

**TO:** Dr. Jannette Alejandra Urciuoli Secretary, Academic Senate Steering Committee  
**FROM:** Sebastian Murolo, Chair, Committee on Bylaws  
**SUBJECT:** **Monthly Report for Committee on Bylaws for April 2019**  
**DATE:** March 28, 2019

---

Committee members

1. Richard Micieli, Mathematics & Computer Science (2019)
  2. Ryan, William, English (2019) - Secretary
  3. Hossain, Md. Shahadat, Engineering Technology (2020)
  4. Murolo, Sebastian, Business (2020) - Chairperson
  5. Ferrari-Bridgers, Franca, Speech Communications and Theatre Arts (2021)
  6. Golebiewska, Urszula, Biological Sciences & Geology (2021)
  7. Susan Jacobowitz, Steering Committee Designee
  8. Liza Larios, HR & Labor Relations, President's Liaison
- Date committee met: February 13<sup>th</sup> and March 13<sup>th</sup> Wednesdays 1 pm room H458
  - Next meeting April 3rd
  - On March 13, 2019, the Bylaws committee approved the attached changes previously approved on December 12, 2018 by the Food Insecurity Committee (FIC). This changes the role of the FIC from running a food pantry to advising the College on the running of the food pantry. Please see attached.
  - New Recommendations: None
  - Former Committee Recommendations/Actions of the Academic Senate please vote on approving the bylaws change of the Food Insecurity Committee bylaws.

Memo

To: Peter Bales, Chair, Committee on Food Insecurity  
Liz Di Giorgio, Secretary  
From: Susan Jacobowitz, Treasurer  
Date: 13 December 2018  
Re: Bylaws Resolution passed in Committee 12/12/18

**From:**

**Section 23. The Committee on Food Insecurity**

The Committee on Food Insecurity shall consist of 11 members: 9 faculty members and 2 students: one officer of the Queensborough Student Association; and one other student.

The Committee on Food Insecurity shall:

1. 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 Queensborough community.

**To:**

**Section 23. The Committee on Food Insecurity**

The Committee on Food Insecurity shall consist of nine (9) members: seven (7) faculty members, one (1) **HEA/HEO** and (1) student appointed by the Queensborough Student Association.

The Committee on Food Insecurity shall:

1. A. Advise Administration in the maintaining of a Food Pantry during the calendar year; b. Advise on 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 raise awareness regarding food insecurity across campus; d. Promote partnerships to explore service-learning and institutional conditions of Food Insecurity advancement opportunities that address within the Queensborough student body.

Rationale: The Food Pantry is a part of Queensborough Community college and receiving grant funding and donations through the QCC fund. Members of the Food Insecurity Committee will work with administration in an advisory capacity on policy making issues and also as volunteers in the running of the food pantry. This change to the bylaws seeks to reflect this reality, and establish the advisory nature of the academic senate committee. Reducing the size of the Committee on Food Insecurity to nine (9) members (seven (670 faculty members, one (1) HEA/HEO and one (1) student) will better reflect the scope of the committee's work and will alleviate scheduling challenges. The addition of a HEA/HEO representative of the Committee acknowledges HEA/HEO participation in the Food Pantry and incorporates their additional input. The committee remains willing to continue volunteering to keep the food pantry open in partnership with the administration.