



**Queens College Services Corporation
Board of Directors – Agenda**

June 27, 2019

Student Union Room 403

Call Toll-Free: 1-888-240-3210 > ID: 1795068

- I. Adoption of the Agenda
- II. Introduction of Members
- III. Approval of the April 26, 2018 and December 10, 2018 meeting minutes
- IV. Old Business
- V. New Business
 - A. Executive Committee appointments
The President, Vice President, Secretary and Treasurer of the Corporation
Three (3) members from the Board of Directors to serve on the Executive Committee
 - B. Capital Improvement Committee
Three (3) members from the Board of Directors to serve as the Student representatives;
and Two (2) members from the Board of Directors to serve as the non-student members
on the Capital Improvement Committee
 - C. Programming Committee
The President, Student Association, The Vice President, Student Association, Five (5)
Student members, including the CCP Chair; and Two (2) non-student members from the
Board of Directors to serve on the Programming Committee
 - D. Food Service Task Force
One (1) Member of Queens College Student Services Corporation (QCSSC); Four (4)
students appointed by the SA president and ratified by the AEA and QCSSC or the
Executive Committee to serve on the Ad Hoc Food Service Task Force
 - E. Space Committee
Five (5) Students elected by the Student Senate; and Two (2) staff members appointed
by the President
 - F. Finance & Budget Committee
Five (5) Students elected by the Student Senate; Two (2) staff members appointed by
the President
 - G. Operations Committee
Five (5) Students elected by the Student Senate; and Two (2) staff members appointed
by the President

- H. Personnel Committee
 - Three (3) Students elected by the Student Senate; and Two (2) staff members appointed by the President

- VI. Review of Financial Documents
 - A. Approval of FY2020 proposed budget
 - B. Update on the SSC financial operations
 - C. Update on the operation of the SU facilities

- VII. Conflict of Interest Policy

- VIII. The Whistleblower Policy

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

- X. Additional Items

- XI. Adjournment

Queens College Student Services Corporation
Board of Directors
Minutes of Meeting Held on June 27th, 2019

Present: Dr. William Tramontano, President; Dr. Adam Rockman, Vice President for Student Affairs; Dr. Alicia Alvero, Associate Provost; Jennifer Jarvis, Assistant Vice President for Student Affairs; William Keller, Vice President for Finance & Administration; Richard Alvarez, Vice President for Enrollment Management & Student Retention; Joseph Cobourne, President of Student Association; Zaire Couloute, Chair of Programming; Marie James, Chair of Academic Affairs; Shanice Anderson, Non-Traditional Chair (via phone); Siddharth Malviya, Vice President of Student Association; Dr. Elizabeth Hendrey, Provost,
Non-Voting: Surinder Virk, Director of Procurement, Property & Fleet Management; Jeanne DeMasters, Assistant Vice President for Budget & Finance; Selena Chu, Director for PCS Finance & Budget; Irving Uribe, Executive Assistant to the Vice President for Student Affairs

Dr. William Tramontano called the meeting to order at 2:09 PM.

- I. Approval of the Agenda
 - Motion (R. Alvarez); Seconded (S. Malviya) to adopt the agenda
 - Motion passed, and adopted

- II. Introduction of Members
 - Duly Noted

- III. Approval of the April 26th, 2018 and December 10th, 2018 Meeting Minutes
 - Motion (W. Keller); Seconded (R. Alvarez) to adopt both the 4/26/2018 and 12/10/2018 meeting minutes
 - Motion passed, and adopted

- IV. Old Business
 - No old business was discussed

- V. New Business
 - Committee Appointments
 - A. Executive Committee appointments
 - Three (3) members from the Board of Directors to serve on the Executive Committee:
 - Richard Alvarez, Joseph Cobourne, and Siddharth Malviya
 - Motion to approve (J. Jarvis); Seconded (A. Rockman)
 - Motion passed, and adopted

 - B. Capital Improvement Committee
 - Three (3) members from the Board of Directors to serve as the Student representatives; and Two (2) members from the Board of Directors to serve as the non-student members on the Capital Improvement Committee:
 - Shanice Anderson, Zaire Couloute, and Marie James

- Motion to approve (S. Malviya); Seconded (J. Jarvis)
 - Motion passed, and adopted
 - Admin. Reps: Adam Rockman, and Richard Alvarez
 - Motion to approve (J. Jarvis); Seconded (S. Malviya)
 - Motion passed, and adopted
- C. Programming Committee
- Five (5) Student members; and Two (2) non-student members from the Board of Directors to serve on the Programming Committee
- Joseph Cobourne, Siddharth Malviya, Zaire Couloute, Keisha Barrella, Andraya Buzon, and Sophia Paul
 - Motion to approve (S. Malviya); Seconded (R. Alvarez)
 - Motion passed, and adopted
- D. Food Service Task Force
- One (1) Member of Queens College Student Services Corporation (QCSSC); Four (4) students appointed by the SA president and ratified by the AEA and QCSSC or the Executive Committee to serve on the Ad Hoc Food Service Task Force
- William Keller
 - (W. Tramontano) appointed William Keller
 - Motion (J. Jarvis); Seconded (R. Alvarez)
 - Motion passed, and adopted
 - Hafsa Massoud, Daniel Yakubov, Shanice Anderson, and Yana Zheng
 - Motion to ratify (S. Malviya); Seconded (R. Alvarez)
 - Motion passed, and adopted
- E. Space Committee
- Five (5) Students elected by the Student Senate; and Two (2) staff members appointed by the President
- Joseph Cobourne, Salem Hassan, Tyler Grant, Keisha Barrella, and Sophia Paul
 - Motion to approve (S. Malviya); Seconded (R. Alvarez)
 - Motion passed, and adopted
 - Andrea Turnbull, and Frank Wilson
 - (W. Tramontano) appointed Andrea Turnbull, and Frank Wilson
 - Motion (J. Jarvis); Seconded (R. Alvarez)
 - Motion passed, and adopted
- F. Finance & Budget Committee
- Five (5) Students elected by the Student Senate; Two (2) staff members appointed by the President
- Joseph Cobourne, Siddharth Malviya, Yana Zheng, Alihaider Hassan, and Robyn Allen
 - Motion to approve (S. Malviya); Seconded (A. Rockman)
 - Motion passed, and adopted

