

**Dominic Stellini**

Assistant Vice President of Student Affairs & Dean of Students

Division of Enrollment Management & Student Affairs

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**Student Activities Association**

**Budget Committee / Board of Directors Meeting**

**Wednesday, November 13, 2024 at 1:40PM, L.65.08NB**

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

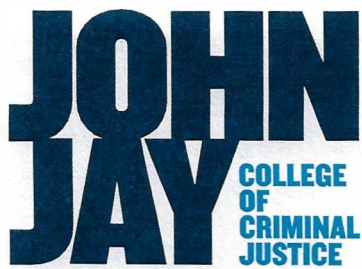
Chairperson      Yarik Munoz, President, Student Council  
Daniel Matos, Interim Vice President of Enrollment Management  
& Student Affairs  
Mark Flower, Vice President & Chief Operation Officer, Finance and  
Administration  
Jamella Richmond, Vice President, Student Council  
David Mao, Secretary, Student Council  
In-Deria Barrows, Treasurer, Student Council  
Jeff Mathew, Senior Representative, Student Council  
Elizabeth Yukins, Faculty

- a. Approval of Budget Committee items
- b. Approval of Budget Committee minutes from October 9, 2024
- c. Approval of Community Outreach and Service Learning budget **\$33,025.75**
- d. Approval of LGBTQ+ Center budget **\$27,130.00**
- e. Approval of Commencement budget **\$322,116.74**
- f. New Business

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

Chairperson	Daniel Matos, Interim Vice President of Enrollment Management & Student Affairs
SAA Secretary	Dominic Stellini, Assistant Vice President of Student Affairs and Dean of Students Mark Flower, Vice President & Chief Operation Officer, Finance and Administration Yarik Munoz, President, Student Council Jamella Richmond, Vice President, Student Council In-Deria Barrows, Treasurer, Student Council David Mao, Secretary, Student Council Jeff Mathews, Senior Representative, Student Council Najmul Islam, Junior Representative, Student Council Amirah Low, Student Alternate Aneesa Thomas, Student Alternate Elizabeth Yukins, Faculty Member Toy-fung Tung, Faculty Member Vacant, Alternate Faculty Member (3 slots) Lisa-Marie Williams, Business Manager (non-voting)

- a. Approval of Board of Director agenda items
- b. Approval of Board of Director minutes from October 9, 2024
- c. Acceptance of the Budget Committee Report
- d. New business



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**Student Activities Association**

**Budget Committee / Board of Directors Meeting**

**Wednesday, November 13, 2024 at 1:40PM, L.65.08NB**

**BUDGET COMMITTEE MINUTES**

Attendance: Yarik Munoz, President, Student Council  
Daniel Matos, Interim Vice President of Enrollment Management &  
Student Affairs  
Mark Flower, Vice President & Chief Operation Officer, Finance and  
Administration  
David Mao, Secretary, Student Council  
Jeff Mathew, Senior Representative, Student Council  
Elizabeth Yukins, Faculty  
Amirah Low, Student Alternate

Guests: Lisa-Marie Williams, Jeffrey Aikens, Michelle Garcia, Rima Douglas, Najmul Islam, Aneesa Thomas,

**Order:** SAA Budget Committee Meeting was called to order at 1:47PM by Yarik Munoz. Quorum was achieved.

**Motion #1:** Motion to approve Budget Committee Agenda Items – Jeff Mathew

**Second:** David Mao

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

**Action:** Motion passed

**Motion #2:** Motion to approve Minutes from October 9, 2024 – David Mao

**Second:** Jeff Mathew

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

**Action:** Motion passed

**Motion #3:** Motion to table Community Outreach and Service Learning budget of **\$33,025.75** until the December meeting – Jeff Mathew

**Second:** David Mao

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

**Action:** Motion passed

**Discussion:** Rima Douglas, the former Associate Director of Community Outreach and Service Learning, now the Associate Director for the Center for Student Involvement & Leadership (CSIL) presented her budget request. There are currently 10 students in the Americorps program. The requested personnel will work evening hours to help accommodate with the current Americorps student's busy day schedules and allow them to do their required activities later in the evening.

