

Faculty Senate Minutes #234

John Jay College of Criminal Justice

October 24,2002

3:15 PM

Room 630 T

Present (24): Yahya Affinnih, Desmond Arias, Marvie Brooks, Orlanda Brugnola, Richard Culp, Edward Davenport, Kirk Dombrowski, Joshua Freilich, Amy Green, Robert Hair, Judith Hawkins, Karen Kaplowitz, Kwando Kinshasa, Gavin Lewis, Tom Litwack, Evan Mandery, Adam McKible, Lorraine Moller, Cary Sanchez, Ellen Sexton, Liliana Soto-Fernandez, Davidson Umeh, Margaret Wallace, Robin Whitney

Absent (15): Philip Bonifacio, Leslie Chandrakantha, Effie Cochran, Jane Davenport, P. J. Gibson, Edward Green, Carol Groneman, Ann Huse, Max Kadir, Andrew Karmen, Amie Macdonald, Altagracia Ortiz, Rick Richardson, Jodie Roure, Carmen Solis

Invited Guest: Architect Ynes Leon: John Jay's Phase II Project Coordinator

Agenda of the October 24,2002, meeting

1. Announcements from the chair
2. Adoption of Minutes #233 of the October 8, 2002, meeting
3. Invited Guest: Architect Ynes Leon, John Jay's Phase II Project Coordinator
4. Election of 3 faculty to the 7-member JJ Committee coordinating the planning for Phase II
5. Motion to request that the Middle States Self-Study Report be provided in hard (paper) copy
6. Discussion of problems discovered when an evacuation alarm was accidentally set off in North Hall
7. Motion to invite Security Director Brian Murphy and Fire Science Prof. Glenn Corbett to the Senate
8. Motion expressing the Senate's support of evacuation decisions made by Security Director Murphy
9. Motion expressing the Senate's recommendation that security officers, etc., not know of planned drills
10. Motion requesting the Administration provide faculty/staff with floor plans showing alarms, exits, etc.
11. Motion authorizing Senate President to write faculty about their obligations during evacuation drills
12. Motion authorizing the Senate President to call an emergency meeting, if necessary, about safety at JJ
13. Report on the October 16 College Council meeting
14. New business

1. Announcements from the chair

Our invited guest is Ynes Leon, who was hired by CUNY and DASNY for assignment to John Jay to serve as our Phase II Project Coordinator. The position involves the coordination of information between John Jay College, the *CUNY* Department of Design Construction and Management (one of VC Macari's departments), the Dormitory Authority of the State of New York (DASNY) and the Phase II project architect (SOM).

Ms. Leon will review technical drawings and specifications to establish compliance with the needs of our College, the requirements of the NYC building code, and *CUNY* architectural guidelines. Because Ms. Leon will act as the primary contact between the College and all the other entities, she will attend all project meetings, post information on the College website, and keep the College community informed of the Phase II project progress and evolution, as well as maintain the project files, including correspondence and drawings.

Ynes Leon graduated from City College and is a member of the American Institute of Architects (**AIA**) and has extensive experience in construction management and urban planning. She has been involved with the Ellis Island Preservation Project, Van Cortland Mansion Museum Cottage Renovation, the Façade at 911 Broadway at Ladies' Mile District in New York and mostly recently served as a Deputy Borough Superintendent for the New York City Department of Buildings.

2. Adoption of Minutes #233 of the October 8, 2002, meeting

By a motion duly made and carried, Minutes #233 of the October 8 meeting were adopted.

3. Invited Guest: Architect Ynes Leon

Ms. Leon, the Project Coordinator of John Jay's Phase II, who is a Licensed and Registered Architect, was introduced, was welcomed to the Senate, and was thanked for accepting the Senate's invitation. Ms. Leon explained that a year and a half ago, after the CUNY Board of Trustees approved Skidmore, Owings and Merrill (SOM) as the architect for Phase II, she was hired to be the bridge and the coordinator of communication of all work and all information between John Jay, CUNY, Vice Chancellor Macari's Office, SOM, and DASNY. At other CUNY colleges, when capital projects were undertaken, there was no one at the college to serve as the coordinator and as the bridge between the different groups and, as a result, there have been cases of miscommunication, misdirection, and various problems. So one of the things, President Kaplowitz explained, that many of us at John Jay agreed we wanted and that Vice Chancellor Macari agreed to as well was to have an architect at our College, housed here during the entire project, who would be that essential person.

And, so, Ynes Leon was hired in April 2001 to fulfill this role. She has had an office on the fifth floor of T Building and has been waiting as we have been waiting for the contract with SOM to be signed. President Kaplowitz said that she has had the pleasure of meeting with Ms. Leon at length and she knows that Ms. Leon has been taking courses at John Jay during this period both to add to her already extraordinary range of information and talents and also to get a sense of the College, its operations, and its physical plant from the perspective of a student. At the same time, Ms. Leon is teaching a course on architectural drawing as an adjunct faculty member at New York City College of Technology. Ms. Leon was invited to summarize her background for the Senate.

Ms. Leon thanked Karen and the Senate for inviting her, saying that now that the contract is about to be signed she is quite in demand: after meeting today with the Senate she will be meeting with the division heads of Student Activities and Student Development and with the Student Council. It's nice to be wanted, she said, adding that she has come to love John Jay. Ms. Leon said she is at John Jay as the Phase II project coordinator not only because she is a licensed architect but also because the person who is the coordinator has to know construction, architecture, facilities, and has to also be a planner.

