

**Queens College Student Services Corporation  
Board of Directors Meeting  
Wednesday, February 19, 2020  
12:00 p.m. – 2:00 p.m.  
Student Union 403**

**Agenda**

- I. Adoption of Agenda
- II. Introductions
- III. Approval of the June 27, 2019 Meeting Minutes
- IV. Review of the notes from October 17, 2019
- V. Mid-year budget review
- VI. Committee Reports
  - a. Executive Committee
  - b. Capital Improvement Committee
  - c. Programming Committee
  - d. Food Service Task Force
  - e. Space Committee
  - f. Finance & Budget Committee
  - g. Operations Committee
  - h. Personnel Committee
- VII. Old Business
  - a. Lawsuit update
- VIII. New Business
  - a. S.A.E.F. Request
  - b. Discussion of Underground Space in SU Lower Level
  - c. SU Basement Clubroom New Furniture
- IX. Announcements
- X. Adjournment

**Queens College Student Services Corporation  
Board of Directors Meeting Minutes  
Wednesday, February 19, 2020  
12pm–2pm  
Student Union, 4<sup>th</sup> Floor, Room 403**

**Present:** Dr. William Tramontano, President; Dr. Adam Rockman, Vice President for Student Affairs; Dr. Alicia Alvero, Associate Provost; Ms. Jennifer Jarvis, Assistant Vice President for Student Affairs; Mr. William Keller, Vice President for Finance & Administration; Mr. Richard Alvarez, Vice President for Enrollment Management & Student Retention; Joseph Cobourne, President of Student Association; Zaire Couloute, Programming Committee Chair; Adina Isaacson, President of the College Union Board Program(via phone); Marie James, Chair of Academic Affairs; Rolando Martinez, Political/Cultural Chair; Shanice Anderson, Non-Traditional Chair; Siddharth Malviya, Vice President of Student Association; Dr. Elizabeth Hendrey, Provost; Ms. Simone Yearwood, Non-Teaching Instructional Staff

**Non-Voting:** Dwayne D. Jones, Director, Office for Student Development & Leadership, Devon Hariprashad, Office of Procurement, Property & Fleet Management(on behalf of Mr. Surinder Virk, Director of Procurement, Property & Fleet Management); Joseph Loughren, Assistant Vice President for Finance & Budget, Selena Chu, Executive Director, Finance & Administration Corporations; Irving Uribe, Executive Assistant to the Vice President for Student Affairs

Dr. William Tramontano called the meeting to order at 12:06pm.

- I. Adoption of the Agenda**
  - Agenda adopted unanimously.
  
- II. Introductions**
  - Duly noted.
  
- III. Approval of the June 27, 2019 Meeting Minutes**
  - Motion to approved the mintues of June 27, 2019 (R. Alvarez); Seconded (S. Malviya)
    - Motion passed, and adopted unanimously.
  
- IV. Review of the notes from the October 17, 2019 Unofficial Meeting**
  - Duly noted.
  
- V. Mid-Year Budget Review**
  - (W. Keller) announced Selena Chu is now the Executive Director, Finance & Administration for Corporations.
  - Selena distrubuted the SSC Mid-Year Financial Update FY 2020- Budget vs Actual- December 2019 document.
    - The budget is on target for mid-February.

## **VI. Committee Reports**

### **a. Executive Committee**

- (A.Rockman) shared, Ms. Simone Yearwood has been appointed to the SSC Board as a member of the Non-teaching Instructional Staff.
- (A.Rockman) shared, the National Labor Relations Board (NLRB) lawsuit case 29-CA-252638 was dismissed.
- Motion to approve the SSC Executive Committee minutes of January 15, 2020 (S. Malviya); Seconded (J. Cobourne)
  - Motion passed, and adopted unanimously.

### **b. Capital Improvement Committee**

- No committee reports were presented.

### **c. Programming Committee**

- (S. Malviya) shared Student Association Event Funding (S.A.E.F.) is an allocating body which assists the events of 90+ registered student organizations on-campus.
  - Request for additional funds will be discussed under VIII. New Business, a. S.A.E.F. Request.
- Motion to approve the Programming Committee report (R. Alvarez); Seconded (Z. Couloute)
  - Motion passed, and adopted unanimously.

### **d. Food Service Task Force**

- (W. Keller) shared a CUNY system wide Request for Proposals (RFP) went out for a new food services.
  - Chartwells contract is up June 30, 2020, as they did not submit a bid.
  - In talks with USS reps (J. Cobourne) believes the RFP will go to the CulinArt Group.
  - College of Staten Island (CSI) provides its own food.
- Motion to approve the Food Service Task Force report (A. Alvero); Seconded (S. Malviya)
  - Motion passed, and adopted unanimously.

### **e. Space Committee**

- (S. Malviya) shared similar clubs have been group in spaces together due to the ratio of clubs to available clubs spaces. Inactive clubs have been removed from the spaces.
- Motion to approve the Space Committee report (A. Rockman); Seconded (S. Yearwood)
  - Motion passed, and adopted unanimously.

### **f. Finance & Budget Committee**

- (D. Hariprashad) shared a Request for Proposals (RFP) went out for a package distribution center in the Student Union space next to Agora Café.

