

Danielle Officer

Interim Assistant Vice President & Dean of Students
Division of Enrollment Management & Student Affairs
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Student Activities Association

Budget Committee / Board of Directors Meeting

Tuesday, April 4, 2023 at 1:40PM, L.65.08NB

BUDGET COMMITTEE AGENDA (9 members, Quorum: 5)

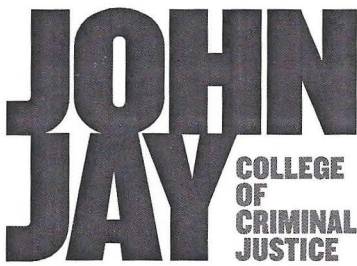
Chairperson Yusuf Khaled, President, Student Government
Brian Kerr, Vice President of Enrollment Management & Student Affairs
Mark Flower, Vice President & Chief Operation Officer, Finance and
Administration
Kelvin Pineda, Vice President, Student Government
Shania Roseborough, Secretary, Student Government
Savannah Smith, Treasurer, Student Government
Samuel Ajao, Senior Representative
Elizabeth Yukins, Faculty

- a. Approval of Budget Committee items
- b. Approval of Budget Committee minutes from March 6, 2023
- c. Approval of Earmark funds to support Commencement 2023: \$275,065.00
- d. Approval of surplus request for Seeing Rape Production Theatre Costs: \$9,717.00
- e. Discussion of unused Radio earmark funds
- f. Review of SAA Expenses
- g. New Business

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

Chairperson	Brian Kerr, Vice President of Enrollment Management & Student Affairs
SAA Secretary	Danielle Officer, Interim Assistant Vice President and Dean of Students
	Mark Flower, Vice President & Chief Operation Officer, Finance and Administration
	Yusuf Khaled, President, Student Government
	Kelvin Pineda, Vice President, Student Government
	Savannah Smith, Treasurer, Student Government
	Shania Roseborough, Secretary, Student Government
	Samuel Ajao, Senior Representative, Student Council
	Hazel Ortega, Junior Representative, Student Council
	Vacant, Student Alternate
	Vacant, Student Alternate
	Elizabeth Yukins, Faculty Member
	Vacant, 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 March 6, 2023
- c. Acceptance of the Budget Committee Report
- d. New business



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Budget Committee/Board of Directors Meeting

SAA Budget Committee Minutes – DATE: April 4, 2023

Presiding Chair: Yusuf Khaled, President, Student Council

Recording Secretary: Rachel Brown

Members Brian Kerr, Vice President of Enrollment Management & Student Affairs
Mark Flower, Vice President & Chief Operation Officer, Finance and Administration
Kelvin Pineda, Vice President, Student Council
Shania Roseborough, Secretary, Student Council
Samuel Ajao, Senior Representative
Elizabeth Yukins, Faculty

Guests/Non-voting Members Present: Shona Trench, Natalie De Jesus, Lisa-Marie Williams, Kayla Bassknight, Iris Martinez, Hazel Ortega, Asif Ser, Barbara Cassidy

Order: SAA Budget Committee Meeting was called to order at 1:40PM by Yusuf Khaled. Quorum was achieved.

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

Second: Kelvin Pineda

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

Action: Motion passed

Motion #2: Motion to approve March 6, 2023 meeting minutes– Kelvin Pineda

Second: Mark Flower

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

Action: Motion passed

Motion #3: Motion to approve Earmark funds to support Commencement 2023: \$275,065.00– Shania Roseborough

Second: Kelvin Pineda

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

Action: Motion passed

Discussion: Danielle Officer presented the budget, which covers Commencement Awards, the main Ceremony, and the Hooding Ceremony. Some name readers have different costs because they are working more than one of these events. There will be one main ceremony only. The venue costs are less than the two ceremonies held at Arthur Ashe Stadium last year.

○ Only 3 tickets per person, students aren't happy with such a low number of guest tickets.

- May have extras to give out.
- Considering not allowing students with a balance on their accounts to attend Commencement.
- Can't release more seats, already somewhat over our earmark amount as it is.
- Will live-stream the ceremony for people who don't attend in person.
- Why can't caps and gowns be picked up on campus? Shipping is too expensive. May explore that in the future.
- Need an additional \$41K to cover Commencement costs. If collection rates are 100% we'll be fine. But Lisa-Marie recommends using the unused earmarked funds.

Motion #4: Motion to approve surplus request for Seeing Rape Production Theatre Costs:
\$9,717.00– Mark Flower

Second: Kelvin Pineda

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

Action: Motion passed

- Original Budget from this organization didn't include the theatre waiver request. Need a separate request to cover theatre labor costs. Theatre is struggling this year so it's good for Aux Corp.
- This is coming out of surplus. It would not affect any earmarks or unused earmarked funds. Surplus currently has \$12K available.

Discussion: How to best utilize unused Radio earmark funds

- Changing the actual earmark amount for Radio needs a referendum and approval of the CUNY Board of Trustees.
- Can also make the decision at the beginning of the fiscal year to move the funds to another area. This is easier than referendum and was achieved in Motion 3 with the Commencement Budget.

Discussion: Review of SAA Revenue and Expenses

- More accurate accounting of the surplus fund. Was \$2 million last meeting, didn't account for events/contracts that haven't been paid out yet but are scheduled for the future
- If clubs don't spend their allocated funds, can the money go to Commencement if needed? Lisa-Marie says they can vote on such an action. Mark Flower says we already have a process for surplus funds and such an action circumvents that process.

Meeting adjourned at 2:35PM.

Approval:

Yusuf Khaled, Chair, Budget Committee



Student Activities Association

Budget Committee/Board of Directors Meeting

SAA Board of Directors Minutes – Date: April 4, 2023

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

Presiding SAA Secretary: Danielle Officer, Interim Assistant Vice President and Dean of Students

Recording Secretary: Rachel Brown

Members Present:

Mark Flower, Vice President & Chief Operation Officer, Finance and Administration
Yusuf Khaled, President, Student Council
Kelvin Pineda, Vice President, Student Council
Shania Roseborough, Secretary, Student Council
Samuel Ajao, Senior Representative, Student Council
Elizabeth Yukins, Faculty Member

Guests/Non-voting Members Present: Shona Trench, Natalie De Jesus, Lisa-Marie Williams, Kayla Bassknight, Iris Martinez, Hazel Ortega, Asif Ser, Barbara Cassidy

Order: SAA Board of Directors Meeting was called to order at 2:36PM. Quorum was achieved.

Motion #1: Motion to approve Board of Directors Agenda items – Yusuf Khaled

Second: Kelvin Pineda

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

Action: Motion passed

Motion #2: Motion to approve March 6, 2023 meeting minutes– Elizabeth Yukins

Second: Shania Roseborough

Vote: Favor [6] Opposed [0] Abstained [1]

Action: Motion passed

Discussion: Titles in SAA BOD documents for student members should be Student Council, not Student Council.

Motion #3: Motion to accept Budget Committee report – Elizabeth Yukins

Second: Yusuf Khaled

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

Action: Motion passed

Meeting adjourned at 2:39PM.

Approval:

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



Danielle Officer, Secretary, Board of Directors

