

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #02/03-042 (QCC): Preliminary Determination Pursuant to the Audit of the Queens Community College (QCC) Sexual Harassment Prevention Program from July 1, 1999 to June 30, 2001.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to insure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, the Charter defines city agency as any "agency of government, where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers, or the expenses of which are paid in whole or in part from the city treasury;" and

Whereas, the community colleges of CUNY are funded by the City University of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831 (a) of the New York City Charter; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the New York City Charter, the EEPC may make a preliminary determination pursuant to Section 831 (d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved,

that pursuant to the audit of the Queensborough Community College (QCC) and its compliance with the City University of New York Procedures for Implementation of the Policy Against Sexual Harassment, and QCC's Affirmative Action Plan, as well as Commission policies and EEO standards expressed in city and federal guidelines, the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. Sexual harassment prevention training is not mandatory for college employees.
2. Only 25% of QCC employees attended preventive sexual harassment training during the two-year audit period.
3. Members of the Sexual Harassment Panel who were appointed prior to 1999 may not have completed the CUNY sexual harassment prevention training.

4. A member of the Sexual Harassment Panel, interviewed by EEPC auditors, was not familiar with the CUNY Procedures for Implementation of the City University's Policy Against Sexual Harassment.
5. A member of the Sexual Harassment Panel, interviewed by EEPC auditors, was not familiar with the college's "Record of Grievance/Complaint," QCC's standard complaint intake form.
6. Handwritten notes in an internal sexual harassment file were difficult to read and understand.

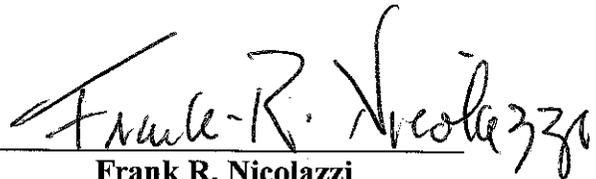
Be It Finally Resolved,

that the Commission authorizes the Vice-Chairman to forward a letter to the President of the Queensborough Community College, Eduardo Marti, formally informing him of the findings with appropriate explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, his response to these findings within thirty days of receipt of the letter indicating what corrective actions the Queensborough Community College will take to bring the college into compliance with the aforementioned policies and procedures against sexual harassment.

Approved unanimously on April 25, 2002.

Angela Cabrera
Commissioner

Manuel A. Mendez
Commissioner



Frank R. Nicolazzi
Vice-Chairman

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #03/03-042C (QCC): Determination of implementation by Queensborough Community College of the City University of New York of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of Queensborough Community College's Sexual Harassment Prevention Program from July 1, 1999 to June 30, 2001.

Whereas, pursuant to Chapter 36, Sections 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to insure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to its audit of Queensborough Community College, City University of New York, the EEPC issued a preliminary determination letter, dated April 25, 2002 setting forth its findings and recommended corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor Queensborough Community College (QCC) for six months, from July 2002 through December 2002, to determine whether it implemented the aforementioned recommended corrective actions; and

Whereas, all of the aforementioned recommended corrective actions are required by, or are consistent with, the City University of New York Procedures for Implementation of the Policy Against Sexual Harassment, and QCC's Affirmative Action Plan, as well as Commission policies and EEO standards expressed in city and federal guidelines. Now Therefore,

Be It Resolved,
that Queensborough Community College of the City University of New York has fully implemented all seven recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapter 35 and 36 of the New York City Charter.

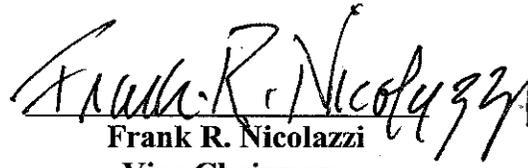
Be It Finally Resolved,
that the Commission authorizes the Vice-Chairman to forward a Letter to the President of Queensborough Community College, Eduardo Marti, formally informing him that his agency has fully implemented all seven recommended corrective actions to the Commission's satisfaction.

Approved unanimously on April 3, 2003.

Angela Cabrera
Commissioner

Manuel A. Méndez
Commissioner

C. Catherine Rimokh, Esq.
Commissioner


Frank R. Nicolazzi
Vice-Chairman

QUEENSBOROUGH COMMUNITY COLLEGE
OF • THE • CITY • UNIVERSITY • OF • NEW • YORK

222-05 56th Avenue, Bayside, New York 11364-1497

Office of the President

October 29, 2002

LETTER TO THE COLLEGE COMMUNITY

Dear Colleagues,

Earlier this year the college was audited by the Equal Employment Practice Commission (E.E.P.C) and I would like to take this time to inform you of its findings and what we offered as solutions to those findings.

1. QCC's sexual harassment prevention training should be mandatory for all employees. (CUNY Policy Against Sexual Harassment.)

The first line in the University Policy Against Sexual Harassment states, "*The University through its colleges, will disseminate this policy and take other steps to educate the University community about sexual harassment.*" This, in no way, indicates a mandatory policy, it does however show that efforts are being made to make everyone aware of the policy. To this end, we are in compliance.

2. The Sexual Harassment Education Committee should develop a plan to provide sexual harassment prevention training to all college employees. (CUNY Policy Against Sexual Harassment.)

We have conducted at least one workshop per month to alert Queensborough employees of the University Policy. We are using members of the Sexual Harassment Education Committee and Panel to conduct these workshops and will continue until we have reached every member of our staff.

3. The Affirmative Action Officer should follow-up on his pledge and ensures that all members of the Sexual Harassment Panel receive training by the CUNY Central Office.

Central Office has just appointed a new training officer and when the new training schedule is published, committee members who are in need of any training will be scheduled accordingly.

4. All members of the Sexual Harassment Panel should have a copy of, be familiar with, and follow the CUNY procedures for implementation of the City University's Policy against Sexual Harassment.

Members of the sexual harassment committee have received a manual, which outlines CUNY procedures for implementation of the City University Policy against Sexual Harassment.

5. To ensure uniformity and capture all relevant information during the complaint intake process, all members of the Sexual Harassment Panel should have a copy of, be familiar with, and use the college's Record of Grievance/Complaint.

The use of the sexual harassment manual will ensure uniformity in practice and reporting by all panel members.

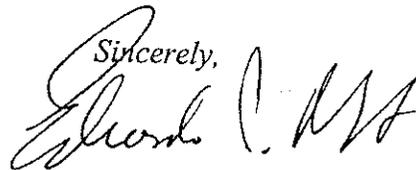
6. The sexual investigator's file notes should be word-processed.

Where possible, all notes will be word-processed by the investigator and kept confidential.

7. QCC's President should disseminate a memorandum to the college to discuss audit findings.

This notice is to inform you that the corrective actions outlined above were approved by the EEPC. Mr. Muchita, the Acting Affirmative Action Officer, will be working with you to maintain the high level of awareness on this campus and to be an advocate of CUNY's Policy Against Sexual Harassment.

Sincerely,



*Eduardo J. Marti
President*