

Student Activities Association
Budget Committee/Board of Directors Meeting
SAA Budget Committee Minutes – Wednesday, April 18, 2018:

Presiding Chair: Fatime Uruci, President, Student Council

Recording Secretary: Rachel Brown, Student Relations Specialist

Members Present:

Lynette Cook-Francis, Vice President of Enrollment Management & Student Affairs
Steven Titan, Senior Vice President, Finance and Administration
Steven Pacheco, Vice President, Student Council
Maria Jose Martinez, Secretary, Student Council
Diana Chacon, Senior Representative, Student Council
Toy-Fung Tung, Faculty Member

Guests/Non-voting Members Present: Andrew Bandini, Vivian Febus-Cabrera, Michael Sachs

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

Motion #1: Motion to approve Budget Committee Agenda items – Lynette Cook-Francis

Second: Steven Titan

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

Action: Motion passed

Maria Jose Martinez arrives.

Motion #: Motion to approve February 7, 2018 meeting minutes – Toy-Fung Tung

Second: Steven Titan

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

Action: Motion passed

Motion #: Motion to approve March 23, 2018 meeting minutes– Steven Titan

Second: Steven Pacheco

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

Action: Motion passed

Motion #: Motion to approve Student Activities Association scholarships and transfer funds to the Foundation – Lynette Cook-Francis

Second: Toy-Fung Tung

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

Action: Motion passed

Discussion: Three clarifications were made to the language of the scholarship memo: students can apply for multiple SAA scholarships but can receive only one per academic year; students can only receive one scholarship from a specific category in their academic career, but may apply for and receive a scholarship in another category; and students must use the scholarship funds in the fall semester following the conferral of the scholarship.

The Committee recommended that the name of the Single-Parent Student Scholarship be changed to the Parent Scholarship, to avoid the negative connotations associated with term “single parent.”

The Committee discussed some of the issues around eligibility. Undocumented students are not currently eligible for SAA scholarships. Eligibility of students with DACA status has to be confirmed with the Financial Aid office.

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

Second: Diana Chacon

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

Action: Motion passed

Meeting adjourned at 2:02PM.

Approval:

Fatime Uruci, Chair, Budget Committee



Student Activities Association
Budget Committee/Board of Directors Meeting
SAA Board of Directors Minutes – Wednesday, April 18, 2018:

Presiding Chair: Lynette Cook-Francis, Vice President of Enrollment Management & Student Affairs

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

Recording Secretary: Rachel Brown, Student Relations Specialist

Members Present:

Steven Titan, Senior Vice President, Finance and Administration
Fatime Uruci, President, Student Council
Steven Pacheco, Vice President, Student Council
Maria Jose Martinez, Secretary, Student Council
Diana Chacon, Senior Representative, Student Council
Andrew Bandini, Junior Representative, Student Council
Toy-Fung Tung, Faculty Member

Guests/Non-voting Members Present: Helen Cedeno, Vivian Febus-Cabrera

Order: SAA Board of Directors Meeting was called to order at 2:02PM. Quorum was achieved.

Motion #1: Motion to approve Board of Directors Agenda items – Steven Titan

Second: Toy-Fung Tung

Vote: Favor [9] Opposed [0] Abstained [0]

Action: Motion passed

Motion #: Motion to approve March 23, 2018 meeting minutes– Steven Titan

Second: Toy-Fung Tung

Vote: Favor [9] Opposed [0] Abstained [0]

Action: Motion passed

Motion #2: Motion to accept Budget Committee report – Steven Pacheco

Second: Toy-Fung Tung

Vote: Favor [9] Opposed [0] Abstained [0]

Action: Motion passed

Discussion: The Board discussed the use of SAA funds for tipping, such as tips for wait-staff in a restaurant or tips for delivery-persons when a delivery charge is not included in the bill. Tax levy funds cannot be used for tips, but New York State allocation allows tipping. The Board will seek further clarification.

Steven Titan leaves. Lynette Cook-Francis leaves, Michael Sachs takes over as chairperson.

Motion #: Motion to approve the tax form 990 for 2016 – Michael Sachs

Second: Steven Pacheco

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

Action: Motion passed

Discussion: Helen Ceden0 presented Form 990 for the SAA tax return for 2016.

Toy-Fung Tung and Andrew Bandini leave.

Quorum lost.


