

**STUDENT ACTIVITIES ASSOCIATION  
BUDGET COMMITTEE / BOARD OF DIRECTORS MEETING  
TUESDAY, SEPTEMBER 2, 2014 AT 1:40PM  
ROOM L65.08NB**

**AMENDED – 9/2/14**

**Budget Committee Agenda**

- 1. Approval of Budget Committee Agenda items**
- 2. Approval of thirty-six (36) Club Budgets as a slate**
  1. African Students Association budget in the amount of \$ 2,993.90
  2. Arab Student Union budget in the amount of \$ 3,820.00
  3. Mock Trial Association budget in the amount of \$ 1,257.22
  4. Veterans Association budget in the amount of \$ 4,174.16
  5. John Jay College Republicans budget in the amount of \$ 1,500.00
  6. Students In Action budget in the amount of \$ 1,307.67
  7. Law Society budget in the amount of \$ 1,277.34
  8. Shut Up! & Listen budget in the amount of \$ 1,514.27
  9. JJ Dreamers budget in the amount of \$ 1,419.70
  10. Hillel budget in the amount of \$ 380.00
  11. LGBTQ & Allies budget in the amount of \$ 516.95
  12. La Vox budget in the amount of \$1,999.13
  13. I.C.J Club budget in the amount of \$ 1,780.70
  14. Muslim Students Association budget in the amount of \$ 3,255.00
  15. Artists United budget in the amount of \$ 3,999.12
  16. SEEK Society budget in the amount of \$ 1,730.77
  17. Socially Awkward budget in the amount of \$ 991.11
  18. Graphic Novels Club budget in the amount of \$1,831.80
  19. Women's Empowerment Society budget in the amount of \$ 366.28
  20. MPASA budget in the amount of \$ 8,251.54

21. Economics Club budget in the amount of \$ 2,122.60
22. Universal Image Dance Team budget in the amount of \$ 2,098.00
23. Photography Club budget in the amount of \$ 861.96
24. Dominican Student Association budget in the amount of \$ 3,548.74
25. West Indies Massive budget in the amount of \$2,999.30
26. Youth Justice Club budget in the amount of \$ 549.13
27. International Students Association budget in the amount of \$ 395.24
28. Ink Club budget in the amount of \$3,350.00
29. Haitian American Students Association budget in the amount of \$5,653.92
30. Intervarsity Christian Fellowship budget in the amount of \$ 2,349.99
31. ABADA Copoeira budget in the amount of \$ 2,730.00
32. Debonbair Steppers budget in the amount of \$ 1,493.14
33. JJ Debate Society budget in the amount of \$ 7,561.30
34. JJ Boxing Club budget in the amount of \$1,302.32
35. Desi Society budget in the amount of \$ 5,595.05
36. Students for Justice in Palestine budget in the amount of \$ 4,398.54

### **3. Approval of one (1) Essential Services budget**

- a. John Jay Sentinel budget in the amount of \$ 14,133.04

### **4. Approval of Community Outreach academic year budget in the amount of \$27,017.75**

### **5 Approval of Orientation budget in the amount of \$111320.64**

### **6. Approval of Commencement budget in the amount of \$ 188,380.59**

### **7. Approval of Office of Veteran's Affairs academic year budget in the amount of \$ 28,953.30**

### **8. Approval of Graduate Studies academic year budget in the amount of \$ 20,000.00**

### **9. Approval of Yearbook budget in the amount of \$80,985.85**

### **10. Approval of Student Council budget in the amount of \$250,000.**

### **11. Approval of proposed spending plan for surplus funds - \$145,000.**

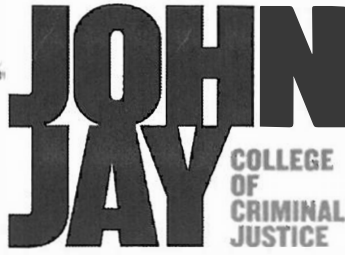
### **12. Approve the projected percentage of 70% for 2014-2015 academic year.**

### **13. New Business**

**STUDENT ACTIVITIES ASSOCIATION  
BUDGET COMMITTEE / BOARD OF DIRECTORS MEETING  
TUESDAY, SEPTEMBER 2, 2014 AT 1:40PM  
ROOM L65.08NB**

**Board of Directors Agenda**

1. Approval of Board of Directors Agenda items.
2. Acceptance of the Budget Committee report.
3. Approval of John Leebens and Jeffrey Aikens as Student Council Advisers.
4. Approval of Judicial Board Candidates – Benedicta Darteh and Simmone Isaac
4. New Business.



