

**The Committee on Bylaws
Minutes for 22 September 2004
Submitted by Kevin Kelly**

Present:
S. Jacobowitz, Chairperson
B. Birchfield
R. Holt
C. Weber
B. Duen

Absent: P. Marchese
H. Lapidus

Our meeting was opened by the new Chairperson S. Jacobowitz. Welcoming remarks were exchanged and the business of our Committee for the new year began.

New Members: C. Weber and R. Holt are new members for the 2005-2006 academic year. R. Holt will be acting in a liaison position. B. Duen will be representing the students' interests.

Minutes of the Previous Meeting were approved.

Chairperson's Annual Report 2003-2004 was given to all members for review. This report was written by our past Chairperson, Dr. Peter Bales.

In her first meeting as new Chair, Susan Jacobowitz discussed the purpose of the Bylaws Committee and the direction in which the Committee will be driven this year. The emphasis at QCC is now on "shared governance" and additional work may be coming to the Bylaws Committee. The purpose of the Committee is to draft language to support changes and new directions and submit same to the Academic Senate for a vote.

Items in Process or Pending, Unfinished Business and New Business:

1. A procedure manual will be created to assist new members in learning about the Bylaws Committee. The procedure manual will be created by the Chairperson.
2. A memorandum dated September 9, 2004 was received from Kathleen Villani, Vice-Chairperson, Academic Senate Steering Committee. The memorandum outlined possible Bylaw revisions in four different areas. The four possible Bylaw revisions were discussed and we agreed to divide them among the members of the Committee as follows:
Committee on Honors Program- S. Jacobowitz.
Committee on WID-WAC – K. Kelly and B. Birchfield.
Committee on Distance Learning- R. Holt and P. Marchese.
Committee on Environment, Quality of Life, and Disability Issues- C. Weber.

3. It will be the responsibility of the Committee to update the official copies of the Bylaws at QCC. This will insure uniformity in those copies of the Bylaws. The copies are kept in the following locations: the Library Archives, QCC website, and the Faculty handbook.

Time and Date of next Meeting;

Our next meeting was scheduled for Monday, October 25, 2004 at 1:00 PM. The location of the meeting will be sent to our members via an E-mail. An alternative time for future meetings was also discussed: Wednesday afternoon between 2-3.

Motion was made to adjourn and meeting was adjourned