Meeting adjourned at 3:01

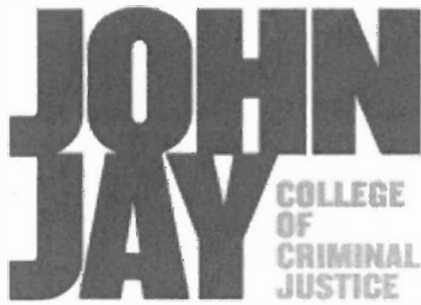
Approval:

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



Michael Martinez-Sachs, Secretary, Board of Directors





*Fatime Uruci
President*

*John Jay Student Council
324 West 59th Street
12.69 NB
New York City, NY 10019
212.247.8728
Fatime.uruci@jjay.cuny.edu*

MEMORANDUM

TO: Board of Directors, Student Activities Association

FROM: Fatime Uruci, Board Member and Student Council President

DATE: April 10, 2018

RE: Creation of Scholarships for Students

Introduction:

When the Audit Committee Meeting occurred on November 20th 2017, I was informed through the SAA financial statement that there is \$35,000 of unrestricted funds sitting in a scholarships reserve (See Page 2 of FY2017 Financial Statement Presentation).

Upon learning this, I met with Michael Scaduto, the Associate Director of Financial Aid and Scholarship Coordinator, to learn about the process to create scholarships and what information I would need to gather. This reserve has never been addressed by the Board of Directors; therefore, the following pages outline the scholarships that I would like to propose to the Board of Directors for their consideration and approval at the April 18th Board meeting.

Proposed Breakdown of Funds:

Total # of Scholarships being created	10
# of recipients of each Scholarship	1
Amount awarded per Scholarship	\$500
Total amount awarded in Scholarships each year	\$5,000

The above-proposed outline for distribution of scholarship funds allows the scholarship to provide assistance to **ten (10)** students each academic year. Setting up this guideline for disbursement will provide a sustaining program for the next **seven (7)** years, utilizing the full scholarships reserve.

After speaking with Helen Ceden0, the Director of Accounting, Audit, and Compliance for the college's Business Office, about how to best accomplish this from a budgetary and logistical standpoint, I come to the Board with the recommendation that we move to transfer the funds from the Scholarships reserve in the Association to the John Jay College Foundation to aid in the administering of these scholarships, which they already do for countless others.

Proposed Scholarships:

The purpose of the scholarships outlined below is to acknowledge students that are Fierce Advocates for the John Jay community and to acknowledge students that are part of underrepresented groups on campus who have excelled at John Jay despite adversity.

1). International Student Scholarship
2). Part-Time Student Scholarship
3). Graduate Student Scholarship
4). Online Student Scholarship
5). Veteran Student Scholarship
6). Civic Engagement Scholarship
7). Scholarship for Students with Disabilities
8). LGBTQ Advocate Scholarship

9). Scholarship for Formerly Incarcerated Students

10). Parenting Scholarship

Proposed Submission Guidelines:

The application submission period will be during the Spring semester. A scholarship committee will be formed under Michael Scaduto's office, consisting of at least 2 student representatives from the Student Council, to review applications. Applicants will be approved in the same semester they apply and scholarships will be distributed the following semester, in the Fall. The scholarships will be presented to recipients at a Student Council Scholarship Awards Dinner, a formal reception that will take place each May.

Students may only apply for **one (1)** scholarship per academic year. Current members of Student Council will not be eligible within the year they are serving out their term. If a student becomes a member of Student Council the semester after having been awarded the scholarship, they retain the rights to receiving said scholarship. All scholarships may be awarded only once in an individual student's academic career.

Any applicant who does not abide by all scholarship terms and conditions will forfeit their scholarship.

A "suspension" period, which will allow scholarship recipients to suspend the disbursement of scholarship funds for reasons of health, family crisis, etc., may be requested as needed. The scholarship recipient must notify Michael Scaduto, Assistant Director and Scholarship Coordinator of the Scholarship Office, prior to the start of the following Fall semester of intention to "suspend" said disbursement. The suspension period may not exceed **twelve (12)** months. Any unclaimed scholarship funds will remain in the trust of the John Jay College Foundation for use of these particular scholarships.

Proposed General Criteria:

GPA Requirement for all Scholarships: (Apart from the Graduate Student Scholarship)	2.5
GPA Requirement for the Graduate Student Scholarship:	3.0

Applicants shall be matriculated students in active attendance the semester in which they apply.