Student Activities Association (SAA)  
Board of Directors/Budget Committee Meeting  
**SAA Budget Committee Minutes- Date: Sept. 2, 2014**

**Presiding Chairs:** Lynette Cook Francis, VP of Student Affairs – Board of Directors  
Shereef Hassan, President of Student Council. – Budget Committee

**Presiding SAA Secretary:** Kenneth Holmes, Dean of Students

**Recording Secretary:** Simone Clemente, Assistant to the Dean of Students

**Members Present:** Lynette Cook Francis; Toy-Fung Tung; Patricia Ketterer; Jeanne Marie Col; Faika Kabir; Norris James; Grace Theresa Agalo-Os; Taisha Lazare

**Guests Present:** Rima Douglas, Community Outreach and Service Learning; Welby Alcantara, Office of Military & Veteran Services; Christina Mujica and Christie Graziano, Student Transitions Program

**Order:** SAA Budget Committee meeting was called to order at 1:49pm. Quorum was achieved.

**Motion #1:** Motion to amend the Budget Committee agenda to vote on items out of order on the agenda and include adding a vote on the Campus Labs contract. – Faika Kabir

**Second:** Toy-Fung Tung

**Vote:** Favor [ 8 ] Opposed [ 0 ] Abstained [ 0 ]

**Action:** Motion passed.

**Motion #2:** Motion to approve Community Outreach academic year budget in the amount of 27,017.75 – Norris James

**Second:** Faika Kabir

**Discussion:** Rima Douglas, Assistant Director of Community Outreach defended the budget by explaining upcoming events and purchases for 2014-2015 academic year.

**Vote:** Favor [ 8 ] Opposed [ 0 ] Abstained [ 0 ]

**Action:** Motion passed.

**Motion #3:** Motion to approve Orientation budget in the amount of \$ 111,320.64. - Toy Fung Tung

**Second:** Norris James

**Discussion:** Christie Graziano and Christina Mujica defended the budget by explaining the events and purchases for Orientation. During the discussion it was noted that certain items were listed in the incorrect categories. The original motion was amended.

**Amended Motion #3:** Motion to approve Orientation budget in the amount of \$ 111,320.64 with the stipulation of putting certain expenses in their correct budget category - Toy Fung Tung

Second: Norris James

**Vote: Favor [ 8 ] Opposed [ 0 ] Abstained [0 ]**

**Action: Motion passed.**

**Motion #4:** Motion to approve Commencement budget in the amount of \$188,380.59. - Grace Theresa Agalo-Os

Second: Taisha Lazare

Discussion: Christie Graziano and Christina Mujica defended the budget by explaining the events and purchases for Commencement. During the discussion it was noted that the expense of gift cards should be moved to budget category 5. The committee decided to have a separate motion to replace the choir with a singer a Commencement.

**Motion #4 was rescinded.**

**Motion #5:** Motion to replace the choir with a singer for Commencement 2015. – Lynette Cook-Francis

Second: Faika Kabir

**Vote: Favor [ 8 ] Opposed [ 0 ] Abstained [0 ]**

**Action: Motion passed.**

**Motion #6:** Motion to approve the Commencement budget in the amount of of \$188,380.59 with the stipulation of putting the gift card expense in the its correct budget category – Grace Theresa Agalo-Os

Second: Toy Fung Tung

**Vote: Favor [ 8 ] Opposed [ 0 ] Abstained [0 ]**

**Action: Motion passed.**

**Motion #7:** Motion to approve the Office of Military & Veterans Services academic year budget in the amount of \$ 28,953.30. – Faika Kabir

Second: Grace Theresa Agalo-Os

Discussion: Welby Alcantara, Director of the Office of Military & Veterans Services defended the budget by explaining upcoming events and purchases for 2014-2015 academic year.

**Vote: Favor [ 8 ] Opposed [ 0 ] Abstained [0 ]**

**Action: Motion passed.**

**Motion #8: Motion to approve Graduate Studies academic year budget in the amount of \$ 20,000. –Patricia Ketterer**

Second: Lynette Cook Francis

Discussion: Shereef Hassan, President of Student Council, defended the budget by explaining upcoming events and purchases for 2014-2015 academic year.

**Vote: Favor [ 8 ] Opposed [0 ] Abstained [0 ]**

**Action: Motion passed**

**Motion #9: Motion to approve the Yearbook budget in the amount of \$80,985.85 – Taisha Lazare**

Second: Faika Kabir

Discussion: Gracé Theresa Agalo-Os, Student Council Secretary, defended the budget by explaining upcoming events and purchases.

