

**Queens College Student Services Corporation  
Executive Committee Meeting  
Wednesday, January 15, 2020  
10:00 a.m.–11:00 a.m.  
SU 303**

**Agenda**

- I. Adoption of Agenda
- II. Introductions
- III. New Business
  - a. Approval to seek external counsel for National Labor Relations Board (NLRB) case 29-CA-252638.
  - b. Approval of \$5,000 expenditure for insurance deductible.
- IV. Adjournment

**Queens College Student Services Corporation**  
**Executive Committee Meeting**  
**Wednesday, January 15, 2020**  
**10:00 a.m.–11:00 a.m.**  
**SU 303**

**Present:** Dr. William Tramontano, President; Dr. Adam Rockman, Vice President for Student Affairs; Richard Alvarez, Vice President for Enrollment Management & Student Retention; William Keller, Vice President for Finance & Administration; Joseph Loughren, Assistant Vice President for Budget & Finance; Joseph Cobourne, President of Student Association; Siddharth Malviya, Vice President of Student Association

Dr. William Tramontano called the meeting to order at 10:05 a.m.

I. Adoption of the Agenda

- Motion to approve was unanimous.

S. Malviya moved to amend the agenda, under New Business Item 3C “approval of Simone Yearwood to serve on SSC Board of Directors”.

- Motion to approve (S. Malviya); Seconded (W. Keller)
- Motion carries unanimous.

II. Introductions

- Duly Noted

III. New Business

- a. Approval to seek external counsel for National Labor Relations Board (NLRB) case 29-CA-252638.
  - Motion to approve (W. Keller); Seconded (A. Rockman)
  - Motion carries unanimous.
- b. Approval of \$5,000 expenditure for insurance deductible.
  - Motion to approve (W. Keller); Seconded (J. Cobourne)
  - Motion carries unanimous.
- c. “Approval of Simone Yearwood to serve on SSC board of directors”
  - Motion to approve (S. Malviya); Seconded (W. Keller)
  - Motion carries unanimous.

IV. Adjournment

Meeting adjourned at 10:17 a.m.

Respectfully,

Irving R. Uribe

SSC Board Member

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## Irving R Uribe

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**From:** Irving R Uribe  
**Sent:** Tuesday, January 14, 2020 4:53 PM  
**To:** William Tramontano; Alicia Alvero; William Keller; 'Richard P Alvarez (richard.alvarez@qc.cuny.edu)'; Joseph Cobourne; 'Siddharth Malviya (siddharth.malviya65@gmail.cuny.edu)'  
**Cc:** Meghan Moorewilk; Adam Rockman; Alice F Pisciotta; Kamilah Roach; Javette Smallwood  
**Subject:** RE: URGENT - QCSSC - Retaining Outside Counsel (NLRB Case 29-CA-252638)  
**Attachments:** SSC Executive Committee Agenda of 1.15.2020.docx

Good afternoon Executive Committee,

The urgent QCSSC Executive Committee meeting has been scheduled for tomorrow, **Wednesday, January 15, 10am–11am** in **SU 303**. The agenda is attached, calendar invites incoming.

Thank you all for the quick responses.

Irving R. Uribe, M.F.A. (He, Him, His)  
Executive Assistant for the Vice President for Student Affairs  
[CREAR Futuros](#) Campus Liaison  
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**From:** Irving R Uribe  
**Sent:** Tuesday, January 14, 2020 4:08 PM  
**To:** William Tramontano <[william.tramontano@qc.cuny.edu](mailto:william.tramontano@qc.cuny.edu)>; Alicia Alvero <[Alicia.Alvero@qc.cuny.edu](mailto:Alicia.Alvero@qc.cuny.edu)>; William Keller <[william.keller@qc.cuny.edu](mailto:william.keller@qc.cuny.edu)>; 'Richard P Alvarez (richard.alvarez@qc.cuny.edu)' <[richard.alvarez@qc.cuny.edu](mailto:richard.alvarez@qc.cuny.edu)>; Joseph Cobourne <[joseph.cobourne80@gmail.cuny.edu](mailto:joseph.cobourne80@gmail.cuny.edu)>; Siddharth Malviya (siddharth.malviya65@gmail.cuny.edu) <[siddharth.malviya65@gmail.cuny.edu](mailto:siddharth.malviya65@gmail.cuny.edu)>  
**Cc:** Meghan Moorewilk <[meghan.moorewilk@qc.cuny.edu](mailto:meghan.moorewilk@qc.cuny.edu)>; Adam Rockman <[Adam.Rockman@qc.cuny.edu](mailto:Adam.Rockman@qc.cuny.edu)>; Alice F Pisciotta <[Alice.Pisciotta@qc.cuny.edu](mailto:Alice.Pisciotta@qc.cuny.edu)>; Kamilah Roach <[kamilah.roach@qc.cuny.edu](mailto:kamilah.roach@qc.cuny.edu)>; Javette Smallwood <[Javette.Smallwood@qc.cuny.edu](mailto:Javette.Smallwood@qc.cuny.edu)>  
**Subject:** RE: URGENT - QCSSC - Retaining Outside Counsel (NLRB Case 29-CA-252638)  
**Importance:** High

