

**Queens College Student Services Corporation
Board of Directors Meeting
Thursday, October 17, 2019
10:00 a.m. – 12:00 p.m.
Muyskens Conference Room (MCR) @ The Summit**

Agenda

- I. Adoption of Agenda
- II. Introductions
- III. Approval of the June 27, 2019 Meeting Minutes
- IV. Review of Financial Documents
- V. Committee Reports
- VI. Old Business
- VII. New Business
 - a. Discussion of Underground Space in SU Lower Level
- VIII. Whistle Blower Policy
- IX. Conflict of Interest Policy
- X. CUNY's Sexual Misconduct Policy:
<https://www.qc.cuny.edu/about/administration/AffirmativeAction/Documents/CUNY%20Policies/10%20-%20CUNY%20Policy%20on%20Sexual%20Misconduct.pdf>
- XI. Announcements
- XII. Adjournment

**Queens College Student Services Corporation
Board of Directors
Notes of Meeting Held on October 17th, 2019**

Present: Dr. William Tramontano, President; Dr. Adam Rockman, Vice President for Student Affairs; Jennifer Jarvis, Assistant Vice President for Student Affairs; William Keller, Vice President for Finance & Administration; Joseph Cobourne, President of Student Association; Adina Isaacson, President of the College Union Board Program; Marie James, Chair of Academic Affairs(via phone); Siddharth Malviya, Vice President of Student Association; Dwayne D. Jones, Non-Teaching Instructional Staff; Jonathan Vazcones, Independent Director.

Non-Voting: Surinder Virk, Director of Procurement, Property & Fleet Management; Joseph Loughren, Assistant Vice President for Finance and Budget, Selena Chu, Director for PCS Finance & Budget; Elsie Charles, Director SSC Finance; Eric Sterling, SSC Finance; Irving Uribe, Executive Assistant to the Vice President for Student Affairs

Dr. William Tramontano shared, due to the lack of quorum the SSC Board of Directors meeting will be an unofficial meeting with information discussion.

- I. Adoption of the Agenda
 - Due to lack of quorum, the agenda could not be adopted.

- II. Introductions
 - Duly Noted

- III. Approval of the June 27, 2019 Meeting Minutes
 - Due to lack of quorum, the minutes could not be approved.

- IV. Review of Financial Documents
 - Review led by (W. Keller)
 - 2020 budget was approved last year, currently in good shape.
 - December 2019, first budget meeting for FY 2021, due April/May 2020.

- V. Committee Reports
 - No committee reports were presented.

- VI. Old Business
 - No old business was discussed.

- VII. New Business
 - Discussion of Underground Space in SU Lower Level
 - (S. Malviya) asked for clarification for future hosting space in the SU Underground, as the space has been offline for over a year.
 - (J. Cobourne) asked why are items being stored in the SU Underground?
 - (W. Keller) replied, Razran Hall renovation caused the need to store associated materials , and SU Underground, was chosen because

currently there is no other space on-campus to store the materials. The SU Underground currently cannot be used for human activities like meetings and events due to a lack of proper certification of the space.

- We have been working with architects and other to make appropriate updates to the space and get proper certification.
- (J. Jarvis) and (Z. Krcic) are both working on a document for the architects use in order to update the space for appropriate use.
 - (J. Jarvis) will share the document with (J. Cobourne) and (S. Malviya) for space use input.
- (J. Cobourne) requested a timeline with costs and the process for compliance to be sent to him by the next scheduled SSC Board meeting.

VIII. The Whistleblower policy

IX. Conflict of Interest Policy

- In case anyone hasn't submitted, the conflict of interest policy tear off sheet is to be signed and sent to (A. Rockman) or (I. Uribe) in SU 300 or via e-mail.

X. The CUNY sexual misconduct policy

<https://www.gc.cuny.edu/about/administration/AffirmativeAction/Documents/CUNY%20Policies/10%20-%20CUNY%20Policy%20on%20Sexual%20Misconduct.pdf>

- The CUNY Policy on Sexual Misconduct web link was provided to the board members.