She reviewed her background: she started in the field in 1973, at NYC Technology College (now called NYC College of Technology), in the Buildings & Grounds Department where for three years she designed new labs and new classrooms in newly rented space needed because Open Admissions resulted in a tremendous enrollment growth of that college. She has been a housing director for an anti-poverty program, has worked for a settlement housing fund doing housing, tenant and occupancy rehab. Then she returned to architecture and did rehabilitation for HUD and HBD programs. She was a project architect in charge of the restoration, rehabilitation, and construction document phase – which turned out to be 400 drawings – for the Ellis Island project and coordinated the work of 12 consultants. Then she established her own architectural practice which she had for 11 years, beginning in 1987. After working 24/7 for 11 years, she became the deputy commissioner for the Queens Building Department for two and a half years. But although she likes to learn about the law, that job was primarily law enforcement, not the creative work she prefers doing. The John Jay project is exactly what she wanted because it is a project she will be working on from its beginning to its completion. She said she particularly likes to follow the construction aspect, to wear her hard hat and boots and go into the field.

Ms. Leon said she is very happy that this week CUNY hired its own project coordinator, which means, she explained, that she belongs to John Jay 100percent, which means she fights for John Jay exclusively. For the last year and a half, she has been split in half, working as the project manager for John Jay on the CUNY end and also helping the College with some of the minor projects, such as the roof repair, electrical rehab projects, and so forth. This week *CUNY* hired a person named Gerrit Geurs, whom two days ago she took around North Hall and T Building so he could see the facilities. Joanna Pestka, from VC Macari's Office, has explained that Mr. Geurs will be handling VC Macari's part in the project coordination, which is wonderful. She said she prefers to be totally at John Jay rather than split in half at two places. It is necessary to be loyal to one agency, one person, one boss. It is not productive when a person is pulled in two directions.

Discussions are ongoing as to how the inter-relationship will take place between her, as the project coordinator, through whom things should be filtered, and Mr. Geurs at CUNY. She explained that the two of them will be the two heads of the octopus that will connect the dots and they will be able to listen, receive, and disseminate information. She said she has already told Mr. Geurs that she will fight very hard for John Jay. Saying she feels that John Jay is home for her, Ms. Leon said she has learned how this College came to this point in its history and the efforts of everybody at the College.

Everyone at CUNY is aware that expectations about enrollment have absolutely ballooned out beyond 2010, Ms. Leon said, and so they will be looking to roll into additional space after the commitment of 640,000 square feet of space is built, if not during the building of those 640,000 square feet. She said that she is told that the contract will be signed any day and despite the delay, it will be signed. She said if the contract wasn't about to be signed, CUNY wouldn't have hired Gerrit Geurs this week. So she is glad to report his having been hired because it verifies the fact that the contract is about to be signed.

Ms. Leon said she met with the College's Comprehensive Planning Committee (CPC) the other day, because the Committee was trying to develop a mechanism for organizing and updating information. Departments had given their wish lists during the past two years but those documents now have to be updated. Also, it has to be decided which college-wide committees need to be formed. She has met with Vice President Robert Pignatello, her immediate supervisor. Together they tried to develop a structure but it really is up to the CPC which has to formulate ideas and which has to create a subcommittee represented by three groups of people: students, faculty, and administration. Those three groups are to have meetings with their constituents so that everyone at the College can be heard as to their needs and their desires. Not everything is going to be granted because only so many bonds are being floated. But CUNY has noted that

John Jay will need a lot more space after Phase II is completed, a lot more.

Ms. Leon said that while taking Mr. Geurs around the buildings, she told him that our goal has to be an integrated campus, adding she knows there are code issues that must be addressed and some joining of fire alarm systems so there are not two split systems, perhaps requiring a revamping of the entire electrical system. She said as far as the campus is concerned, we can not have the haphazard arrangement that now exists. We cannot have duplication of mail rooms, duplication of services: we have to make the best out of the space utilization and we have to create a unified campus. And the students need a lot of space for their use, in the form of common areas. She said she has read every document given to her, including all the proposals and suggestions made a couple of years ago by various departments and groups.

Nothing will be done until the contract is signed, at which time the Space Planning and Capital Budget Department at CUNY will conduct the preliminary space study, because they already have John Jay's projected figures regarding enrollment trends until 2012 from Dean Rubie Malone and John Jay's Institutional Research Director Gail Hauss [Attachment A].

Ms. Leon said Karen is very informed about the entire process, adding that she will help in any way and will attend the planning committee and will attend any meeting that has to do with Phase II. She invited the faculty to see her or call her: her office is Room 538 T in the Campus Facility Office and her extension is 8013.

President Kaplowitz said that she understands that in addition to departmental committees, there will be college-wide committees on such issues as the kinds of classrooms we want, the kinds of security system we want, the kinds of meeting spaces, and so forth. Ms. Leon said committees should study and recommend the kind of environment they want the College to provide. She noted that she first began teaching this semester at NYC College of Technology, where there's a tremendous amount of luxurious space and that she is very aware of how different the situation is at John Jay. Therefore, it is important that groups work and make recommendations about such issues as the kinds of student activity areas there should be and other groups should make recommendations about mechanical issues, such as security and access control. The people most experienced in each of these areas should participate. The end-users have to be heard. She will check the drawings and will make sure the construction is done properly.

Vice President Dombrowski said that when VC Macari met with the Senate on October 8, she mentioned that SOM was hiring a consultant. Ms. Leon replied that Skidmore, Owings and Merrill has already hired the person, whose name is Scott Page, with whom she has already met, adding that he has a tremendous amount of experience in college planning. She's been told he is one of the best in the field.

