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
Queen's 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: ____________________________
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
**Queens College**, CUNY | 65-30 Kissena Boulevard, Queens, NY 11367-1597
718-997-5501 | irving.uribe@qc.cuny.edu | LinkedIn

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](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)
From: Irving R Uribe
Sent: Tuesday, January 14, 2020 1:29 PM
To: Judith L Massis-Sanchez <judith.massis-sanchez@qc.cuny.edu>; William Keller <william.keller@qc.cuny.edu>; Joseph W Loughren <joseph.loughren@qc.cuny.edu>; Selena L Chu <Selena.Chu@qc.cuny.edu>; William Tramontano <william.tramontano@qc.cuny.edu>
Cc: Zeco Krcic <zkrcic@qc.cuny.edu>; Sandy Curko <sandy.curko@qc.cuny.edu>; Gina Fini <Gina.Fini@qc.cuny.edu>; Josephine Gesuala <Josephine.Gesuale@qc.cuny.edu>; Meghan Moorewil <meghan.moorewil@qc.cuny.edu>; Adam Rockman <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)
Executive Assistant for the Vice President for Student Affairs
CREAR Futuros Campus Liaison
Queens College, CUNY | 65-30 Kissena Boulevard, Queens, NY 11367-1597
718-997-5501 | irving.uribe@qc.cuny.edu | LinkedIn

From: Judith L Massis-Sanchez
Sent: Tuesday, January 14, 2020 12:14 PM
To: Adam Rockman <Adam.Rockman@qc.cuny.edu>; William Keller <William.Keller@qc.cuny.edu>; Joseph W Loughren <joseph.loughren@qc.cuny.edu>; Selena L Chu <Selena.Chu@qc.cuny.edu>; William Tramontano <william.tramontano@qc.cuny.edu>
Cc: Zeco Krcic <zkrcic@qc.cuny.edu>; Sandy Curko <sandy.curko@qc.cuny.edu>; Gina Fini <Gina.Fini@qc.cuny.edu>; Josephine Gesuala <Josephine.Gesuale@qc.cuny.edu>; Meghan Moorewil <meghan.moorewil@qc.cuny.edu>; Irving R Uribe <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
Subject: RE: URGENT - QCSSC - Retaining Outside Counsel (NLRB Case 29-CA-252638)

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

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From: William Keller
Sent: Tuesday, January 14, 2020 10:23 AM
To: Joseph L Massis-Sanchez <judith.massis-sanchez@qc.cuny.edu>; Joseph W Loughren <Joseph.Loughren@qc.cuny.edu>; Selena L Chu <Selena.Chu@qc.cuny.edu>; William Tramontano <William.Tramontano@qc.cuny.edu>
Cc: Zeco Krcic <zkrcic@qc.cuny.edu>; Sandy Curko <Sandy.Curko@qc.cuny.edu>; Gina Fini <Gina.Fini@qc.cuny.edu>; Josephine Gesuale <Josephine.Gesuale@qc.cuny.edu>; Meghan Moorewilk <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

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**Bill Keller**

Vice President for Finance & Administration
Queens College of CUNY
6530 Kissena Blvd.
Queens, NY 11367-1597
w—718-997-5557
c----646-601-9332

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From: Judith L Massis-Sanchez <judith.massis-sanchez@qc.cuny.edu>
Sent: Tuesday, January 14, 2020 10:20 AM
To: Joseph W Loughren <Joseph.Loughren@qc.cuny.edu>; William Keller <William.Keller@qc.cuny.edu>; Adam Rockman <Adam.Rockman@qc.cuny.edu>; Selena L Chu <Selena.Chu@qc.cuny.edu>
Cc: Zeco Krcic <zkrcic@qc.cuny.edu>; Sandy Curko <Sandy.Curko@qc.cuny.edu>; Gina Fini <Gina.Fini@qc.cuny.edu>; Josephine Gesuale <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>; Adam Rockman <Adam.Rockman@qc.cuny.edu>; Selena L Chu <Selena.Chu@qc.cuny.edu>
Cc: Zeco Krcic <zkrcic@qc.cuny.edu>; Judith L Massis-Sanchez <judith.massis-sanchez@qc.cuny.edu>; Sandy Curko <Sandy.Curko@qc.cuny.edu>; Gina Fini <Gina.Fini@qc.cuny.edu>; Josephine Gesuale
FW: URGENT - QCSC - 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>; Selena L Chu <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

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From: Joseph W Loughren <Joseph.Loughren@qc.cuny.edu>
Sent: Monday, January 13, 2020 4:17 PM
To: Josephine Gesuale <Josephine.Gesuale@qc.cuny.edu>; Selena L Chu <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?

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From: Josephine Gesuale
Sent: Monday, January 13, 2020 3:26 PM
To: Selena L Chu <Selena.Chu@qc.cuny.edu>
Cc: Joseph W Loughren <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), 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

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**From:** Selena L Chu <Selena.Chu@qc.cuny.edu>  
**Sent:** Monday, January 13, 2020 1:11 PM  
**To:** Josephine Gesuale <Josephine.Gesuale@qc.cuny.edu>  
**Cc:** Joseph W Loughren <Joseph.Loughren@qc.cuny.edu>  
**Subject:** FW: URGENT - QCSCC - 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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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
Office of the General Counsel
Queens College, CUNY
65-30 Kissena Blvd
Queens, NY 11367
718.997.5725