculty Senate on UFS Delegation matters
- . Communicate with and meet with the CUNY Faculty Governance Leaders
- . Encourage student participation in governance, meet with Student Government Officers

2. COMMUNICATION CHANNELS:

FORMAL COMMUNICATION CHANNELS EXIST BETWEEN THE FACULTY AND ADMINISTRATION

- . Schedule FEC meetings with the President, Administration and Faculty Leaders
- . Provide appropriate reports and materials in need of consideration for the Faculty Meetings and Referenda
- . Represent the Faculty and Meet with College leaders on the College Advisory Planning Committee
- . Respond to all correspondence from faculty, students and administration

3. INFLUENCE: FACULTY HAS REAL INFLUENCE ON THE OUTCOME OF DECISIONS

- . Report and follow-up on all recommendations made by the Academic Senate and its Standing Committees as far as faculty concerns and responsibilities
- . Report and follow-up on all recommendations in the College Strategic Plans, Middle States Self-studies and Periodic reviews
- . Work with the Office of Institutional Records, Planning, Research and Assessment and the Office of Academic Affairs in the ongoing process of College-wide assessment and data analysis

4. REPRESENTATIVENESS:

THE BODIES THAT ARE SUPPOSED TO REPRESENT THE FACULTY DO REFLECT THE FACULTY AT LARGE

- . Meet with Academic Senate Steering Committee on College and University Academic matters
- . Attend and participate in University Governance Meetings:
 - Council of Faculty Governance Leaders
 - University Faculty Senate (UFS) – typically senate chair people are senators with voting rights
 - Participate in UFS committee work
 - Read all University documents and report to the College Academic Senate as needed
- . Attend and participate in College Governance Meetings
 - Academic Senate Meetings

- Faculty Meetings
- FEC Meetings
- FEC Meetings with the President
- Attend Faculty Leadership Meetings
 - College Advisory Planning Committee Meetings (CAPC)
 - Strategic Plan Open College Hearings

5. ADDITIONAL ACTIVITIES

- Work with the Academic Senate to organize College governance conferences
- Prepare Reports:
 - a. Tracking Report on Previous Actions of the FEC
 - b. Service on the Special Committee on General Education Learning Outcomes
 - c. Prepare a Guide to the FEC its constitution and operations

SPECIFIC RESPONSIBILITIES OF FEC CHAIRPERSON

1. ATTEND MEETINGS

- Faculty meetings minimum 2/year
- Faculty Executive Committee Meetings 10/year
- Faculty Governance Leader meetings at CUNY UFS 4/year—Friday Mornings at CUNY Central
- QCC Academic Senate -9/year
- College Advisory Planning Committee (CAPC) Meetings-5/year
- QCC College Fund Board 6/year
- Meetings called by the President
- QCC 20 year Celebration
- New Faculty Welcome
- New Faculty Orientation
- Newly Tenured Faculty recognition
- Participate in the Graduation Ceremonies

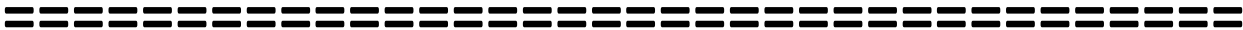
2. ACTIVITIES

- Set calendar for meetings
- Agenda for meetings
- Add minutes and treasurer reports
- End of Semester reports to faculty
- See that these are on the website
- Attend New Faculty Orientation
- Participate in New Faculty Institute
- Update Department email lists adding new faculty and removing the departed
- Present at Workshop on Opportunities for Service at the College
- Serve on Academic Senate Budget Advisory Committee (likely chair) or appoint a FEC representative
- Conduct faculty surveys in fulfilment of bylaws charge to FEC

3. COMMUNICATIONS

- Send welcome message to all faculty each Fall
- Send welcome message to new faculty each Fall
- Send thank you to faculty who have fully retired each Fall
- Send out the FACULTY ADVISORY emails
- Monitor and Report on CUNY report on Personnel Actions

- Disseminate notice of UFS Blog Posts
- Forward UFS Communications to all faculty
- Post Elections: run ZOOM meeting for faculty to witness results of the balloting
- Post Elections: report the results to the College President
- 4. **FACULTY MEETING**
 - Set time and place
 - See that arrangements are made
 - Invite guests/speakers
 - Set the agenda
 - Send thank you to participants
 - See that the notes are on the website
- 5. **MEETINGS as needed** -- people ask for the meetings but mostly FEC Chair requests
 - With President- 2 to 5 /year
 - With Provost - 3-6 /year
 - With Vice Presidents-2-4/year
 - With SGA president 2-4/year
 - With chair of CODC- 1-2/year
 - With Academic Senate Steering Committee chair- regularly
- 6. **MEETINGS as needed** --non-FEC request meetings
 - With faculty who have issues, questions 10-20/year



