

MINUTES OF THE ACADEMIC SENATE OF QUEENS COLLEGE March 10, 2022

The meeting will come to order:

Chair Kevin L. Ferguson called the meeting to order at 3:38 p.m.

1. Approval of Agenda:

- i. MOTION: Duly made by Chair Ferguson:

“To approve the agenda”

Hearing no objection to the motion, the agenda was approved as distributed.

2. Approval of Minutes:

- i. MOTION: Duly made by Chair Ferguson:

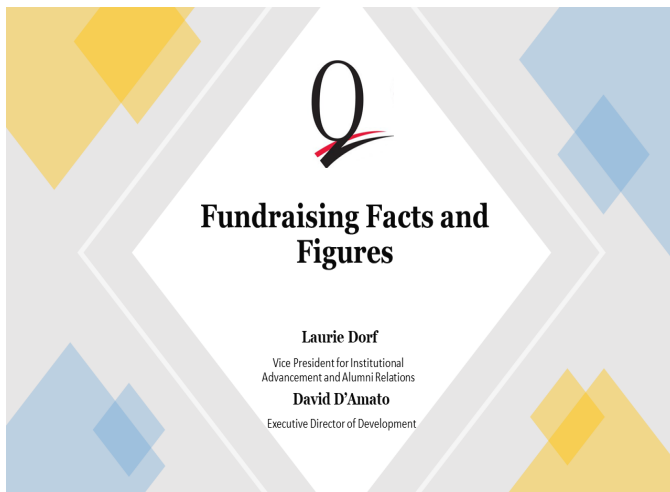
“To approve the minutes dated February 10, 2022”

Hearing no objection to the motion the minutes were approved as distributed.

3. Announcements, Administrative Reports and Memorials:

- a. VP for Institutional Advancement, Alumni Relations, Laurie Dorf

Following the presentation Laurie Dorf answered questions from senators.



Donor Bill of Rights

DEVELOPED BY:



PHILANTHROPY is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

I
To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.

II
To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.

III
To have access to the organization's most recent financial statements.

IV
To be assured their gifts will be used for the purposes for which they were given.

V
To receive appropriate acknowledgement and recognition.

VI
To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.

VII
To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

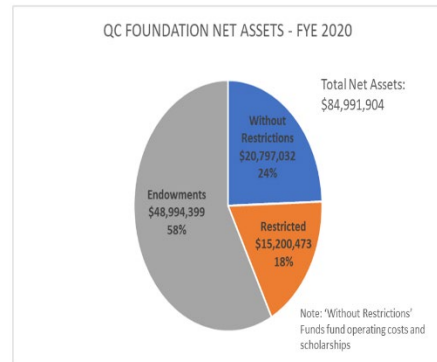
VIII
To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

IX
To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.

X
To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

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Queens College Foundation



Financial Statements

QUEENS COLLEGE FOUNDATION
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2021 AND 2020

	2021	2020
ASSETS		
Cash and cash equivalents	\$ 2,266,881	\$ 438,278
Investments, at fair value	73,988,451	78,066,137
Receivables		
Gifts and grants, net	6,632,260	6,627,385
Other	67,786	68,214
Prepaid expenses and other assets	1,461,252	1,442,178
Donor interest in irrevocable gift annuities	40,774	28,210
Other	1,378,224	1,622,272
TOTAL ASSETS	\$ 84,865,628	\$ 88,872,674
LIABILITIES AND NET ASSETS		
Liabilities:		
Accounts payable and accrued expenses	\$ 256,429	\$ 475,889
Loan payable	438,882	-
TOTAL LIABILITIES	\$ 695,311	\$ 475,889
CONTRIBUTORIES		
Net assets:		
Without donor restrictions	20,797,032	23,522,882
With donor restrictions:		
Program-related	13,288,411	12,438,389
Endowments	48,009,366	48,109,213
TOTAL NET ASSETS	\$ 84,170,809	\$ 84,070,484
TOTAL LIABILITIES AND NET ASSETS	\$ 84,865,628	\$ 88,872,674

The accompanying notes are an integral part of these financial statements.

