

## Academic Senate Annual Report from Committee on Food Insecurity

**TO:** Drs. Joel Kuszai; Steven Dahlke; and Jannette Urciuoli, Steering Committee of the Academic Senate of Queensborough Community College

**FROM:** Emily S. Tai, Outgoing Chair, Committee on Food Insecurity

**DATE:** June 10, 2018

**SUBJECT:** Annual Report of the Committee on Food Insecurity of the Academic Senate, 2017-2018

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### **I. Opening Narrative:**

The Committee on Food Insecurity was created by the Academic Senate in May, 2017, with the following charges, which, as of this writing, have not yet been added to the Bylaws of the Academic Senate:

The Committee on Food Insecurity shall:

- a. Maintain a Food Pantry during the Academic year, for a minimum of four hours weekly
- b. Establish any guidelines or parameters for the regulation of the Food Pantry as may be needed and appropriate;
- c. Promote partnerships with Queensborough Student Clubs, together with organizers of campus-wide events, to conduct Food Drives to supply the Food Pantry and raise awareness regarding food insecurity across campus;
- d. Promote partnerships with faculty and administration to explore service-learning and institutional advancement opportunities that support the Food Pantry as a means to contribute to the enhancement of student instruction, and address conditions of Food Insecurity within the Queensborough Community.

As the report below shall show, the Committee undertook a number of activities, at the Lucille A. Bova Food Pantry and campus-wide, to meet those charges. In keeping with the charges give to all committees of the Academic Senate by the 2017-2018 Steering Committee, we would also like to suggest that service-learning partnerships that allow students to learn about food safety by inspecting food products for expiration dates, and creating a popular “Pantry Cookbook” has contributed to the efforts of Queensborough’s faculty to realize Queensborough’s [Mission Statement](#) and Middle States Accreditation Standard 3: *an institution provides students with learning experiences that are characterized by rigor and coherence at all program, certificate, and degree levels, regardless of instructional modality. All learning experiences, regardless of modality, program pace/schedule, level, and setting are consistent with higher education expectations.* We also believe that operation of the food pantry, which served approximately 3-10 students per open hour, and, thus supported an

estimated maximum of 50 student visits weekly; 200 student visits, monthly; and 800 student visits each semester, may have contributed positively to student persistence and retention, and thus supported Queensborough's realization of Middle States Accreditation Standard 4

*“across all educational experiences, settings, levels, and instructional modalities, the institution recruits and admits students whose interests, abilities, experiences, and goals are congruent with its mission and educational offerings. The institution commits to student retention, persistence, completion, and success through a coherent and effective support system sustained by qualified professionals, which enhances the quality of the learning environment, contributes to the educational experience, and fosters student success.”* While we have not, as of this writing, requested any formal data from students who visit the pantry, these numbers were utilized in an application prepared by the Office of Student Affairs for additional support by the Petrie Foundation—only one of the intra-institutional partnerships that endeavored to support the Lucille A. Bova Food Pantry and the Committee on Food Insecurity in its inceptive year.

## **II. Membership and Officers, Academic Year, 2017-2018**

The Committee on Food Insecurity was established from the previously-established subcommittee on Food Insecurity of the Steering Committee of the Academic Senate in fall, 2017. Members of the Steering Committee worked closely with the Chair of the Committee on Committees, Dr. Helmut Loeffler, to constitute the committee with the following inceptive faculty membership:

Dr. Peter Bales (Social Sciences)

Professor Liz DiGiorgio (Art and Photography)

Dr. Sharon Ellerton (Biology)

Professor John Gilleaudeau (Social Sciences)

Dr. Chukwundi Ikwueze (Social Sciences)

Dr. Susan Jacobowitz (English)

Professor Sebastian Murolo (Business)

Dr. Emily S. Tai (History)

Dr. Lana Zinger (Health, Physical Education and Dance)

Administrative liaison: Vice-President Sherri Newcomb

During the fall semester, the Queensborough Student Association was represented by President Mabely Salvador and Mr. Michael Fischbach, also a member of the SGA Board.

At the end of the fall semester, Mr. Fischbach graduated, and was replaced by Ms. Sarah Aguirre, also on the SGA Board. Dr. Ellerton resigned, as she was going on fellowship leave for the calendar year 2018; and Dr. Gilleaudeau resigned. They were replaced by Committee on

Committee appointees Professors Ashlie Klepper (Speech and Theatre); Nataliya Khomyak (Mathematics and Computer Science).

During the 2017-2018 academic year, the committee elected Professor Emily S. Tai Chair, and Dr. Susan Jacobowitz Secretary.