**Vote: Favor [ 8 ] Opposed [0 ] Abstained [0 ]**

**Action: Motion passed**

**Motion #10: Motion to approve 36 student club budgets as a slate. – Toy Fung Tung**

Second: Lynette Cook Francis

1. African Students Association budget in the amount of \$ 2,993.90
2. Arab Student Union budget in the amount of \$ 3,820.00
3. Mock Trial Association budget in the amount of \$ 1,257.22

4. Veterans Association budget in the amount of \$ 4,174.16
5. John Jay College Republicans budget in the amount of \$ 1,500.00
6. Students In Action budget in the amount of \$ 1,307.67
7. Law Society budget in the amount of \$ 1,277.34
8. Shut Up! & Listen budget in the amount of \$ 1,514.27
9. JJ Dreamers budget in the amount of \$ 1,419.70
10. Hillel budget in the amount of \$ 380.00
11. LGBTQ & Allies budget in the amount of \$ 516.95
12. La Vox budget in the amount of \$1,999.13
13. I.C.J Club budget in the amount of \$ 1,780.70
14. Muslim Students Association budget in the amount of \$ 3,255.00
15. Artists United budget in the amount of \$ 3,999.12
16. SEEK Society budget in the amount of \$ 1,730.77
17. Socially Awkward budget in the amount of \$ 991.11
18. Graphic Novels Club budget in the amount of \$1,831.80
19. Women's Empowerment Society budget in the amount of \$ 366.28
20. MPASA budget in the amount of \$ 8,251.54
21. Economics Club budget in the amount of \$ 2,122.60
22. Universal Image Dance Team budget in the amount of \$ 2,098.00
23. Photography Club budget in the amount of \$ 861.96
24. Dominican Student Association budget in the amount of \$ 3,548.74
25. West Indies Massive budget in the amount of \$2,999.30
26. Youth Justice Club budget in the amount of \$ 549.13
27. International Students Association budget in the amount of \$ 395.24
28. Ink Club budget in the amount of \$3,350.00
29. Haitian American Students Association budget in the amount of \$5,653.92
30. Intervarsity Christian Fellowship budget in the amount of \$ 2,349.99
31. ABADA Capoeira budget in the amount of \$ 2,730.00
32. Debonair Steppers budget in the amount of \$ 1,493.14
33. JJ Debate Society budget in the amount of \$ 7,561.30
34. JJ Boxing Club budget in the amount of \$1,302.32
35. Desi Society budget in the amount of \$ 5,595.05
36. Students for Justice in Palestine budget in the amount of \$ 4,398.54

**Vote: Favor [ 8 ] Opposed [ 0 ] Abstained [0 ]**

**Action: Motion passed.**

**Taisha Lazare left at 2:47pm. Quorum still achieved.**

**Motion #11: Motion to approve Student Council budget in the amount of \$250,000 – Grace Theresa Agalo-Os**

Second: Faika Kabir

Discussion: Norris James, Student Council Treasurer, defended the budget by explaining upcoming events and purchases for 2014-2015 academic year. All items are budgeted at 70% projection of last year's budget.

**Vote: Favor [ 8 ] Opposed [ 0 ] Abstained [0 ]**

**Action: Motion passed.**

**Motion #12: Motion to approve contract for Campus Labs student engagement software. – Grace Theresa Agalo-Os**

Agalo-Os

Second: Norris James

Discussion: Lynette Cook Francis, Vice President of Student Affairs explained how using Campus Labs will help increase student engagement on campus. It is a 3-year contract that costs \$128,000. CUNY has given seed money of \$20,000 and the remaining balance will be split in 3 payments. The first payment of \$35,000 would come from the surplus SAA funds. Campus Labs is more user friendly than the current J-Stop site. John Jay will be included in

Campus Labs' training cohort for this year. It was suggested that a student representative also be part of the training cohort in addition to faculty and staff.

**Vote: Favor [ 7 ] Opposed [ 0 ] Abstained [ 1 ]**

**Action: Motion passed**

**Patricia Ketterer left at 3:09pm**

**Motion #13: Motion to approve spending plan for surplus SAA funds in the amount of \$145,000. – Faika Kabir**

Second: Grace Theresa Agalo-Os

Discussion: SAA budget was audited and the surplus decreased to \$145,000.