FACULTY EXECUTIVE COMMITTEE SECRETARY

RESPONSIBILITIES

1. **ATTEND MEETINGS**
 - Faculty Meetings
 - Faculty Executive Committee Meetings
 - College Advisory Planning Committee (CAPC) Meetings
 - Academic Freedom Committee member meetings
 - Meetings called by the President
2. **MINUTES AGENDA AND NOTES**
 - Keep the agenda and minutes of FEC meetings
 - Keep the minutes/notes of QCC Faculty Meetings
3. **CORRESPONDENCE**
 - Send acknowledgments of service to Faculty Governance Leaders
 - Send welcome to new faculty
 - Send thank you for your service to faculty leaving QCC
 - Post Elections: Prepare and send notice of gratitude to faculty leaving their positions for serving
 - Post Elections: Prepare and send notice of results of elections to the winners



FACULTY EXECUTIVE COMMITTEE ELECTIONS OFFICER

RESPONSIBILITIES

1. ATTEND MEETINGS

- Faculty Meetings
- Faculty Executive Committee Meetings
- College Advisory Planning Committee (CAPC) Meetings
- Academic Freedom Committee member meetings
- Meetings called by the President

2. ELECTIONS

Conduct any elections and referenda including:

- Changes to Governance Plan
- Changes to QCC Faculty Bylaws
- Elections of:
 1. FEC Chair
 2. FEC Members
 3. CLT for College P&B
 4. QCC UFS Representatives
 5. Academic Review Committee Members
 6. Academic Freedom Committee Members
 7. Panelists for the QCC Student Association
 8. Panelists for the QCC Student Fund
 9. Annual Election of 2 faculty to Student Appeals Committee on Complaints about Faculty
- Obtain list of electorates
- Prepare and send call for nominees and elections for the academic year (in Spring) with descriptions of positions and duties and terms of service
- Prepare online Program for nominations
- Prepare and send reminders concerning the nominations and monitor progress of nominations
- Prepare and send out results of nominations
- Prepare program for online voting with reminders
- Prepare and send notice of start of elections and candidates to the Faculty
- Prepare and send notice of start of elections and candidates to the FEC Chairperson
- Prepare and send notice of results of elections to the FEC Chairperson
- Prepare and send notice of results of elections to the Faculty
- Prepare to retrieve the election results in a place and manner to be observed by any and all faculty who so desire
- attend ZOOM meeting and will report results to all who attend
- report results to all Faculty by email.



FACULTY EXECUTIVE COMMITTEE TREASURER

RESPONSIBILITIES

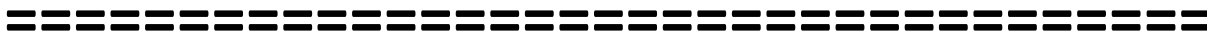
1. ATTEND MEETINGS

- Faculty Meetings
- Faculty Executive Committee Meetings

- College Advisory Planning Committee (CAPC) Meetings
- Academic Freedom Committee member meetings
- Meetings called by the President

2. OTHER DUTIES

- Keep the banking records
- Pay bills related to FEC expenses for food, website, surveys, elections
- Send Donation to QCC FUND for Partners for Progress Ad
- Keep record of all dues payers
- Send request for dues to be paid
- Send reminder to those who have not paid
- Maintain bank records and balances in both checking and money market accounts
- Make transfers between accounts as necessary
- Deposit dues that come in by check
- Set up and monitor Venmo or other direct pay account



FACULTY EXECUTIVE COMMITTEE WEBMASTER

RESPONSIBILITIES

1. ATTEND MEETINGS

- Faculty Meetings
- Faculty Executive Committee Meetings
- College Advisory Planning Committee (CAPC) Meetings
- Academic Freedom Committee member meetings
- Meetings called by the President

2. OTHER DUTIES

- Keep FEC website up to date:
- FEC agenda,
- FEC minutes,
- semester reports,
- QCC faculty meeting agenda
- QCC faculty meeting notes
- FEC Special Reports



FACULTY EXECUTIVE COMMITTEE EVENTS MANAGER

RESPONSIBILITIES

1. ATTEND MEETINGS

- Faculty Meetings
- Faculty Executive Committee Meetings
- College Advisory Planning Committee (CAPC) Meetings
- Academic Freedom Committee member meetings
- Meetings called by the President

