



**Student Activities Association
Budget Committee / Board of Directors Meeting
Monday, January 27, 2020 at 1:40PM, L.65.08NB**

BUDGET COMMITTEE AGENDA (9 members, Quorum: 5)

Chairperson Musarrat Lamia, President, Student Government
Ellen Hartigan, Interim Vice President of Student Affairs
Steven Titan, Senior Vice President, Finance and Administration
Fidel Osorio Vice President, Student Government
Adam Fane, Treasurer, Student Government
Anthony Leonardo, Secretary, Student Government
Daiquan Llewellyn, Senior Representative, Student Council
Jean Marie Col

- a. Approval of Budget Committee items
- b. Approval of Budget Committee minutes from December 16, 2019
- c. Approval of 40 Club Budgets

Student Organization	Budget Spring '20
ABADA Capoeira	\$1,341.59
Active Minds	\$709.34
ASLA	\$994.65
Artists United	\$3,577.02
Arab Student Union	\$5,997.50
Black Student Union	\$3,864.30
Computer Science Society	\$3,659.52
DESI Society	\$6,259.23
Economics Club	\$2,993.25
Environmental Club	\$4,256.04
Forensic Science Society	\$2,097.40
Graphic Novels Club	\$1,419.00
Habitat for Humanity	\$2,381.87
HASA	\$5,893.28
International Criminal Justice	\$1,565.97

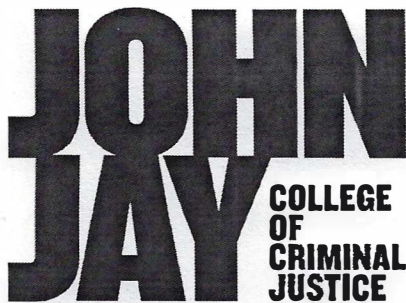
International Students Association	\$3,775.88
INK	\$2,936.27
Immigrant Female Justice Alliance	\$973.30
Intervarsity Christian Fellowship	\$1,223.17
Jamica Yahso	\$8,898.49
JJ DREAMERS	\$4,460.23
JJ Singers	\$7,281.45
Korean Students Association	\$3,186.36
La Voz	\$3,972.55
LASO	\$4,241.52
Law Society	\$368.50
Leading Womxn of Tommorrow	\$1,381.20
Mock Trial Association	\$2,362.71
Muslim Students Association	\$8,499.94
PAM	\$1,106.17
Political Science Students Association	\$1,556.61
Policy Makers	\$999.60
Republican Club	\$1,806.23
SEEK Society	\$4,466.57
Students for Justice in Palestine	\$3,885.14
Students Without Borders	\$2,183.35
Socially Awkward	\$4,642.70
Turning Point USA	\$2,546.52
Women in Tech	\$1,071.72
Youth Justice Club	\$3,508.75
Total	\$128,344.89

- d. Approval of Graduate Students 2019-2020 budget: \$24,873.01
- e. Report from December 16, 2020 meeting: distinction between part time and full time for employees of the Student Activities Association
- f. Report from December 16, 2020 meeting: Community Outreach and Services Learning regarding how they fulfilled CUNY requirements with regard to staffing for the position funded through this surplus request
- g. New Business

BOARD OF DIRECTORS AGENDA (13 members, Quorum: 7)

Chairperson	Ellen Hartigan, Interim Vice President of Student Affairs
SAA Secretary	Michael Martinez-Sachs, Assistant Vice President and Dean of Students
	Steven Titan, Senior Vice President, Finance and Administration
	Musarrat Lamia, President, Student Government
	Fidel Osorio, Vice President, Student Government
	Adam Fane, Treasurer, Student Government
	Anthony Leonardo, Secretary, Student Government
	Daiquan Llewellyn, Senior Representative, Student Council
	Sari Mendoza, Junior Representative, Student Council
	Toy-Fung Tung, Faculty Member
	Jean-Marie Col, Faculty Member
	Lisa-Marie Williams, Interim Business Manager (non-voting)

- a. Approval of Board of Director agenda items
- b. Approval of Board of Director minutes from December 16, 2019
- c. Acceptance of the Budget Committee Report
- d. Discussion on surplus proposal guidelines for clubs
- e. Approval of Opening for Round 2 Surplus Requests
- f. Signatures for honoraria and speakers
- g. Search for Student Activities Association Chief Financial and Administrative Officer
- h. Proposed Student Activities Association restructure
- i. New business



Student Activities Association
Budget Committee/Board of Directors Meeting
SAA Budget Committee Minutes – Monday, January 27, 2020:

Presiding Chair: Musarrat Lamia, President, Student Government

Recording Secretary: Rachel Brown

Members Ellen Hartigan, Interim Vice President of Student Affairs
Steven Titan, Senior Vice President, Finance and Administration
Fidel Osorio, Vice President, Student Government
Adam Fane, Treasurer, Student Government
Anthony Leonardo, Secretary, Student Government
Daiquan Llewellyn, Senior Representative, Student Council

Guests/Non-voting Members Present: Jeffrey Aikens, Jasmine Awad, Ingrid Cabanilla, Rima Douglas, Mark Flower, Mark Francis, Jadaera Lorenzo, Michael Martinez-Sachs, Samantha Santana, Lisa-Marie Williams

Order: SAA Budget Committee Meeting was called to order at 1:44PM by Musarrat Lamia. Quorum was achieved.

