

Michael C. Martinez-Sachs
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Division of Enrollment Management & Student Affairs
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Student Activities Association

Budget Committee / Board of Directors Meeting

Thursday October 21, 2021 at 1:40PM, Zoom

BUDGET COMMITTEE AGENDA (9 members, Quorum: 5)

Chairperson Andrew Berezhansky President, Student Government
Brian Kerr, Vice President of Enrollment Management & Student Affairs
Mark Flower, Interim Vice President & Chief Operation Officer, Finance and Administration
Aiisha Qudusi, Vice President, Student Government
Tyrell Farrulla, Treasurer, Student Government
Katelynn Seodarsan, Secretary, Student Government
Vacant, Senior Representative, Student Council
Jeanne-Marie Col, Faculty

- a. Approval of Budget Committee items
- b. Approval of Budget Committee minutes from September 22, 2021
- c. Approval of surplus requests

<u>SAA ENTITY</u>	<u>PROPOSAL</u>	<u>PROPOSED</u>
ATHLETICS	TV & MOUNTS	\$ 13,999.68
	COORDINATOR OF STUDENT SUCCESS	\$ 85,000.00
		\$ 98,999.68
CAREER SERVICES	STUDENT VIDEOGRAPHERS*	\$ 6,000.00
		\$ 6,000.00
CHILDREN CENTER	INDOOR GYM EQUIPMENT	\$ 7,000.00
	CLASSROOM UNIT BLOCK SETS	\$ 2,500.00
	INDOOR GYM MUSIC EQUIPMENT	\$ 500.00
		\$ 10,000.00
	SPECTRA CLUB- CUSTOM INK SHIRTS	\$ 1,060.50

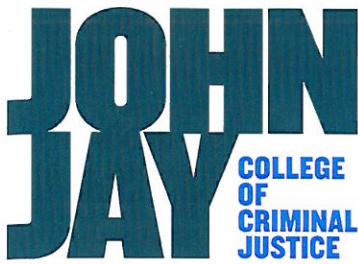
COMMITTEE ON CLUBS		\$ 1,060.50
COMMUNITY OUTREACH	AMERICORPS STUDENT STIPENDS (10	\$ 15,000.00
	60 SERVICE CORPS STUDENTS & ADMIN SUPPORT	\$ 300,000.00
		\$ 315,000.00
COUNSELING SERVICES	ADDITIONAL HOURS FOR 2 PSYCHIATRISTS	\$ 20,000.00
		\$ 20,000.00
ORIENTATION (STP) LEADERS	4 ADDITIONAL ORIENTATION	\$ 6,000.00
	ADVANTAGE DESIGN GROUP	\$ 9,000.00
		\$ 15,000.00
STUDENT ACTIVITIES (CSIL) SUBSCRIPTION SERVICES (BINGO CARDS) FOR BINGO FACILITATOR	JAYFIT VIDEO EDITOR	\$ 5,000.00
	DROPBOX STORAGE	\$ 300.00
	SPRINGFEST 2022 CONTRACTUAL	\$ 27,750.00
	SPRINGFEST 2022 SUPPLIES	\$ 388.84
	SPRINGFEST 2022 GIFTCARDS	\$ 650.00
	TRAILBLAZERS WORKSHOP	\$ 1,800.00
		\$ 35,888.84
STUDENT SERVICES	SUPPLIES FOR JJC SUPPLEMENTAL INSTRUCTION (JJSI) PROGRAM	\$ 8,000.00
	20 SI LEADERS (150HRS @\$17/HR)	\$ 122,400.00
	1 SUPPLEMENTAL INSTRUCTOR ADMIN SUPPORT	\$ 20,000.00
	20 FACULTY (20 HRS @\$60/HR) STUDENT BENCHES TO REPLACE POOFS GRADUATE STUDIES	\$ 48,000.00
		\$ 16,346.69
		\$ 43,200.00
		\$ 257,946.69
YEARBOOK	CORNUCOPIA SENIOR CRUISE	\$ 44,250.00
	SENIOR CRUISE DJ (4.5 HRS)	\$ 1,250.00
		\$ 45,500.00
Total		\$ 805,395.71