Good afternoon Executive Committee,

If possible, Adam is free to meet;

Weds., 1/15, anytime between 10am–1pm or 2pm–3pm

Thurs., 1/16, , anytime between 10am–2pm

To make it easier I generated the following Doodle Poll; <https://doodle.com/poll/tn78canns6mehpfm>

Meghan, Alice, I added Thursday dates to the poll.

Thank you

Irving R. Uribe, M.F.A. (He, Him, His)

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**From:** Irving R Uribe  
**Sent:** Tuesday, January 14, 2020 1:29 PM  
**To:** Judith L Massis-Sanchez <[judith.massis-sanchez@qc.cuny.edu](mailto:judith.massis-sanchez@qc.cuny.edu)>; William Keller <[william.keller@qc.cuny.edu](mailto:william.keller@qc.cuny.edu)>; Joseph W Loughren <[joseph.loughren@qc.cuny.edu](mailto:joseph.loughren@qc.cuny.edu)>; Selena L Chu <[Selena.Chu@qc.cuny.edu](mailto:Selena.Chu@qc.cuny.edu)>; William Tramontano <[william.tramontano@qc.cuny.edu](mailto:william.tramontano@qc.cuny.edu)>  
**Cc:** Zeco Krcic <[zkrcic@qc.cuny.edu](mailto:zkrcic@qc.cuny.edu)>; Sandy Curko <[sandy.curko@qc.cuny.edu](mailto:sandy.curko@qc.cuny.edu)>; Gina Fini <[Gina.Fini@qc.cuny.edu](mailto:Gina.Fini@qc.cuny.edu)>; Josephine Gesuale <[Josephine.Gesuale@qc.cuny.edu](mailto:Josephine.Gesuale@qc.cuny.edu)>; Meghan Moorewilk <[meghan.moorewilk@qc.cuny.edu](mailto:meghan.moorewilk@qc.cuny.edu)>; Adam Rockman <[Adam.Rockman@qc.cuny.edu](mailto:Adam.Rockman@qc.cuny.edu)>  
**Subject:** RE: URGENT - QCSSC - Retaining Outside Counsel (NLRB Case 29-CA-252638)

Good afternoon all,

If possible, Adam is free to meet;

Today, Tues., 1/14 either from 3pm–4pm or 4pm–5pm

Tomorrow, Weds., 1/15, anytime between 10am–1pm or 2pm–3pm.

To make it easier I generated the following Doodle Poll; <https://doodle.com/poll/tn78canns6mehpfm>

