



**Student Activities Association
Budget Committee / Board of Directors Meeting
Monday, August 31, 2020 at 1:40PM, Zoom**

BUDGET COMMITTEE AGENDA (9 members, Quorum: 5)

Chairperson Amber Rivero, President, Student Government
Ellen Hartigan, Interim Vice President of Student Affairs
Mark Flower, Interim Vice President, Finance and Administration
Andrew Berezhansky, Vice President, Student Government
Saaif Alam, Treasurer, Student Government
Aileen Luna, Secretary, Student Government
Maia Farina, Senior Representative, Student Council
Faculty Member

- a. Approval of Budget Committee items
- b. Approval of Budget Committee minutes from June 22, 2020
- c. Approval of # Club Budgets
- d. Approval of Essential Services budget: Yearbook \$57,954.70
- e. Approval of Campus Activity Board \$28,975.00
- f. Approval of Earmarks

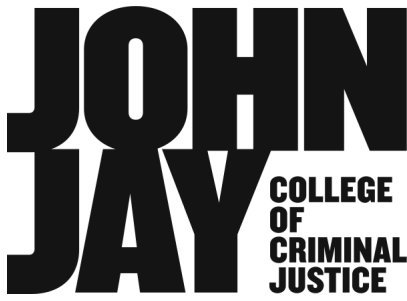
Athletics	\$147,000.00
Career Services	\$7,412.54
Office of Accessibility Services	\$23,214.19
Recreation	\$115,228.63

- g. Approval of projection of 50% for FY2020-21 budgets
- h. Approval for use of reserve

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
	Mark Flower, Interim Vice President, Finance and Administration
	Amber Rivero, President, Student Government
	Andrew Berezghansky, Vice President, Student Government
	Saaif Alam, Treasurer, Student Government
	Aileen Luna, Secretary, Student Government
	Maia Farina, Senior Representative, Student Council
	Katelynn Seodarsan, Junior Representative, Student Council
	Toy-Fung Tung, Faculty Member
	Jean-Marie Col, 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 June 22, 2020
- c. Acceptance of the Budget Committee Report
- d. Conflict of interest statements
- e. New business



Student Activities Association
Budget Committee/Board of Directors Meeting
SAA Budget Committee Minutes – Monday, August 31, 2020
1:40PM, Zoom

Presiding Chair: Amber Rivero, President, Student Government

Recording Secretary: Rachel Brown

Members

- Ellen Hartigan, Interim Vice President of Enrollment Management and Student Affairs
- Mark Flower, Interim Vice President & Chief Operation Officer, Finance and Administration
- Andrew Berezhansky, Vice President, Student Government
- Saaif Alam, Treasurer, Student Government
- Aileen Luna, Secretary, Student Government
- Maia Farina, Senior Representative, Student Council
- Jean-Marie Col, Faculty

Guests/Non-voting Members Present: Catherine Alves, Jasmine Awad, Mark Francis, Nadia Griffith-Allen, Michael Martinez-Sachs, Jonathan Salamak, Katelynn Seodarsan, Toy-Fung Tung, Lisa-Marie Williams, Chantelle Wright

Order: SAA Budget Committee Meeting was called to order at 1:44PM by Amber Rivero. Quorum was achieved.

Motion #1: Motion to approve Budget Committee Agenda items – Saaif Alam

Second: Aileen Luna

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

Action: Motion passed

Discussion: The Budget Committee discussed the current budget situation to get a better picture of what they are approving in this meeting. The final report from the yearly audit is not complete, but it estimates that approximately \$3.4 million was released from CUNY as of March 11, 2020 for the 2019-2020 fiscal year. Requesting entities were instructed to create budgets based a 50% projection of this number, totaling approximately \$1.7 million, to build their budget requests for the 2020-2021 fiscal year.

Motion #2: Motion to approve June 22, 2020 meeting minutes– Saaif Alam

Second: Jean-Marie Col

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

Action: Motion passed

Motion #3: Motion to approve Yearbook budget of \$57,954.70– Maia Farina

Second: Mark Flower

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

Action: Motion passed

Discussion: Aileen Luna presented the budget request for the Yearbook.

Motion #4: Motion to approve Campus Activity Board budget of \$28,975.00 – Andrew Berezhansky

Second: Aileen Luna

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

Action: Motion passed

Discussion: Jon Salamak presented the budget request for the Campus Activity Board. He clarified that the line item for travel expenses was for a virtual conference, as no in-person travel is permitted due to the pandemic.

Jean-Marie Col leaves.

Motion #5: Motion to approve Athletics budget of \$147,000.00– Saaif Alam

Second: Ellen Hartigan

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

Action: Motion passed

Discussion: Mark Francis presented the budget request for Athletics. They will be paying head coaches to retain the staff and recruitment activities. Some of these staff members have additional administrative duties and receive salaries from the auxiliary corps. The budget request includes salaries for the assistant coaches and aquatics staff, but those staff will not be paid until in-person practices and on-campus services resume.