VP Dombrowski asked how the determination will be made as to who he meets with and when and in what sequence. Ms. Leon said she will be the link in scheduling meetings between Scott Page and the different departments and with whichever committees he might want to interview. Right now, she explained, she can not set up any meetings because we don't have a signed contract. But once it's signed, she will schedule meetings, attend those meetings, and make certain the right questions are asked.

Senator Kwando Kinshasa asked whether the various committees that will be working on Phase II can be ranked in terms of their overall importance. Ms. Leon said the most important goal is that the College function as a united campus; in other words, departments need to be located in the proper space and departments must be accessible to students so students don't get lost and so that she, herself, doesn't get lost. She said the first time she went to North Hall she was in a state of disbelief because she felt that she needed a diagram for what is a maze. Whoever planned North Hall was not an architect, she said.

Ms. Leon reported that she brought CUNY into North Hall – she brought Joanna Pestka, who is VC Macari’s Director of Design and Construction, telling Ms. Pestka that she has to see North Hall with her own eyes. Director Pestka was quite concerned as to whether life and safety issues have been properly addressed and so Director Pestka pushed DASNY to do a condition assessment review and that is who the people looking around North Hall, and also around T Building, are. John Jay is the first college for which DASNY is doing the 10-year condition assessment report because there is overpopulation in North Hall and there is overpopulation in T Building, as well, and that’s why the elevators in T Building have been getting stuck. Ms. Leon said she told CUNY and DASNY that students are popping out of everywhere, adding that she took them on a tour during an especially rush-hour time.

As for the relative importance of committees, every committee is important: it is as important to have student space as it is to have classrooms that are smart classrooms but that are useful, too, classrooms which faculty can use without needing a technician by their side. She said she sometimes hears of technology that is so sophisticated that faculty simply can not use it. She said that the primary users are the students and they must play an important role in the planning. Facilities must be accessible for those who use them and yet in North Hall, the Financial Aid Office is in one place and the Registrar’s Office is on another floor hidden in a corner. Nothing is cohesively planned. The easier the flow for the students, the less the congestion, the better the utilization, and the less space that is wasted. Ms. Leon said she believes that a lot of space in North Hall is wasted because there is a duplication of functions in many areas and at the same time the functions are disjointed. She is working on a more rational plan for the College.

Senator Kinshasa asked her to speak about the bubble diagrams she had told the CPC about. She explained that in architecture, a bubble diagram is a design tool whereby functions are listed and from those functions are drawn connecting, auxiliary functions. In this way a diagrammatic design of functions is drawn showing interrelationships. Senator Kinshasa asked whether it would be possible for the Senate to see examples of bubble diagrams done for other projects and Ms. Leon said would provide copies to Karen. [Copies are available in the Office of the Faculty Senate.]

Senator Yahya Affinnih asked the timeline for the various stages. Noting that that was what SOM presented on September 18 in John Jay’s theater, she offered to photocopy her paper copy of SOM’s PowerPoint presentation which she will give to Karen. Senator Affinnih asked how our new facilities will compare with other institutions offering criminal justice programs like ours. Ms. Leon said the intention is to have facilities which would allow John Jay to remain in the forefront, including by providing training spaces that are not now available for the special programs the College offers. Scott Page will be conducting the interviews: he is the actual programmer, he is the consultant’s programmer.

The Senate thanked Ms. Leon and applauded her. Ms. Leon expressed her appreciation at having been invited and having had the opportunity to meet with the Faculty Senate.

4. Election of 3 faculty to the 7-member coordinating body for the Phase II Project

President Kaplowitz reviewed the Senate’s meeting with Vice Chancellor Macari on October 8 and about the small committee of faculty, administrators, and students the Vice Chancellor had said the College has to form. The Vice Chancellor had recommended that the faculty members be elected faculty leaders. The Comprehensive Planning Committee on October 15 agreed that the small planning committee would comprise 3 faculty, 3 administrators and 1 student. Yesterday, the Council of Chairs met and with the endorsement of the Faculty Senate’s Executive Committee, chose three elected faculty leaders, whom the Senate’s Executive Committee is asking the Senate to similarly elect. The three are: Ned Benton, Chair of

the Budget Planning Committee; Harold Sullivan, Chair of Chairs; and Karen Kaplowitz, President of the Senate.

Vice President Dombrowski moved that the Senate also elect these three as the representative of the faculty on the Phase II planning committee.

The Senate, by unanimous vote, elected the following three faculty:

Professor Karen Kaplowitz, President of the Faculty Senate
Professor Ned Benton, Chair of the College Budget Advisory Committee
Professor Harold Sullivan, Chair of the Council of Chairs

5. Motion to request that the Middle States Self-study Report be provided in hard (paper) copy to members of the Faculty Senate and that multiple hard copy editions also be made available to members of the College community through John Jay's Library

President Kaplowitz spoke about the importance for the Senate to review and comment on the Draft of the Middle States Self Study Report. She said she had heard that the report would be provided only online and expressed her concern that the lack of hard copies would mean that many faculty would not read the Draft document. Rather than ask that the Draft Report be provided to all faculty, Senator Litwack moved that the Senate request that Senate members be provided with paper copies. Senator Amy Green offered an amendment that the Senate also recommend that multiple copies of the report be placed in the Library for people to check out. This motion, as amended, was adopted by unanimous vote.