Budget to Actuals Comparison

Queens College Foundation, Inc. Budget to Actual Comparisons - 2020 and 2021

	2020 Budget	2020 Actual	2021 Budget
Gift and Grant Income	\$ 5,500,000	\$ 8,796,406	\$ 7,485,000
Board Peer-to-Peer Fundraising	-	-	250,000
Request Recovery Fee	-	(217,765)	-
Gala	1,250,000	606,681	1,000,000
Bequests	1,000,000	2,730,497	1,365,000
Investment Earnings	2,748,500	659,359	1,899,100
Administrative Fee	75,000	67,396	45,000
Total Income	\$ 10,573,500	\$ 12,642,573	\$ 12,044,100

Expenses Funded

- Scholarships
- President's Strategic Initiatives
- Investment and Bank Fees
- Faculty Support/Professorships/Fellowships
- Insurance
- Two positions in the Center for Career Engagement & Internships
- Salaries, Benefits & Fees
- Merit/Student Awards
- Honorariums and Stipends
- Memberships, Conferences & Fees
- Building Improvement, Landscaping & Repairs

QCF Board of Trustees

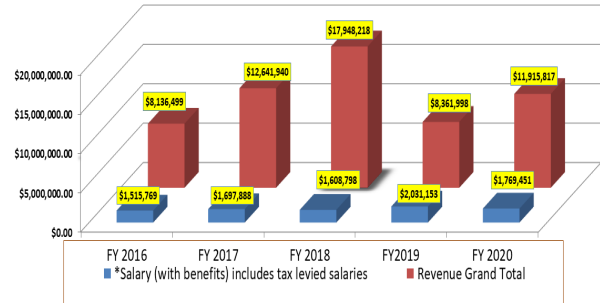
Our board of trustees is comprised of 30 industry leaders (nearly all alumni) who represent a myriad of professional sectors. They are charged with:

- Helping us raise funds
 - provide internships
 - establish new leads and connections
 - cultivate key prospects
 - manage various operations for our department
- Stewarding funds raised for Queens College through investments and allocations.

General Notes

- There are currently 18 staff members in the Office of Institutional Advancement covering the following areas: Major Gifts, Planned Giving, Annual Fund, Alumni Relations, Special Events, Operations, Research and Administrative Support.
- As per industry standards, every MGO should cultivate between 125-150 pipeline prospects. Currently, our MGO's are managing portfolios that exceed 250 or more constituents.
 - Major Gift pipeline consists of around 1,000 constituents from the database.
- As per industry standards in alumni relations, there should be one full-time employee per 20,000 alumni
 - We currently have over 180,000 alumni and constituent records in our database. This translates to a ratio of one staff member covering nearly 60,000 constituents.

QCF Salary Allocation for Advancement Office vs. Total Fundraising Revenue (Cash, Pledges & Bequest Expectancies)



Averages continued..

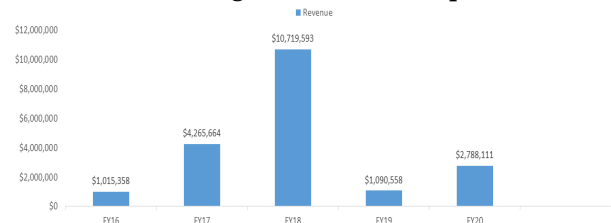
Gala FY15-FY20 (6-year average)

Revenue	Donors
• Average: \$964,554	• Average: 179

Angel Investor Appeal FY15-FY20 (6-year average)

Revenue	Donors
• Average: \$416,152	• Average: 81 (not including QCF members)

Planned Giving FY16-FY20 (Bequests)



	FY16	FY17	FY18	FY19	FY20
Bequest Unrestricted	\$72,219	\$279,639	\$7,871,739	\$31,234	\$37,943
Bequest Restricted	\$943,139	\$3,986,025	\$2,847,853	\$1,059,325	\$2,750,167
Donors	10	17	16	12	9

Scholarships Breakdown

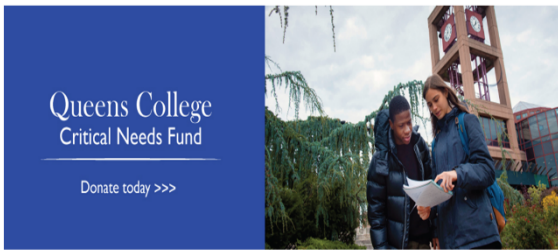
QUEENS COLLEGE FOUNDATION, INC.		
SCHOLARSHIPS AND AWARDS REPORT		
SCHOLARSHIPS & AWARDS		
FISCAL YEAR	TOTAL NUMBER OF STUDENTS	TOTAL AMOUNT
2020	2,171	\$ 2,781,010.76