### **III. Meetings and Transactions**

The Committee met 6 times over the course of the fall and spring semester, 2017-2018

Friday, August 25, 2017

Wednesday, September 13, 2017

Wednesday, November 1, 2017

Wednesday, January 31, 2018

Wednesday, March 14, 2018

Wednesday, April 25, 2018

Wednesday, May 9, 2018

- **Pantry Hours:**

A key responsibility of the Committee was to set and maintain semester hours for the Lucille A. Bova Food Pantry. During the Fall, 2017 semester, the hours were as following:

Mondays, 5-6 P.M. (Professor Di Giorgio)

Tuesdays, 12.30-1.30 P.M. (Dr. Ellerton)

Wednesday, 5-6 P.M. (Professor Tai)

Thursday, 2-5 P.M. (Professor Gilleaudeau/Dr. Bales)

Friday, 1-2 P.M. (Dr. Ikwueze)

During the Spring, 2018, the hours for the Food Pantry were as follows:

Mondays, 11-Noon (Professor Klepper)

Mondays, 5-6 P.M. (Professor Di Giorgio)

Wednesdays, 3-4 P.M. (Dr. Ikwueze)

Wednesdays, 4-5 P.M. (Professor Khomyak)

Thursdays, 9-10 A.M. (Professor Tai)

Thursdays, 4-5 P.M. (Dr. Bales)

The pantry was also available at additional times, as well as during summer, 2017 and winter recess, 2018, by appointment by contacting the committee chair, whose email was posted on the door of the Lucille A. Bova Food Pantry.

- **Pantry Stocking:**

The Committee also collaborated with the following administrative offices/ campus organizations to promote the following events to help stock the food pantry:

- Autumn Harvest Food Drive (Lambda Sigma Chapter of Phi Theta Kappa and student organizations named below, September-November, 2017)
- Between September 28, 2017 and October 31, 2018, the ASAP Club has also launched a Food Drive to support the Lucille A. Bova Food Pantry as an October “Tackling Hunger Month” Event.
- Wednesday, October 25, 2017 was declared “Food Pantry Day” and coordinated a generous gift from FEC Chair Dr. Philip Pecorino and other members of the Queensborough Faculty, as an event associated with the Fall meeting of the Faculty sponsored by the FEC
- The coordination of a “Thanks for Giving” Food Drive to benefit the Lucille A. Bova Food Pantry with the Health-Related Sciences Academy; the STEM Academy; C-Step, and the Environmental Sustainability Club, and the Lambda Sigma Chapter of Phi Theta Kappa in November, 2017.
- A “Hunger Banquet”, coordinated by Queensborough’s NYPIRG Chapter, under the direction of Mr. Colin Hughes, collected \*65\* food items for the Food Pantry on November 22, 2017.
- The Queensborough Holiday Banquet, held on December 22, 2018, brought in approximately 50 bags of food for the Lucille A. Bova Food Pantry
- In February, 2018, the Committee, acting in concert with the Lambda Sigma Chapter of Phi Theta Kappa, and other student groups named below, launched a month-long *Share the Love* Food Drive
- Between March-May, 2018, the Committee, acting in concert with the Lambda Sigma Chapter of Phi Theta Kappa, and other student groups named below, launched a *Spring Ahead* Food Drive, which ended May 15, 2018.
- In March, 2018 (Women’s History Month) the Committee on Food Insecurity collaborated with Queensborough’s NYPIRG Chapter, which collected feminine hygiene products and products for infants (diapers, baby food, etc.) and donated them to the Lucille A. Bova Food Pantry.

- The Subcommittee on Food Insecurity participated in a fund-raising campaign for *Love Through Food*, an event sponsored with collaboration from Queensborough Alumnus Jonathan Chin, and ShareMeals at New York University in April, 2018. The campaign raised approximately \$452.00 from Queensborough Faculty, and resulted in the acquisition of \*seven\* boxes, containing 1500 servings of tomato/basil pasta which supplied the Lucille A. Bova Food Pantry this spring, 2018. The boxes of pasta were transported in April, 2018 by Dr. Bales.
- Wednesday, April 18, 2018 was declared “Food Pantry Day” and coordinated a generous gift from FEC Chair Dr. Philip Pecorino and other members of the Queensborough Faculty, as an event associated with the Spring meeting of the Faculty sponsored by the FEC
- Wednesday, April 18, 2018 also was the date of a well-attended “Fruit and Study” event at the Newman Center, under the direction of Father Edward Doran and Ms. Virginia Villadiego, Newman Club President, during which fresh fruit and dried fruits, donated by the Lambda Sigma Chapter of Phi Theta Kappa and the Chemistry Club were distributed to students at the Newman Center.