Motion #1: Motion to approve Budget Committee Agenda items – Adam Fane

Second: Fidel Osorio

Vote: Favor [6] Opposed [0] Abstained [0]

Action: Motion passed

Motion #2: Motion to approve December 16, 2019 meeting minutes – Adam Fane

Second: Anthony Leonardo

Vote: Favor [6] Opposed [0] Abstained [0]

Action: Motion passed

Ellen Hartigan arrives.

Motion #3: Motion to approve club budgets as a slate – Anthony Leonardo

Second: Adam Fane

Vote: Favor [7] Opposed [0] Abstained [0]

Action: Motion passed

Motion #4: Motion to approve slate for 40 club budgets totaling \$128,344.89 – Fidel Osorio

Second: Anthony Leonardo

Vote: Favor [7] Opposed [0] Abstained [0]

Action: Motion passed

Motion #5: Motion to approve Graduate Students 2019-2020 budget of \$24,873.01– Anthony Leonardo

Second: Daiquan Llewellyn

Vote: Favor [7] Opposed [0] Abstained [0]

Action: Motion passed

Discussion: As per the December 16, 2019 meeting, the Student Activities Association Business Office gave the Budget Committee a report on the distinction between part time and full time for employees of the Student Activities Association. Any employee working less than 35 hours a week is considered part time, and employees working 35 hours or more a week are considered full time. Most employees of the Association are full-time.

Discussion: As per the December 16, 2019 meeting, the Community Outreach and Service Learning (COSL) department gave a report regarding how they fulfilled CUNY requirements with regard to staffing for the Service Corps College Assistant position funded through their surplus request. Rima Douglas presented the report. COSL submitted a memo to appropriate SAA Funds to the College Assistant budget. The CA submits biweekly timesheets to the SAA Business Office and to the College. Funds from SAA will start going to the CA's salary after the CA has completed their hours. COSL is in talks with CUNY Central to get the needed funds for this position so they do not need to come back to SAA for funds.

Meeting adjourned at 1:54PM.

Approval:

Musarrat Lamia, Chair, Budget Committee



Student Activities Association
Budget Committee/Board of Directors Meeting
SAA Board of Directors Minutes – Monday, January 27, 2020:

Presiding Chair: Ellen Hartigan, Interim Vice President of Student Affairs

Presiding SAA Secretary: Michael Martinez-Sachs, Assistant Vice President and Dean of Students

Recording Secretary: Rachel Brown

Members Present: Steven Titan, Senior Vice President, Finance and Administration
Musarrat Lamia, President, Student Government
Fidel Osorio, Vice President, Student Government
Adam Fane, Treasurer, Student Government
Anthony Leonardo, Secretary, Student Government
Daiquan Llewellyn, Senior Representative, Student Council

Guests/Non-voting Members Present: Jeffrey Aikens, Jasmine Awad, Ingrid Cabanilla, Rima Douglas, Mark Flower, Mark Francis, Lisa-Marie Williams

Order: SAA Board of Directors Meeting was called to order at 1:54PM by Ellen Hartigan. Quorum was achieved.

Motion #1: Motion to approve Board of Directors Agenda items – Fidel Osorio

Second: Musarrat Lamia

Vote: Favor [8] Opposed [0] Abstained [0]

Action: Motion passed

Motion #2: Motion to approve December 16, 2019 meeting minutes – Musarrat Lamia

Second: Adam Fane

Vote: Favor [8] Opposed [0] Abstained [0]

Action: Motion passed

Motion #3: Motion to accept Budget Committee report – Michael Martinez-Sachs

Second: Musarrat Lamia

Vote: Favor [8] Opposed [0] Abstained [0]

Action: Motion passed

Motion #4: Motion to open discussion on surplus proposal guidelines for student clubs and organizations – Musarrat Lamia

Second: Ellen Hartigan

Vote: Favor [8] Opposed [0] Abstained [0]

Action: Motion passed

Discussion: This topic was tabled from the December 16, 2019 meeting. Some of the concerns raised include increasing the dollar amount available to clubs, and whether clubs should submit their proposals through the Committee on Clubs or if clubs could submit proposals directly to the board.

This discussion was tabled for the next Board meeting, as the member who had requested the discussion was not present.

Motion #5: Motion to open Round 2 of surplus proposals – Daiquan Llewellyn

Second: Michael Martinez-Sachs

Vote: Favor [8] Opposed [0] Abstained [0]

Action: Motion passed

Discussion: The first round of surplus proposals resulted in about \$200,000 being approved, with about \$300,000 left over for another round of proposals. Some of the larger proposals that may come to the Board include a request from the Children's Center; a request from the library for furniture; a request for more loaner laptops for students to use on an overnight basis; and request for chaise lounge chairs across campus. There are concerns that student funds are being used for capital projects that the College should be paying for, such as furniture, though other members feel it's better to use the money to benefit students than not use it at all.

