

MEMORANDUM

Date: November 20, 2019

To: Queens College Association Board Members

From: Stevie Robinson, Budget Specialist
Queens College Association

Subject: College Association Board Meeting

The Queens College Association Board meeting is scheduled for Wednesday, November 20th at 12:00 PM in the Student Union building RM 303. Enclosed is a copy of the agenda and supporting documents. Please notify Stevie.Robinson@qc.cuny.edu if you will not be present at this meeting.

Thank you.

College Association Board of Directors
Agenda
November 20, 2019

- I. Approval of the Agenda
- II. Introductions
- III. Approval of prior meeting minutes: October 23, 2019
- IV. Discussion
 - A. QCA, SA & CDS (FY19 Reserves)
 - B. Update Student Fees
 - C. Update Year Book
 - D. College Association Credit Card
 - E. Re-evaluation of the CA Budget Manager salary allocation
- V. New Business
 - A. Budget committee proposal for allocating funding to new clubs and organizations
 - B. Budget committee proposal for reallocating funding for clubs & organizations that did not re-charter back into the operating budget
 - C. Budget committee proposal to increase allocations for the following clubs and organizations
 - D. Midnight Breakfast & Finals Week
- VI. Adjournment



Queens College Association – Board Meeting Minutes

Wednesday, November 20, 2019

12:00 PM – 1:30 PM

Student Association Conference Room, SU 303

Members Present: Adam Rockman, Siddharth Malviya, Edward Smaldone (via phone), Shanice Anderson, Joseph Cobourne
Zaire Couloute, David Rivera, Marie James (via phone) and Dwayne D. Jones

Also Present: Stevie Robinson

Welcome – Adam Rockman

- Meeting called to order at 12:15 PM

I. Approval of Agenda

- Motion (Sidd Malviya) to approve the agenda; second (Joseph Cobourne)
 - Motion unanimously passed and adopted

For amendments:

- Sidd - to approve the agenda from last meeting, with an amendment to correct.
 - Item #3 which was missing-approval by the budget committee to increase club's budget, EWSN from \$500 to \$1000; second (Joseph Cobourne) *moved to New Business, item #5E
 - Motion unanimously passed and adopted
- Sidd - protocol for requesting funding for conventions, conferences and other outside trips for clubs and organizations. Move to Discussion, item #4F
- Sidd – discussion on the purchasing of equipment by clubs/organizations, item #4G

II. Introductions

- Duly noted.
- Marie James, introduced herself- Chair of Academic Affairs (via phone)

III. Approval of prior Meeting Minutes

- Motion (Joseph C.) to approve minutes for 10/23/19, second (Sidd M.)
 - Motion unanimously passed and adopted

IV. Discussion

- Reserves FY19 - QCA, SA, CDS (Stevie R.)
 - Confirmed by QC budget office and Selena Chu (QCA-\$57,663, SA-\$58,657 & CDS-\$56,701)
 - Question on process to request use of reserve funds (Joseph C.)
 - Clarification on use of reserve funds - All funds in your budget must be used first, before reserve funds can be used (Dwayne J.)
 - Reserve funds can be used for anything, it's a contingency fund that covers over spending on your original budget allocation (Adam R.)
 - Contingency Fund (Presidential Contingency Fund) does exist as part of the by-laws of the student government (Sidd M.)

Clubs Rollover Funds (Sidd M.)

- QCA discussion for CUPB to rollover funds, must be voted on every year by the board (Sidd – Dwayne) – Sidd – made a request for the rollover amount to be provide at next board meeting (Stevie R)
- Clarification, on QCA board discussion during the June 19th board meeting about rollover of student fees (Sidd) – Adam – explained that the Auditors report on funds rollover from past fiscal years as part of their process of recording funds on record from one year to another. That is why the board has to vote each year to rollover student fees.