- **Service-Learning and Research Outcomes:**

We are delighted to report that involvement in the Lucille A. Bova Food Pantry has produced a concrete learning and employment outcomes for our students, as well as a research opportunity for faculty:

- First, students in Dr. Zinger’s Spring, 2018 Health of the Nation Class produced a 25-page cookbook for pantry users;
- Second, Ms. Shovaine Singh, Queensborough Community College graduate and Lambda Sigma Chapter member, is now a senior at Lehman College, and is responsible for administering Lehman College’s Food Pantry. Her work in this regard was celebrated in a [recent Fox News segment on college food insecurity and a television studio interview](#).
- An article on the Lucille A. Bova Food Pantry was featured in the April Queensborough *Communiqué*, based partially upon an interview with Dr. Jacobowitz; Professor Tai also spoke with a journalist student from Brooklyn College; and another from Nassau Community College. Professor Tai also authored a piece for the CUNY UFS Blog, [Are Your Students Hungry?](#)
- Finally, the Committee would like to congratulate Dr. Amy Traver (Sociology, Social Sciences) and Dr. Zivah Perel Katz (English), who delivered a keynote address, “(Re-)Considering Service-Learning as a Multi-faceted, Transformative Approach to Academic Learning for First- and Second-Year Students” at “Service-Learning Unbound:

On Campus and Beyond,” a conference at Onondaga Community College on Friday, May 4, 2018, where they discussed their work with service-learning projects related to the Lucille A. Bova Food Pantry.

- **Resolutions**

The following resolution was also passed:

August 25, 2017: Based upon the past year’s experience with Food Pantry use and restocking patterns, a motion was made, seconded, and unanimously approved voted to restrict Pantry visitors to 10 (ten) items per visit. Visits to the Pantry will not be restricted (in other words, students can return more than once a week); nor will there be any records kept of who accesses the pantry other than the record of numbers of students served.

- **Ongoing Project: Non-Profit Incorporation:**

In fall, 2017, the FEC created a “Faculty Association” bank account, wherein was held, among other funds, money from those faculty who preferred to donate by check to the Lucille A. Bova Food Pantry rather than furnishing in-kind donations. Monies received were used to reimburse Amazon/Cosco orders to the pantry, upon the presentation of receipts approved and recorded in meeting minutes by the Committee on Food Insecurity. During the academic year, 2017-2018, FEC Treasurer Margot Edlin both received checks from generous donors, and disbursed reimbursement funds to Dr. Susan Jacobowitz, and to herself, as the Food Pantry was stocked, in December and January, by two separate trips to Cosco.

By the close of the fall semester, FEC Chair Dr. Philip Pecorino nevertheless indicated that members of the FEC had concerns that FEC funds and members might be held liable for the operation of the Lucille A. Bova Food Pantry, and therefore preferred that the members of the Food Insecurity Committee could transition into a the establishment of the Lucille A. Bova Food Pantry as a separate, non-profit entity. Intention to enter into this course of action were endorsed by affirmative votes of the members of the Committee on Food Insecurity during meetings of March 14 and April 25, 2019.

As of this writing, bylaws have been drafted for the non-profit, which would be known as the Bayside Campus Hunger Alliance. Professors Tai, Rosen, and Murolo, together with outgoing SGA President Mabely Salvador, met with President Call and Vice-President Newcomb on Wednesday, April 11, 2018 to discuss the possibility of cooperation between the non-profit under development and Queensborough Community College. While a few queries about acceptable bylaws language have yet to be addressed by CUNY Central, the chair of the Committee has shared the currently-drafted bylaws (given below, in Appendix A) with an intern advisory group at the CUNY School of Law, which has assisted other CUNY faculty groups with non-profit incorporation in the past. Professor Tai has also been in contact with the Director of

the Nassau Community College Food Pantry, Dr. Sharon Masrour, to query recommendations for the best insurance company options.

**Membership and Officers, 2018-2019**

Dr. Peter Bales (Social Sciences)

Dr. Dorith Brodbar (Counseling)

Professor Liz DiGiorgio (Art and Photography)

Professor Nataliya Khomyak (Mathematics and Computer Science)

Dr. Chukwudi Ikwueze (Social Sciences)

Dr. Susan Jacobowitz (English)

Dr. Jun Shin (Chemistry)

Dr. Emily S. Tai (History)

Dr. Amy Traver (Social Sciences)

At the May 9, 2018 meeting, Dr. Peter Bales was elected chair of the Committee on Food Insecurity, and Professor Elizabeth Di Giorgio was elected secretary for the coming, 2018-2019 year. Professor Tai also indicated her intention to resign from the committee by the close of the 2018 annual leave period in order to accommodate a year of anticipated fellowship leave during the 2018-2019 academic year.

**IV. Recommendations for the 2018-2019 Academic Year**

- The outgoing chair has been advised by the incoming Student Governance Association Board that **Mr. Daniel Blount** will be the student representative to the Committee in 2018-2019. Mr. Blount's email is: [danielblount8989@gmail.com](mailto:danielblount8989@gmail.com)
- A replacement for Professor Tai should be requested from the Committee on Committees.
- All unapproved minutes (for the meetings of March 14, April 25, and May 9), should be approved and posted. (Consultation with Mr. David Moretti for ADA compliance may be required; he can be reached at [dmoretti@qcc.cuny.edu](mailto:dmoretti@qcc.cuny.edu))

