

College Association Board of Directors
Agenda
June 30, 2020

I. Approval of Agenda

II. Introductions

- Board members introduction:
 - VP Adam Rockman – Chair
 - AVP Jennifer Jarvis – Administrator
 - Mr. Dwayne Jones – Administrator
 - Prof. David Rivera – Faculty member
 - Prof. Michelle Fraboni – Faculty member
 - Edward Smaldone – Faculty member
 - Zaire Couloute – Student member
 - Shanice Anderson – Student member
 - Rolando Martinez – Student member
 - Andre Benjamin – Student member
 - Marie James – Student member
 - Sophia Paul – Student member

III. Approval of last meeting minutes

Meeting on May 20, 2020

IV. Election of Committee Members

A. College Association Board

- President, Vice President, Secretary and Faculty (3), Administrator (3) and Students (4)

B. Budget Committee

- President, Vice President of SA, Non-traditional chair and 2 Faculty/Administrator

C. Equipment Committee

- 3 Students representing SA, 2 Faculty Members

V. New Business

A. Student Fees Budgets: Fiscal Year 2021

1. Student Association	Amount: \$106,398
2. Committee for Disabled Students	Amount: \$62,400
3. Child Development Center	Amount: \$97,000
4. Athletic Department	Amount: \$805,512
5. Shuttle Bus	Amount: N/A

B. College Association Operating Budget:

Full Time Salary	28,309
Fringe benefits	14,438
Services-consulting/shared costs	14,136
Services-Accounting/Audit	3,534
Services-Catering	56,705
Services-Events	27,639
Online Platform	40,000
Bank Fees	250
Office Supplies	1,264
Other Supplies	22,220
Other Expenses-QCA	2,313
Copying Services	2,855
Printing	2,500
Leadership/Training	20,000
Orientation/Promotion	47,000
Welcome Day	15,000
Insurance: Liability/Property & Attorney fees	11,666
Legal Fees	1,000
Music Royalties (Licenses Fees)	1,184
Postage	478
Local Travel	500
Travel Conferences/Seminars	4,592
Dues & Subscription	1,500
Maintenance-Office Equipment	934

TOTAL **\$327,567**

C. Register Student Organization/Clubs Allocation Amount: \$ 136,436

D. Administrative Matters

1. Motion to authorize the reallocation, into fiscal year 2021, all net revenue account lines, of each organization, after all outstanding bills are paid, upon the approval of fiscal year 2020 audit.
2. Motion to authorize the reallocation, into fiscal year 2021, all unspent budget amounts remaining in the Services: lines upon approval of fiscal year 2020 audit.
3. Motion to authorize the reallocation, into fiscal year 2021, all unspent budget amounts remaining in the Programming lines of College Union Programming Board, upon approval of fiscal year 2020 audit.

Discussion Items

1. College Association Conflict of Interest Policy
2. Whistle Blower Policy
3. CUNY Policy on Sexual Misconduct

Irving R Uribe

Subject: QCA Board Meeting
Location: <https://us02web.zoom.us/j/87148466256?pwd=cjYwZXRyZUIWskR3RW5NRG1iak5wZz09>
Start: Tue 6/30/2020 12:30 PM
End: Tue 6/30/2020 2:00 PM
Recurrence: (none)
Meeting Status: Meeting organizer
Organizer: Adam Rockman
Required Attendees Jennifer Jarvis; Michelle Fraboni; David Rivera; Dwayne D Jones; Edward Smaldone; Irving R Uribe; Stevie Robinson; Zaire Couloute; Shanice A Anderson; Rolando J Martinez; Sophiap16@gmail.com; Andre N Benjamin; Marie C James; Robert J Twible; Sunjay C Bijlani

I apologize for any confusion! The meeting will start at 12:30pm today, using the following Zoom link:
<https://us02web.zoom.us/j/87148466256?pwd=cjYwZXRyZUIWskR3RW5NRG1iak5wZz09>

Adam Rockman is inviting you to a scheduled Zoom meeting.