Student Fees (Stevie R)

- Student fees, received on 10/23 (QCA-\$136,131, SA-\$73,302 & CDS-\$53,610)

QC Yearbook update (Dwayne J)

- New Yearbooks will be received, 11/22
- One student received a refund (\$60)
- Stipends, will be given to staff along with a letter stating the dissatisfaction with this year's process and that more accountability will be expected next year.
- Distribution of additional Yearbooks to other Campus Offices (i.e. Student Affairs, President's office, SA, etc.)

QCA Credit Card (Sidd)

- Not Possible - (Adam), QC and non-profit policies and regulations and personal responsibility
- Additional Vendors (SA, will be involved in the discussion) i.e. Walmart, Michael's, Amazing Saving, etc.

QCA Re-valuation Salary Allocation (Dwayne J)

Dwayne - During the June board meeting, there was a discussion on CDS annual allocation being reduced due to higher operating costs. The suggestion to reduce their contribution to the salary of the budget manager, would provide ~7.5K to their operating budget.

- Currently 33% allocation each (QCA, SA & CDS)
- Proposed (50% QCA, 25% SA & 25% CDS)

Dwayne – explained that the salary cost comes from the operational portion of the budget, not the student clubs allocation portion. It was decided a few years ago by the board, that the budget manager's salary would be split by QCA, SA & CDS.

Adam – explained that the small percentage change (8%) should not have a larger impact on the overall budget, because the larger percentage is coming from QCA operation budget, so student clubs allocation will remain the same.

Joseph – had concerns about the overall effect on the student association (student clubs) allocation, because funds are from student fees and should be going towards student activities. The burden should not be on student government to pay for the salary of the budget manager. SA's belief that the salary should come from another source (i.e. student service corp.), not student fees.

Adam – stated that the argument for the budget manager salary to come from SSC could be made, but in actuality the budget manager doesn't work for SSC. He/she works for QCA, Student Association and CDS, so it appropriate that his/she salary be shared by all three entities.

Dwayne and Sidd will have a more detail discussion about the percentage split in separate meeting outside of the board meeting and report back to the board at a future board meeting.

Funding for Outside Conference, Conventions, etc. (Sidd) What is the protocol for this process? SA budget committee received a request in the amount of \$40k, for a conference for their club (NABA).

- Request for funds, registration, travel, hotel costs, meals, etc.
- Reserves vs SAEF

Adam – Clubs and organization should not come to QCA board for this type of request. The protocol should be SAEF, Student Service Corp and outside organizations or other campus offices and/or departments.

Equipment Committee (Sidd) Approval of equipment over \$100, SA equipment committee vacancy (Tyler?) – Sidd self-nominated.

- Motion (**Joseph C**) to approve the vacant member on equipment committee; second (Shanice)
 - Motion unanimously passed and adopted

V. **New Business**

- Re-allocation of funds back to SA budget for clubs who didn't re-charter (\$3,200)
- NSLS increase of \$500, supervised by Student Life Director
- EWSN, passed by the SA budget committee. Approved additional \$500, increasing their budget to \$1000.
- Motion (Sidd) to approve the increase in club allocations item #5C A-G as a group; second (Joseph)
 - Motion unanimously passed and adopted
- Mid-Knight Breakfast, request to cover cost (50%) and balance to be covered by the President's office.
- Motion (Sidd) approve for QCA to cover 50% of the food costs of the mid-knight breakfast for the fall 2019, after other donations ; second (Joseph)
 - Motion unanimously passed and adopted
- Motion (Sidd) to approve the increase of EWSN budget by \$500 ; second (Shanice)
 - Motion unanimously passed and adopted

VI. Adjournment

Meeting adjourned at 1:05 PM

Submitted by:

Stevie Robinson

QCA Board Member

Name: _____

Signature: _____

Irving R Uribe

Subject: QCA Board Meeting
Location: SU 303 or Call 718-997-2900, Pin#112019

Start: Wed 11/20/2019 12:00 PM
End: Wed 11/20/2019 1:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Adam Rockman

Required Attendees' Joseph Cobourne'; Siddharth Malviya; Shanice A Anderson; Zaire Couloute; Michelle Fraboni; Marie C James; 'yana.zheng58@gmail.cuny.edu'; David Rivera; 'Adam Rockman (adam.rockman@qc.cuny.edu)'; 'Jennifer Jarvis (jennifer.jarvis@qc.cuny.edu)'; Dwayne D Jones; Vivian K Quan; Edward Smaldone; Irving R Uribe; Rolando.Martinez06@gmail.cuny.edu; Stevie Robinson

Good morning all,

Today's dial-in number is 718-997-2900, Pin# 112019.