- One member of the Committee should be appointed a liaison to Student Clubs, as the co-sponsorship of student clubs is critical to the success of the campus-wide food drives named above.
- Members of the Committee should invite Father Edward Doran to a meeting to offer a presentation on possible collaboration between the Newman Center and the Roman Catholic Diocese of Brooklyn and Queens with the Committee on Food Insecurity and the prospective non-profit organization, the Bayside Hunger Alliance.
- Members of the Committee should work with the Student Association and the Lambda Sigma Chapter of Phi Theta Kappa to promote the following events:
  - Autumn Harvest Food Drive (September—November, 2019 and April 2020)
  - Food Pantry Day (with FEC Fall meeting)
  - A holiday drive (possibly in connection with the Holiday luncheon, should the new administration continue to promote this event)
  - Share the Love Food Drive (February, 2020)
  - Spring Ahead Food Drive (March-May, 2020)
- Members of the Committee, perhaps in concert with Professor Christine Mooney (or as a service-learning project?) should double-check the name “Bayside Campus Hunger Alliance” as a name for the faculty non-profit at: [Bayside Campus Hunger Alliance](https://www.dos.ny.gov/corps/nfpfaq.asp) <https://www.dos.ny.gov/corps/nfpfaq.asp>.
- Members of the Committee on Food Insecurity should promote partnership with faculty involved in working with the 2018-2019 Common Read text: Will Allen and Charles Wilson, *The Good Food Revolution: Growing Healthy Food, People and Communities* (New York, 2013). Such activities might include (but not be limited to), screening of the video that the college purchased in support of the Food Pantry and next year’s Common Read, entitled *Food Insecurity: Access and Address Need on Your Campus and Support Students so that they can Succeed & Persist* (June 12, 2017)
- Members of the Committee should, if at all possible, complete the non-profit incorporation process for the Bayside Campus Hunger Alliance, and explore possible grant opportunities, either independently, or in concert with the Queensborough grant office.



- **Appendix A: Drafted Bylaws of the Bayside Hunger Alliance**

Proposed Bylaws for Bayside Campus Hunger Alliance

Article I: Name

The name of this corporation shall be the Bayside Campus Hunger Alliance

Article II: Purpose

Section 1: Nonprofit Purpose

The purpose of the Bayside Campus Hunger Alliance will be to promote awareness of, and on-campus relief for food insecurity. The Bayside Campus Hunger Alliance may seek external funding to support these purposes, but, in such capacity, would be seeking funds as an organization exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. **Does there need to be anything in these bylaws about state law?**

Section 2:

The purpose of the Bayside Campus Hunger Alliance shall be to promote awareness of, and on-campus relief for, food insecurity. The activities of the Bayside Campus Hunger Alliance in this regard will include but not be limited to:

- a. the distribution of food donations to needy persons, especially enrolled college students;
- b. activities, such as the promotion of extracurricular activities raising awareness regarding food insecurity as an area of study and concern for specialists in various public policy, health, and academic fields;
- c. the promotion of faculty research in these fields (d) the promotion of student experiential learning in these fields including and not limited to: nutritional health; non-profit fundraising; public health and social science research.

Article III: Membership

The membership of the Bayside Campus Hunger Alliance shall be limited to its Board of Directors and its Advisory Council.

Section 1: Eligibility for Membership

Application for voting membership shall be open to all members of the Committee on Food Insecurity as constituted by the Academic Senate of Queensborough Community College. Upon petition, a member of faculty, staff, or administration who is not a member of the Committee

may also become a board member or a member of the Advisory Council. All memberships shall be granted upon a majority vote of the board.

#### Section 2: Annual Dues

There will be no assignment of annual dues for board membership; however, there will be an expectation that each board member will donate services, food, or financial support in an amount no less than \$100 annually.

#### Section 3: Rights of Members

Each member shall be eligible to appoint one voting representative to cast the member's vote in association elections.

#### Section 4: Resignation and Termination

Any member may resign by filing a written resignation with the secretary of the board. A member can have their membership terminated by a majority vote of the membership.

#### Section 5: Non-voting membership

The board shall have the authority to establish and define non-voting categories of membership.

#### Article IV: Board of Directors

##### Section I: General Powers

The affairs of the Bayside Campus Hunger Alliance shall be managed by its Board of Directors. The Board of Directors shall have control of and be responsible for the management of the affairs and property of the Corporation.

##### Section 2: Number, Tenure, Requirements, and Qualifications

The number of Directors shall be fixed from time-to-time by the Directors but shall consist of no less than three (3) nor more than fifteen (15) including the following officers: The President; the Secretary, and the Treasurer.

The members of the Board of Directors, shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall be duly elected and qualified. All members of the Board of Directors, and Advisory Council must be approved by a majority vote of the members present and voting. No vote on new members of the Board of Directors, or Advisory Council, shall be held unless a quorum of the Board of Directors is present as provided in Section 6 of this article.

Each member of the Board of Directors shall be a member of the Bayside Campus Hunger Alliance, and may hold office for a minimum of one year, and a maximum of three years.

##### Section 3: Regular and Annual Meetings

An annual meeting of the Board of Directors shall be held at a time and day in the month of September of each calendar/academic year at a location designated by the Board of Directors. The Board of Directors may provide by resolution the time and place for the holding of regular meetings of the Board. Notice of these meetings shall be sent to all members of the Board of Directors no less than (10) days, prior to the meeting date.