Thank you

Irving R. Uribe, M.F.A. (He, Him, His)  
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**From:** Judith L Massis-Sanchez  
**Sent:** Tuesday, January 14, 2020 12:14 PM  
**To:** Adam Rockman <[Adam.Rockman@qc.cuny.edu](mailto:Adam.Rockman@qc.cuny.edu)>; William Keller <[William.Keller@qc.cuny.edu](mailto:William.Keller@qc.cuny.edu)>; Joseph W Loughren <[Joseph.Loughren@qc.cuny.edu](mailto:Joseph.Loughren@qc.cuny.edu)>; Selena L Chu <[Selena.Chu@qc.cuny.edu](mailto:Selena.Chu@qc.cuny.edu)>; William Tramontano <[William.Tramontano@qc.cuny.edu](mailto:William.Tramontano@qc.cuny.edu)>  
**Cc:** Zeco Krcic <[zkrcic@qc.cuny.edu](mailto:zkrcic@qc.cuny.edu)>; Sandy Curko <[Sandy.Curko@qc.cuny.edu](mailto:Sandy.Curko@qc.cuny.edu)>; Gina Fini <[Gina.Fini@qc.cuny.edu](mailto:Gina.Fini@qc.cuny.edu)>; Josephine Gesuale <[Josephine.Gesuale@qc.cuny.edu](mailto:Josephine.Gesuale@qc.cuny.edu)>; Meghan Moorewilk <[Meghan.Moorewilk@qc.cuny.edu](mailto:Meghan.Moorewilk@qc.cuny.edu)>; Irving R Uribe <[Irving.Uribe@qc.cuny.edu](mailto:Irving.Uribe@qc.cuny.edu)>  
**Subject:** RE: URGENT - QCSSC - Retaining Outside Counsel (NLRB Case 29-CA-252638)

Just to clarify: if insurance counsel is assigned, only the \$5,000 deductible would be due at this time. Not a \$20,000 retainer.

Judith Massis-Sanchez  
Office of the General Counsel  
Queens College, CUNY  
65-30 Kissena Blvd  
Queens, NY 11367  
718.997.5725

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**From:** Adam Rockman

**Sent:** Tuesday, January 14, 2020 11:43 AM

**To:** William Keller <[William.Keller@qc.cuny.edu](mailto:William.Keller@qc.cuny.edu)>; Judith L Massis-Sanchez <[judith.massis-sanchez@qc.cuny.edu](mailto:judith.massis-sanchez@qc.cuny.edu)>; Joseph W Loughren <[Joseph.Loughren@qc.cuny.edu](mailto:Joseph.Loughren@qc.cuny.edu)>; Selena L Chu <[Selena.Chu@qc.cuny.edu](mailto:Selena.Chu@qc.cuny.edu)>; William Tramontano <[William.Tramontano@qc.cuny.edu](mailto:William.Tramontano@qc.cuny.edu)>

**Cc:** Zeco Krcic <[zkrcic@qc.cuny.edu](mailto:zkrcic@qc.cuny.edu)>; Sandy Curko <[Sandy.Curko@qc.cuny.edu](mailto:Sandy.Curko@qc.cuny.edu)>; Gina Fini <[Gina.Fini@qc.cuny.edu](mailto:Gina.Fini@qc.cuny.edu)>; Josephine Gesuale <[Josephine.Gesuale@qc.cuny.edu](mailto:Josephine.Gesuale@qc.cuny.edu)>; Meghan Moorewilk <[Meghan.Moorewilk@qc.cuny.edu](mailto:Meghan.Moorewilk@qc.cuny.edu)>; Irving R Uribe <[Irving.Uribe@qc.cuny.edu](mailto:Irving.Uribe@qc.cuny.edu)>

**Subject:** RE: URGENT - QCSSC - Retaining Outside Counsel (NLRB Case 29-CA-252638)

**Importance:** High

All:

I would ask that Josephine send the notification letter so that an adjuster can be assigned. Further, we need to know if the policy covers the full cost of outside counsel (after the \$5000 deductible), if there are any restrictions on this as some insurers want you to use counsel they recommend, and what the limit is on this. As this is very time sensitive and I wouldn't have any idea how to find good outside counsel, I would recommend going with Judy's contact as stated below.

Finally, all major decisions and expenditures (\$5,000 deductible, plus \$20,000 retainer) like this would need to have, at the very least, approval from the Executive Committee of the QCSSC board in order to be official. The Executive Committee consists of:

President Tramantano, Chair

Adam Rockman

Alicia Alvero

Bill Keller

Richard Alvarez

Joseph Cobourne

Siddharth Malviya

Thus, I am asking Irving to work with Meghan in order to coordinate a very quick meeting of this group today or tomorrow. If President Tramantano's schedule does not allow for his attendance, he may appoint a temporary Chair for this Executive Committee meeting. Thank you!