Best,
Good morning all,

I'd like to schedule monthly QCA meetings for the year on the third Wednesday of the upcoming months from **12:00 PM-1:30 PM** (Free Hour). Please let me know if any of the dates below DO NOT work with your schedule (to make it easier you can *fill out the Doodle Poll below*). I'll send out the calendar invites (these are not easy meetings to setup);

2019

Thursday, 8/22

Wednesday, 9/25

Wednesday, 10/23

Wednesday, 11/20

December – No meeting

2020

Wednesday, 1/22

Monday, 2/24

Wednesday, 3/25

Monday, 4/20

Wednesday, 5/20

Wednesday, 6/17

July – No meeting

You may list your availability by participating in the Doodle Poll link below (*so I can have a sense if quorum will be established*);

[QCA 2019-2020](#)

Joseph or Siddharth, please let me know if I missed any QCA members from the To:, CC; list or if anyone should be removed.

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: Stevie Robinson
Sent: Wednesday, November 20, 2019 11:26 AM
To: Joseph Cobourne; Siddharth Malviya; Shanice A Anderson; Zaire Couloute; Michelle Fraboni; Marie C James; Dhruvad A Mamun; Yana Zheng; David Rivera; Adam Rockman; Jennifer Jarvis; Dwayne D Jones; Edward Smaldone
Cc: Irving R Uribe; Vivian K Quan
Subject: QCA Board Meeting 11/20/19
Attachments: QCA Board Minutes of 10.23.19-SR.docx; agenda 11 20 19.docx

Please see attached the agenda and last board meeting minutes for your review for today's College Association Board Meeting at 12 pm, room 303.

Irving R Uribe

From: Stevie Robinson
Sent: Monday, November 18, 2019 10:42 AM
To: Joseph Cobourne; Siddharth Malviya; Shanice A Anderson; Zaire Couloute; Michelle Fraboni; Tyler Grant; Marie C James; Dhruvad A Mamun; Yana Zheng; David Rivera; Adam Rockman; Jennifer Jarvis; Dwayne D Jones; Vivian K Quan; Edward Smaldone; Irving R Uribe; Joseph W Loughren
Subject: QC Board of Directors Meeting

Hello All,

I hope this email finds you well. If you have any business items to add to the agenda for the upcoming board of directors meeting, please reach out to me at stevie.robinson@qc.cuny.edu.

Please contact me no later than Tuesday, November 19th at 5 PM.

Thank you.

Irving R Uribe

From: Irving R Uribe
Sent: Tuesday, August 6, 2019 10:15 AM
To: 'Joseph Cobourne'; Siddharth Malviya; Shanice A Anderson; Zaire Couloute; Michelle Fraboni; Tyler Grant; Marie C James; 'dhrupad.mamun35@gmail.cuny.edu'; 'yana.zheng58@gmail.cuny.edu'; David Rivera
Cc: 'Adam Rockman (adam.rockman@qc.cuny.edu)'; 'Jennifer Jarvis (jennifer.jarvis@qc.cuny.edu)'; Dwayne D Jones; Vivian K Quan; 'Jeanne DeMasters (Jeanne.DeMasters@qc.cuny.edu)'; Joseph W Loughren; Robert J Twible; Sunjay C Bijlani; Eric Urevich; Frank T Wilson
Subject: Monthly QCA Board Meetings 2019-2020

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[QCA 2019-2020](#)

Joseph or Siddharth, please let me know if I missed any QCA members from the To:, CC; list or if anyone should be removed.

Thank you

Irving R. Uribe, M.F.A.
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