6. Discussion about the events of October 2,2002, when an evacuation alarm was accidentally set off in North Hall and about the problems that were discovered as a result of this unplanned drill

President Kaplowitz reported that an evacuation alarm was accidentally triggered by workers in North Hall on October 2 at about 1:15 PM and that this truly unplanned evacuation exposed extremely serious safety problems in North Hall. She said the PSC Health & Safety Committee – Professors Francis Sheehan (Chair), James Cohen, Glenn Corbett, Jerry Markowitz, James Noboa, and herself – happened to have a meeting scheduled for 2 PM that same day, October 2, and they did meet with Vice President Pignatello, Security Director Murphy, Facilities Director Robert Huffman, and B&G Director Manny Serrano, at which this was a major item of discussion.

When the alarm went off, those who heard the alarm tried to leave North Hall by the stairways and exits indicated on their classrooms but the magnetically locked doors did not release and thus people were trapped at those exits, at the doors leading to 59th Street and the doors leading to 60th Street. The way the system is supposed to work is that when the evacuation alarm is triggered, the electric circuit that keeps the magnetized doors locked is broken and the doors unlock; but the alarm did not break the circuit and the four sets of magnetized doors remained locked and peoples' efforts to physically force open the doors were unsuccessful.

The only backup system are the manual buttons behind the Security Desk in North Hall (which is why the Security Desk is located where it is) but the Security Officers there did not know there was a problem and did not push the manual door-opening buttons although they eventually did about 5 minutes later when people reached them and told them what was happening. If there had been smoke or the smell

of smoke and panic had ensued, there was a tremendous potential for trampling. Instead, people did what they should never do in a real emergency: they turned around and retraced their steps, looking for another exit, some finding that the other exits were also locked, and most going to the lobby (because those doors are kept open) which soon became extremely crowded.

Furthermore, no one was outside North Hall to direct people away from the building and that wall of people posed an obstacle which blocked people who were trying to get out of North Hall. Also, a delivery truck with canisters of inflammable compressed gas for delivery to North Hall's Science Department was doubleparked in front of North Hall with no driver to be seen and so not only would emergency vehicles be unable to get to the building but the gas in the canisters was highly combustible. In addition, many people in North Hall did not hear the evacuation alarm because the public address system was not working properly and no one was directing those people to leave the building.

At the PSC Health and Safety Committee meeting shortly later, and at a subsequent meeting on October 17, it was pointed out by the faculty that this accidental triggering of the alarm was a fortunate event because it revealed serious problems in an evacuation that was a true simulation of an emergency in that no one knew about it in advance and now we know what has to be fixed. VP Pignatello and Director Murphy said that the systems had just been checked several weeks ago and everything checked out and they would find out what went wrong. President Kaplowitz said that the problem with planned evacuation drills is that all the security officers know when the drill will occur and thus our drills do not provide a true test of either the systems or the personnel. She noted that many department chairs and secretaries know when a drill is scheduled and that, in fact, she knew it was not a drill because security officers, knowing that her spinal injury makes standing extremely painful and difficult for her, let her know when there's a drill so she can stay in her locked office and that not having been told this, she knew to leave the building and to get far away from the building, which most people did not do. She recommended that no one know about a drill except one or two people, such as VP Pignatello and Director Murphy. Director Murphy concurred with the suggestion, saying he is startled to learn that any security officers tell anyone about a planned drill. She said that the security officers themselves shouldn't know nor should the College's volunteer fire marshals and other volunteers.

Faculty at those meetings also pointed out that drills at the end of class sessions are not true tests of evacuation procedures and systems. Director Murphy agreed but said that whenever he schedules drills during class time, even though this is necessary to have a real simulation of an emergency evacuation, many faculty complain because of the disruption to their class. Professor Jerry Markowitz suggested that the Faculty Senate, which represents the faculty, vote to support drills which provide real simulations of real emergency evacuations because the faculty are more likely to respect the opinion of their faculty colleagues on such an issue. President Kaplowitz agreed to bring this issue to today's Senate meeting.

Senator Robert Hair asked whether anyone knows why the magnetic doors had not worked during the drill. President Kaplowitz said that at the October 17 meeting between the PSC Health & Safety Committee and the four administrators, the administrators reported that an engineer had been hired to investigate but has not to date been able to determine why the exit doors did not work. Senator Marvie Brooks said that the faculty have been drilled as to how to react when the alarm is sounded and asked why had they not followed through. President Kaplowitz said that there is no indication that faculty had not acted properly: in fact, Professor Ned Benton led his students and faculty to the 59th Street exit behind the bookstore, which is the direct exit from the Public Management Department area, but those magnetically locked doors would not open. Similarly, Professor Harold Sullivan led his students to the 60th Street doors that are the direct exit from his area of North Hall, but those doors would not unlock for a while.

President Kaplowitz said that Director Murphy is appreciative of the letter she has sent to the

faculty on behalf of the Senate since 1991 and last sent in 1999 about the role and obligations of the faculty when the evacuation alarm is sounded and which she could update and send again. One Senator spoke against having a drill in the middle of class because it is so disruptive of class and that a letter from Karen should be sufficient to alert the faculty as to what should be done when the alarm sounds. The vast majority of Senators felt that a disruption of a class is inconsequential compared to peoples' safety and lives. Another Senator said she is appalled to hear more than one or two people are told when fire drills are to occur because this defeats the whole purpose of drills.

Senator Hair spoke about the tragedy at City College a decade ago when panic and a door that opened the wrong way led to a trampling disaster which killed 10 students and recounted his findings as an expert consultant brought in to study and determine what had happened and why. It was noted that North Hall is where we teach Fire Science and in addition to the tragedy of injuries and deaths that could occur, the reputation to our college would be ruined if everything is not done properly and if all systems are not properly designed and working. The question was asked at what point do we draw a line in the sand and say we will not walk into North Hall anymore. Senator Hair said that these issues have been raised over and over again and the issue of negligence can be raised.

