



THE KNIGHT NEWS
QUEENS COLLEGE

TO: Staff & Reporters

FROM: Executive Board, *The Knight News*

DATE: August 30, 2020

SUBJECT: Policy on Obtaining Quotes

On August 27th, 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 revision of our prior policy from August 6th, 2020.

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 08/27/20)

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 follow the protocol below
 - a. EMAIL SUBJECT: Request for Comment - Knight News
 - b. TO: Maria.Matteo@qc.cuny.edu , Joanne.Rodes@qc.cuny.edu
 - c. CC: Administrative office below
(NOTE: there is no need to cc ms. matteo & rodes when reaching out to academic deans, faculty, staff, the Academic Senate Chair 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

Dear Ms. Matteo,

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. Let me know if you have any questions or further clarifications.

The deadline for my article is **(DATE)**

Thank you very much, I look forward to hearing from you.

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.