Sincerely,

Adam

*[\(he, him, his; what does this mean?\)](#)*



Adam L. Rockman, Ed.D. | Vice President for Student Affairs

[Queens College, CUNY](#) | 6530 Kissena Blvd, Queens NY 11367-1597

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@VPRockman

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**From:** William Keller

**Sent:** Tuesday, January 14, 2020 10:23 AM

**To:** Judith L Massis-Sanchez <[judith.massis-sanchez@qc.cuny.edu](mailto:judith.massis-sanchez@qc.cuny.edu)>; Joseph W Loughren <[Joseph.Loughren@qc.cuny.edu](mailto:Joseph.Loughren@qc.cuny.edu)>; Adam Rockman <[Adam.Rockman@qc.cuny.edu](mailto:Adam.Rockman@qc.cuny.edu)>; Selena L Chu <[Selena.Chu@qc.cuny.edu](mailto:Selena.Chu@qc.cuny.edu)>; William Tramontano <[William.Tramontano@qc.cuny.edu](mailto:William.Tramontano@qc.cuny.edu)>

**Cc:** Zeco Krcic <[zkrcic@qc.cuny.edu](mailto:zkrcic@qc.cuny.edu)>; Sandy Curko <[Sandy.Curko@qc.cuny.edu](mailto:Sandy.Curko@qc.cuny.edu)>; Gina Fini <[Gina.Fini@qc.cuny.edu](mailto:Gina.Fini@qc.cuny.edu)>; Josephine Gesuale <[Josephine.Gesuale@qc.cuny.edu](mailto:Josephine.Gesuale@qc.cuny.edu)>; Meghan Moorewilk <[Meghan.Moorewilk@qc.cuny.edu](mailto:Meghan.Moorewilk@qc.cuny.edu)>  
**Subject:** RE: URGENT - QCSSC - Retaining Outside Counsel (NLRB Case 29-CA-252638)  
**Importance:** High

Thanks Judy. In my role as the Treasurer of the SSC and as the person responsible for managing Finance, HR and Facilities for the Student Union, I approve the expenditure of \$5,000 to cover the deductible for the hiring of an attorney.

Please proceed ASAP.

Bill

*Bill Keller*

Vice President for Finance & Administration  
Queens College of CUNY  
6530 Kissena Blvd.  
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w—718-997-5557  
c----646-601-9332

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**From:** Judith L Massis-Sanchez <[judith.massis-sanchez@qc.cuny.edu](mailto:judith.massis-sanchez@qc.cuny.edu)>  
**Sent:** Tuesday, January 14, 2020 10:20 AM  
**To:** Joseph W Loughren <[Joseph.Loughren@qc.cuny.edu](mailto:Joseph.Loughren@qc.cuny.edu)>; William Keller <[William.Keller@qc.cuny.edu](mailto:William.Keller@qc.cuny.edu)>; Adam Rockman <[Adam.Rockman@qc.cuny.edu](mailto:Adam.Rockman@qc.cuny.edu)>; Selena L Chu <[Selena.Chu@qc.cuny.edu](mailto:Selena.Chu@qc.cuny.edu)>  
**Cc:** Zeco Krcic <[zkrcic@qc.cuny.edu](mailto:zkrcic@qc.cuny.edu)>; Sandy Curko <[Sandy.Curko@qc.cuny.edu](mailto:Sandy.Curko@qc.cuny.edu)>; Gina Fini <[Gina.Fini@qc.cuny.edu](mailto:Gina.Fini@qc.cuny.edu)>; Josephine Gesuale <[Josephine.Gesuale@qc.cuny.edu](mailto:Josephine.Gesuale@qc.cuny.edu)>  
**Subject:** RE: URGENT - QCSSC - Retaining Outside Counsel (NLRB Case 29-CA-252638)  
**Importance:** High

Josephine, thank you so much for your diligence.

All: we suggest you move forward with insurance counsel immediately. I'm re-attaching the charge here. Once counsel is assigned, they can reach out to us and we will help coordinate.