President Kaplowitz spoke about the tour of North Hall that Professor Francis Sheehan (Chair, PSC Health & Safety Committee), Professor Ned Benton, and she gave Senior VC and COO Allan Dobrin on September 17 and that Ms. Leon today told us that DASNY is conducting a life and safety assessment of both North Hall and T Building. Also the PSC Health & Safety Committee is documenting the problems. And the Senate discussions, reported in the Senate's Minutes, over the years provide a record of problems. But, she added, having a documented record won't help if someone is harmed; the purpose of the record is to get things fixed and procedures improved.

Senator Gavin Lewis said that October 2 was not a teaching day for him and that this is the first that he is hearing about a disaster that nearly occurred. He said that it is important that the faculty be informed in a more timely manner about safety problems at the College. President Kaplowitz noted that the PSC Health & Safety Committee is reporting the October 2 event, with photographs of physical plant problems, in the John Jay Chapter newsletter which is about to be published.

Senator Desmond Arias said he wants to make certain that the Senate comes to some real conclusions and action today. Senator Hair suggested we ask Director Brian Murphy come to our next Senate meeting and it was suggested that Professor of Fire Science Glenn Corbett also be invited. Senator Litwack supported this suggestion, saying he is also concerned that the College take steps to protect the College community against a terrorist attack such as a chemical, biological or radiological attack in Times Square. Senator Evan Mandery urged that the Senate communicate to Director Murphy that we support his doing whatever is necessary to ensure fire safety and other forms of safety at the College. These suggestions were then presented as motions, each voted on separately:

7. Motion to invite Security Director Brian Murphy and Fire Science Professor Glenn Corbett to the next Senate meeting

A motion was made to invite Security Director Brian Murphy and Fire Science Professor Glenn Corbett to the next Senate meeting to discuss the various issues raised at today's meeting. The motion was approved by unanimous vote.

8. Motion expressing the Senate's support of decisions made by Security Director Brian Murphy as to the time & frequency of evacuation drills (beyond the minimum required by law) [Attachment B]

A motion communicating to Director Murphy the Senate's support of his decisions and actions to ensure safety, including fire safety, at the College, including his decisions as to the times and frequency (beyond the minimum number required by law) of evacuation drills, was made and was approved by unanimous vote [Attachment B].

9. Motion that the Faculty Senate strongly recommend that security officers, fire marshals, fire wardens, department heads, administrators, and everyone else who is not on a critical need to know basis not be informed of planned evacuation drill dates or times in order to ensure that security officers and all will operate in a way that simulates a true emergency evacuation and so that everyone's and every systems' performance can be accurately evaluated [Attachment B]

A motion was made expressing the Senate's considered opinion that no one except the absolute minimum number of people, each of whom is on an absolute need to know basis, be informed in advance of evacuation drills and that this position be communicated to Director Murphy and others. The motion was approved by unanimous vote [Attachment B].

10. Motion requesting that the Administration provide all faculty and staff with floor plans showing the location of fire alarm pull boxes, emergency exits, stairways, in-house phones, and other relevant information [Attachment B]

A motion was made that the Senate requests that after the fire alarm boxes are moved to better locations, one of the changes that has been identified as being of great importance, and after other necessary changes are made, which should take place very shortly, that the administration provide all faculty and staff with floor plans showing the location of fire alarm pull boxes, emergency exits, stairways, in-house phones that are linked to Security Office, and other relevant information . The motion passed by unanimous vote [Attachment B].

11. Motion authorizing the President of the Faculty Senate to write all full-time and adjunct faculty about the faculty's role and obligations during evacuation drills [Attachment C]

A motion was made authorizing President Kaplowitz to send an updated version of the letter sent by her to the faculty on behalf of the Senate at various times since 1991 and last in 1999 about the faculty's role and obligations during evacuation drills and that this letter be sent to all full-time and adjunct faculty. President Kaplowitz said she would consult with Director Murphy to determine if the laws and procedures have changed since the letter was last revised in 1999. The motion was approved by unanimous vote [Attachment C].

12. Motion authorizing the President of the Senate to determine to her best ability whether the North Hall fire safety problems have yet been addressed to meet immediate safety needs and, if they have not, authorizing her to call an emergency meeting of the Senate's Executive Committee and, if necessary, an emergency meeting of the full Senate

Senator Liliana Soto-Fernandez asked whether the College is in compliance with the Building Code and other codes since, for example, locks are on the outside rather than on the inside of windows, preventing people from escaping through first floor windows, as had been mentioned during discussion.. Senator Robert Hair said it doesn't matter if we are in compliance or not if people cannot get out of the building. Senator Litwack and President Kaplowitz both noted that emergency funds are available from CUNY's Central Office to address emergency physical plant problems. President Kaplowitz explained that a reserve fund exists for the *CUNY* senior colleges although not for the *CUNY* community colleges (because of different capital funding sources) for emergency physical plant problems. Senator Richard Culp said he is appalled that the magnetized exit doors did not unlock and that the public address system did not work properly. Senator Gavin Lewis asked whether it is true that a mechanism exists whereby someone can shut North Hall down. Senator Litwack said that if there is an imminent danger to the safety of people, it is legally necessary to shut a building. Senator Ellen Sexton recalled that when Vice Chancellor Macari met with the Senate on October 8, she had said that if we had an emergency need for more space that more space would be rented.