#### Section 4: Special Meetings

##### Special meetings of the Board of Directors

Special meetings of the Board of Directors may be called by, or at the request of, the President, or any two members of the Board of Directors. The person or persons authorized to call special meetings of the Board of Directors may fix any location, as the place for holding any special meeting of the Board called by them.

#### Section 5: Notice:

Notice of any special meeting of the Board of Directors shall be given at least (2) days in advance of the meeting by telephone, facsimile or electronic methods or by written notice. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or in these by-laws.

#### Section 6: Quorum

The presence, in person of a majority of current members of the Board of Directors shall be necessary at any meeting to constitute a quorum to transact business, but a lesser number shall have power to adjourn to a specified later date without notice. The act of a majority of the members of the Board of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these by-laws.

#### Section 7: Forfeiture

Any member of the Board of Directors who fails to fulfill any of their requirements as set forth in Section 2 of this Article by September 1 shall automatically forfeit their seat on the Board. The Secretary shall notify the Director in writing that his or her seat has been declared vacant, and the Board of Directors may forthwith immediately proceed to fill the vacancy. Members of the Board of Directors who are removed for failure to meet any or all of the requirements of Section 2 of this Article are not entitled to vote at the annual meeting and are not entitled to the procedure outline in Section 14 of this article by these by-laws.

#### Section 8: Vacancies

Whenever any vacancy occurs in the Board of Directors it shall be filled without undue delay by a majority vote of the remaining members of the Board of Directors at a regular meeting. Vacancies may be created and filled according to specific methods approved by the Board of Directors.

#### Section 9: Compensation

Members of the Board of Directors shall not receive any compensation for their services as Directors.

#### Section 10: Informal Action by Directors

Any action required by law to be taken at a meeting of the Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting of a consent in writing, setting forth the action so taken, shall be signed by two-third (2/3) of all the Directors following notice of the intended action to all members of the Board of Directors.

#### Section 11: Confidentiality

Directors shall not discuss or disclose information about the Corporation or its activities to any person or entity unless such information is already a matter of public knowledge, such person or entity has a need to know, or the disclosure of such information of such information is in furtherance of the Corporations' purposes, or can reasonably be expected to benefit the Corporation. Directors shall use discretion and good business judgment in discussing the affairs of the Corporation with third parties. Without limiting the foregoing, Directors may discuss upcoming fundraisers and the purposes and functions of the Corporation, including but not limited to, accounts on deposit in financial institutions.

Each Director shall execute a confidentiality agreement consistent herewith upon being voted onto and accepting appointment to the Board of Directors.

#### Section 12: Advisory Council

*An Advisory Council may be drawn from the members of the Committee on Food Insecurity of the Academic Senate Queensborough Community College. Members of this Advisory Council may be involved in activities related to the mission and purpose of the Bayside Campus Hunger Alliance, but shall have no voting privileges, nor be subject to any obligations for attendance at regular meetings of the Board. Advisory Council members may attend such meetings at the invitation of a member of the Board of Directors. Members of the Advisory Council shall possess the desire to serve the community and support the work of the Bayside Campus Hunger Alliance by providing expertise and professional knowledge. Members of the Advisory Board shall comply with the confidentiality policy set forth herein and shall sign a confidentiality agreement consistent herewith upon being voted onto and accepting an appointment to the Advisory Council.*

#### Section 13: Parliamentary Procedure

Any questions concerning parliamentary procedure at meetings shall be determined by the President by reference to Robert's Rules of Order.

#### Section 14: Removal

Any member of the Board of Directors or members of the Advisory Council may be removed with or without cause, at any time, by vote of two-thirds (2/3) of the members of the Board of Directors if in their judgment the best interest of the Bayside Campus Hunger Alliance would be served thereby. Each member of the Board of Directors must receive written notice of the proposed removal at least ten (10) days in advance of the proposed action. An officer who has been removed as a member of the Board of Directors shall automatically be removed from office.

Members of the Board of Directors who are removed for failure to meet the minimum requirements in Section 2 of this Article in these by-laws automatically forfeit their positions on the Board pursuant to Section 7 of this Article, and are not entitled to the removal procedure outlined in Section 14 of this Article.

#### Article VI: Officers

The officers of this Board shall be the President, Secretary, and Treasurer. All officers must have the status of active members of the Board.

#### Section I: President

The President shall preside at all meetings of the membership. The President shall have the following duties:

- a. The President shall preside at all meetings of the Executive Committee
- b. The President shall have general and active management of the business of the Advisory Board.
- c. The President shall have general superintendence and direction of all other officers of this corporation and see that their duties are properly performed.
- d. The President shall have general superintendence and direction of all other officers of the corporation and see that their duties are properly performed.
- e. The President shall submit a report of the operations of the program for the fiscal year to the Advisory Board and members at their annual meetings, and from time to time, shall report to the Board all matters that may affect this program.
- f. The President shall be ex-officio member of all standing committees and shall have the power and duties usually vested in the office of the President.