- d. Approval of soliciting a second round of surplus requests for approval at the December 13, 2021 SAA BOD meeting
- e. Approval of the Payment of the Student Liaison Position on Student Council
- f. New Business

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

Chairperson	Brian Kerr, Vice President of Enrollment Management & Student Affairs
SAA Secretary	Michael Martinez-Sachs, Assistant Vice President and Dean of Students
	Mark Flower, Interim Vice President & Chief Operation Officer, Finance and Administration
	Andrew Berezhansky, President, Student Government
	Aiisha Qudusi, Vice President, Student Government
	Tyrell Farrulla, Treasurer, Student Government
	Katelynn Seodarsan, Secretary, Student Government
	Vacant Senior Representative, Student Council
	Poonam Latchman, Junior Representative, Student Council
	Vacant, Student Alternate
	Vacant, Student Alternate
	Elizabeth Yukins, Faculty Member
	Jeanne-Marie Col, Faculty Member
	Toy-fung Tung, Alternate Faculty Member
	Stephen Russell, Alternate Faculty Member
	Lisa-Marie Williams, Business Manager (non-voting)

- a. Approval of Board of Director agenda items
- b. Approval of Board of Director minutes from September 22, 2021
- c. Acceptance of the Budget Committee Report
- d. New business



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Student Activities Association

Budget Committee/Board of Directors Meeting

SAA Budget Committee Minutes – October 21, 2021, Zoom

Presiding Chair: Andrew Berezhansky

Recording Secretary: Rachel Brown

Members: Brian Kerr, Interim Vice President of Enrollment Management and Student Affairs
Mark Flower, Interim Vice President & Chief Operation Officer, Finance and Administration
Aiisha Qudusi, Vice President, Student Government
Katelynn Seodarsan Secretary, Student Government
Jeanne-Marie Col, Faculty

Guests/Non-voting Members Present: Jefferey Aikens, Karen Argueta, Rima Douglas, Anika Fraser, Alyssa Hollywood, Makeda Jordan, Poonam Latchman, Iris Martinez, Abigail Morrison, Elsa-Sofia Morote, Mayra Nieves, Jon Salamak, Declan Walsh, Lisa-Marie Williams

Order: SAA Budget Committee Meeting was called to order at 1:43PM by Andrew Berezhansky. Quorum was achieved.

Motion #1: Motion to approve Budget Committee Agenda items – Brian Kerr

Second: Katelynn Seodarsan

Vote: Favor [4] Opposed [0] Abstained [0]

Action: Motion passed

Motion #2: Motion to approve September 22, 2021 meeting minutes– Katelynn Seodarsan

Second: Jeanne-Marie Col

Vote: Favor [4] Opposed [0] Abstained [0]

Action: Motion passed

Motion #3: Motion to approve Surplus Proposals as a slate – Brian Kerr

Second: Jeanne-Marie Col

Vote: Favor [4] Opposed [0] Abstained [0]

Action: Motion passed

Motion #4: Motion to approve slate of Surplus Proposals totaling \$ 805,395.71 – Brian Kerr

Second: Mark Flower

Vote: Favor [4] Opposed [0] Abstained [0]

Action: Motion passed

Discussion: The Budget Committee discussed how requests for personnel salaries/stipends will be paid. The plan is to put most of the personnel requests on SAA payroll. A few faculty positions will be paid through tax levy and then processed through a refund of appropriation from SAA. For the second round of surplus requests, Athletics may have personnel expenses that will also be paid through a refund of appropriation.

The Senior Cruise was already allocated funds through the regular budgeting process. The surplus request is to cover renting more floors of the boat to comply with recommended social distancing. The original budget request used pre-pandemic prices from the company, who have since increased their prices.

The supplemental instructor support is to support tutoring services on campus and make them more robust. Dean Dara Byrne of Undergraduate Studies submitted the proposal to grow the tutoring offerings beyond the gateway courses.

The surplus request from Dean Elsa-Sofia Morote has some expenses that were also included in Graduate Studies' tax levy budget. The duplication is to ensure that the programs/activities are funded by SAA if they cannot be funded by tax levy. The Business Office will work with Dean Moroto's staff to ensure that nothing is purchased twice.

