

**Queensborough Community College, CUNY
Academic Senate**

To: Joel Kuszai, Secretary, Steering Committee of the Academic Senate

Fr: Emily S. Tai, Chair, Subcommittee on Food Insecurity

Date: March 28, 2017

Subject: Report of the Committee on Food Insecurity

As of this writing, the Resolution to create a standing Committee of the Academic Senate on Food Insecurity remains under consideration by members of the Committee on Bylaws, and the Committee continues to function as a Subcommittee of the Steering Committee of the Academic Senate.

We remind following schedule is being established for the Lucille A Bova Food Pantry for Spring, 2017:

Mondays:

Dr. Amy Traver, 2-3 PM

Professor Elizabeth Di Giorgio 5-6 P.M.

Tuesdays

Dr. Sharon Ellerton, 1:30-2:30 P.M.

Dr. Leah Anderst 4-5 PM

Wednesdays

Dr. Emily Tai available by appointment, etai@qcc.cuny.edu, between 2PM-5 PM, and 9 PM-11 PM

Thursdays

Professor John Gilleaudeau, 2-4 P.M.

Professor Peter Bales, 4-5 PM

Fridays

Dr. Susan Jacobowitz, 2-3 PM

Dr. Annisa Moody, 3-4 PM

All student requests may also be sent to the new food pantry email address:

LucilleABovaFoodPanty@qcc.cuny.edu or to etai@qcc.cuny.edu

The Pantry is stocked with non-perishable foodstuffs, particularly canned vegetables, fruits, soups, and protein items (beans; tuna, chicken, ravioli), etc., with pop-open cans preferred; pasta and sauce; breakfast cereal; non-perishable soy and almond milk; healthy snacks (sunflower butter; peanut butter; seaweed, granola bars, applesauce); and personal hygiene items

(toothpaste, soap, etc.). Our expanded hours during the Spring semester have allowed us to serve more students; as of this writing, we have been seeing approximately 20-40 students per week. Staff at the Single Stop Office, who refer many of these students, have indicated that the pantry is particularly helpful to students who need benefits, but fall slightly over the threshold of eligibility. Hardships discussed have included job loss; housing insecurity and homelessness; hardships related to undocumented status; injured/disabled/ unemployed parents; lack of expected funding, and malnutrition. Some students are taking things for themselves; others are trying to feed entire families. Additional items we have tried to stock include diapers, baby food, and baby formula.

The Subcommittee's Service-Learning Faculty Partners for the Spring, 2017 semester, are:

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

Dr. Christine Mooney (Business)

Dr. Sharon Ellerton (Biology)

Professor Elizabeth Di Giorgio (Art and Design)

Professor Emily Tai (History)

Dr. Zinger's students have been promoting food pantry resources, and reviewing food pantry donations and removing expired cans. In addition, they will be participating in two events, promoting Health and Nutrition, scheduled for this spring:

- The Wellness Festival on **Wednesday, April 5**, from noon- 2PM, at which Dr. Zinger's students will distribute information about the Food Pantry and proper nutrition;
- Healthy Living Day, scheduled for **Wednesday, May 3**, from noon-2 PM, at which faculty involved in the Subcommittee on Food Insecurity will be disseminating information on Food Insecurity

As of this writing, "drop off points" for the Food Drive remain at:

Schmeller Library Entrance (second floor);

Medical Arts 02 (the Health Office)

Medical Arts 213 (the Biology Department)

Medical Arts 326

Medical Arts 413

Science 448A

W-110 (the ASAP Building)

C Building, adjacent to Room 105 (the Office of the Department of Art and Design)

We would like to take this opportunity to extend special thanks to the many anonymous and named donors (listed below) who have been donating to our ongoing “Spring Ahead” Food Drive:

President Diane Call

Vice-President Stephen Di Dio, Mr. David Moretti, and Mr. Tony Gamino, who have been extremely helpful in promoting our Spring Ahead Food Drive with electronic flyers and signage);

Vice-President Michel Hodge

Mr. Renald Pierre-Charles

Dr. Lana Zinger, Dr. Andrea Salis, Dr. Young Kim, and members of the Department of Health, Physical Education and Dance

Dr. Susan Jacobowitz and faculty of the Department of English

Dr. Jiliani Warsi

Dr. Margot Edlin

Director Jeanne Galvin and the Faculty of Schmeller Library

Dr. Trikartikaningsih Byas and the Muslim Student Association

Professor Marlon Moreno and the Affiliates of the American Chemical Society

Dr. Peter Novick and the members of the STEM Research Club,

Dr. Paris Svoronos and the members of the Chemistry Club,

Dr. Patricia Schneider and the members of the Biology Club

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

Father Anthony Rosado and the members of the Newman Club,

Mr. Simon Ulubabov and Ms. Isabel Hocevar and the members of the Health Club

Dr. Lawrence Bentley, Dr. Alexandra Tarasko, and the Nursing Students Association