## Section 2: Secretary

The Secretary shall attend all meetings of the Advisory Board and of the Executive Committee, and all meetings of members, and, assisted, as needed, by a member of the Advisory Council drawn from the Committee on Food Insecurity, will act as a clerk thereof. The Secretary's duties shall consist of:

- a. The Secretary shall record all votes and minutes of all proceedings in a book or electronic record to be kept for that purpose. The Secretary, in concert with the President, shall make the arrangements for all meetings of the Advisory Board, including the annual meeting of the organization.
- b. Assisted, as needed, by a member of the Advisory Council drawn from the Committee on Food Insecurity, the Secretary shall send notices of all meetings to the members of the Advisory Board and shall take reservations for the meetings.
- c. The Secretary shall perform all official correspondence from the Advisory Board as may be prescribed by the Advisory Board or the President.

## Section 3: Treasurer

The Treasurer's duties shall be:

- a. The Treasurer shall submit approval of all expenditures of funds raised by the members of the Board, as well as the Advisory Board, including proposed capital expenditures (equipment and furniture) by members of the Bayside Campus Hunger Alliance.
- b. The Treasurer shall present a complete and accurate report of the finances raised by the Advisory Board at each meeting of members, or at any other time upon request to the Board.
- c. The Treasurer shall have the right of inspection of the funds resting with the Bayside Campus Hunger Alliance including budgets and subsequent audit reports.
- d. It shall be the duty of the Treasurer to assist in any direct audits of the funds of the program according to funding source guidelines and generally accepted accounting practices.
- e. It shall be the duty of the Treasurer to file any necessary tax documents with municipal, state, and federal authorities as mandated by city, state, and federal tax codes and law.

## Section 4: Election of Officers

The three members of the Board of the Bayside Campus Hunger Alliance will be nominated by members of the Advisory Council, drawn from members of the Committee on Food Insecurity of the Academic Senate. The names of nominated persons should be submitted to the current secretary of the Board ten (10) days prior to the annual meeting for inclusion on a prepared

ballot. Nominations may also be received from the floor prior to the conducted election at the Annual Meeting. The election will then be held at the annual meeting in September. Those officers elected shall serve a term of one (1) year, commencing at the conclusion of the annual meeting. Board officers shall be eligible to succeed themselves in their respective officers for two (2) terms only.

#### Section 5: Removal of Officer

The Advisory Board, with the concurrence of 2/3 of the members voting at the meeting may remove any officers of the Board of Directors and elect a successor for the unexpired term. No officer of the Board of Directors shall be expelled without an opportunity to be heard and notice of such motion of expulsion shall be given to the member in writing twenty (20) days prior to the meeting at which motion shall be presented, setting forth the reasons of the Board for such expulsion.

#### Section 6: Vacancies

The Advisory Board shall also be responsible for nominating persons to fill vacancies which occur between annual meetings, including those of officers. Nominations shall be sent in writing to the current secretary at least two (2) weeks prior to the next meeting at which the election will be held. The persons so elected shall hold membership or office for the unexpired term in respect to which such vacancy occurred.

### Article VII: Committees

#### Section I: Committee Formation

The Board may create sub-committees from members of the Advisory Council as needed, such as, and not limited to: Fundraising; Data Collection; Health and Food Safety; Legal and Fiscal Affairs.

#### Section 2: Executive Committee

The three officers serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all the powers and authority of the board of directors in the intervals between meetings of the board of directors, and is subject to the direction and control of the full board.

### Article VIII: Conflict of Interest and Compensation

#### Section 1: Purpose

The purpose of the Conflict of Interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or member of the Advisory Council or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2: Definitions

a. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

b. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

1. An ownership or investment interest in any entity with which the Bayside Campus Hunger Alliance has a transaction or arrangement
2. A compensation arraignment with the Bayside Campus Hunger Alliance or with any entity or individual with which the Bayside Campus Hunger Alliance has a transaction or arrangement, or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Bayside Campus Hunger Alliance is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a persona who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3:

- a. **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of the Advisory Board of the Bayside Campus Hunger Alliance considering the proposed transaction or arrangement.
- b. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, they shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
- c. **Procedures for Addressing the Conflict of Interest**



1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  3. After exercising due diligence, the governing board or committee shall determine whether the Bayside Campus Hunger Alliance can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Bayside Campus Hunger Alliance's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
- b. Violations of the Conflicts of Interest Policy
1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
  2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **Section 4. Records of Proceedings**

- a. The minutes of the governing board and all committees with board delegated powers shall contain: The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **Section 5. Compensation**

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Bayside Campus Hunger Alliance for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Bayside Campus Hunger Alliance for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Bayside Campus Hunger Alliance, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

### **Section 6. Annual Statements**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Bayside Campus Hunger Alliance is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

### **Section 7. Periodic Reviews**

To ensure the Bayside Campus Hunger Alliance operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Bayside Campus Hunger Alliance's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

