



**Student Activities Association  
Budget Committee / Board of Directors Emergency Meeting  
Friday, November 1, 2019 at 12PM, L.65.08NB**

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

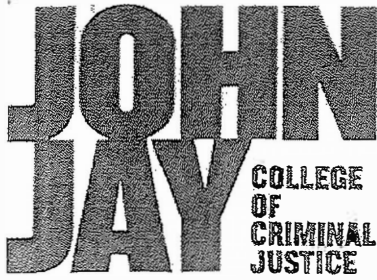
Chairperson      Musarrat Lamia, President, Student Government  
Ellen Hartigan, Interim Vice President of Student Affairs  
Steven Titan, Senior Vice President, Finance and Administration  
Fidel Osorio Vice President, Student Government  
Adam Fane, Treasurer, Student Government  
Anthony Leonardo, 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 October 24, 2019
- c. Discussion of surplus funds and surplus proposal procedure
- d. Approval of surplus presentation and proposal procedure
- e. 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 October 24, 2019
- c. Acceptance of the Budget Committee Report
- d. Approval of Judicial Board advisor: Henry Smart
- e. New Business



Student Activities Association  
Emergency Budget Committee/Board of Directors Meeting  
**SAA Budget Committee Minutes – Friday, November 1, 2019**  
**12PM, L.65.08NB:**

**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  
Adam Fane, Treasurer, Student Government  
Daiquan Llewellyn, Senior Representative, Student Council  
Jean-Marie Col

**Guests/Non-voting Members Present:** Jeffrey Aikens, Helen Cedeno, Mark Flower, Michael Martinez-Sachs, Lisa-Marie Williams

**Order:** SAA Budget Committee Meeting was called to order at 12:05PM by Musarrat Lamia. Quorum was achieved.

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

**Second:** Jean-Marie Col

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

**Action:** Motion passed

**Motion #2:** Motion to approve October 24, 2019 meeting minutes– Jean-Marie Col

**Second:** Daiquan Llewellyn

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

**Action:** Motion passed

**Motion #3:** Motion to accept surplus funds presentation and solicit surplus proposals of \$10,000 per proposal for one-time projects – Jean-Marie Col

**Second:** Steven Titan

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

**Action:** Motion passed

**Discussion:** Lisa-Marie Williams presented the surplus fund. Funds totaling \$615,000 are allocated for the surplus reserve, and \$614,350 are allocated for surplus proposals. In the past, eligible entities could request up to \$5,000 per proposal. Because the surplus fund is large, the Committee decided to raise the amount, so eligible entities may request up to \$10,000 per one time project. Proposals for capital projects may be higher than \$10,000.

The surplus subcommittee members will be Musarrat Lamia, Daiquan Llewellyn, and Adam Fane (student members); Mark Flower (administrator); and Toy-Tung Fung (faculty).

Musarrat Lamia leaves and Adam Fane takes over as chairperson of the Budget Committee.

The SAA Business Office will send out the call for surplus proposals on November 5, 2019. The deadline for proposals will be November 22, 2019. The subcommittee will meet at a date to be determined based on the schedules of the members, which may be between December 2 and December 11, 2019. The subcommittee will present their recommendations to the Budget Committee and the Board of Directors at the regular SAA BOD meeting on December 16, 2019.

**Motion #4:** Motion to approve surplus reserve of \$615,000 – Ellen Hartigan

**Second:** Steven Titan

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

**Action:** Motion passed

**New Business:** The Faculty-Student Engagement fund of \$20,000 is available for faculty members to provide out-of-classroom enrichment opportunities to their students. Two announcements have gone out to the faculty this semester, and a third will go out through the Office of the Provost to encourage participation in this fund. The Budget Committee discussed opening the fund to HEOs as well.

**Meeting adjourned at 12:48PM.**

Approval:

Musarrat Lamia, Chair, Budget Committee



Adam Fane, Chair, Budget Committee



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

**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  
Adam Fane, Treasurer, Student Government  
Daiquan Llewellyn, Senior Representative, Student Council  
Toy-Fung Tung, Faculty Member  
Jean-Marie Col, Faculty Member  
Lisa-Marie Williams, Interim Business Manager (non-voting)

**Guests/Non-voting Members Present:** Jeffrey Aikens, Helen Cedeno, Mark Flower

**Order:** SAA Board of Directors Meeting was called to order at 12:49PM. Quorum was achieved.

**Motion #1:** Motion to approve Board of Directors Agenda items – Michael Martinez-Sachs

**Second:** Daiquan Llewellyn

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

**Action:** Motion passed

**Motion #2:** Motion to approve October 24, 2019 meeting minutes – Daiquan Llewellyn

**Second:** Jean-Marie Col

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

**Action:** Motion passed

**Motion #3:** Motion to accept Budget Committee report – Toy-Fung Tung

**Second:** Adam Fane

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

**Action:** Motion passed

**Motion #4:** Motion to approve Judicial Board Advisor Henry Smart – Michael Martinez-Sachs

**Second:** Daiquan Llewellyn

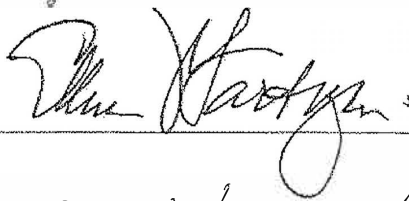
**Vote:** Favor [7] Opposed [0] Abstained [0]

**Action:** Motion passed

**Meeting adjourned at 12:51PM**

Approval:

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



Michael Martinez-Sachs, Secretary, Board of Directors