QUEENS COLLEGE		
ATHLETICS		
SCHOLARSHIPS & AWARDS		
FISCAL YEAR	TOTAL NUMBER OF STUDENTS	TOTAL AMOUNT
2020	139	\$ 748,500

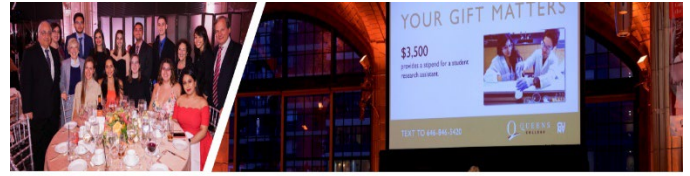
QUEENS COLLEGE FOUNDATION, INC.		
SCHOLARSHIPS AND AWARDS REPORT		
SCHOLARSHIPS & AWARDS		
FISCAL YEAR	TOTAL NUMBER OF STUDENTS	TOTAL AMOUNT
2010	845	\$ 888,860.00
2011	943	\$ 1,052,295.00
2012	1,121	\$ 1,338,615.00
2013	1,194	\$ 1,387,260.00
2014	1,864	\$ 1,567,973.00
2015	1,865	\$ 1,639,220.26
2016	1,802	\$ 1,709,794.54
2017	1,891	\$ 2,003,769.90
2018	2,150	\$ 2,360,332.68
2019	2,235	\$ 2,542,191.69
2020	2,171	\$ 2,781,010.76

Current Institutional Advancement Activities

- **General Appeals:** Fall, Year-end, Angel Investor, Critical Needs Fund, Class Gift, Reunion Mailing, Giving Tuesday, Peer to Peer and Social Media outreach
- **Departmental** newsletters and solicitations
- **Fundraising Events:** Gala, Regional events, Alumni events, Planned Giving, Professionals on Campus
- **Major Gifts and Planned Giving** cultivation and solicitations
- **Database Management:** Adding, updating and scrubbing records, generating segmented lists, prospect research and management, ensuring standard of ethics and privacy



To counter the impact of the pandemic, the Queens College Foundation has established a [Critical Needs Fund](#) to help address the challenges we will face together. The Fund will help support the entire college community through this crisis and beyond by providing scholarships, paid internships, funding for existing programs and opportunities, and support for new initiatives set forth by our administration.



Gala Spring 2019



Professionals campus

- Each academic year, the Office of Institutional Advancement brings Queens College students and distinguished alumni and friends together through a special lecture series called *Professionals on/off Campus*.
- Hosted on campus, online, or off campus at alumni offices, these events provide students with the opportunity to learn from and interact with seasoned professionals representing multiple industries and sectors. Our renowned speakers are considered experts in their fields and role models for career success. Most important, they all got their start at Queens College.



Past Speakers

- **Kim Bodden '81**, Senior Vice President and Editorial and Brand Director, Hearst Magazines International
- **Judi Bosworth '68**, Town Supervisor, Town of North Hempstead
- **Charles B. Wang '67**, Co-Founder of Computer Associates International, Inc. & Co-Owner and Alternate Governor of the NY Islanders
- **Juliet Papa '78**, Reporter, 1010 WINS
- **Daniel Fromm '04**, Senior Managing Director, Newmark Knight Frank
- **Fred Wilpon**, CEO & Owner, NY Mets
- **Reri Grist '54**, Teacher; Retired Concert and Operatic Singer
- **Amber Guth '79**, Specialist in Surgical Oncology and Breast Surgery, NYU Langone Health
- **Gary Katz '81**, Former President and Chief Executive Officer, International Securities Exchange
- **Susheel Kirpalani '91**, Partner, Quinn Emanuel Urquhart and Sullivan, LLP
- **Michael Minikes '65**, Managing Director and Vice Chairman of Prime Brokerage, J.P. Morgan
- **Nary Murphy '81**, Journalist, CW11/WPIX-TV
- **Dr. Lewis Bernstein '69**, Former Executive Vice President at Sesame Workshop
- **John Giraldo '91**, Senior Vice President & Comptroller, NBC Universal
- **Lowery Stokes Sims '70**, Retired Curator, Museum of Art & Design

Professionals campus



Departmental Newsletters



To send a newsletter on behalf of your department please contact:
Kathryn Wood- kathryn.wood@qc.cuny.edu
Associate Director of Alumni Relations

Thank You!