Motion #6: Motion to have the same surplus subcommittee members as Fall 2019 – Michael Martinez-Sachs

Second: Musarrat Lamia

Vote: Favor [8] Opposed [0] Abstained [0]

Action: Motion passed

Discussion: The subcommittee members for Round 1 of the surplus request were Musarrat Lamia, Daiquan Llewellyn, Mark Flower, Adam Fane, and Toy-Fung Tung. The tentative timeline is to receive surplus proposals by February 18; for the subcommittee to meet on February 19, 20, or 21; and for the subcommittee to present their recommendations to the Budget Committee and the Board at the February 25 SAA BOD meeting. The Board discussed prioritizing certain proposals such as the Children's Center and the library furniture, with the possibility of convening an emergency SAA BOD meeting the first week of March to approve additional requests.

Discussion: The Board discussed the SAA Business Office's procedure for obtaining signatures for honoraria and speakers. This discussion was tabled from the December 16, 2019 meeting. There are concerns that the Business Office requires certain outside speakers and vendors to come to campus to sign their contracts and submit documents, rather than allowing the vendors to submit their signatures and documents electronically. The Business Office has had problems with fraud and/or incomplete vendor documentation in the past, which is why they require certain new vendors to come to campus. The Business Office will work with Mark Flower to discuss ways to streamline this process.

Discussion: The Board needs to determine how they will conduct the search for the Student Activities Association Chief Financial and Administrative Officer (replacement for Vivian Febus-Cabrera). In the past, the Board has selected internal candidates rather than conduct a nation-wide search. If the Board decided to conduct a search, the search process would take about 3 months and the training period for an outside candidate would take an additional 6 months, taking into account the posting, interviewing process, and learning curve.

Motion #7: Motion to Move to go into Executive Session to discuss personnel matters – Michael Martinez-Sachs

Vote: Favor [8] Opposed [0] Abstained [0]

Action: Motion passed

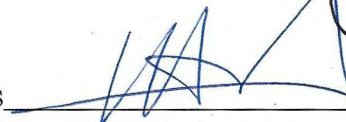
Meeting adjourned at 3:06PM.

Approval:

I.V.P. Ellen Hartigan, Chair, Board of Directors

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Michael Martinez-Sachs, Secretary, Board of Directors

A handwritten signature in blue ink, appearing to read "Michael Martinez-Sachs", written over a horizontal line.

Student Activities Association
Budget Committee/Board of Directors Meeting
SAA Executive Committee meeting – Monday, January 27, 2020:

Presiding Chair: Ellen Hartigan, Interim Vice President of Student Affairs

Presiding SAA Secretary: Michael Martinez-Sachs, Assistant Vice President and Dean of Students

Recording Secretary: Rachel Brown

Members Present: Steven Titan, Senior Vice President, Finance and Administration
Musarrat Lamia, President, Student Government
Fidel Osorio, Vice President, Student Government
Adam Fane, Treasurer, Student Government
Anthony Leonardo, Secretary, Student Government
Daiquan Llewellyn, Senior Representative, Student Council

Guests/Non-voting Members Present: None

Order: SAA Board of Directors Meeting was called to order at 2:40PM by Ellen Hartigan. Quorum was achieved.

Motion #1: Motion to accept proposed Student Activities Association Business Office restructuring with the salary estimate of \$103,000 for the Student Activities Association Chief Financial and Administrative Officer position – Musarrat Lamia

Second: Fidel Osorio

Vote: Favor [7] Opposed [0] Abstained [1]

Action: Motion passed

Discussion: There is some concern about the salary increases for internal candidates. The Board determined that outside candidates would be offered the same proposed salaries, so it is appropriate for internal candidates to receive those salaries. There are also concerns about when the new salaries would go into effect, as traditionally the SAA Business Office employees' salaries are commensurate with College HEO salaries, which are scheduled to be raised as per the new 2019 contract.

Motion #2: Motion to appoint the current Interim Business Manager, Lisa-Marie Williams, to the Student Activities Association Chief Financial and Administrative Officer position. – Adam Fane

Second: Fidel Osorio

Vote: Favor [8] Opposed [0] Abstained [0]

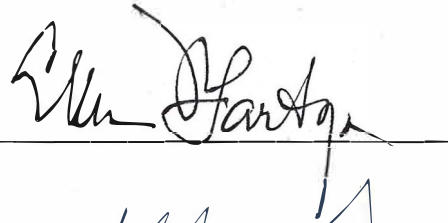
Action: Motion passed

Discussion: Should she accept, the Board would like the Interim Business Manager, Lisa-Marie Williams, to become the Student Activities Association Chief Financial and Administrative Officer. The Board feels she is competent, more than adequately fills the role, and as a former Student Government Association officer, has valuable institutional knowledge.

Meeting adjourned at 3:06PM.

Approval:

I.V.P. Ellen Hartigan, Chair, Board of Directors

A handwritten signature in blue ink, appearing to read "Ellen Hartigan", written over a horizontal line.

Michael Martinez-Sachs, Secretary, Board of Directors

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