Topic: QCA Board
Time: Jun 30, 2020 12:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/87148466256?pwd=cjYwZXRyZUIWskR3RW5NRG1iak5wZz09>

Meeting ID: 871 4846 6256
Password: 326046
One tap mobile
+19292056099,,87148466256#,,,,0#,,326046# US (New York)
+13017158592,,87148466256#,,,,0#,,326046# US (Germantown)

Dial by your location
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
Meeting ID: 871 4846 6256
Password: 326046
Find your local number: <https://us02web.zoom.us/u/kdV5dQk5TG>

MEMORANDUM

Date: June 29, 2020

To: College Board
Queens College Association

From: Stevie Robinson
Business Manager, Queens College Association

Subject: College Association Board Meeting

The Queens College Association Board meeting is scheduled for Tuesday, June 30, 2018 at 12:00 PM via “ZOOM”. Enclosed is a copy of the agenda and supporting documents.

Please notify the office at (718) 997– 4242 or email stevie.robinson@qc.cuny.edu if you will not be present at this meeting.

Thank you.

PS. I have attached the below documents for your review.

1. Agenda
2. Last meeting minutes (5/20) & (2/24)
3. List of committees and members (i.e. QCA, SA & CDS)
4. Department budgets (i.e. SA, CDS, CDC & Athletics)
5. CA Conflict of Interest Policy
6. Whistle Blower Policy
7. CUNY Policy on Sexual Misconduct: <https://www.qc.cuny.edu/about/administration/AffirmativeAction/Documents/CUNY%20Policies/10%20-%20CUNY%20Policy%20on%20Sexual%20Misconduct.pdf>

From: [Irving R Uribe](#)
To: [Stevie Robinson](#)
Subject: RE: QCA Board Agenda 6-17-20
Date: Friday, June 12, 2020 1:06:00 PM
Attachments: [image001.png](#)

Good afternoon Stevie,

Sure! Adam is free;

Thursday, June 25, 2pm-4pm
Monday, June 29, not available
Tuesday, June 30, 10am-4pm

Best,

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

Executive Assistant for the Vice President for Student Affairs

[CREAR Futuros](#) Campus Liaison

[Queens College, CUNY](#) | 65-30 Kissena Boulevard, Queens, NY 11367-1597

718-997-5501 | irving.uribe@qc.cuny.edu | [Linkcdln](#)

From: Stevie Robinson <Stevie.Robinson@qc.cuny.edu>
Sent: Friday, June 12, 2020 12:49 PM
To: Irving R Uribe <Irving.Uribe@qc.cuny.edu>
Subject: RE: QCA Board Agenda 6-17-20

Hi, Irving

Can I officially cancel the June 20th meeting? If so, could you check Adam's calendar to see if he's available June 25th, 29th or 30th for the next QCA board meeting.

Let me know when you get a chance.

From: Adam Rockman
Sent: Thursday, June 11, 2020 9:44 AM
To: Dwayne D Jones <Dwayne.Jones@qc.cuny.edu>
Cc: Jennifer Jarvis <Jennifer.Jarvis@qc.cuny.edu>; Irving R Uribe <Irving.Uribe@qc.cuny.edu>; Stevie Robinson <Stevie.Robinson@qc.cuny.edu>
Subject: Re: QCA Board Agenda 6-17-20

Apologies...I did mean last week in June. Thank you!

Sincerely,
Adam



Adam L. Rockman, Ed.D. | Vice President for Student Affairs
[Queens College, CUNY](#) | 6530 Kissena Blvd, Queens NY 11367-1597
718-997-5500 | Fax: 718-997-5640 | adam.rockman@qc.cuny.edu

From: Dwayne D Jones <Dwayne.Jones@qc.cuny.edu>
Date: Thursday, June 11, 2020 at 09:42
To: Adam Rockman <Adam.Rockman@qc.cuny.edu>
Cc: Jennifer Jarvis <Jennifer.Jarvis@qc.cuny.edu>, Irving R Uribe <Irving.Uribe@qc.cuny.edu>, Stevie Robinson <Stevie.Robinson@qc.cuny.edu>
Subject: Re: QCA Board Agenda 6-17-20

Good morning Adam,
Do you mean the postpone to the last week in June not July?