Senator Mandery proposed that President Kaplowitz ascertain whether the fire door situation has been resolved or would be resolved within two days and, if not, that an emergency meeting of the Executive Committee be called to take further action, which could include calling an emergency meeting of the entire Senate. The motion was adopted by unanimous vote.

13. Report on the October 16 College Council meeting

No actions items except approval of the Minutes were on the agenda. The report that had been added to the agenda, a report on the Middle States Self-study process, was changed to a report about outcomes assessment and ongoing activities to develop outcomes assessment at the College.

14. New business

Various Senators spoke of the terrible tar fumes in North Hall as a result of the roof repair and asked whether such repairs could be conducted late at night and, especially, on weekends, since North Hall has almost no classes or staff on weekends. President Kaplowitz said she would forward this suggestion.

By a motion duly made and approved, the meeting was adjourned at 5 PM.

Respectfully submitted,

Edward Davenport
Recording Secretary

&

Evan Mandery
Corresponding Secretary

Source : John Jay College of Criminal Justice

5.../2002

Discipline Taught	MPUS FTES									
	Fall 2002 Undergrad FTES*	Fall 2002 Graduate FTES*	Fall 2002 Total FTES*	Fall 2007 Projected Undergrad FTES	Fall 2007 Projected Graduate FTES	Fall 2007 Projected Total FTES	Fall 2012 Projected Undergrad FTES	Fall 2012 Projected Graduate FTES	Fall 2012 Projected Total FTES	
African American Studies	17.0	0	17.0	17.0	0	17.0	17.0	0	17.0	
Anthropology	98.0	0	98.0	98.0	0	98.0	100.9	0	100.9	
Arabic	2.6	0	2.6	2.9	0	2.9	3.1	0	3.1	
Art - History, Fine, Visual	159.0	0	159.0	167.0	0	167.0	178.6	0	178.6	
Biological Sciences	57.6	0	57.6	63.4	0	63.4	71.0	0	71.0	
Chemistry	122.2	0	122.2	134.4	0	134.4	150.6	0	150.6	
Chinese	2.4	0	2.4	2.5	0	2.5	2.6	0	2.6	
Com Skills-Regular	93.8	0	93.8	95.7	0	95.7	97.6	0	97.6	
Correction Administration	72.6	0	72.6	72.6	0	72.6	72.6	0	72.6	
Counseling	274.2	0	274.2	287.9	0	287.9	302.3	0	302.3	
Criminal Justice	225.0	179.3	404.3	238.5	224.1	462.6	255.2	280.1	535.3	
Drama	43.4	0	43.4	44.7	0	44.7	47.8	0	47.8	
Economics	83.8	0	83.8	85.5	0	85.5	88.9	0	88.9	
English - Comp	569.8	0	569.8	615.4	0	615.4	664.6	0	664.6	
English - Lit	470.4	0	470.4	508.0	0	508.0	548.7	0	548.7	
Eng Second Lang (ESL)	72.6	0	72.6	71.1	0	71.1	69.7	0	69.7	
Environmental Studies	24.5	0	24.5	24.8	0	24.8	25.0	0	25.0	
Ethnic Studies	347.2	0	347.2	364.6	0	364.6	382.8	0	382.8	
Fire Science	42.0	0	42.0	43.3	0	43.3	46.3	0	46.3	
Forensic Science	114.0	34.2	148.2	120.8	34.8	155.7	129.3	41.8	171.1	
French	30.8	0	30.8	31.4	0	31.4	33.6	0	33.6	
Government	308.2	0	308.2	311.3	0	311.3	314.4	0	314.4	
History	455.0	0	455.0	491.4	0	491.4	530.7	0	530.7	
Interdepartmental Studies	427.2	25.5	452.7	461.4	28.1	489.4	498.3	30.9	529.1	
Italian	19.8	0	19.8	20.2	0	20.2	21.6	0	21.6	
Law/Legal Stds	359.2	0	359.2	362.8	0	362.8	373.7	0	373.7	
Math/Computer Science	793.8	0	794.1	857.3	24.0	881.3	943.0	26.4	969.4	
Music	70.6	0	70.6	70.6	0	70.6	70.6	0	70.6	
Natural Sciences	171.2	0	171.2	174.6	0	174.6	181.6	0	181.6	
Philosophy	208.8	0	208.8	221.3	0	221.3	234.6	0	234.6	
Physical Education	150.1	0	150.1	156.1	0	156.1	162.4	0	162.4	
Physics	26.7	0	26.7	27.7	0	27.7	28.8	0	28.8	
Police Studies	220.0	0	220.0	217.8	0	217.8	217.8	0	217.8	
Protection Management	0.0	24.3	24.3	0.0	26.7	26.7	0.0	29.3	29.3	
Psychology	560.7	352.7	913.3	616.7	440.8	1057.6	678.4	551.0	1229.5	
Public Administration	108.6	131.0	239.6	109.7	137.6	247.2	111.9	140.3	252.2	
Puerto Rican Studies	11.2	0	11.2	11.0	0	11.0	11.0	0	11.0	
Religion	4.2	0	4.2	4.2	0	4.2	4.2	0	4.2	
Russian	13.6	0	13.6	14.4	0	14.4	15.3	0	15.3	
Security	30.8	0	30.8	30.8	0	30.8	31.1	0	31.1	