- Goal to have the package distribution center, which will be open to the public by the start of Fall 2020.
- (W. Keller) shared Queens College is in negotiations to host NYS early voting in time for the NYS Democratic primary in April 2020.
  - The Agora Café would be used for 10 days, and moved temporarily to the Fishbowl.
- Motion to approve the Finance & Budget Committee report (A. Rockman); Seconded (J. Cobourne)
  - Motion passed, and adopted unanimously.
- g. Operations Committee**
  - No committee reports were presented.
- h. Personnel Committee**
  - No committee reports were presented.

## **VII. Old Business**

### **a. Lawsuit update**

- (A. Rockman) shared the National Labor Relations Board (NLRB) lawsuit case 29-CA-252638 was dismissed.

## **VIII. New Business**

### **a. S.A.E.F. Request**

- (S. Malviya) distributed the proposal for allocating additional funds to S.A.E.F. and the S.A.E.F. Funds FY20.
  - There are two (2) budget errors on the proposal under Knights Robotics and The Knight News.
- Motion to request an additional allocation of \$20,000 to S.A.E.F. (S. Malviya); Seconded (J. Cobourne).
  - (S. Malviya) withdrew the motion as (S. Chu) shared the QCA Income Statement, which shows \$10,904 unused S.A.E.F. funds from FY 18 and \$9,896 unused S.A.E.F. funds from FY19 will roll over to FY 2020.

### **b. Discussion of Underground Space in SU Lower Level**

- (W. Keller) shared CUNY assigned a DASNY architect to report on the space needs to make it usable once again.
  - (J. Cobourne) to meet with (Z. Krcic) to discuss timeline of the availability of the Underground Space in the SU Lower Level.

### **c. SU Basement Clubroom New Furniture**

- (J. Cobourne) distributed the 2020 Student Union Club Rooms Refurnishing proposal.
  - (A. Rockman) recommended the Capital Improvement Committee and Space Committee setup up a meeting with Frank Wilson to develop a proposal for major repairs, then submit a proposal with expected costs to the budget committee.

- Minor structural repairs should always be reported immediately.
- (W. Keller) recommended scheduling a walkaround with Frank Wilson and Zeco Krcic, to assess placement of furniture.
- (R. Alvarez) recommended working with Amparo Barrera on purchasing non-fabric furniture for durability and include the need of technology in the proposal.

**IX. Announcements**

- (A. Rockman) asked for the members of the Members of the Corporation meeting stay after the conclusion of the Board of Directors meeting for a meeting.

**X. Adjournment**

- Motion to adjourn (S. Malviya); Seconded (J. Cobourne)
  - Motion passed, and adopted unanimously.

Meeting adjourned at 1:11pm

Respectfully,

Irving R. Uribe

SSC Board Member Name:

Signature:

## Irving R Uribe

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**From:** Irving R Uribe  
**Sent:** Tuesday, December 17, 2019 9:25 AM  
**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:** Warner M Fontaine; Jennifer Jarvis; Justin W Homer; Meghan Moorewilk; 'Adam Rockman (adam.rockman@qc.cuny.edu)'; Alice F Pisciotta; Sandra Mew; Kamilah Roach; Javette Smallwood  
**Subject:** February 2020 SSC Board of Directors Meeting

Dear SSC Board,

I'd like to schedule the February 2020 Student Services Corporation meeting. The first hour and a half will be with the 20+ SSC members, for the remaining 30 minutes we ask that the executive members of the corporation stay for any further discussions, if any are needed. President Tramontano, Adam, and Jennifer are free on the following dates below;

<https://doodle.com/poll/ep88pykugdvhizrv>

Please let me know which date works best, if any.

Thank you

Irving R. Uribe, M.F.A.  
Executive Assistant for the Vice President for Student Affairs  
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## Irving R Uribe

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**From:** Irving R Uribe  
**Sent:** Monday, January 13, 2020 1:31 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'; Jennifer Jarvis  
**Cc:** Aruna S Mahadeo; Javette Smallwood; Kamilah Roach; Sandra Mew; Alice F Pisciotta; Meghan Moorewilk; Warner M Fontaine  
**Subject:** Student Services Corporation (SSC) Meeting

Good afternoon SSC Board,

Apologies for the amount of e-mails, doodle poll reminders and calendar invites that went out in regards to this meeting. **Wednesday, 2/19/2020, 12pm–2pm** has been selected as the meeting date in **Student Union, Room 403**. The following SSC meeting will be planned for June 2020.

Thank you

Irving R. Uribe, M.F.A. (He, Him, His)  
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## Irving R Uribe

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**From:** Irving R Uribe  
**Sent:** Monday, February 10, 2020 4:23 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'; Anisha P Clarke; 'Adina.Isaacson86@gmail.cuny.edu'; 'Rolando.Martinez06@gmail.cuny.edu'; Jennifer Jarvis; Simone Yearwood  
**Cc:** Sandra Mew; Kamilah Roach; Javette Smallwood; Meghan Moorewilk; Warner M Fontaine; Aruna S Mahadeo; Richard Cardenas; Victoria H Owen  
**Subject:** Student Services Corporation (SSC) Meeting

Dear Student Services Corporation Board,

Just a friendly reminder the Student Services Corporation meeting has been scheduled for **Wednesday, February 19, 12:00pm-1:30pm** in **SU 403**. If your calendar is listing the meeting as canceled, please disregard that cancellation, as it was a switch I made last month from 2/20 to 2/19. One more meeting will be scheduled in May hopefully before finals. I'll be sure to send everyone the agenda and dial-in number as soon as I received it.

If you're unable to attend this meeting please let me know so I can track quorum.

Thank you

Irving R. Uribe, M.F.A. (He, Him, His)  
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