### **c. Section 8. Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, the Bayside Campus Hunger Alliance may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

d. Article VIII: Indemnification

e. **Section 1. General**

To the full extent authorized under the laws of the State of New York, the Bayside Campus Hunger Alliance shall indemnify any director, officer, employee, or agent, or former member, director, officer, employee, or agent of the corporation, or any person who may have served at the corporation's request as a director or officer of another corporation (each of the foregoing members, directors, officers, employees, agents, and persons is referred to in this Article individually as an "indemnitee"), against expenses actually and necessarily incurred by such indemnitee in connection with the defense of any action, suit, or proceeding in which that indemnitee is made a party by reason of being or having been such member, director, officer, employee, or agent, except in relation to matters as to which that indemnitee shall have been adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of a duty. The foregoing indemnification shall not be deemed exclusive of any other rights to which an indemnitee may be entitled under any bylaw, agreement, resolution of the Board of Directors, or otherwise.

f. **Section 2. Expenses**

Expenses (including reasonable attorneys' fees) incurred in defending a civil or criminal action, suit, or proceeding may be paid by the corporation in advance of the final disposition of such action, suit, or proceeding, if authorized by the Board of Directors, upon receipt of an undertaking by or on behalf of the indemnitee to repay such amount if it shall ultimately be determined that such indemnitee is not entitled to be indemnified hereunder.

g. **Section 3. Insurance**

The corporation may purchase and maintain insurance on behalf of any person who is or was a member, director, officer, employee, or agent against any liability asserted against such person and incurred by such person in any such capacity or arising out of such person's status as such, whether or not the corporation would have the power or obligation to indemnify such person against such liability under this Article.

h. Article IX: Books and Records

i. The Bayside Campus Hunger Alliance shall keep complete books and records of accounts and minutes of the proceedings of the Board of Directors.

j. Article X: Amendments

k. **Section 1. Articles of Incorporation**

The Articles may be amended in any manner at any regular or special meeting of the Board of Directors of the Bayside Campus Hunger Alliance, provided that specific written notice of the proposed amendment of the Articles setting forth the proposed

amendment or a summary of the changes to be effected thereby shall be given to each director at least three days in advance of such a meeting if delivered personally, by facsimile, or by e-mail or at least five days if delivered by mail. As required by the Articles, any amendment to Article III or Article VI of the Articles shall require the affirmative vote of all directors then in office. All other amendments of the Articles shall require the affirmative vote of an absolute majority of directors then in office.

1. **Section 2. Bylaws**

The Board of Directors may amend these Bylaws by majority vote at any regular or special meeting. Written notice setting forth the proposed amendment or summary of the changes to be effected thereby shall be given to each director within the time and the manner provided for the giving of notice of meetings of directors.

**Appendix B: Links and Articles of Interest**

[New Research at Houston Community College Addresses Student Hunger](#)

[Governor Cuomo’s mandate regarding Food Insecurity at CUNY and SUNY](#)

[Ending Food Insecurity at CUNY: What will it take?](#) Slide presentation by Nick Freudenberg, Distinguished Professor, CUNY School of Public Health

[Call for student testimonials on hunger and food insecurity.](#) Confidential testimonials help tell the story of hunger at CUNY and make the case for resources. Please share the announcement as you see fit.

[#GiveHealthy](#) Food Pantry Best practices and *tips for food drives and healthy donations.*

<http://www.feednyc.org/> Policy Committee on New York City Hunger Resources. Helpful food pantry management tools and other support.

[Feeding America](#) is a national resource for food banks and food pantries including a [mobile food pantry program](#).

The [College and University Food Bank Alliance](#) is dedicated to providing support, training and resources to campus-based food banks/pantries and other food insecurity initiatives that primarily serve students.

[It’s Hard to Study if You’re Hungry.](#) NYT Op Ed by Sara Goldrick-Rab

**Appendix C: List of 2017-2018 Donors to the Lucille A. Bova Food Pantry:**

The Chair of the Committee on Food Insecurity would like to extend special thanks to the faculty and student members of the Committee on Food Insecurity, as well as Drs Philip Pecorino, Ted Rosen, and Margot Edlin of the Faculty Executive Committee. The tireless commitment of every member of the Committee was measured in countless hours of staffing the pantry; soliciting donations; and working with the chair in various ways on the project to incorporate as a non-profit. However, I would like to close this report with a comprehensive list of the many individuals on campus who gave generously of their time and resources to help stock the Lucille A. Bova Food Pantry:

President Diane Call

Vice-President Stephen Di Dio

Vice-President Timothy Lynch

Vice-President Rosemary Zins

Vice-President Michel Hodge

Dean Sandra Palmer

Chair Joseph Culkin and the faculty of the Department of Social Sciences

Chair Nidhi Gadura and the faculty and staff of the Biology Club (Biology Department)

Chair Kathleen Villani, Professor Sebastian Murolo, Professor Ted Rosen, and the faculty and staff of the Business Department

Chair David Humphries, Dr. Susan Jacobowitz, Dr. Margot Edlin, and the faculty of the Department of English

Director Jeannie Galvin and the Faculty of Schmeller Library (Main Entrance of Schmeller Library)

Chair Mercedes Franco and the Department of Mathematics and Computer Science

The Faculty and Staff of the Department of Foreign Languages

Dr. Lorena Ellis

Professor Indra Avens

Faculty of the Department of Health, Physical Education, and Dance:

Dr. Lana Zinger

Dr. Alicia Sinclair

Dr. Rezan Akpinar

Dr. Antony Monohan

Professor Aviva Geismar

Dr. Wilma Fletcher-Anthony; Dr. Dorith Brodbar, and the Members of the Counseling Faculty.

