



Queens College Association

MEMORANDUM

Date: June 19th, 2019

To: College Board
Queens College Association

From: Dwayne D. Jones

Subject: College Association Board Meeting

The Queens College Association Board meeting is scheduled for Wednesday, June 19th, 2019 at 12:00 PM in the Student Union building RM 303. Enclosed is a copy of the agenda and supporting documents.

Please notify the office at (718) 997- 3970 or email dwayne.jones@qc.cuny.edu if you will not be present at this meeting.

Thank you.

College Association Board of Directors
Agenda
June 19, 2019

I. Approval of Agenda

II. Introductions

III. Election of Committee Members

A. College Association Executive Board

Elect Vice President, Secretary and one Faculty/Administrator
President appoints treasurer

B. Budget Committee

Elect 2 Faculty/Administrators

C. Equipment Committee

Elect three students representing Student Association and two
Faculty/Administrators.

IV. New Business

A. Club budget proposed allocations Fiscal Year 2020 proposed allocation
\$124,150 out of \$167,779 - Itemized list of club allocations attached

B. Related Entities Student Fees Budgets

1. Student Association	\$127,844.00
2. Committee for Disabled Students	\$ 39,093.00
3. Child Development Center	\$114,998.00
4. Shuttle Bus Budget FY19	\$1,466,477.00
5. Athletics Recreational Fund	\$805,512.00

C. College Association Operating Budget

Part-time Salaries	\$25,000.00
FICA	2,500.00
Fringe benefits	38,417.00
Unemployment	3,000.00
Financial Software	1092.00
ADP	2347.00
Audit	11,550.00
Office Supplies	1,000.00
Leadership	40,000.00
Welcome Day	55,000.00
Insurance	35,363.00
Music Royalties (Licenses Fees)	3637.00
Postage	2,500.00
Refreshments (Nutz & Boltz)	4,100.00
Professional Services	5000.00
Dues & Subscription	2,000.00
<u>Full Time Salary</u>	<u>90,149.00</u>
TOTAL	\$322,655

D. Administrative Matters

1. Motion to authorize the reallocation, into fiscal year 2020, all net revenue account lines, of each organization, after all outstanding bills are paid, upon the approval of fiscal year 2019 audit.
2. Motion to authorize the reallocation, into fiscal year 2020, all unspent budget amounts remaining in the equipment account line of the "Equipment Organizations", upon approval of fiscal year 2019 audit.
3. Motion to authorize the reallocation, into fiscal year 2020, all unspent budget amounts remaining in the Printing and Promotion account line of "Media Organizations", upon approval of fiscal year 2019 audit.
4. Motion to authorize the reallocation, into fiscal year 2020, all unspent budget amounts remaining in the CUPB account line of "Programming", upon approval of fiscal year 2019 audit.

E. Discussion items

1. College Association Conflict of Interest Policy
2. Whistle Blower Policy
3. CUNY Policy on Sexual Misconduct -
<https://www.qc.cuny.edu/about/administration/AffirmativeAction/Documents/CUNY%20Policies/10%20-%20CUNY%20Policy%20on%20Sexual%20Misconduct.pdf>
4. Outstanding bills - **TOTAL: \$13,270**
 - A. Student Election Online voting company invoices 2018 & 2019 – \$ 4,890.00(2018) + \$ 4997.00 (2019) Total = \$ 9887.00 - **Motion to authorize the Student Development office to process payment in the amount of \$9887.00 for the following vendor Votenet Solutions, Inc. from the current fiscal budget (FY19)**
 - B. American Student Government Association invoice from 2017 – Total = \$797 – For membership - **Motion to authorize the Student Development office to process payment in the amount of \$ for the following vendor American Student Government Association from the current fiscal budget (FY19)**
 - C. Ikaros Club invoice from 2014 – Total = \$2586.00
Motion to authorize the Student Development office to process payment in the amount of \$ 2586.00 for the following vendor Gyro Corner Catering from the current fiscal budget(FY19)



Queens College Association – Meeting Minutes
Wednesday, June 19, 2019
12:00 PM – 1:30 PM