- b. Chair Ferguson announced that at a limited meeting on March 10, 2022, the Executive Committee acting on behalf of the Senate voted on two things; to dissolve the current Search Committee for the Dean of Education position and to direct the Nominating Committee to select an entirely new committee for that position. Chair Ferguson stated that the Search for the Dean of Education had been considered failed.

4. Special Motions: (none)

5. Committee Reports:

a. Undergraduate Curriculum Committee

- i. MOTION: Duly made by Ken Lord, Chair of the Undergraduate Curriculum Committee:

“To accept the UCC minutes of February 10, 2022 as distributed”

Hearing no objection to the motion, the Chair moved unanimous consent.

A. General Education

1. General Education Matters
2. Mathematics and Quantitative Reasoning Advisory Committee
3. Writing Intensive Advisory Committee.
4. STEM variant courses.
None.

1. Music

- a. New Course.

MUSIC 254. Treble Choir. 4 hours, 1 credit. Prereq.: Permission of the instructor; admission is by audition. The purpose of this ensemble is to achieve the highest standards of choral artistry among music written for soprano and alto voices. Rehearsals are supplemented by individual preparation. Satisfies the large-ensemble requirement for music majors. May be repeated for credit. Fall, Spring

2. Chemistry

- a. Change to the minor (Minor code: CHEM-MIN)

To read:

Required: CHEM 113.1, 113.4, 114.1, 114.4, and 10 credits taken from any of the following courses Chem 211, 212, 240, 251.4, 251.1, 252.4, 252.1, 291, 331.3, 331.1, 341.3, 341.1, 371, 372, 376, 381, 382, 385, 387, 391.1-3, HMNS 102, HMNS 291. Students may not double minor in biochemistry and in chemistry. Transfer students must complete a minimum of one lecture and one laboratory chemistry course of intermediate or upper level at Queens College to earn a minor.

- b. New Minor: Biochemistry Minor (BIOCH-MIN)

Required: CHEM 113.1, 113.4, 114.1, 114.4, 251.4, 251.1, 252.4, 252.1, AND one lecture course selected from CHEM 371, 372, 378, AND one lab course selected from CHEM 376, 291, 391.1-3, HMNS 102, HMNS 291. Students may not double minor in biochemistry and in chemistry. Transfer students must complete a minimum of one lecture and one laboratory chemistry course of intermediate or upper level at Queens College to earn a minor.

b. Graduate Curriculum Committee

i. MOTION: Duly made by Ping Li, Chair of the Graduate Curriculum Committee:

“To accept the GCC minutes of February 2, 2022 as distributed”

Hearing no objection to the motion, the Chair moved unanimous consent.

GCC Minutes Dated February 2, 2022

A. ITEMS FOR UNIVERSITY REPORT

1. PHYSICS

a. Minor Change: Change in course number

TO:

PHYS 502, Modern Aspects of Astronomy. 4 hr.; 4 cr. Prereq.: Permission of the department. A course for teachers providing an introduction to general astronomy with emphasis on the structure and evolution of the universe. Not open to candidates for the MA in Physics.

2. Editorial amendment – item removed.

3. FNES: Master of Science in Nutrition and Exercise Sciences, Exercise Specialization

b. Program Change: Change in requirements for degree/certificate

TO:

Required courses in the exercise science specialization include FNES 702, 720, 722, 725, 726, 729, 733, 734, 796, and 797 plus two elective courses (6 credits), or pass a comprehensive examination plus three elective courses (9 credits) from 707, 708, 719, 762, 770 or other courses as approved by the graduate exercise science advisor.

c. Nominating Committee

Editorial Correction: To withdraw Sofia Taherkhani from Campus Affairs, Environment, and Graduation Advisory Committee.

i. MOTION: Duly made by Kevin Ferguson, member of the Nominating Committee:

“To accept the Nominating Committee Report dated March 10, 2022

Hearing no objection to the motion, the Chair moved unanimous consent.

