

**Student Activities Association  
Budget Committee / Board of Directors Meeting  
October 25, 2017 at 1:40PM, L.65.08NB**

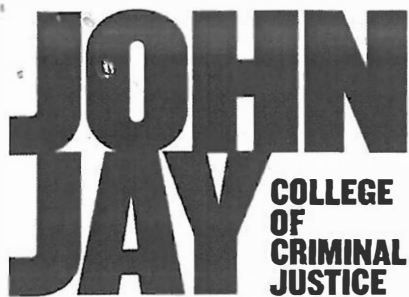
**BUDGET COMMITTEE AGENDA (9 members, Quorum: 5)**

- Chairperson      Fatime Uruci, President, Student Government  
                         Lynette Cook-Francis, Vice President of Student Affairs  
                         Steven Titan, Vice President of Finance and Administration  
                         Steven Pacheco, Vice President, Student Government  
                         Melinda Yam, Treasurer, Student Government  
                         Maria Jose Martinez, Secretary, Student Government  
                         Diana Chacon, Senior Representative, Student Council  
                         Toy-Fung Tung, Faculty Member
- a. Approval of Budget Committee items
  - b. Approval of Budget Committee minutes from September 28, 2017 meeting
  - c. Approval of Earmark: Committee on Graduate and Evening Studies FY 2017-2018 budget for \$20,328.29
  - d. Approval of Earmark: Athletics FY 2017-2018 budget for \$238,045.46
  - e. Approval of Earmark: Recreation FY 2017-2018 budget for \$ 190,754.99
  - f. New Business

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

Chairperson	Lynette Cook-Francis, 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
	Fatime Uruci, President, Student Government
	Steven Pacheco, Vice President, Student Government
	Melinda Yam, Treasurer, Student Government
	Maria Jose Martinez, Secretary, Student Government
	Diana Chacon, Senior Representative, Student Council
	Andrew Bandini, Junior Representative, Student Council
	Toy-Fung Tung, Faculty Member
	Jean-Marie Col, Faculty Member
	Independent 1
	Independent 2

- a. Approval of Board of Director agenda items
- b. Approval of Board of Director minutes from September 28, 2017 meeting
- c. Acceptance of the Budget Committee Report
- d. Process for allotting surplus funds
- e. Review of the Conflict of Interest policy (all members sign a copy)
- f. Election of student member of Audit Committee (Independent Director also serves)
- g. New business



Student Activities Association  
Budget Committee/Board of Directors Meeting  
**SAA Budget Committee Minutes – Wednesday, October 25, 2017:**

**Presiding Chair:** Fatime Uruci

**Recording Secretary:** Rachel Brown

**Members Present:**

Lynette Cook-Francis, Vice President of Student Affairs  
Steven Titan, Senior Vice President, Finance and Administration  
Steven Pacheco, Vice President, Student Government  
Maria Jose Martinez, Secretary, Student Government

**Guests/Non-voting Members Present:** Jean Marie Col, Mark Flower, Carol Kashow, Nuno Pereira, Michael Sachs

**Order:** SAA Budget Committee Meeting was called to order at 1:46PM by Fatime Uruci. Quorum was achieved.

**Motion #1:** Motion to approve Budget Committee Agenda items – Steven Titan

**Second:** Steven Pacheco

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

**Action:** Motion passed

**Motion #2:** Motion to approve September 28, 2017 meeting minutes– Maria Jose Martinez

**Second:** Steven Pacheco

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

**Action:** Motion passed

**Motion #3:** Motion to approve FY 2017-2018 Committee on Graduate and Evening Studies budget for \$20,328.29, with an amendment that the budget form description category 7 be corrected – Steven Pacheco

**Second:** Lynette Cook-Francis

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

**Action:** Motion passed

**Discussion:** Budget Form A lists \$250 for category 7 (printing, postage, and stationary). Budget Descriptions lists \$500 for category 7. One of the Graduate Representatives was telephoned and clarified that the Committee is requested \$250 for category 7.