**Vote: Favor [ 6 ] Opposed [ 0 ] Abstained [ 2 ]**

**Action: Motion passed**

**Motion #14: Motion to approve John Jay Sentinel budget in the amount of \$14,133.04. – Toy Fung Tung**

Second: Faika Kabir

**Vote: Favor [ 8 ] Opposed [ 0 ] Abstained [ ]**

**Action: Motion passed**

**Motion #15: Motion to approve the projected spending plan percentage of 70% for 2014-2015 academic year.. - Norris James**

Second: Faika Kabir

Discussion: It was decided to be conservative and to budget at 70% because of CUNY first

**Vote: Favor [ 8 ] Opposed [ 0 ] Abstained [ ]**

**Action: Motion passed**

**Motion #16: Motion to adjourn – Toy Fung Tung**

Second: Lynette Cook Francis

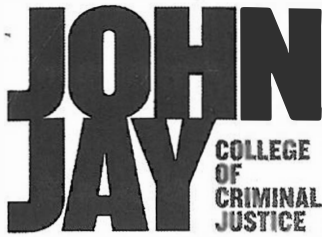
**Vote: Favor [ 8 ] Opposed [ 0 ] Abstained [ 0 ]**

**Action: Motion passed**

**Meeting adjourned at 4:00pm**

Shereef Hassan, Chair, Budget Committee

A handwritten signature in black ink, appearing to read 'Shereef Hassan', is written over a horizontal line.



## **SAA Board of Directors Minutes - Date: Sept. 2, 2014**

**Presiding Chairs:** Lynette Cook Francis, VP of Student Affairs – Board of Directors  
Shereef Hassan, President of Student Council. – Budget Committee

**Presiding SAA Secretary:** Kenneth Holmes, Dean of Students

**Recording Secretary:** Simone Clemente, Assistant to the Dean of Students

**Members Present:** Kenneth Holmes; Toy-Fung Tung; Shereef Hassan; Jeanne Marie Col; Faika Kabir; Norris James; Grace Theresa Agalo-Os

**Guests Present:** John Leebens, Student Life Coordinator; Jeffrey Aikens, Student Travel Coordinator

**Order:** Quorum was achieved. Meeting began at 4:00pm

**Motion #1: Motion to approve the Board of Directors agenda.** – Toy Fung Tung

Second: Faika Kabir

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

**Action:** Motion passed.

**Motion #2: Motion to accept the Budget Committee report** – Toy Fung Tung.

Second: Kenneth Holmes

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

**Action:** Motion passed.

**Motion #3: Motion to approve John Leebens and Jeffrey Aikens as Student Council advisors.** – Toy Fung Tung

Second: Grace Theresa Agalo-Os

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

**Action:** Motion passed.

**Motion #4: Motion to approve Judicial Board candidates Benedicta Darteh and Simmone Isaac.** – Grace Theresa Agalo-Os

Second: Toy Fung Tung

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

**Action:** Motion passed.

**Motion #5: Motion to adjourn** – Kenneth Holmes

Second: Shereef Hassan

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

**Action:** Motion passed

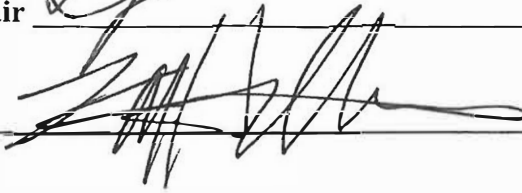


Meeting adjourned at 4:02pm

Vice President Lynette Cook-Francis, Chair

A handwritten signature in dark ink, appearing to be 'L. Cook-Francis', written over a horizontal line.

Dean Kenneth Holmes, SAA Secretary

A handwritten signature in dark ink, appearing to be 'K. Holmes', written over a horizontal line.

**Student Activities Association  
Surplus (2013-14) Plans for FY 2014-15  
Updated 9/2/14**

<b>Personnel</b>	<b>Description</b>	<b>Estimated Cost</b>	<b>Total Per-Category</b>
1 LGBTQ College Assistant	Will work with LGBTQ Task Force and Student Club Executives to develop programs	15,000.00	
2 SAA Business Office College Assistant	Will Support the current structure of the SAA business office in light of the new referendum	15,000.00	
3 Social Media Specialist Position	Will support the over all social media presence; and manage a social media strategy across a variety of platforms within the division.	15,000.00	<b>45,000.00</b>
<b>Contractual Service</b>	<b>Description</b>	<b>Estimated Cost</b>	
1 Campus Labs Software & Insurance	Three year contract software service provider.	35,000.00	
2 Music Licenses Fees	Yearly Contract for radio air waves	6,000.00	
3 Gun Storage		6,000.00	
4 Library Matching Fund	Yearly Contribution required from The City University of New York from all CUNY Senior Colleges to support the Colleges Library	17,000.00	<b>64,000.00</b>
<b>Equipment &amp; Furinture</b>	<b>Description</b>	<b>Estimated Cost</b>	
1 Student Union Tables		8,500.00	
2 SAA Storage & Inventory Room	Creating storage on level one to store merchandise and game equipment	17,500.00	
			<b>26,000.00</b>
<b>Other</b>	<b>Description</b>	<b>Estimated Cost</b>	
1 Contingency Fund	Savings for a rainy day	10,000.00	
			<b>10,000.00</b>
<b>Estimated Surplus Cost</b>		<b>145,000.00</b>	