There is only one staff member in CSIL who handles all of the (46) club activities and they cannot manage

it alone and help with Americorps at the same time. Yarik believes that having this new personnel member would be beneficial to assisting evening students as they often do not get very many events or activities.

Mark Flower stated that the amount of funds requested was high for the number of students in the program. Mark proposed that a part-time College Assistant under tax-levy would be more appropriate for this position. This position would be able to work 1040 hours total.

Paperwork will be submitted for the College Assistant position which may take 2 – 3 weeks to get fully approved. Yarik motions that this budget and discussion be tabled until the next meeting if the new College Assistant position has not been resolved by then.

**Motion #4:** Motion to approve LGBTQ+ Center budget **\$27,130.00** – David Mao

**Second:** Jeff Mathew

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

**Action:** Motion passed

**Discussion:** Michelle Garcia, the Assistant Director of the LGBTQ+ Resource Center introduced herself and the center. Daniel Matos wanted clarification on what the requested personnel would be responsible for. Michelle explained their duties include assisting with office activities, managing federal work studies, and opening/closing the center. Contractual services include trainings, HIV/STD testing and other info sessions.

**Motion #5:** Motion to approve Commencement budget **\$322,116.74** – Jeff Mathew

**Second:** Mark Flower

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

**Action:** Motion passed

**Discussion:** The proposed budget is based on last year's Commencement expenses. Last year, we did not utilize any surplus funds and it worked out well as it used other earmarks to cover the expenses. This year, we utilize the \$272,980.00 in royalty funds first for expenses. The royalties are earned through commissions on student's purchases of graduation rings, cap and gowns and photography packages through our various vendors. Commencement will also be getting a \$200,000 earmark which will leave some royalty funds remaining for next year.

It was clarified why the one name reader "Rio Rocket" earns more than the other three is because he also works the two Graduate Hooding Ceremonies in May, thus working three total events.

## New Business

David Mao, Secretary for Student Council, noted that he had completed getting all necessary paperwork for the Senior Yearbook Oral Bids.

**Meeting Adjourned 2:23pm**

Approval:

Yarik Munoz, Chair, Budget Committee



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

Attendance: Daniel Matos, Interim Vice President of Enrollment Management & Student Affairs  
Mark Flower, Vice President & Chief Operation Officer, Finance and Administration  
Yarik Munoz, President, Student Council  
David Mao, Secretary, Student Council  
Jeff Mathew, Senior Representative, Student Council  
Najmul Islam, Junior Representative, Student Council  
Elizabeth Yukins, Faculty Member  
Amirah Low, Student Alternate

Guests: Jeffrey Aikens, Michelle Garcia, Rima Douglas, Aneesa Thomas, Lisa-Marie Williams

**Order:** SAA Budget Committee Meeting was called to order at 2:24PM by Daniel Matos. Quorum was achieved.

**Motion #1:** Motion to approve the amended Board of Directors agenda – Najmul Islam

**Second:** David Mao

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

**Action:** Motion passed

**Motion #3:** Motion to approve the Acceptance of the Budget Committee Report from October 9, 2024 – Yarik Munoz

**Second:** Jeff Mathew

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

**Action:** Motion passed

**Motion #4:** Motion to accept the Budget Committee Report for November 13, 2024 – Jeff Mathew

**Second:** Elizabeth Yukins

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

**Action:** Motion passed

### New Business

The next Board of Directors meeting will review surplus proposals. The deadline for proposals is Friday November 15<sup>th</sup> and the subcommittee will meet on November 18<sup>th</sup> to review.

**Meeting adjourned at 2:27pm**

Approval:

Interim VP, Daniel Matos, Chair, Board of Directors

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