**Motion #4:** Motion to approve FY 2017-2018 Athletics Budget for \$238,045.46 – Steven Titan

**Second:** Maria Jose Martinez

**Vote:** Favor [3] Opposed [0] Abstained [1]

**Action:** Motion passed

**Discussion:** Carol Kashow, Director of Athletics, presented the budget. Upon request, she clarified that the contractual services line is for coaches' salaries, which depend on the length of the athletic season.

**Motion #5:** Motion to approve FY 2017-2018 Recreation Budget for \$ 190,754.99 – Steven Pacheco

**Second:** Maria Jose Martinez

**Vote:** Favor [3] Opposed [0] Abstained [1]

**Action:** Motion passed

**Discussion:** Carol Kashow, Director of Athletics, presented the budget. The pool will undergo renovation starting in January 2018, which will result in the loss of facilities for the swim team and a debit for the department in loss of rental revenue and costs of renting outside facilities for the swim team. There are no plans to repair the saunas in the locker rooms, as it would be costly to repair and maintain. The spaces are currently used for storage.

**New Business:** Mark Flower, AVP of Finance and Administration, noted that the CUNY guidelines for procurement require SAA purchasing to follow the same process as purchases made through tax levy funds. SAA purchasing does not currently have to follow the Sunshine Act, though tax levy does.

New Business: The Student Council passed a resolution on Wednesday, October 18 in support of requiring equal representation across constituent groups on the task force.

**Motion #6:** Motion to adjourn Budget Committee meeting – Steven Pacheco

**Second:** Steven Titan

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

**Action:** Motion passed

**Meeting adjourned at 2:18PM.**

Approval:

Fatime Uruci, Chair, Budget Committee



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

**Presiding Chair:** Lynette Cook-Francis, Vice President of Student Affairs

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

**Recording Secretary:** Rachel Brown

**Members Present:**

Steven Titan, Senior Vice President, Finance and Administration  
Fatime Uruci, President, Student Government  
Steven Pacheco, Vice President, Student Government  
Maria Jose Martinez, Secretary, Student Government  
Jean-Marie Col, Faculty Member  
Nuno Pereira, Independent Director

**Guests/Non-voting Members Present:** Mark Flower

**Order:** SAA Board of Directors Meeting was called to order at 2:18PM. Quorum was achieved.

**Motion #1:** Motion to approve Board of Directors Agenda items – Maria Jose Martinez

**Second:** Steven Pacheco

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

**Action:** Motion passed

**Motion #2:** Motion to approve September 28, 2017 meeting minutes– Steven Titan

**Second:** Maria Jose Martinez

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

**Action:** Motion passed

**Motion #3:** Motion to accept Budget Committee report – Nuno Pereira

**Second:** Jean-Marie Col

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

**Action:** Motion passed

**Motion #4:** Motion to begin soliciting proposals for surplus funds – Michael Sachs

**Second:** Fatime Uruci

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

**Action:** Motion rescinded

**Discussion:** There is approximately \$150,000 available in surplus funds. All entities that receive SAA funds are eligible to submit a proposal for surplus funds. There are some concerns about what projects should be funded through the surplus. In the past, student clubs and organizations that missed the deadlines to submit club budgets through the Student Council have requested surplus funds for their club budgets. The concern is that these clubs are going outside of Student Council's procedure for approving club budgets, which means these budgets are not subject to the same criteria

and vetting as the club budgets that were submitted on time. There are also concerns that not allowing clubs to request surplus funds for their budgets is punitive and overly bureaucratic, which will discourage student engagement.

The motion is rescinded and will be on the agenda for the November 29, 2017 meeting.

**Motion #5:** Motion to elect Fatime Uruci as the student member of the Audit Committee – Maria Jose Martinez

**Second:** Michael Sachs

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

**Action:** Motion passed

**Motion #:** Motion to adjourn Board of Directors meeting – Michael Sachs

**Second:** Maria Jose Martinez

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

**Action:** Motion passed

**Meeting adjourned at 2:58PM.**

Approval:

V.P. Lynette Cook-Francis, Chair, Board of Directors



Michael Martinez-Sachs, Secretary, Board of Directors