Source: John Jay College of Criminal Justice

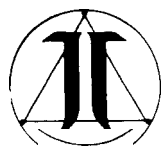
9/30/2002

JOHN JAY COLLEGE OF CRIMINAL JUSTICE-ON-CAMPUS FTES

Discipline Taught	Fall 2002		Fall '07		Fall 2007		Fall 2012		Fall 2012		
	Undergrad FTEs	Graduate FTEs	Fall 2002 Total FTEs	Projected Undergrad FTEs	Projected Graduate FTEs	Fall 2007 Total FTEs	Projected Undergrad FTEs	Projected Graduate FTEs	Fall 2012 Undergrad FTEs	Fall 2012 Projected Graduate FTEs	Fall 2012 Projected Total FTEs
Sociology	438.6	0	438.6	473.7	0	473.7	511.6	0	511.6	0	511.6
Spanish	198.8	0	198.8	202.8	0	202.8	210.9	0	210.9	0	210.9
Speech	333.4	0	333.4	350.1	0	350.1	367.6	0	367.6	0	367.6
Statistics/SSC	100.6	10.5	111.1	106.6	11.1	117.8	115.7	12.1	127.8	0	127.8
Thematic Studies	159.4	0	159.4	159.4	0	159.4	161.0	0	161.0	0	161.0
Toxicology	4.5	0	4.5	4.6	0	4.6	4.7	0	4.7	0	4.7
REGULAR - SUB TOTAL	8097.9	757.6	8855.5	8546.0	927.1	9473.1	9089.2	1111.9	10201.1		
Remedial - Com Skills	35.8	0	35.8	35.6	0	35.6	34.9	0	34.9	0	34.9
Remedial - English	142.0	0	142.0	141.3	0	141.3	138.5	0	138.5	0	138.5
Remedial - Math	200.6	0	200.6	199.6	0	199.6	195.6	0	195.6	0	195.6
SEEK	197.5	0	197.5	197.5	0	197.5	197.5	0	197.5	0	197.5
REMEDIAL/SEEK - SUB TOTAL	575.9	0	575.9	574.0	0.0	574.0	566.4	0.0	566.4		
TOTALS	8673.8	757.6	9431.4	9119.9	927.1	10047.1	9655.6	1111.9	10767.5		
TOTALS-SUMMARY											
FTEs Undergrad	8673.8		8673.8	9119.9		9119.9	9655.6		9655.6		9655.6
FTEs Graduate (Masters)		757.6	757.6		927.1	927.1		1111.9		1111.9	1111.9
PHD PROGRAMS**											
Criminal Justice			Fall 2002 Total Enrollment			Fall 2007 Total Enrollment					Fall 2012 Total Enrollment
Forensic Psychology			121			127					133
						40					80

NOTES:
 * Fall 2002 FTE's are produced from a file that has not been frozen. They do not represent official college figures. They may vary from the college's official FTE's.
 Off-site programs which generate FTE's (such as the Rikers Island or Westpoint Programs) are not included here.
 ** There is no formula for calculating PHD FTE's. Only enrollment is included here.

ATTACHMENT B



JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

445 West 59th Street, New York, N.Y. 10019

212 237-8000 / 8724

October 28, 2002

To: Security Director Brian Murphy

From: Professor Karen Kaplowitz
President, Faculty Senate

Dear Director Murphy,

As agreed upon at the October 17, 2002, meeting of the PSC Health and Safety Committee with you and with Vice President Pignatello, Mr. Huffman, and Mr. Serrano, I brought several issues to the Faculty Senate on October 24 and would like to formally report to you what I informally reported to you in person the day immediately following that Senate meeting.

First, the Senate authorized me to send to all full-time and part-time faculty a letter that I have sent to the faculty at intervals, since 1991, the last time having been 1999, about the faculty's role and obligations regarding evacuation drills. I appreciate your willingness to help in this project by having Assistant Security Director Lisa Curro, who is also an attorney, review my letter for accuracy concerning the most current laws as well as about any changes in procedures at John Jay during the past three years. Professor of Fire Science Glenn Corbett has also reviewed the letter at my request. I will send the letter to the faculty as soon as it is ready. Thank you again for your help in this and for your continued expression of support of this Senate initiative.

Second, the Senate voted – and the vote was unanimous – to support your decisions in your capacity as the expert professional security person at the College in charge of fire and evacuation safety, as to the time and date of evacuation drills. The Senate decided to not recommend that drills be at the beginning, middle, end, or between classes but rather to leave those decisions to you, as the expert who can best judge when such drills would be most efficacious. We support your decisions because we trust in your determination to have the most effective drills possible. Similarly, we support your decisions about the frequency of drills (as long, of course, as they meet at least the minimum number required by law). If faculty raise questions with you about such matters, feel free to share with them this letter that I am writing to you on behalf of the Senate. The Senate's discussions and decisions will also be reported in the Senate's Minutes which are sent to the full-time faculty and to administrators although not to adjunct faculty because of budgetary reasons, as determined by the College administration.

Third, the Senate was unanimous in its recommendation that based on our best knowledge and

Director Murphy
October 24, 2002
Page 2

ATTACHMENT B (cont)

experience as faculty who have experienced evacuation drills, security officers should not know about drills in advance nor should fire marshals nor administrative personnel, with the exception being only those you deem to be on an absolutely need to know basis: the Senate's view is that this would be the best way to simulate actual emergency evacuation situations so as to ensure that the occupants know what to do and also as a way to regularly test the efficacy of the evacuation plan and the performance of the personnel in charge.