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

Mr. Lawrence D. Nelson and the members of the Ally LGBTQ Club

Denver Roopchansingh and the members of the Military and Student Veterans Club

Drs. Kimberly Riegel and Anuradha Srivastava the members of the Women in Science Clu

Professor Maria Mercedes Franco and the members of SACNAS QCC

Dr. Jun Shin and the members of the Korean Club

Ms. Amawati Gonesh and her colleagues at Single Stop

Ms. Michele McLoughlin

Ms. Melissa Brito

Ms. Grace Magee and Queensborough’s NYPIRG chapter

Ms. Gail Patterson and the faculty and students of the Health Related Sciences (HRS) Academy

Ms. Ellen Turner (Health Related Sciences Academy Administrative Assistant)

Faculty of the Department of Biology

Faculty of the Department of Social Sciences

Dr. Jonathan Cornick

Dr. Leah Anderst
Professor Elizabeth Di Giorgio
Dr. Nalini Sukhdeo
Dr. Dorith Brodbar
Dr. Annisa Moody
Dr. Christine Mooney
Dr. Philip Pecorino
Professor John Gilleaudeau
Dr. Amy Traver
Dr. Lana Zinger
Dr. Christine Mooney
Dr. Sharon Ellerton
Ms. Victoria O’Shea and the ASAP Club
Mr. Lawrence Nelson and the members of the Ally LBGTQ Club
Mr. Samuel Griffiths
Mr. Amir Moalemzadeh, Mr. Haris Khan and the Queensborough Student Association
Ms. Nicole Archie (PTK-member-at-large, who assisted at the Valentine’s Day Fling, which collected over five bags of food for the pantry on February 16, 2017)
Ms. Julie Leong, Lambda Sigma PTK President
Ms. Xiaofang Yu
Mr. Daniel Gamarra-Muñoz, Lambda Sigma PTK Vice President
Ms. Gisella Snailer, Lambda Sigma PTK Senator
Ms. Jennifer Kary Arenas
Ms. Virginia Villadiego

As of this writing, the “Spring Ahead Food Drive” is still in progress, sponsored by the following campus organizations:

- Schmeller Library Faculty
- Student Health Club
- Queensborough Academy for Health Related Sciences
- NYPIRG
- College Discovery Club
- The Korean Club
- Affiliates of the American Chemical Society

- The Women in Science Club
- The Chemistry Club
- The Newman Club
- SACNAS QCC Chapter
- The Environmental Sustainability Club
- The Criminal Justice Academy
- The Biology Club
- The STEM Research Club
- The Haitian Club
- The ASAP Club
- The Muslim Student Association
- Ally LBGTQ Club
- Queensborough Student Association
- Queensborough Military and Student Veterans Club

On Wednesday, March 15, 2017, members of the Subcommittee on Food Insecurity met between 1-2 PM in Science 223. The principal agenda for this meeting was the committee's consideration of proposals that would enable faculty who prefer to donate money to restock the Lucille A Bova Food Pantry rather than food to do so.

As of this writing, two proposals are under consideration:

- I. From the Faculty Executive Committee (as presented by Dr. Philip Pecorino and Dr. Edmund Clingan, Chair and Parliamentarian, respectively, of the FEC, to members of the Subcommittee at the meeting of March 15:**

The Faculty Executive Committee (FEC) is pleased to report to the Subcommittee on Food Insecurity that the FEC is prepared to assist in the operation of the QCC Food Pantry. The FEC

would make available the use of its Faculty Fund to receive donations from faculty in support of the operation of the Food Pantry.

The FEC would then establish a protocol for issuing reimbursements to those who purchase quantities of food for the food pantry.

Were the Committee to accept our offer then we would expect the following to occur:

(1) The FEC and Subcommittee on Food Insecurity would announce that the FEC was now receiving donations via a check made out to the QCC FACULTY FUND (with a memo indicating that it is for the Food Pantry) and handed over to the FEC chairperson or Treasurer for deposit into the Faculty Fund.

(2) The FEC would keep a record of donations to this fund for the purpose of supporting the Food Pantry and of disbursements from that fund and circulate the record of funds received, disbursed and remaining balance at least once each semester to both the Subcommittee on Food Insecurity and to all faculty.