2. OTHER DUTIES

1. Reserve a meeting room for the FEC meetings for the entire academic year
2. Reserve a space for the faculty meetings each semester as early as possible and place onto calendar
3. For faculty meetings:
 - Food ordered from vendor
 - Check prepared for vendor bill from FEC treasurer
 - Food ordered from local food supplier
 - Table cloths, plastic utensils, napkins, serving spoons
 - 6 Tables in the well
 - 30 Folding Chairs in the well
 - AV in room M-136
 - 5 Chairs in M-136 with 1 long table
 - Room just off the well for faculty to sit in and have their lunch
4. Make all reservations and arrangements for any other special meetings of faculty or FEC



**FACULTY EXECUTIVE COMMITTEE PARLIAMENTARIAN
RESPONSIBILITIES**

1. ATTEND MEETINGS

- Faculty Meetings
- Faculty Executive Committee Meetings
- College Advisory Planning Committee (CAPC) Meetings
- Academic Freedom Committee member meetings
- Meetings called by the President

2. RESPOND TO REQUESTS FROM THE FEC, FACULTY, ACADEMIC DEPARTMENTS OF QCC CONCERNING THE GOVERNANCE PLAN AND BYLAWS.

3. PREPARE AMENDMENTS TO THE COLLEGE GOVERNANCE PLAN AND FACULTY BYLAWS

4. EDUCATE THE FACULTY BY PROVIDING:

- A. description of the processes for election to faculty committees or department chairs and P&B members or recall of faculty.
- B. description of how matters are to be handled consistent with the Governance Plan and Faculty Bylaws

QCC GOVERNANCE PLAN ARTICLE 2 D. POWERS OF THE FACULTY

1. The faculty shall be responsible for the academic status, role, rights, obligations, and freedoms of the faculty, and such other matters that may affect the welfare of the faculty consistent with this document. The faculty through its Executive Committee may address communications to the Board of Trustees by the President in some document whether it be a Chancellor's Report or some other report in which the vote must be recorded.

QCC FACULTY BYLAWS Article II POWERS AND FUNCTIONS

- 2.1 The Faculty of Queensborough Community College shall exercise the functions of a Faculty as defined by the Bylaws of the Board of Trustees of the City University of New York and all other functions customary and proper for a college faculty.
- 2.2 The Faculty Executive Committee of Queensborough Community College shall be the principal agency of the Faculty in carrying out its Bylaw responsibilities. Any requests for clarifications of meaning and interpretations are to be directed to the Faculty Executive Committee who are the interpreters of its meaning at the College.
- 2.3 The Faculty of Queensborough Community College shall have the power to reverse the actions of the Academic Senate pursuant to the Governance Plan.

Article VI POWERS OF THE FACULTY 6.1 The Faculty shall be responsible for the academic status, role, rights, obligations, and freedoms of the Faculty, and such other matters that may affect the welfare of the Faculty consistent with this document. The Faculty through its Faculty Executive Committee may address communications to the Board of Trustees.

6.5 The Faculty through its Faculty Executive Committee shall have access to all relevant information as it deems necessary for the fulfillment of its responsibilities.

FACULTY ADVISORY Classroom Management during Pandemic Fall 2021

Colleagues:

Here is some information we hope will prove useful. Basic information on returning to campus is on the website at: [QCC Corona Virus information page](#)

See also links from the website below.

We believe it better if faculty are more or less on the same page with regard to some basic questions and situations.

Faculty are not responsible to enforce any CUNY or QCC mandates regarding pandemic precautions.

Faculty are not required to monitor how students are complying with CUNY or QCC mandates regarding pandemic precautions.

Unless specific situations require it, as in Nursing clinics, faculty are encouraged not to inquire of students about whether vaccinated or not or whether infected or not. They are not required to answer such inquiries.

Faculty are encouraged not to ask questions of their students about their medical condition. They are not required to answer such inquiries.

Faculty should please be familiar with the information presented here <https://www.cuny.edu/coronavirus/faqs/#exc-1>

How do faculty answer the question: Professor, if I and my classmates are vaccinated why do we need to wear masks?

We are training students to do critical thinking and look for reasons behind things claimed. So we might expect this question to arise from some of our students and even from colleagues and ourselves. So what do we answer?

Here is one possibility you might consider:

“ We know that so many are vaccinated but it is also true that some are not and that it might be that some have claimed to be vaccinated but are not vaccinated. We also know that some on campus are not vaccinated and so to provide for a greater amount of safety for all it is better that all persons on campus wear masks. We also know that even the vaccinated may carry an active viral load for some short period of time that could infect others. We know that even those vaccinated may become infected with a variant and may suffer symptoms of such. Wearing a mask protects both those who wear them and others around them.”

If you have a better or additional replies please let us know or directly inform faculty of such.

