

**Faculty Executive Committee Meeting**  
**May 30, 2017**  
**2-4pm in Oakland Dining Room**  
**Notes**

**Members Present:** Philip Pecorino (Chair), Edmund Clingan, Margot Edlin, Ted Rosen, Alicia Sinclair and Cheryl Spencer

**Absent:** Marvin Gayle

The Chair called the meeting to order at 2:05 pm.

1. Proposed Agenda

The proposed agenda was approved.

2. Welcoming Remarks

The Chair made welcoming remarks to the members of the Faculty Executive Committee ("the Committee").

3. Introductions

The members of the Committee introduced themselves.

4. Operation of the Committee

Led by the Chair, there was a discussion of the manner in which the Committee operates.

5. Roles/Positions of Members of the Committee

There was a discussion of the roles/positions of each of the members of the Committee. It was agreed that the positions/roles of each of the members of the Committee would be as follows:

<u>MEMBER</u>	<u>ROLE/POSITION</u>
Pecorino, Philip	Chairperson
Clingan, Edmund	Parliamentarian
Edlin, Margot	Treasurer
Gayle, Marvin	Webmaster
Rosen, Ted	Secretary
Sinclair, Alicia	Events/Manager/Director
Spencer, Cheryl	Elections Officer

There was a discussion of the responsibilities and duties associated with each of the above specified roles/positions.

6. Dates of Committee Meetings

There was discussion of when the Committee meetings would be held. It was agreed that the meetings of the Committee for the upcoming 2017-2018 academic year would take place at 3:00 pm on the last Tuesday afternoon and the second Thursday afternoon of each month. The Chair indicated he would review the calendar and send notification of the specific meeting dates for the meetings of the Committee.

## 7. Location of Meetings of the Committee

There was discussion of where the meetings of the Committee would take place and the need to obtain a suitable private location for the meetings. Ted Rosen suggested the possibility of using the conference room located in the Business Department office (A 405). He will look into the possibility and advise.

## 8. Review of the Agenda of the Last Meeting of the 2014-2017 FEC Held on May 23, 2017

The Chair presented a review of the agenda items discussed at the last meeting of the 2014-2017 FEC held on May 23, 2017. These items were:

- Fellowship Leave: There was discussion of the need for the determination and communication to the faculty of the criteria for awarding faculty Fellowship Leave. Under the contract, one such leave is to be awarded every two years. In the past three years, two faculty members applied and were not awarded such leave. The Committee is awaiting responses from the department chairpersons to explain and clarify such criteria. The Committee will send another request for such explanation and criteria in fall 2017.
- Coache Survey Results: The Committee is awaiting the Provost to present what issues are raised for the Administration by the QCC Coache Survey results. A reminder was sent to the Provost and the Committee is awaiting his response.
- Remediation Changes: Requests for support of faculty in ENG 101, MA 214 and MA 219 were sent and the Committee is awaiting a response.
- Request for Restoration of Email Use for Faculty Use: The issue of the request for restoration of email lists for faculty use was discussed. The restoration of such email lists would be particularly important to allow faculty to fully discuss the possible change to an academic year of three semesters of 12 week - 6 week -12 weeks.
- Water Testing: The status of having water testing done in certain QCC buildings was discussed. The President has indicated that there is a contractor to conduct the testing.
- FEC Bank Account – The Chair discussed with the Committee opening a new bank account for the FEC and discontinuing having the FEC's bank account maintained by the College's Office of Institutional Advancement, as it presently is. This may require incorporating as a not-for-profit corporation and obtaining a taxpayer identification number.

## 9. Technology Fee Committee Meeting on June 21, 2017

The Chair reported that the Committee needs to have a representative attend the meeting of the College's Tech Fee Committee which will be held on June 21, 2017 from 12:00 pm – 1:00 pm. The Chair will ask Marvin Gayle, who will be serving as the Committee's webmaster, to attend this meeting.

## **10. Faculty Meeting**

The Chair reported that the meeting of the entire faculty for the fall 2017 semester has been scheduled for October 25, 2017. One suggested topic for discussion might be the possible change to an academic year of three semesters of 12 weeks - 6 weeks -12 weeks, respectively, in place of the current academic year of two semesters of 15 weeks -15 weeks.

## **11. Parking**

The 2014-2017 FEC had requested a report on parking to be issued by a committee of the Academic Senate.

## **12. Increase in Parking Fee**

The Chair reported that the Board of the QCC Auxiliary Fund Enterprise Association, Inc. has voted to approve increasing the annual parking permit fee for faculty and staff from \$60.00 to \$100.00.

## **13. Request to Provost**

The 2014-2017 FEC had requested a report from the Provost on certain matters as to how the College is doing including the current assessment on the effectiveness of HIPS, Honors, WI and Online Instruction. The Committee is awaiting a response.

## **14. Certain Communications to be Sent from the FEC**

The Chair reported that at its final meeting held on May 23, 2017, the 2014-2017 FEC authorized the sending, or authorized the sending if deemed productive, of the following communications: (1) An email to QCC faculty regarding the search process that was used for the recent search for a Vice-President and Chief Communications Officer; (2) An email to QCC faculty regarding the recording of votes by the College's P&B Committee in the minutes of its meetings and the integrity of the voting process employed by the College's P&B Committee; (3) a letter to the Honorable Catherine Leahy Scott of the New York State Office of Inspector General regarding certain matters at QCC; (4) An email to QCC Department Chairpersons regarding issuance by the College's P&B of clear statements concerning how faculty work that might have been published in certain publications deemed to be predatory publications would be considered in the faculty personnel review process; and (5) an open letter to QCC Vice-President Timothy Lynch on certain matters.

## **15. Pressing Items**

The Chair reported on certain pressing items in addition to the items discussed above:

- Five Year Rule: There was discussion whether there is or is not a five year rule which requires that applicants for promotion to have been in their current rank or title for five years before applying for promotion and if there is such a rule, the need to clarify exactly what it is and how it is applied in the personnel review process.
- Predatory Journals: This is a pressing item as was discussed earlier in the meeting.
- Criteria for Fellowship Leaves: This is a pressing item as was discussed earlier in the meeting.

- Independence of the ARC: The independence of the ARC and the need to protect such independence were discussed.
- Open Letter to Vice-President Timothy Lynch: The possibility of sending such a letter to Vice-President Timothy Lynch is a pressing item as was discussed earlier in the meeting.

The meeting adjourned at 4:15 pm.

Respectfully submitted,

Ted Rosen,

Secretary