Aiisha Qudusi arrives.

Motion #5: Motion to put forward to solicit a second round of requests for surplus proposals, to be voted on at the December 13, 2021 SAA BOD meeting.

Motion put forward by: Jeanne-Marie Col

Second: Brian Kerr

Vote: Favor [5] Opposed [0] Abstained [0]

Action: Motion passed

Discussion: There will still be money left in the surplus fund after these proposals are funded. Some entities would like to request more funds. Other entities may be waiting for updated guidance on the pandemic and are being cautious with their plans for activities and expenditures. The hope is that a longer lead time will yield more proposals for those entities who need time to put together documents and/or are waiting for updates on the pandemic.

Motion #6: Motion to put forward to approve funding for Student Liaison Position on Student Council – Brian Kerr

Second: Mark Flower

Vote: Favor [5] Opposed [0] Abstained [0]

Action: Motion passed

Discussion: The Student Council plans to submit a resolution that will update the student charter to include this position. The position will be funded through the Student Council appropriation, like the chief of staff position and the marketing position. It will reallocate existing funds and does not call for an increase in the budget.

The Committee discussed concerns about how this role would be filled. There were questions about avoiding conflicts of interest if the role wasn't advertised to the student body at large. It was determined that the Student Liaison position would follow the same hiring format as the marketing position and other part-time roles funded by the Student Council budget.

Discussion: As a point of information for budget committee, the SAA Business manager presented a report on the current status of campus budgets and expenditures. Entities received their 90% projection according to the new budgeting procedures and have been submitting invoices and bills. Spending this fiscal year is slow, due to the pandemic, and another surplus is projected. The student fee collection rate is approximately 40%. The hope is for the SAA to receive most of the projected 90% from CUNY by December 2021, and then receiving the last 10% from CUNY by February. If 70% of classes are held on-campus in Spring 2022, other on-campus activities should increase.

The Committee found the current state of the budget report very helpful and recommended it become a standing item on the Budget Committee agenda.

Meeting adjourned at: 2:33 pm

Approval:

Andrew Berezhansky, Chair, Budget Committee

A handwritten signature in black ink, appearing to be 'AB', is written over a horizontal line.

Student Activities Association
Budget Committee/Board of Directors Meeting
SAA Board of Directors Minutes – Date: 10/21/21

Presiding Chair: Brian Kerr, Interim Vice President of Enrollment Management and Student Affairs

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

Recording Secretary: Rachel Brown

Members Present: Mark Flower, Interim Vice President & Chief Operation Officer, Finance and Administration
Andrew Berezhansky, President, Student Government
Aiisha Qudusi, Vice President, Student Government
Katelynn Seodarsan, Secretary, Student Government
Poonam Latchman, Junior Representative, Student Council
Elizabeth Yukins, Faculty Member
Jeanne-Marie Col, Faculty Member
Alternate Faculty Member

Guests/Non-voting Members Present: Jefferey Aikens, Karen Argueta, Rima Douglas, Anika Fraser, Alyssa Hollywood, Makeda Jordan, Poonam Latchman, Iris Martinez, Abigail Morrison, Elsa-Sofia Morote, Mayra Nieves, Stephen Russell, Jon Salamak, Declan Walsh, Lisa-Marie Williams

Order: SAA Board of Directors Meeting was called to order at 2:34 PM. Quorum was achieved.

Motion #1: Motion to approve Board of Directors Agenda items – Andrew Berezhansky

Second: Elizabeth Yukins

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

Action: Motion passed

Motion #2: Motion to approve September 22, 2021 meeting minutes– Michael Sachs

Second: Andrew Berezhansky

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

Action: Motion passed

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

Second: Aiisha Qudusi

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

Action: Motion passed

Discussion: The Dean of Undergraduate Studies, Dara Bryne, and the English Department are working on a campaign: How does art get us through this? Students, staff, and faculty members are encouraged to scan the QR code on the posters around campus, and contribute to this art project.

Meeting adjourned at time. 2:40PM

Approval:

I.V.P. Brian Kerr, Chair, Board of Directors



Michael Martinez-Sachs, Secretary, Board of Directors