Judith Massis-Sanchez  
Office of the General Counsel  
Queens College, CUNY  
65-30 Kissena Blvd  
Queens, NY 11367  
718.997.5725

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**From:** Joseph W Loughren  
**Sent:** Tuesday, January 14, 2020 9:14 AM  
**To:** William Keller <[William.Keller@qc.cuny.edu](mailto:William.Keller@qc.cuny.edu)>; Adam Rockman <[Adam.Rockman@qc.cuny.edu](mailto:Adam.Rockman@qc.cuny.edu)>; Selena L Chu <[Selena.Chu@qc.cuny.edu](mailto:Selena.Chu@qc.cuny.edu)>  
**Cc:** Zeco Krcic <[zkrcic@qc.cuny.edu](mailto:zkrcic@qc.cuny.edu)>; Judith L Massis-Sanchez <[judith.massis-sanchez@qc.cuny.edu](mailto:judith.massis-sanchez@qc.cuny.edu)>; Sandy Curko <[Sandy.Curko@qc.cuny.edu](mailto:Sandy.Curko@qc.cuny.edu)>; Gina Fini <[Gina.Fini@qc.cuny.edu](mailto:Gina.Fini@qc.cuny.edu)>; Josephine Gesuale

[<Josephine.Gesuale@qc.cuny.edu>](mailto:Josephine.Gesuale@qc.cuny.edu)

**Subject:** FW: URGENT - QCSSC - Retaining Outside Counsel (NLRB Case 29-CA-252638)

SSC Board Members, (soon-to-be) Officers, and other interested friends,

FYI - See below that the current D&O policy will assist in covering litigation NLRB claims – after a \$5k deductible.

Ask any specific questions you may have and I am sure that Josephine will be happy to get answers. We can start a claim if SSC leadership desires...not sure though re the potential effect on future premiums vs possible claim costs.

Josephine, will the policy covers costs of litigation and/or any potential award/fine?

Joe

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**From:** Josephine Gesuale

**Sent:** Monday, January 13, 2020 5:10 PM

**To:** Joseph W Loughren [<Joseph.Loughren@qc.cuny.edu>](mailto:Joseph.Loughren@qc.cuny.edu); Selena L Chu [<Selena.Chu@qc.cuny.edu>](mailto:Selena.Chu@qc.cuny.edu)

**Subject:** RE: URGENT - QCSSC - Retaining Outside Counsel (NLRB Case 29-CA-252638)

Joe,

June confirmed the policy covers the entity and the officers.

Josephine

---

**From:** Joseph W Loughren [<Joseph.Loughren@qc.cuny.edu>](mailto:Joseph.Loughren@qc.cuny.edu)

**Sent:** Monday, January 13, 2020 4:17 PM

**To:** Josephine Gesuale [<Josephine.Gesuale@qc.cuny.edu>](mailto:Josephine.Gesuale@qc.cuny.edu); Selena L Chu [<Selena.Chu@qc.cuny.edu>](mailto:Selena.Chu@qc.cuny.edu)

**Subject:** RE: URGENT - QCSSC - Retaining Outside Counsel (NLRB Case 29-CA-252638)

Thank you, Josephine – this is potentially very helpful. Can you just confirm a June that the policy will cover claims against the SSC organization and not just against it's leadership and board members?

---

**From:** Josephine Gesuale

**Sent:** Monday, January 13, 2020 3:26 PM

**To:** Selena L Chu [<Selena.Chu@qc.cuny.edu>](mailto:Selena.Chu@qc.cuny.edu)

**Cc:** Joseph W Loughren [<Joseph.Loughren@qc.cuny.edu>](mailto:Joseph.Loughren@qc.cuny.edu)

**Subject:** RE: URGENT - QCSSC - Retaining Outside Counsel (NLRB Case 29-CA-252638)

Hi Selena,

June Jack at Intercity has informed me the SSC Policy No. PHSD1491652 Effective 10/21/19 – 10/21/20 does cover litigation claims from the National Labor Relation Board. There is a retention (deductible) of \$5,000.00 before the policy kicks in.

She asked that we email her the notification which was sent to us ([june@intercityagency.com](mailto:june@intercityagency.com)), she will start a claim and assign an adjuster. The adjuster will take over communicating directly with us with regard to the status of the claim and any additional information that might be needed.



Please let me know if you would like me to take care of this.