Dwayne

On Jun 10, 2020, at 7:09 PM, Adam Rockman <Adam.Rockman@qc.cuny.edu> wrote:

Agreed...Let's postpone until the last week in July.

Has someone already requested the proposed budgets from the other entities? If not, who will do so?

Sincerely,
Adam L. Rockman, Ed.D. (Pronouns he, him, his)
Vice President for Student Affairs
Queens College/CUNY
6530 Kissena Blvd.
Queens, NY 11367-1597

Follow me @VPRockman

Sent from my iPhone

On Jun 10, 2020, at 18:25, Jennifer Jarvis <Jennifer.Jarvis@qc.cuny.edu> wrote:

Good Day,

I am requesting the meeting be pushed off for another week or two. We need to work on the operating budget and contact the other entities to determine if they have action items to consider at this time.

Irving – thank you for providing historical documents.

Stevie – please refer to historical documents as you prepare monthly meeting agenda.

Be well,
Jennifer

From: Irving R Uribe <Irving.Uribe@qc.cuny.edu>
Sent: Wednesday, June 10, 2020 5:49 PM
To: Stevie Robinson <Stevie.Robinson@qc.cuny.edu>
Cc: Adam Rockman <Adam.Rockman@qc.cuny.edu>; Dwayne D Jones <Dwayne.Jones@qc.cuny.edu>; Jennifer Jarvis <Jennifer.Jarvis@qc.cuny.edu>
Subject: RE: QCA Board Agenda 6-17-20

Good evening Stevie,

Attached is last June's agenda for an idea on the agenda items structure.

Best,

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

From: Adam Rockman <Adam.Rockman@qc.cuny.edu>
Sent: Wednesday, June 10, 2020 5:00 PM
To: Jennifer Jarvis <Jennifer.Jarvis@qc.cuny.edu>; Irving R Uribe <Irving.Uribe@qc.cuny.edu>; Dwayne D Jones <Dwayne.Jones@qc.cuny.edu>
Cc: Stevie Robinson <Stevie.Robinson@qc.cuny.edu>
Subject: FW: QCA Board Agenda 6-17-20

At the June meeting we would normally just do subcommittees (if any), and approve budgets for CDC, ATHLETICS, SHUTTLEBUS, CDS, etc. Plus we would approve the QCA budget for FY21, correct?

I ask that everyone please chime in here; since we don't have budgets from the other entities, do we have enough reason for us to have this meeting?

Sincerely,
Adam

[<image001.png>](#) Adam L. Rockman, Ed.D. | Vice President for Student Affairs
[Queens College, CUNY](#) | 6530 Kissena Blvd, Queens NY 11367-1597
718-997-5500 | Fax: 718-997-5640 | adam.rockman@qc.cuny.edu

From: Stevie Robinson <Stevie.Robinson@qc.cuny.edu>
Date: Wednesday, June 10, 2020 at 16:47
To: Adam Rockman <Adam.Rockman@qc.cuny.edu>
Cc: Jennifer Jarvis <Jennifer.Jarvis@qc.cuny.edu>, Dwayne D Jones <Dwayne.Jones@qc.cuny.edu>, Irving R Uribe <Irving.Uribe@qc.cuny.edu>
Subject: QCA Board Agenda 6-17-20

Just following up.

The attached agenda is blank, , please add any agenda items you may have for the June 17th. QCA board meeting. I would like to send the agenda and minutes out before the end of the day tomorrow.

Thanks

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

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

Wednesday, 9/25
Wednesday, 10/23
Wednesday, 11/20
December – No meeting

2020

Wednesday, 1/22
Wednesday, 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](#)