1) Campus Affairs, Environment, and Graduation Advisory Committee

The following faculty were elected by unanimous consent:

Fidel J. Tavarez Social Sciences through: December 2023

Norka Blackman-Richards Arts and Humanities through: December 2023

d. Teaching Excellence & Evaluation Committee – Music Proposed Survey

i. MOTION: Duly made by Nathalia Holtzman, member of the TEEC:

“To accept Teaching Excellence & Evaluation Committee – Music Proposed Survey”

Hearing no objection to the motion, the Chair moved unanimous consent.

To whom it may concern:

For many years, certain performance ensemble courses at the Aaron Copland School of Music were not subject to student evaluations. With a new generation of faculty in place, we wish to rectify this immediately. The general survey used for “classroom courses” across QC is poorly suited to the specific nature of a performance ensemble, which generally has no reading or writing assignments; the students’ primary responsibility outside of class is to practice their individual parts in advance of rehearsals. The culminating “projects” of all ensemble courses are public performances; as such, the success or failure of each student to prepare properly has a direct impact on fellow students’ experience in this collective effort, more so than in a music theory or music history class.

We therefore propose this modified survey, which better addresses the needs of our performance ensembles. Students in most programs at the School of Music are required to enroll every term in a large performance ensemble, which currently includes the following:

Music 2591 Queens College Orchestra

Music 792 Queens College Orchestra

Music 2531 Symphonic Wind Ensemble

Music 793 Symphonic Wind Ensemble

Music 356 Vocal Ensemble

Music 7941 Vocal Ensemble

Music 156 QC Choral Society

Music 606 QC Choral Society

Music 258 Queens College Concert Choir

Music 7948 Queens College Concert Choir

Academic Senate Minutes – March 10, 2022

Music 254 Treble Choir (new course, proposed to
 UCC, to begin in 2022-23)

I move that the Senate adopt this course evaluation survey for the Music courses listed above.

Thank you for your consideration and attention.

Sincerely,
David Schober
Associate Chair, Aaron Copland School of Music, Queens College

PROPOSED SURVEY

What did you like most about this course?

Did you receive a detailed syllabus during the first week of class?

Yes

No

How difficult is the course?

Not at all difficult
Somewhat difficult
Moderately difficult
Very difficult
Extremely difficult

On average, how much time did you spend per week working on this ensemble outside of the regularly scheduled rehearsal time?

Less than 2 hours
2-4 hours
4-6 hours
More than 6 hours

What is your overall evaluation of the course, as distinct from the instructor?

Poor
Fair Good
Very Good
Excellent

**Please explain why you would or would not recommend this instructor to a friend.
What, if anything, could the instructor have done to improve this class?**

The instructor is clear and easy to understand in rehearsals.

Strongly disagree
Disagree
Neither agree nor disagree
Agree
Strongly agree
Not applicable

The instructor interacts well with students (through verbal and/or electronic communication).

Strongly disagree
Disagree
Neither agree nor disagree
Agree
Strongly agree
Not applicable

The instructor provides useful feedback (e.g., detailed critique and refinement during rehearsal, informal feedback inside/outside of rehearsal).

Strongly disagree
Disagree
Neither agree nor disagree
Agree
Strongly agree
Not applicable

The instructor is available outside of rehearsal and is responsive to e-mail.

Strongly disagree
Disagree
Neither agree nor disagree
Agree
Strongly agree
Not applicable

The instructor is effective in managing rehearsal time.

Strongly disagree
Disagree
Neither agree nor disagree
Agree
Strongly agree
Not applicable

The instructor fosters a sense of unity and shared purpose among members of this ensemble.

Strongly disagree
Disagree
Neither agree nor disagree
Agree
Strongly agree
Not applicable

What is your overall evaluation of the instructor, as distinct from the course?

Poor
Fair
Good
Very Good
Excellent

Additional comments (optional):

6. Old Business

a. Nominations to the Nominating Committee:

i. Student – Education May 2023

The following student was nominated from the floor to fill the OPEN Education seat:

Aisha Farooq May 2023

7. New Business (none)

MOTION: Duly made by Chair Ferguson:

“To Adjourn”

The meeting was adjourned at 4:22 pm. The next Academic Senate meeting will be on Thursday, April 14, 2022.