XI. Announcements

XII. Adjournment

Meeting adjourned at 10:54 AM

Respectfully,

Irving R. Uribe

SSC Board Member

Name: _____

Signature: _____

Irving R Uribe

From: Irving R Uribe
Sent: Wednesday, August 28, 2019 12:41 PM
To: William Tramontano; Selena L Chu; Joseph W Loughren; Tyler Grant; Elizabeth F Hendrey; Zaire Couloute; Nalini Pitrelli; 'as@alansiegel.com'; Joseph Cobourne; Alicia Alvero; Shanice A Anderson; 'tygrant2379@gmail.com'; Siddharth Malviya; Surinder S Virk; Marie C James; 'jvazcones@mtb.com'; William Keller; Richard P Alvarez; Elsie Charles; 'Zairecouloute@yahoo.com'; 'mariej1099@gmail.com'; Dwayne D Jones; Anisha P Clarke
Cc: Alice F Pisciotta; Sandra Mew; Kamilah Roach; Natashia E Rhodes; Javette Smallwood; 'Mary Sorrentino (mary.sorrentino@qc.cuny.edu)'; 'Adam Rockman (adam.rockman@qc.cuny.edu)'; Meghan Moorewilk; Justin W Homer; Jennifer Jarvis
Subject: Student Services Corporation (SSC) Meeting - Oct. 2019
Attachments: Student Services Corp Consolidated Membership 2019-2020.pdf

Dear Student Services Corporation Board members,

Welcome back to Fall 2019 at QC! I'd like to schedule the next Student Services Corporation (SSC) meeting for October 2019. Below please find a new doodle poll with newly proposed dates (*please select/checkmark all dates that you're available to meet*);

<https://doodle.com/poll/ntschrqby8mmcvey>

All dates chosen are based on dates Adam and Jennifer are free in October, as I don't have access to everyone else's calendars. I apologize for what seems as an endless amount of proposed meeting choices, but I cannot think of an easier way to coordinate students, faculty, admin., independent directors and executive staff to meet on one date for two (2) hours. Suggestions or feedback would be appreciated!

Anisha I received your e-mail in regards to your teaching schedule on Thursdays, students I know you all have classes. Let's see how this goes.

Thank you

Irving R. Uribe, M.F.A.
Executive Assistant for the Vice President for Student Affairs
[Queens College, CUNY](#) | 65-30 Kissena Boulevard, Queens, NY 11367-1597
718-997-5501 | irving.uribe@qc.cuny.edu | [LinkedIn](#)

Irving R Uribe

From: Irving R Uribe
Sent: Tuesday, September 3, 2019 3:07 PM
To: William Tramontano; Selena L Chu; Joseph W Loughren; Tyler Grant; Elizabeth F Hendrey; Zaire Couloute; Nalini Pitrelli; 'as@alansiegel.com'; Joseph Cobourne; Alicia Alvero; Shanice A Anderson; 'tygrant2379@gmail.com'; Siddharth Malviya; Surinder S Virk; Marie C James; 'jvazcones@mtb.com'; William Keller; Richard P Alvarez; Elsie Charles; 'Zairecouloute@yahoo.com'; 'mariej1099@gmail.com'; Dwayne D Jones; Anisha P Clarke; 'Adina.Isaacson86@qmail.cuny.edu'
Cc: Alice F Pisciotta; Sandra Mew; Kamilah Roach; Natashia E Rhodes; Javette Smallwood; 'Mary Sorrentino (mary.sorrentino@qc.cuny.edu)'; 'Adam Rockman (adam.rockman@qc.cuny.edu)'; Meghan Moorewilk; Justin W Homer; Jennifer Jarvis; Warner M Fontaine
Subject: RE: Student Services Corporation (SSC) Meeting - Oct. 2019
Attachments: Student Services Corp Consolidated Membership 2019-2020.pdf; SSC Committees 2019-2020.pdf

Dear Student Services Corporation Board members,

I'd like to thank you all for your participation using the Doodle Poll. Seems like **Thursday, October 17, 10:00 AM- 12:00 PM** works best, although few members are unable to attend. I'll have a conference call line setup and will provide a dial-in number closer to the meeting date. I'll send out the calendar invites shortly, followed a room number later on. Please release any previous hold you may have.