President Mabely Salvador, Mr. Michael Fischbach, and the members of the Queensborough Student Association

Dr. Philip Pecorino and the members of the Faculty Executive Committee

Ms. Gail Patterson and the Faculty and Staff of the Health-Related Sciences Academy

The Faculty and Staff of the STEM Academy

Ms. **Lampeto** Efthymiou

Ms. Gisela Rivera

Mr. Raymond Volel

Ms. Cathy Brandt and the Staff of the Office of Financial Services

Ms. Karen O’Sullivan and Ms. Helene Dyzenhaus, and the staff of the Financial Aid Office

Ms. Lourdes December and the Staff of the Title IX Office

Dr. Mangala Tawde and the members of the Environmental Sustainability Club

Ms. Marie-Francesca Berrouet and members of the Haitian Club

The Single Stop Office:

Ms. Amawati P. Gonesh

Ms. Emily December

Ms. Michele McLoughlin

Mr. Carlos Herrera, Assistant Director, Services for Students with Disabilities

Members of the Services for Students with Disabilities Staff

Mrs. Sandra Williams Strauss, Career Advisement

Dr. Paris Svoronos and the members of the Lambda Sigma Chapter of Phi Theta Kappa

Dr. Jun Shin and the members of The Korean Student Association

Dr. Romel Robertson and the Members of the Psychology Club

Dr. Annisa Moody

Dr. Mark Van Ells

Dr. Maan Lin and students of the Asian Club, the ASAP Club, and the Liberal Arts Academy

Dr. Sebastian Murolo

The Ally LGBTQ club

Father Anthony Rosario; Father Edmund Doran and the members of the Newman Club

Ms. Isabel Huguet and the members of the Health Club

Chair Mercedes Franco, Dr. Monica Trujillo and the SACNAS QCC Chapter

Dr. Kimberly Riegel, Dr. Anuradha Srivastava, and Rezan Akpinar and the members of the Women in Science Club

Drs. Benjamin Miller, Jed Shahr, and the student members of the Creative Writing Club

Dr. Paris Svoronos and the students of the Chemistry Club

Dr. Patricia Schneider and the students of the Biology Club

The STEM Research Club

The Stock Market Club

Ms. Victoria O'Shea and the members of the ASAP Club

Ms. Isabel Huguet and the members of the Health Club

Dr. Trikartaningsih Byas and the members of the Muslim Student Association

Professor Susan Wengler, Schmeller Library

Ms. Arthurine DeSola, Ms. Cynthia Puca, and the members of the College Discovery Club

The Director and Staff of Single Stop

Dr. Dorith Brodbar

Dr. Edward J. Gottlieb and the staff of the Mid-Nassau Dental Group

Mr. Jonathan Chin, of *Love Through Food*

Ms. Shovaine Singh, Queensborough Community College graduate; Lehman College Food Pantry administrator

An anonymous Queensborough alumnus donor

..And our amazing student volunteers:

Ms. Latesha Dayes (President, Lambda Sigma Chapter, Fall, 2017)

Ms. Amanda Joy-Wright (President, Psychology Club)

Ms. Sylvia Perez (Foreign Language Club)

Mr. Colin Hughes, Director of NYPIRG, and the NYPIRG student volunteers:

Anthony Vancol

Katherine Palma

Anny Mariano

Steven Stern

Winita Peters

Edward Guevara

Mr. Daniel Blount

Ms. Amanda Reis

Ms. Amanda Singh

Ms. Maria Virginia Villadiego

Ms. Suilyee Aung

Ms. Adriana Garces

Ms. Xiaofang Yu

Ms. Abbey-Gayle Robinson

Mr. Rocio Barba

Mr. Daniel Gamarra-Munoz

Ms. Monique Fisher

Ms. Monique Ritchie

Ms. Precious Ighide

Ms. Winita Peters

Mr. Kevin Cao

As Chair of the Committee on Food Insecurity of the Academic Senate of Queensborough Community College, I would like to offer my deepest thanks to the members of the Committee, Administration, Faculty, Staff, and Students of Queensborough Community College for their



support of the Committee's inceptive year, and the second year of operation for the Lucille A. Bova Food Pantry.

Respectfully submitted,

Emily S. Tai

Associate Professor of History

Chair, Committee on Food Insecurity, 2017-2018