Motion #6: Motion to approve Career Services budget of \$7,412.54 – Ellen Hartigan

Second: Saaif Alam

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

Action: Motion passed

Discussion: Chantelle Write presented the budget request for Career Services. They will be paying stipends to students in their peer advisors program. The program will operate remotely for Fall 2020. Employers will be offering “micro-internship” opportunities for the peers.

Since the Association is transitioning to CUNYFirst for their financial operations, these peers may need to be put on payroll. The SAA Business Office will notify the Board when they know if this is the case. Peers require a social security number and receive 1099s when they participate in this program.

Motion #7: Motion to approve Office of Accessibility Services budget of \$23,214.19 – Saaif Alam

Second: Aileen Luna

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

Action: Motion passed

Discussion: Nadia Griffith-Allen presented the budget request for Accessibility Services. They will be paying the salary of the Coordinator for Assistive Technology. Accessibility Services also has peers and specialists for note-taking, but they are paid through other funds.

The Committee discussed the need for additional assistive technology for students. Accessibility Services intends to seek funds for their technology subscriptions and Otter AI. The Committee discussed obtaining technology through the Tech Fee, but there is not as much money available through that fund.

There are concerns that New York State is going to reduce or withhold the amount of tax levy funds to CUNY.

There are concerns that some students will not be able to complete their coursework for Fall 2020 because they do not have reliable internet access in their homes, and the hot spots provided by CUNY are insufficient for the students' needs.

Motion #8: Motion to approve Recreation budget of \$115,228.63 – Mark Flower

Second: Saaif Alam

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

Action: Motion passed

Discussion: Mark Flower presented the budget request for Recreation. The publicity line under contractual services is for salary of the staff member who handles publicity and social media.

Motion #9: Motion to approve the projection of 50% for FY2020-21 budgets – Ellen Hartigan

Second: Andrew Berezhansky

Vote: Favor [5] Opposed [1] Abstained [0]

Action: Motion passed

Discussion: Lisa-Marie Williams presented the current state of the SAA funds, which is outlined in Motion 1 of these minutes, and requested approval of 50% projections for FY2020-21 budgets. There were 6 entities who submitted their budget requests during this August 31, 2020 meeting. There are 21 additional entities who have not yet submitted their budgets.

Motion #10: Motion to approve use of reserve – Andrew Berezhansky

Second: Saaif Alam

Vote: Favor [1] Opposed [1] Abstained [4]

Action: not passed

Discussion: Lisa-Marie Williams presented the current state of the SAA funds and requested to increase the reserve fund to \$1.3 million to maintain SAA Business Office operations. This is a cautionary move, in the event that the CUNY Board of Trustees reduces the student fee and the SAA 2020-2021 funds do not meet the 50% projection. If this happens, the reserve funds will be used for line items such as encumbrances, insurance fees, and personnel costs.

The reserve funds would come from the estimated \$2.5 million that was unspent as of June 30, 2020, due to Spring 2020 events and activities that were cancelled during the pandemic shut-down. These are now considered surplus funds. If the reserve funds are unspent, they will revert back to surplus funds.

There are concerns that the reserve funds would be used for expenses that should be included in the operating costs. There are also concerns that we do not know enough about the funds available for the FY2020-21 to determine if reserve funds are needed. The Committee members requested additional information from the Business Office.

Meeting adjourned at 2:51PM

Approval:

Amber Rivero, Chair, Budget Committee_____

Student Activities Association
Budget Committee/Board of Directors Meeting
SAA Board of Directors Minutes – Monday, August 31, 2020:

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: Mark Flower, Interim Vice President & Chief Operation Officer, Finance and Administration
Amber Rivero, President, Student Government
Andrew Berezhansky, Vice President, Student Government
Saaif Alam, Treasurer, Student Government
Aileen Luna, Secretary, Student Government
Maia Farina, Senior Representative, Student Council
Katelynn Seodarsan, Junior Representative, Student Council
Toy-Fung Tung, Faculty Member

Guests/Non-voting Members Present: Catherine Alves, Jasmine Awad, Mark Francis, Nadia Griffith-Allen, Jonathan Salamak, Lisa-Marie Williams, Chantelle Wright

Order: SAA Board of Directors Meeting was called to order at 2:51PM. Quorum was achieved.

Motion #1: Motion to approve Board of Directors Agenda items – Amber Rivero

Second: Aileen Luna

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

Action: Motion passed

Motion #2: Motion to approve June 22, 2020 meeting minutes– Saaif Alam

Second: Andrew Berezhansky

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

Action: Motion passed

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

Second: Mark Flower

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

Action: Motion passed

Discussion: There are concerns about the outcome of Motion 10 in the Budget Committee meeting (use of reserve funds). The SAA Business Office is concerned about their ability to pay necessary bills without use of these funds. The Board requested more information and will place the item on the agenda for the September 29, 2020 meeting.