Thank you

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From: Irving R Uribe
Sent: Wednesday, August 28, 2019 12:41 PM
To: William Tramontano <william.tramontano@qc.cuny.edu>; Selena L Chu <Selena.Chu@qc.cuny.edu>; Joseph W Loughren <joseph.loughren@qc.cuny.edu>; Tyler Grant <tyler.grant66@qmail.cuny.edu>; Elizabeth F Hendrey <Elizabeth.Hendrey@qc.cuny.edu>; Zaire Couloute <zaire.couloute32@qmail.cuny.edu>; Nalini Pitrelli <Nalini.Pitrelli@qc.cuny.edu>; 'as@alansiegel.com' <as@alansiegel.com>; Joseph Cobourne <joseph.cobourne80@qmail.cuny.edu>; Alicia Alvero <Alicia.Alvero@qc.cuny.edu>; Shanice A Anderson <shanice.anderson23@qmail.cuny.edu>; 'tygrant2379@gmail.com' <tygrant2379@gmail.com>; Siddharth Malviya <siddharth.malviya65@qmail.cuny.edu>; Surinder S Virk <surinder.virk@qc.cuny.edu>; Marie C James <marie.james561@qmail.cuny.edu>; 'jvazcones@mtb.com' <jvazcones@mtb.com>; William Keller <william.keller@qc.cuny.edu>; Richard P Alvarez <richard.alvarez@qc.cuny.edu>; Elsie Charles <Elsie.Charles@qc.cuny.edu>; 'Zairecouloute@yahoo.com' <Zairecouloute@yahoo.com>; 'mariej1099@gmail.com' <mariej1099@gmail.com>; Dwayne D Jones <Dwayne.Jones@qc.cuny.edu>; Anisha P Clarke <Anisha.Clarke@qc.cuny.edu>
Cc: Alice F Pisciotta <Alice.Pisciotta@qc.cuny.edu>; Sandra Mew <Sandra.Mew@qc.cuny.edu>; Kamilah Roach <kamilah.roach@qc.cuny.edu>; Natashia E Rhodes <natashia.rhodes@qc.cuny.edu>; Javette Smallwood <Javette.Smallwood@qc.cuny.edu>; 'Mary Sorrentino (mary.sorrentino@qc.cuny.edu)' <mary.sorrentino@qc.cuny.edu>; 'Adam Rockman (adam.rockman@qc.cuny.edu)' <adam.rockman@qc.cuny.edu>; Meghan Moorewilk <meghan.moorewilk@qc.cuny.edu>; Justin W Homer <justin.homer@qc.cuny.edu>; Jennifer Jarvis <Jennifer.Jarvis@qc.cuny.edu>
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Thank you

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Irving R Uribe

From: Irving R Uribe
Sent: Wednesday, October 16, 2019 3:35 PM
To: William Tramontano; Selena L Chu; Joseph W Loughren; Elizabeth F Hendrey; Zaire Couloute; Nalini Pitrelli; 'as@alansiegel.com'; Joseph Cobourne; Alicia Alvero; Shanice A Anderson; Siddharth Malviya; Surinder S Virk; Marie C James; 'jvazcones@mtb.com'; William Keller; Richard P Alvarez; Elsie Charles; 'Zairecouloute@yahoo.com'; 'mariej1099@gmail.com'; Dwayne D Jones; Anisha P Clarke; 'Adina.Isaacson86@qmail.cuny.edu'; Joshua S Barnes; 'Rolando.Martinez06@qmail.cuny.edu'
Cc: 'Adam Rockman (adam.rockman@qc.cuny.edu)'; Meghan Moorewilk; Justin W Homer; Jennifer Jarvis; Warner M Fontaine; Sandra Mew; Javette Smallwood; Kamilah Roach; Alice F Pisciotta; 'Mary Sorrentino (mary.sorrentino@qc.cuny.edu)'
Subject: 10/17 Student Services Corporation (SSC) Meeting @ The Summit
Attachments: Student Services Corporation Agenda of 10.17.19.pdf; Draft Student Services Corporation minutes of 6.27.2019.pdf; SU Revised By-Laws 5-21-15 revised 01-07-16.pdf; Student Services Corp Consolidated Membership 2019-2020.pdf; SSC FY2020 Budget Worksheet_APPROVED FY2020 BUDGET.pdf; CUNY Policy on Sexual Misconduct.pdf; Queens Student Services Corp Revised Draft FS 2019 (003).pdf; Conflict of Interest Policy.pdf; SSC FY2020 Budget Worksheet-6-19-19.pdf; Whistleblower Policy.pdf; Committee Appointments 2019-2020.pdf

Dear Student Services Corporation Board members,

Just a friendly reminder

The Student Services Corporation meeting has been scheduled for tomorrow, **Thursday, October 17, 2019, 10:00 AM–12:00PM** in the **Muyskens Conference Room (MCR) at The Summit**. You may also call-in to the meeting by dialing Toll-Free **718-997-2910**, when prompted please enter **Pin#: 258369**.

The documents for tomorrow's meeting are attached and can also be found to the calendar invites. Please print the attached materials and bring them to the meeting or you may review on your electronic device(s) at the meeting.

Please feel free to call me at 718-997-5501 or send me an e-mail if you'll be unable to attend or experience any problems calling-in.

Thank you

Irving R. Uribe, M.F.A.
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