- Undergraduate applicants must be registered for a minimum of **six (6)** credits and have taken a minimum of **six (6)** credits at John Jay.
- Graduate applicants must be registered for a minimum of **three (3)** credits and have taken a minimum of **three (3)** credits at John Jay.

Applicants shall also meet these same credit requirements during the semester in which the scholarship is awarded (the following Fall semester). Therefore, graduating seniors are not eligible unless they are returning to John Jay in the Fall as graduate students. Students who are NOT returning to John Jay in Fall 2018 are also ineligible.

Students who meet the above registration criteria but are not in active attendance on their campuses due to being online students or fulfilling internship requirements are eligible.

Proposed Application Requirements:

- ✓ **An essay (500 words maximum)**
- ✓ **A completed faculty recommendation form**
- ✓ **A completed John Jay College General Scholarship Application**

Students will be submitting their applications through the online portal used by the Scholarships Office.

Students will be required to complete/have completed a FAFSA (whether digital or paper, the latter of which can be picked up from the Financial Aid Office) because scholarships are considered a source of financial aid, even if they are not need-based.

Proposed Specific Criteria & Essay Questions:

The following essay questions are only examples of what the final questions may look like. Any feedback on these questions from the Board is welcome as we proceed in finalizing the scholarship application. If the creation of these scholarships is approved at the April 18th Board meeting, we will be attempting to have the scholarship application go live this semester and the students awarded will be the inaugural recipients of the scholarship.

1). International Student Scholarship

In an essay of no more than 500 words, describe how being an international student has impacted your experience at John Jay and how attending John Jay has impacted your future career goals.

2). Part-time Student Scholarship

**In an essay of no more than 500 words, answer the following question:
How is your work (advocacy, et. al) outside of the classroom contributing to your future professional aspirations?**

***Both day and evening part-time students may apply.**

3). Graduate Student Scholarship

In an essay of no more than 500 words, share your experience as a student at John Jay, how obtaining your graduate degree will help you achieve your future career goals, and what they are.

*** Both transitioning Grad students (BA/MA) & current Grad Students may apply.**

4). Online Student Scholarship

In an essay of no more than 500 words, share your experiences as an online student at John Jay. Discuss the value to you of receiving a degree from John Jay through this method. Discuss one way in which we might be able to do more for online students.

***Students must be online students in both spring (when they apply) and fall (when they're awarded the scholarship) to be able to receive the scholarship.**

5). Veteran Student Scholarship

**In an essay of no more than 500 words, answer the following question:
How will your experience in the military coupled with the education you've received at John Jay further influence your future professional aspirations?**

6). Civic Engagement Scholarship

In an essay of no more than 500 words, describe your service to the John Jay community and how you have been a fierce advocate for students.

7). Scholarship for Students with Disabilities

In an essay of no more than 500 words, describe how you have demonstrated advocacy ability for individuals protected under the ADA/504 and how you will continue your advocacy work after graduation.

8). LGBTQ Advocate Scholarship

In an essay of no more than 500 words, describe how you have demonstrated advocacy ability for individuals in the LGBTQ community at John Jay and how you will continue your advocacy work after graduation.

9). Scholarship for Formerly Incarcerated Students

In an essay of no more than 500 words, explain why you chose to attend John Jay's planning meeting, with its deep roots in the criminal justice and law enforcement world, and how that ties into your future academic and professional aspirations.

10). Single - Parent Student Scholarship

In an essay of no more than 500 words, explore your need for the scholarship and your experience as a single-parent student at John Jay, why you chose to attend John Jay, and your future academic and professional aspirations.

***Funds will go to support child care services at John Jay College's Children's Center.**

Final Remarks

Since the original conception of these scholarships and first draft of this memo written in February 2018, many things have occurred. Most notably, the \$35,000 in the fund has become \$36,000 – this is because a film crew that utilized the Student Council office to film during our official business hours this semester donated an additional \$1,000 to the fund on top of the revenue the college received from the filming to say thank you to Student Council for use of the space and apologize for displacing our meetings scheduled for that day. Additionally, on March 13, 2018, the Auxiliary Services Corporation voted in favor of matching the scholarships that will be created, with a guarantee that the scholarships will be part of the budget that is created for Auxiliary each year. This will increase the amount of the scholarships that each student will receive from \$500 to \$1000. This partnership between Auxiliary, the Student Activities Association, and Student Council will be highly beneficial to students and propels forward the vision of President Mason and the college, which is to do all that we can in the realm of student success, and in this particular case, success for those students that traditionally feel and are invisible in this institution.