Members Present: Adam Rockman, Jennifer Jarvis (phone), Joseph Cobourne, Siddharth Malviya, Shanice Anderson, Zaire Couloute, Michelle Fraboni, Tyler Grant, Marie James, Dwayne D. Jones, David Rivera (phone), and Yana Zheng

Also Present: Jeanne DeMasters, Robert Twible, Sunjay Bijlani, Eric Urevich, Dhruvad Mamun and Irving Uribe

Welcome – Adam

- Adam presides as chairperson. Meeting called to order at 12:08 PM

I. Approval of Agenda

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

II. Introductions

- Board members shared brief introductions

III. Approval of the QCA meeting minutes

- Tabled until next meeting

IV. Election of Committee Members

A. College Association Executive Board

Elect Vice President, Secretary and one Faculty/Administrator

- Motion (Siddharth Malviya), self-nominate for Secretary
- Motion (Joseph Cobourne), self-nominate for Vice President
- Motion (Michelle Fraboni) self-nominate for Faculty/Administrator
- Chair closes nominations seeing no further nominee
 - Approved by unanimous consent

B. Budget Committee

Elect two Faculty/Administrator

- Motion (Adam Rockman) nominate Dwayne D. Jones
- Motion (David Rivera) self-nominate
- Chair closes nominations seeing no further nominee
 - Approved by unanimous consent

C. Equipment Committee

Elect three students representing Student Association and two Faculty/Administrator

- Motion (Joseph Cobourne) nominate Shanice Anderson, Tyler Grant and Dhruvad Mamun
- Motion (Robert Twible), self-nominate
- Motion (Jennifer Jarvis) nominate Frank Wilson
- Chair closes nominations seeing no further nominee
 - Approved by unanimous consent

V. New Business

A. Club budget proposed allocations Fiscal Year 2020 proposed allocation

- Motion (Jennifer Jarvis); second (Siddharth Malviya) to approve the itemized list of club allocation \$124,150 out of \$167,779
 - Motion unanimously passed and adopted

B. Related Entities Student Fees Budgets

1. Student Association	\$127,844.00
2. Committee for Disabled Students	\$ 39,093.00
3. Child Development Center	\$114,998.00
4. Shuttle Bus Budget FY19	\$1,466,477.00
5. Athletics Recreational Fund	\$805,512.00

- Motion (Joseph Cobourne); second (Siddharth Malviya) to transfer the Student Activities from QCA to the related entities as listed above and disbursed by CUNY
 - Motion passed and adopted
- Jennifer and Dwayne will meet with the Committee for Disabled Students to address budget concerns

C. College Association Operating Budget

- Dwayne reviewed the operating budget;

Part-time Salaries	\$25,000.00
FICA	2,500.00
Fringe benefits	38,417.00
Unemployment	3,000.00
Financial Software	1092.00
ADP	2347.00
Audit	11,550.00
Office Supplies	1,000.00
Leadership	40,000.00
Welcome Day	55,000.00
Insurance	35,363.00
Music Royalties (Licenses Fees)	3637.00
Postage	2,500.00
Refreshments (Nutz & Boltz)	4,100.00
Professional Services	5000.00
Dues & Subscription	2,000.00
<u>Full Time Salary</u>	<u>90,149.00</u>
TOTAL	\$322,655

- Motion (Siddharth Malviya); second (Joseph Cobourne) to approve the FY19 Operating Budget as proposed
 - Motion passed and adopted

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 (Siddharth Malviya); second (Joseph Cobourne) to approve item D. 1.-4. as a package
 - Motion unanimously passed and adopted

E. Discussion Items

1. College Association Conflict of Interest Policy

- The College Association Conflict of Interest Policy was distributed, signed and collected from the board members present