Best,

*Josephine Gesuale*



Josephine Gesuale, Administrative Manager  
Queens College of CUNY | 65-30 Kissena Boulevard | KS Rm 249 | Queens, NY | 11367-1597  
(w) 718.997.5739 | (e) [jgesuale@qc.cuny.edu](mailto:jgesuale@qc.cuny.edu)

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**From:** Selena L Chu <[Selena.Chu@qc.cuny.edu](mailto:Selena.Chu@qc.cuny.edu)>  
**Sent:** Monday, January 13, 2020 1:11 PM  
**To:** Josephine Gesuale <[Josephine.Gesuale@qc.cuny.edu](mailto:Josephine.Gesuale@qc.cuny.edu)>  
**Cc:** Joseph W Loughren <[Joseph.Loughren@qc.cuny.edu](mailto:Joseph.Loughren@qc.cuny.edu)>  
**Subject:** FW: URGENT - QCSSC - Retaining Outside Counsel (NLRB Case 29-CA-252638)  
**Importance:** High

Josephine,

Please find out what specifically the Intercity Agency policy for Director and Officers liability actually covers? Intercity Agency is the insurance company SSC have made payments to.

Will this insurance cover litigation against SSC from the National Labor Relation Board on behalf of Terrance Gordon?  
Thanks.

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5635					
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5637	7/1/2018			Account Beginning Balance	
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5639	7/1/2018	8603-49	Journal Entry		To record
5640	8/7/2018	8950-131	Accounts Payable		New York
5641	9/10/2018	8950-211	Accounts Payable		New York
5642	10/29/2018	9174-181	Accounts Payable		New York
5643	11/5/2018	9174-326	Accounts Payable		Intercity A
5644	11/8/2018	9174-184	Accounts Payable		New York
5645	12/12/2018	9402-175	Accounts Payable		New York
5646	12/19/2018	9402-11	Accounts Payable		Intercity A
5647	1/8/2019	9542-91	Accounts Payable		New York
5648	2/5/2019	9736-13	Accounts Payable		New York
5649	3/6/2019	9785-17	Accounts Payable		New York
5650	6/30/2019	10590-49	Accounts Payable		New York
5651	Account Subtotals		\$82,397.95	\$0.00	
5652					
5653					
5654	6/30/2019	Account Net Change		\$82,397.95	
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5656	6/30/2019	Account Ending Balance		\$82,397.95	
5657					
5658		<b>15-52651-75073-0000</b>			
5659					
5660	Account:	<b>15-52651-75073-0000 (Services- Legal Fees)</b>			
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5665	8/13/2018	8756-89	Journal Entry		Return leg
5666	8/13/2018	9287-89	Journal Entry		ReverseRe

*Selena Chu*  
*Director, Finance & Administration/Affiliated Corporations*  
*(Telephone) 718-997-5706*

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**From:** Judith L Massis-Sanchez  
**Sent:** Monday, January 13, 2020 10:58 AM  
**To:** William Keller <[William.Keller@qc.cuny.edu](mailto:William.Keller@qc.cuny.edu)>; Adam Rockman <[Adam.Rockman@qc.cuny.edu](mailto:Adam.Rockman@qc.cuny.edu)>; Selena L Chu <[Selena.Chu@qc.cuny.edu](mailto:Selena.Chu@qc.cuny.edu)>  
**Cc:** Sandy Curko <[Sandy.Curko@qc.cuny.edu](mailto:Sandy.Curko@qc.cuny.edu)>; Gina Fini <[Gina.Fini@qc.cuny.edu](mailto:Gina.Fini@qc.cuny.edu)>  
**Subject:** URGENT - QCSSC - Retaining Outside Counsel (NLRB Case 29-CA-252638)  
**Importance:** High

Bill, Adam, Selena:

I hope you all had a nice weekend.

I'm writing to you in your capacities as QCSSC Officers. As you may know, a former janitorial worker has named QCSSC in an unfair labor practices action before the National Labor Relations Board (NLRB). We believe that the NLRB will likely have jurisdiction to hear this case, and QCSSC will need to retain counsel as soon as possible.

We are not counsel to QCSSC but can recommend and help coordinate with outside counsel. I have a contact here in Queens that I can recommend. He was going to assist QSR with a matter before insurance counsel stepped in. Back when we worked with him, his rates were \$310/hour (with a \$20,000 retainer fee due at the outset). Of course, QCSSC is welcome to explore other options, but must do so quickly.

The first action we recommend is that you review the QCSSC insurance policy. Please reach out to your broker to confirm whether your policy would cover costs in this case. The NLRB charge is attached for your review.

**Please work quickly on this**, and let us know if you have any questions.

Judy

Judith Massis-Sanchez  
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