If faculty are to encourage student compliance with whatever the mandates might be during the Fall 2021 semester what might be appropriate measures for doing such?

Faculty might ask politely for compliance.

Faculty might inform students that those who do not comply will be reported to the Dean of Students (ext#718-631-6314 TRussell@qcc.cuny.edu)

Now we know that all faculty are required to maintain an environment that is conducive to teaching and learning. Faculty must not allow disruptions of instruction.

What do faculty do if some students are not in compliance and that disrupts the classroom?

If class is being disrupted due to a situation in which some students are not in compliance with the requirements for safe distancing or wearing face coverings and refuse to requests of faculty to comply, then faculty should notify Public Safety/Security who will respond and address and remedy the situation so class may resume.

- **Incidents/Safety concerns on-campus** contact the QCC Office of Public Safety, by picking up one of the red phones on campus, or calling (718) 631-6320. You can also complete a report in person by visiting their office located in the Library Bldg. 3rd Floor (near the flag pole).

If class is being so disrupted and faculty have notified Public Safety/Security (ext:no. 6320) of the situation in which students are not in compliance with the requirements for safe distancing or wearing face coverings and it takes more than 20 minutes for security to appear faculty may suspend class and dismiss students. Faculty should inform their department chairpersons of such termination of class sessions and the cause of such. Should the situation repeat in a subsequent class meeting the same procedure should be followed and a report made to the Dean of Students if particular students are identified as the cause of the disruption. **Ms. Tikola Russell** Dean of Students Office: 718-631-6314 Fax: 718-631-6352

The College at this time will not make Public Safety Officers available at the start of a class to monitor adherence to the mask rules or to observe anyone previously reported for disturbing the class in some way related to mask wearing.

- [Student Conduct Behavioral Reporting Form](#)

-The **Behavior Intervention Team (BIT)** is a collaborative group with the mission of: (A) Coordinating a systematic response to students whose behavior is disruptive to themselves or the environment or students exhibiting threatening, homicidal and suicidal behaviors. (B) Supporting student success via educational, rather than punitive means. (C) Encouraging a culture of reporting. [Submit a BIT report](#)

Students who wish to leave class due to unmasked students being present have that right and should not be stopped.

What would be best practices, if any, for faculty to encourage student compliance with Covid-19 measures?

Try moral suasion and repeated polite exhortations.

Will the College accept faculty imposing academic penalties on students who do not comply and have such in their syllabi?

Faculty might consider imposing academic penalties on students who do not comply but only if they have such notice of this requirement and consequences for non-compliance placed into their syllabi.

What do faculty do if students are uncomfortable with or disturbed by classroom conditions?

They may allow students who are so disturbed to withdraw from the class session or course or to attend online only or provide alternate instruction for such students but should inform their chairperson of any such change in instructional modalities.

Information from : [QCC Corona Virus Information Page](#)

[Getting Back to Working in Person and Learning on Campus](#) – [Frequently Asked Questions](#)

[Guidance Update:](#) *CUNY is Closely Monitoring Developments Related To The Coronavirus (COVID-19). Last Updated July 2021.*

COVID-19 vaccines will be required for CUNY students to attend in-person classes for Fall 2021. [Learn more here.](#)

Faculty & Staff Procedures

Per the Chancellor's July 26 [memo](#), effective August 16, any individual entering the Queensborough campus will need to be fully vaccinated (two weeks beyond the last vaccination shot) or be tested for COVID-19 every 7 days. Outlined below are the steps that every employee must complete before returning to work.

Procedure for Faculty & Staff

Return to Work Protocol for vaccinated individuals who wish to disclose their vaccine information:

1. Submit proof of vaccination vi CUNYFirst by Friday, August 6, or at least 10 days prior to your first visit to campus ([Instructions](#)).
2. Allow the Office of Human Resources time to verify and approve your submission.
3. Upon verification, you will receive an e-notification and your CUNY VaxPass. At that time, your VaxPass will automatically be loaded onto your Queensborough ID (TigerCard). You are required to show your physical or mobile Queensborough ID (TigerCard) to gain entry to campus (See ACCESSING CAMPUS).
 - o If you do not already have a Queensborough ID (TigerCard), please download the [QCC Connect Mobile App](#) to access your mobile card.

NOTE: Your Queensborough ID (TigerCard) provides fast, easy access to campus, and is preferred at all checkpoints. Your VaxPass, however, is an acceptable alternative to your TigerCard.

For additional information, please refer to the complete [Faculty & Staff Guide to Vaccination Verification](#). If you require technical support, please contact the Helpdesk at (718) 631-6348 or Helpdesk@qcc.cuny.edu.