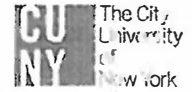
Title: LGBTQ Coordinator

Position Description and Duties:

- The LGBTQ Coordinator will work with the LGBTQ Task Force and Student Club Executives to develop programs that support students and provide co-curricular education for the larger campus about issues of inclusion, sexual orientation and gender identity and expression.
- Contributes to the creation of promotional materials to enhance public awareness and utilization of services, including a social media strategy.
- Work in a designated space and serve as an advocate/resource for students.
- Depending on qualifications, may provide intake and referrals.

Assessment:

- Benchmarking and other data gathering activities (in 2014 working with WC on Campus Climate Survey).
- Researching effective policies and best practices that support student services models.



## **Residence Life College Assistant Responsibilities**

### **Daily responsibilities**

- Provide customer service to students, parents and parties affiliated with housing program.
- Manage Residence Life correspondence via phone and email making appropriate referrals where necessary
- Filing of student housing documentation
- Assist with management of Resident Advisor programing (collecting/filing receipts, RA program proposals and marketing)
- Light typing and database management (student housing rosters, programming attendance records)
- Some evening hours.

### **Special Event Functions**

- Set up and staff exhibit tables at various venues (Orientation, Open House). Does include lifting and transporting materials and displays
- Maintain logs track inquiries/tours/# of visits at various events
- Lead tours during special events such as Open House and Preview Day (will require travel between campus and New Yorker Residence)

Student Activities Association, Inc.

Title: SAA Office Assistant

Reports to: Student Activities Association Business Manager

College Assistant: Part-Time Position

Contract: One Year Contract

Essential Duties and Responsibilities include the following:

- Coordinates communications, including those requiring a high degree of sensitivity. May respond to public inquiries as well as requests from within the John Jay Community and CUNY University.
- Organizes, manages, and tracks written and email correspondence, maintaining logs and records of follow-up activities.
- Coding of all SAA & CC paperwork.
- Work office filing system and ensures that it is up-to-date and well maintained.
- Coordinates special projects.
- Other duties as signed.

#### MINIMUM QUALIFICATIONS

One year of relevant experience required.

#### OTHER QUALIFICATIONS

- Experience in office clerical work. .
- Excellent interpersonal skills and customer service orientation highly desired.
- Excellent computer skills (Word, Excel, PowerPoint, Outlook);
- Adobe software, (Photoshop, Illustrator, & Acrobat) is a major plus.
- Must be a self-starter who is able to work well independently and as a team member.

## **Student Activities Association of John Jay College Social Media Specialist**

**Reports to:** Rosann Santos-Elliott, Director of Strategic Initiatives

**Salary:** \$40,000.00 (\$25,000 from SAA, \$15,000 from CSIL)

**Contract:** 1 year, July 28, 2014 to July 27, 2015

### **Job Description:**

The Social Media Specialist will work with Student Affairs to create unique and thriving content; increase the division's following across platforms including that of the various departments within the division and the college's student organizations; educate student leaders and staff on increasing their areas' social media presence; and manage a social media strategy across a variety of platforms.

The Specialist must be able to maintain effective communication within and outside the division to ensure accuracy. The Specialist position is required to work some evening hours depending on the profile of a program or activity.

### ***Student Development***

The Specialist will work with the college's student organizations to increase the social media presence by educating them on communication and branding strategies to increase their following across platforms and overall student engagement.

### ***Social Media Management and Content Production***

Create, develop and manage content for Student Affairs based on priorities

Monitor conversations on social media and manage responses.

Monitor social media traffic performance through analytics and site statistics

Identify opportunities for timely content to uplift the mission and vision of Student Affairs and the college's student organizations.

Research and pitch ideas for social media campaigns that will increase student engagement and the profile of our students and the student affairs team

### ***Branding***

The Specialist will use social media to strengthen the JJC Student Affairs brand on campus, within CUNY and on the national stage as it relates to student affairs leadership.

The Social Media Specialist is part of a vibrant team under the Strategic Initiatives group of the division that includes admitted student programming, assessment, commencement, communications and social media, orientation and parent/family programming. The Specialist is required to be a team player, an excellent communicator and writer and willing to assist with activities and events on a broader scale when needed.