

College Association Board of Directors
Minutes of meeting held on
June 12, 2018

Members Present: Dr. Adam Rockman, Ms. Jennifer Jarvis, Ms. Carmine Couloute, Mr. Farbod Moghadam, Ms. Christina Cover (phone), Ms. Mariyah Farooqi, Ms. Zena Sallam, Mr. Dwayne D. Jones, Mr. Aboubaker Hamida and Mr. Manuel Landin

Also Present: Mrs. Judith Krinitz, Mrs. Jeanne DeMasters, Mr. Robert Twible, Mrs. Annette Bergen, Mr. Sunjay Bijlani and Mr. Ricardo Demosthene

Dr. Adam Rockman presides as chairperson. Meeting call to order at 12:12 PM.

I. Approval of Agenda

Motion (Moghadam); second (Couloute) to approve the agenda

Motion (Moghadam); second (Jarvis) to remove item V. B Club Budget Allocations

-Motion passed and adopted as amended

II. Introductions

Duly noted

III. Approval of Minutes

Motion (Jarvis); second (Couloute) to table approval of Meeting Minute for May 18, 2018

-Motion unanimously passed and adopted

IV. Election of Committee Members

A. College Association Executive Board

Elect Vice President, Secretary, Treasurer, and One Faculty/Administrator

Motion (Moghadam); second (Jarvis) to open nominations for Vice President

Motion (Moghadam) to nominate Carmine Couloute for Vice President

Chair closes nominations seeing no further nominee

- Approved by unanimous consent

Motion (Couloute); second (Jarvis) to open nominations for Secretary

Motion (Couloute) nominate Farbod Moghadam for Secretary

Chair closes nominations seeing no further nominee

-Approved by unanimous consent

Motion (Couloute); second (Jarvis) to open nominations for Faculty/Administrator
Motion (Jarvis) nominate Dwayne Jones for Faculty/Administrator
Chair closes nominations seeing no further nominee
-Approved by unanimous consent

Chair Rockman appoints Jennifer Jarvis as Treasurer

B. Budget Committee

Elect two Faculty/Administrators
Motion (Couloute); second (Moghadam) to open nominations for Faculty/Administrators
Motion (Couloute) nominate Dwayne Jones & Jennifer Jarvis
Chair closes nominations seeing no further nominee
-Approved by unanimous consent

C. Equipment Committee

Elect three students representing Student Association and two Faculty/Administrators
Motion (Couloute); second (Moghadam) to open nominations
Motion (Couloute) nominate Ramneet Singh, Gabriella Zaful, & Chantel Norman
Motion (Jarvis) nominate Judy Krinitz
Motion (Jones) nominate Melody A. Paniagua
Chair closes nominations seeing no further nominees
-Approved by unanimous consent

V. New Business

A. Discussion Items

1. The College Association Conflict of Interest Policy was distributed, signed and collected from the board members present
2. The Whistle Blower Policy was distributed, read and acknowledged by the board
3. Appoint QCA Whistle Blower Policy point person
Motion (Jarvis); second (Jones) to nominate Mr. Emanuel Avila as whistleblower
-Motion passed and adopted

4. MidKnight Breakfast

The Board discussed the limited funds available to ensure the biannual MidKnight Breakfast program. The college entities present at the meeting (Athletic, CDS and VPSA) agreed to consider sponsorship for the biannual program. The student leadership will meet with VP Rockman to establish a budget proposal to present to various campus group in early fall.

B. Related Entities Student Fees Budgets

1. Student Association	\$124,062.00
2. Committee for Disabled Students	\$ 56,575.00
3. Child Development Center	\$117,220.00
4. Shuttle Bus Budget FY19	\$1,466,477.00
5. Athletics Recreational Fund	\$795,296.00

Motion (Jarvis); second (Moghadam) to transfer the Student Activities from QCA to the related entities as listed above and disbursed by CUNY

-Motion passed and adopted

Mr. Landin asks the College Association Business Office to confirm the amount listed as the FY 19 allocation.

Mrs. DeMasters offered to provide the Board with the Student Fee breakdown to confirm the figure.

C. College Association Operating Budget

Part-time Salaries	\$25,000.00
FICA	2,500.00
Fringe benefits	35,000.00
State Payroll Fee	0
Unemployment	3,000.00
Programming	250.00
ADP	3,000.00
Audit	8,000.00
Office Supplies	1,000.00
Leadership	40,000.00
Orientation	55,000.00
Insurance	45,000.00
Music Royalties (Licenses Fees)	4,000.00
Postage	2,500.00
Event Refreshments	4,100.00
Dues & Subscription	0
<u>Full Time Salary</u>	<u>90,149.00</u>
TOTAL	\$322,255.00

Motion (Jarvis); second (Moghadam) to approve the FY19 Operating Budget as proposed

-Motion passed and adopted

Motion (Carmine); second (Moghadam) for minutes to reflect SA, on behalf of student body, appreciates Ruonan's services and dedication to students

Motion passes

D. Administrative Matters

1. Motion to authorize the reallocation, into fiscal year 2019, all net revenue account lines, of each organization, after all outstanding bills are paid, upon the approval of fiscal year 2018 audit.
2. Motion to authorize the reallocation, into fiscal year 2019, all unspent budget amounts remaining in the equipment account line of the “Equipment Organizations”, upon approval of fiscal year 2018 audit.
3. Motion to authorize the reallocation, into fiscal year 2019, all unspent budget amounts remaining in the Printing and Promotion account lines of “Media Organizations”, upon approval of fiscal year 2018 audit.
4. Motion to authorize the reallocation, into fiscal year 2019, all unspent budget amounts remaining in the Programming lines of College Union Programming Board, upon approval of fiscal year 2018 audit.

Motion (Jarvis); second (Carmine) to approve item E. 1-4 as a package

Motion passed and adopted

Mr. Jones informs the Board and present Equipment Committee members that there is a need to meet before year end to address outstanding transactions. The College Association Business Office will contact the membership to coordinate a meeting.

Ms. Jarvis reminds the Business Manager Officers for the need to establish an accrual listing based transactions approved on the agenda.

Motion (Jarvis); second (Jones) to adjourn the meeting at 1:29pm
–Motion passed and adopted

Meeting adjourned at 1:29 PM

Submitted by:

Ricardo Demosthene

QCA Board Member

Name: _____

Signature: _____

Irving R Uribe

Subject: QCA Board Meeting

Location: SU 304

Start: Tue 6/12/2018 12:00 PM

End: Tue 6/12/2018 1:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Ricardo Demosthene

Required Attendees Adam Rockman; Jennifer Jarvis; Dwayne D Jones; John A Andrejack; Carmine Couloute; Manuel Landin; Mary A Sorrentino; Charolette Nicholson

Good Afternoon All,

Please confirm your attendance for the QCA board meeting by accepting this calendar invite. Thank you.