



THE KNIGHT NEWS
QUEENS COLLEGE

TO: Staff & Reporters

FROM: Executive Board, *The Knight News*

DATE: August 14, 2020

SUBJECT: Policy on Obtaining Quotes

On August 6th, 2020, the executive board for *The Knight News* met and approved a new, updated policy on requesting comments and quotes from members of the Queens College administration. This includes the following offices: President, Provost, Vice President for Finance and Administration, Vice President for Student Affairs, Vice President for Student Enrollment and Retention, Vice President for Institutional Advancement and any offices of an administrative nature that were not previously mentioned.

The updated policy below is a result of difficulties encountered when requesting comment solely through the Office of Communications. These difficulties primarily involved (but were not limited to) receiving comment and quotes on the day of the deadline for Issue Two, Volume 27 of *The Knight News*.

The Knight News engages in honest, informative reporting, and in doing so, our reporting staff does its very best to obtain information from both sides of an issue.

Any questions or concerns about the policy may be directed to info@theknightnews.com

UPDATED POLICY ON OBTAINING QUOTES (approved 08/06/20)

1. Please see the following chart for email addresses for each office
2. When requesting comment be sure to do the following
 - a. Introduce yourself and your position at The Knight News
 - b. Briefly mention the article you're writing about
 - c. Make it evidently clear what you're asking from the office
3. When emailing one of the offices below, please
 - a. Cc: info@theknightnews.com, Maria.Matteo@qc.cuny.edu and Joanne.Rodes@qc.cuny.edu.

(NOTE: THERE IS NO NEED TO CC MS. MATTEO & RODES WHEN REACHING OUT TO ACADEMIC DEANS, OR STUDENT DEVELOPMENT AND LEADERSHIP)

Office	Email	Notes
President - Frank H. Wu	president@qc.cuny.edu	
Provost - Elizabeth Hendrey	provost@qc.cuny.edu	Chief academic officer
Finance & administration - Bill Keller	VPFA@qc.cuny.edu	
Student Affairs - Adam Rockman - Jennifer Jarvis	VPSA@qc.cuny.edu	Student Life (e.g. clubs), The Summit, Counseling Center, etc.
Student Development and Leadership	Dwayne.Jones@qc.cuny.edu	
Student Enrollment, Retention - Richard Alvarez	VPESR@qc.cuny.edu	
Dean for Math & Natural Sciences	Daniel.Weinstein@qc.cuny.edu	
Dean for Arts & Humanities	William.McClure@qc.cuny.edu	
Dean for Education	Dana.Fusco@qc.cuny.edu	
Dean for Library	Kristin.Hart@qc.cuny.edu	

Sample Email to administrative office:

SUBJECT OF EMAIL: Request for Comment - The Knight News

To whom it may concern,

I hope this email finds you well. My name is **(FULL NAME)** and I'm an **(POSITION)** for the Queens College campus newspaper, The Knight News.

I'm currently writing an article about **(TOPIC)**, and would like to ensure that I accurately cover the topic at hand.

Please see the attached word document for questions that, if answered, would help towards writing the article.

Thank you for your consideration.

Sincerely,

Name Name

Position | The Knight News

You may use the above email as a template when contacting administrative offices, but do not make a habit of using this exact email. This is merely a reference & guide.