The 2019-2020 Student Council was concerned about student activity funds being used for non-student purposes. There are concerns on the current Board that the student activity funds may be requested for non-student purposes.

Discussion: Board members are required to sign Conflict of Interest statements. These statements will be sent to members, to be returned by the September 29, 2020 SAA BOD meeting.

Meeting adjourned at 2:57PM.

Approval:

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

Michael Martinez-Sachs, Secretary, Board of Directors _____

From: [Ellen Hartigan](#)
To: [Rachel Brown](#)
Cc: [Amber Rivero](#); [Michael Lee](#)
Subject: Re: Minutes for 8/31 SAA BOD meeting
Date: Tuesday, September 15, 2020 10:21:10 AM

Good morning Rachel:

Approved.
Thank you.

Ellen

Ellen Hartigan
Interim Vice President for Enrollment Management and Student Affairs
John Jay College of Criminal Justice

Sent from my iPhone

On Sep 15, 2020, at 9:15 AM, Rachel Brown <rabrown@jjay.cuny.edu> wrote:

Hello, Ellen and Amber,

Attached to this email is are the minutes for the August 31 Student Activities Association Board of Directors meeting. Please let me know if you have any changes to make. If not, please email "approved."

Sincerely,

--

Rachel Brown
Student Relations Manager
<[image001.jpg](#)>

Office of the Dean of Students
524 West 59th Street, Suite L.71
New York City, NY 10019
Main: 212.621-4143
Fax: 646-557-4508

From: Rachel Brown
Sent: Tuesday, September 1, 2020 1:00 PM
To: Amber Rivero <amber.rivero@jjay.cuny.edu>; Ellen Hartigan <ehartigan@jjay.cuny.edu>; Michael Sachs <msachs@jjay.cuny.edu>
Cc: Michael Lee <milee@jjay.cuny.edu>; Lisa-Marie Williams <lwilliams@jjay.cuny.edu>
Subject: Minutes for 8/31 SAA BOD meeting

From: [Amber Rivero](#)
To: [Rachel Brown](#); [Ellen Hartigan](#)
Cc: [Michael Lee](#)
Subject: RE: Minutes for 8/31 SAA BOD meeting
Date: Tuesday, September 15, 2020 11:09:10 AM

Approved.

Best Regards,

Amber Rivero (she/her/hers)
President of John Jay College Student Council
John Jay College of Criminal Justice
Mobile: (347)-701-6161

"If a man does not keep pace with his companions, perhaps it is because he hears a different drummer. Let him step to the music which he hears, however measured or far away."

Henry David Thoreau

From: Rachel Brown
Sent: Tuesday, September 15, 2020 9:15 AM
To: Amber Rivero; Ellen Hartigan
Cc: Michael Lee
Subject: RE: Minutes for 8/31 SAA BOD meeting

Hello, Ellen and Amber,

Attached to this email is are the minutes for the August 31 Student Activities Association Board of Directors meeting. Please let me know if you have any changes to make. If not, please email "approved."

Sincerely,

--

Rachel Brown
Student Relations Manager



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From: Rachel Brown
Sent: Tuesday, September 1, 2020 1:00 PM
To: Amber Rivero <amber.rivero@jjay.cuny.edu>; Ellen Hartigan <ehartigan@jjay.cuny.edu>; Michael Sachs <msachs@jjay.cuny.edu>

From: [Michael Sachs](#)
To: [Rachel Brown](#); [Amber Rivero](#); [Ellen Hartigan](#)
Cc: [Michael Lee](#); [Lisa-Marie Williams](#)
Subject: Re: Minutes for 8/31 SAA BOD meeting
Date: Tuesday, September 1, 2020 1:01:54 PM

approved

From: Rachel Brown <rabrown@jjay.cuny.edu>
Date: Tuesday, September 1, 2020 at 12:59 PM
To: Amber Rivero <amber.rivero@jjay.cuny.edu>, Ellen Hartigan <ehartigan@jjay.cuny.edu>, Michael Sachs <msachs@jjay.cuny.edu>
Cc: Michael Lee <milee@jjay.cuny.edu>, Lisa-Marie Williams <lwilliams@jjay.cuny.edu>
Subject: Minutes for 8/31 SAA BOD meeting

Hello,

This is Rachel Brown in the Office of the Dean of Students. Attached to this email is are the minutes for the August 31 Student Activities Association Board of Directors meeting. Please let me know if you have any changes to make. If not, please email “approved.”

Sincerely,

--

Rachel Brown
Student Relations Manager



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