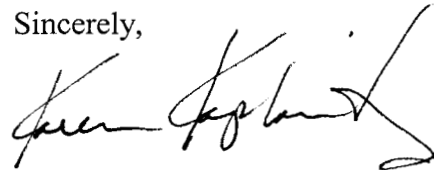
Fourth, the Senate requested that floor plans showing fire pull alarm boxes, stairways, Security exit doors, and rooms of refuge for those unable to negotiate stairs be provided to all staff and faculty. We understand that because plans are underway to add fire alarm boxes to locations near fire exit doors and possibly to move fire alarm boxes from current locations, which we support, this request will necessarily be delayed until those changes are made.

Also, the Senate authorized me to invite you to our next Senate meeting, on November 5, in Room 630 T and I want to thank you for immediately accepting the invitation. The Senate also asked that Professor of Fire Science Glenn Corbett be invited and he, too, has accepted our invitation.

As you know, the Senate appreciates all your work and the work of your entire staff and is always available to meet, to discuss, and to help.

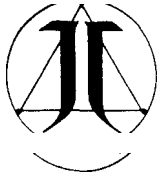
Thank you again and we look forward to meeting with you on November 5.

Sincerely,



cc. PSC Health and Safety Committee:

Professor Francis Sheehan
Professor Jim Cohen
Professor Glenn Corbett
Professor Jerry Markowitz
Professor James Noboa
Vice President Robert Pignatello
Mr. Robert Huffman
Mr. Manny Serrano
Professor Ned Benton
Professor Harold Sullivan



ATTACHMENT C

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York
445 West 59th Street, New York, N.Y. 10019
212 237-8000 / 8724

October 30, 2002

To: All Full-Time and Adjunct Faculty

From: Professor Karen Kaplowitz
President, Faculty Senate

Re: Essential Fire/Evacuation Information

Dear Colleagues,

Eleven years ago, in 1991, the Faculty Senate was alerted to a serious situation which the Senate found very troubling: the then director of security reported that several faculty and staff who were serving as campus fire marshals had reported that some faculty were not participating in the fire/evacuation drills and that, furthermore, some faculty had been forbidding their students to leave their classroom when the alarms sounded. Several Senate members corroborated these reports, saying they had witnessed classes that had remained in session during evacuation drills and some Senate members reported that students had complained to them about faculty who had forbidden them to leave class because, they had claimed, it was "only a drill." (The Senate's Executive Committee had first been informed of the situation by a Senate member, who was serving as a John Jay fire marshal, and the Executive Committee had, therefore, invited the security director to meet with the Senate.)

At the time, the Senate authorized me to write a letter to the faculty and I did so and, upon being briefed through the letter about the faculty's legal and moral obligations, the faculty fully complied in subsequent evacuation drills. The letter has been sent to the faculty several times over the past 11 years and was printed in the *John Jay Faculty Handbook*. It was last sent in 1999.

Because of recent events, most notably those of not only September 11, but of a fire alarm that was triggered accidentally on October 2 in North Hall and that led to an evacuation of the building that revealed a series of problems, **I have been authorized by the Senate to write to you again.**

As faculty, all of us on the Faculty Senate appreciate the importance of covering scheduled course material and we are especially sympathetic to the need to keep the day/evening classes parallel in terms of the material taught and discussed. We also understand and appreciate what it means to have a scheduled exam, film, or guest speaker disrupted. It is because we, as faculty, understand these issues that the Senate hopes that this letter will be especially effective:

<> New York State Education Law **requires** that we all participate in fire/evacuation drills and that we do so by leaving the building immediately. Failure to do so is a **misdemeanor** as is any interference with others' participation in a fire/evacuation drill.

(over)

- ◊ There is no way to know whether an alarm is signaling a drill or whether it is signaling that a fire or another dangerous situation exists. Everyone should immediately evacuate the building.
- ◊ Fire/evacuation drills in which everyone participates are necessary in order to test and critique the College's evacuation procedures and equipment, including traffic control, speed of evacuation, door lock releases, public address system, performance of security personnel and of fire marshals, etc.
- ◊ Faculty may be held liable if they do not permit students to participate in drills: if there is an actual fire or other dangerous situation, and students are harmed because they were not permitted to immediately evacuate the building, the faculty member may be held legally responsible and may be sued. Similarly, if there is a fire or other emergency at a later date and students claim that they were not knowledgeable about evacuation routes or procedures because their instructor had not permitted them to participate in an evacuation drill, the faculty member may be held liable.

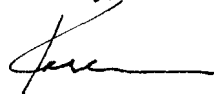
The Faculty Senate is very concerned that all of us on the faculty fulfill the legal and moral imperatives that are involved. The following information is of essential importance:

- ◊ Faculty and students should use the nearest stairway and the exit that that stairway leads to. Each classroom has a sign stating which stairway to use when leaving the building from that location.
- ◊ Elevators should never be used if an evacuation/fire alarm sounds.
- ◊ It is of vital importance that everyone immediately leave not just the classroom but the building and that upon reaching the street everyone move away from the building both to permit easy egress from the building for others and also in order to be far from the building in case of an explosion.
- ◊ Your students should take all their possessions with them: during some past drills students returned to their classrooms to discover that their books, jackets, and other belongings had been stolen during the drill.

Other aspects of fire safety and general safety issues are being addressed by the College and CUNY Administration, by the Faculty Senate, by the John Jay Chapter of the PSC, by DASNY, by consultants, and by others. This letter addresses only what we as faculty are responsible for knowing and doing for the safety of our students, our colleagues, our guests, and ourselves, in our capacity as both faculty and as law-abiding members of our community.

Security Director Brian Murphy expresses his appreciation whenever the Faculty Senate issues this letter to our colleagues on the faculty. Any questions, suggestions, or comments may be directed to him, to me, or to us both.

Sincerely,



Karen Kaplowitz
President, Faculty Senate