(3) A faculty member of the current committee operating the Food Pantry (and any successor committee) would be designated as a liaison to the FEC. That member would present to the FEC Treasurer the receipts, the reimbursement form, and name of the faculty member to receive the payment.

(4) When the requests for reimbursements are received by the FEC either the Treasurer or FEC chairperson would sign the reimbursement request forms and the QCC Office of Accounting would issue a check to the faculty member designated on the form to receive the payment and it would send notice to that faculty member to collect the check.

If these terms are acceptable to the Subcommittee on Food Insecurity, then we can proceed. If there are alterations desired in terms, please so inform us so we can quickly arrive at an agreement and can then proceed. There are faculty awaiting the opportunity to make donations.

Philip Pecorino on behalf of
The Faculty Executive Committee:

Edmund Clingan, Parliamentarian
Wilma Fletcher-Anthony, Secretary
David Humphries, Treasurer
Anthony Kolios, Webmaster
Jenny Maan Lin, Events Manager
Alicia Sinclair, Elections Officer
Philip A. Pecorino, Chairperson

Rationale and Support:

The FEC has respectfully indicated that this offered support for the Food Pantry Operation would be consistent with the Faculty By-Laws of Queensborough Community College, as per the following passages:

Article VII DUES AND CONTRIBUTIONS

7.1 The Faculty may establish a system of dues or contributions to provide a fund for the incidental expenses of the various committees of the Faculty and for carrying out of authorized projects.

7.2 Disbursements from such a fund shall be made by the Treasurer in accordance with appropriations made by the Faculty Executive Committee.

The FEC would be establishing a system for contributions (7.1) to the food pantry as an authorized project (by FEC vote, 2-28-17) along with running surveys and feeding faculty at our meetings and honoring our dead colleagues. And so “Disbursements from such a fund shall be made by the Treasurer in accordance with appropriations made by the Faculty Executive Committee” by article 7.2 as reimbursements for expenditures authorized by the subcommittee and certified by them.

In support of their proposal, the FEC also supplied links to the most recent findings related to the growing interest scholars and policy specialists have in the growth of Food Insecurity among college students, which built upon the 2011 research conducted by CUNY faculty at the School of Public Health:

<http://hechingerreport.org/study-half-community-college-students-struggle-afford-food-housing/>

II. An alternative would be if the Subcommittee were to seek status as a non-profit, as per the procedure outlined at the following sites:

<http://www1.nyc.gov/site/nonprofits/resources/starting-nonprofit.page>

<https://www.ny.gov/new-york-state-nonprofit-coordination-unit/how-form-nonprofit-organization-new-york-state>

https://www.dos.ny.gov/forms/corporations/1511-f-1_instructions.pdf

<https://www.dos.ny.gov/corps/nfpfaq.asp>

<http://www.dmlp.org/legal-guide/forming-nonprofit-corporation-new-York>

<http://www2.cuny.edu/research/research-compliance/conflict-of-interest/>

<https://www.guidestar.org/Articles.aspx?path=/rxa/news/articles/2003/fundraising-what-laws-apply.aspx>

<https://www.councilofnonprofits.org/tools-resources/fundraising>

The steps that would be needed, as currently understood, would be as follows:

- The drafting of bylaws, possibly referring to the existing bylaws of an Academic Food Pantry (members of the Subcommittee might reach out to our SUNY colleagues, at Nassau Community College to do this, as it is unclear, as of this writing, if other CUNY Food Pantries have taken this path);
- The establishment of a Board of Directors;
- The filing of a legal documents with the New York Department of State
- The establishment of an “Employer Identification Number” for tax & banking purposes;
- Application for Federal Tax Exemption status through the IRS
- Application for New York State Tax Exemption Status, as well;
- Registration with the Bureau of New York State Charities (this is would be a matter not only of establishing the charity name, but the license to solicit donations);
- Carry Insurance (as an independent non-for-profit);

- Insure that the organization meet annual fiscal audit requirements;
- Insure that the organization avoid Conflict of Interest issues as per New York State Law

There are also some secondary steps involved in registering the name of the non-profit, and soliciting licenses to solicit money for the charity or non-profit, that are enumerated at this site, a firm that assists with the process, for a fee of approximately \$1500.00:

<https://www.harborcompliance.com/information/how-to-start-a-non-profit-organization-in-new-york>

Members of the Sub-committee on Food Insecurity continue to welcome comments and suggestions on this matter.

Respectfully submitted,

Emily S. Tai

History/Vice-Chair, Steering Committee of the Academic Senate