2. Whistle Blower Policy

- The Whistle Blower Policy was distributed, read and acknowledged by the board

3. CUNY Policy on Sexual Misconduct

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

4. Outstanding Bills

1. Outstanding bills - **TOTAL: \$13,270**

- A. Student Election Online voting company invoices 2018 & 2019 – \$ 4,890.00(2018) + \$ 4997.00 (2019) Total = \$ 9887.00 - **Motion to authorize the Student Development office to process payment in the amount of \$9887.00 for the following vendor Votenet Solutions, Inc. from the current fiscal budget (FY19)**
- B. American Student Government Association invoice from 2017 – Total = \$797 – For membership - **Motion to authorize the Student Development office to process payment in the amount of \$ for the following vendor American Student Government Association from the current fiscal budget (FY19)**
- C. Ikaros Club invoice from 2014 – Total = \$2586.00
Motion to authorize the Student Development office to process payment in the amount of \$ 2586.00 for the following vendor Gyro Corner Catering from the current fiscal budget (FY19)

- Motion (Siddharth Malviya); second (Joseph Cobourne) to approve item E. 4. A.-C. as a package
 - Motion unanimously passed and adopted

Meeting adjourned at 1:21 PM

Submitted by:

Irving Uribe

QCA Board Member

Name: _____

Signature: _____

Irving R Uribe

Subject: QCA Board Meeting
Location: SU 303

Start: Wed 6/19/2019 12:00 PM
End: Wed 6/19/2019 1:30 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Dwayne D Jones

Required Attendees Joseph Cobourne; Siddharth Malviya; Zaire Couloute; Tyler Grant; Shanice A Anderson; Marie C James; David Rivera; Adam Rockman; Michelle Fraboni; Edward Smaldone; Jennifer Jarvis; Jeanne DeMasters

Sincerely,
Adam
(he, him, his)

Adam L. Rockman, Ed.D. | Vice President for Student Affairs
Queens College, CUNY | 6530 Kissena Blvd, Queens NY 11367-1597
718-997-5501 | Fax: 718-997-5640 | adam.rockman@qc.cuny.edu @VPRockman

From: Vivian K Quan
Sent: Wednesday, June 19, 2019 9:19 AM
To: Shanice A Anderson <shanice.anderson23@gmail.cuny.edu>; Joseph Cobourne <joseph.cobourne80@gmail.cuny.edu>; Zaire Couloute <zaire.couloute32@gmail.cuny.edu>; Jennifer Jarvis <Jennifer.Jarvis@qc.cuny.edu>; Edward Smaldone <Edward.Smaldone@qc.cuny.edu>; Adam Rockman <Adam.Rockman@qc.cuny.edu>; Dhruvad A Mamun <dhrupad.mamun35@gmail.cuny.edu>; Robert J Twible <Robert.Twible@qc.cuny.edu>; David Rivera <David.Rivera@qc.cuny.edu>; Tyler Grant <tyler.grant66@gmail.cuny.edu>; Michelle Fraboni <Michelle.Fraboni@qc.cuny.edu>; Jeanne DeMasters <Jeanne.DeMasters@qc.cuny.edu>; Marie C James <marie.james561@gmail.cuny.edu>; Siddharth Malviya <siddharth.malviya65@gmail.cuny.edu>; Eric Urevich <Eric.Urevich@qc.cuny.edu>; Sunjay C Bijlani <Jay.Bijlani@qc.cuny.edu>
Cc: Dwayne D Jones <Dwayne.Jones@qc.cuny.edu>
Subject: QCA Board Meeting - June 19, 2019 - SU 303 - 12PM

Good Morning All,

I hope all is well. Just a friendly reminder, we will be having a QCA Board meeting in SU 303 at 12PM today. For those who cannot make it to the meeting, you can join the audio dial conference call. Here is the information to attend the conference call below:

Toll-Free: 888-431-3632
Host Code: 765840
Participant Code: 5701055

Conference Options:
Automatic Port Expansion
Host Dial Out
Operator Dial Out
Tones on Entry/Exit

To Attend audio conference:

1. Dial the conference bridge.
2. If hosting the call, enter the host code 765840#
3. Quick tip – hit # to bypass announcements

If there are any questions or concerns, feel free to reach out to me at 718. 997. 3970.

Best,
Vivian Quan | Office Manager
Student Development & Leadership | SU 327 CUNY Queens College
65-30 Kissena Blvd, Queens NY 11367
vivian.quan@qc.cuny.edu
718-997-3970 (O)
718.997.3972 (F)