- Adam Rockman, and William Keller
 - (W. Tramontano) appointed Adam Rockman, and William Keller
 - Motion (J. Jarvis); Seconded (E. Hendrey)
 - Motion passed, and adopted

G. Operations Committee

Five (5) Students elected by the Student Senate; and Two (2) staff members appointed by the President

- Joseph Cobourne, Siddharth Malviya, Salem Hassan, Zaire Couloute, and Andraya Buzon
 - Motion to approve (S. Malviya); Seconded (J. Cobourne)
 - Motion passed, and adopted
- Adam Rockman, and Dwayne D. Jones
 - (W. Tramontano) appointed Adam Rockman, and Dwayne D. Jones
 - Motion (R. Alvarez); Seconded (J. Cobourne)
 - Motion passed, and adopted

H. Personnel Committee

Three (3) Students elected by the Student Senate; and Two (2) staff members appointed by the President

- Alihaider Hassan, Zaire Couloute, and Ivette Maza
 - Motion to approve (S. Malviya); Seconded (J. Cobourne)
 - Motion passed, and adopted
- Lee Kelly, and Roger McKenzie
 - (W. Tramontano) appointed Lee Kelly, and Roger McKenzie
 - Motion (E. Hendrey); Seconded (A. Alvero)
 - Motion passed, and adopted

VI. Review of Financial Documents

- Review led by J. DeMasters
 - Motion to approve the FY20 Budget (A. Rockman); Seconded (J. Jarvis)
 - Motion passed, and adopted

VII. Conflict of Interest Policy

- 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.

VIII. The Whistleblower policy

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

IX. The CUNY sexual misconduct policy

<https://www.qc.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.

X. Additional Items

- (S. Malviya) requested \$40,000 to be added to the College Association funds, as the reserves were used up last year.
 - Motion Table (A.Rockman); Seconded (J. Jarvis) until October 2019 SSC meeting.
- (A. Rockman) Jennie Friedman resigned from her Independent Director role on the board.
- (A. Rockman) Anisha Clarke was named to the position full-time member of the Teaching Instructional Staff on the board.

XI. Adjournment

- Motion to adjourn (W. Keller); Seconded (J. Jarvis)
- Motion passed

Meeting adjourned at 3:10 PM

Respectfully,

Irving R. Uribe

SSC Board Member

Name: _____

Signature: _____

Irving R Uribe

From: Irving R Uribe
Sent: Tuesday, June 25, 2019 3:28 PM
To: William Tramontano; Selena L Chu; Zairecouloute@yahoo.com; Jeanne DeMasters; Tyler Grant; Elizabeth F Hendrey; Zaire Couloute; Nalini Pitrelli; as@alansiegel.com; Jennifer Jarvis; mariej1099@gmail.com; Joseph Cobourne; Alicia Alvero; Shanice A Anderson; jenniefriedman@kpmg.com; tygrant2379@gmail.com; Siddharth Malviya; Surinder S Virk; Marie C James; Zeco Krcic; jvazcones@mtb.com; William Keller; Richard P Alvarez; Elsie Charles
Cc: Alice F Pisciotta; Sandra Mew; Natashia E Rhodes; Ann M Morgado; Kamilah Roach; 'Mary Sorrentino (mary.sorrentino@qc.cuny.edu)'
Subject: 6.27.19. Student Services Corporation (SSC) Meeting Documents
Attachments: Student Services Corporation Agenda 6.27.2019.pdf; Meeting Minutes 4-26-18.pdf; Student Services Corporation minutes 12.10.18.pdf; SSC FY2020 Budget Worksheet-6-19-19.pdf; SU Revised By-Laws 5-21-15 revised 01-07-16.pdf; Student Services Corp Consolidated Membership 2019-2020 (002).pdf; CUNY Policy on Sexual Misconduct.pdf; Conflict of Interest Policy.pdf; Whistleblower Policy.pdf

Dear Student Services Corporation Board members,

Just a friendly reminder

The Student Services Corporation meeting has been scheduled for **Thursday, June 27, 2019, 2:00 PM – 3:30 PM** in the **Student Union, Room 403**. You may also, call-in to the meeting by dialing Toll-Free **1-888-240-3210**, when prompted please enter Participant Code/ID#: **1795068**.

Attached please find the following documents for the SSC meeting; Agenda, Minutes of 4.26.2018 and Minutes of 12.10.2018, FY2020 Budget Worksheet, Bylaws, the updated SSC Consolidated membership list in order, as represented in the bylaws, Conflict of Interest Policy, CUNY Policy on Sexual Misconduct and the Whistleblower Policy. I'll add the attached documents to the calendar invites.

Please feel free to print your materials and bring to the meeting or you may review on your electronic device 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 all again for helping me make this meeting happen. In the future a Doodle Poll will be sent out to everyone with proposed future meeting dates.

Best,

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: Monday, June 17, 2019 12:04 PM
To: Alice F Pisciotta; Adam Rockman
Subject: RE: Student Services Corporation (SSC) Meeting

Alice,

I'm beyond grateful. Thank you so much.

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](#)

From: Alice F Pisciotta
Sent: Monday, June 17, 2019 12:03 PM
To: Adam Rockman <Adam.Rockman@qc.cuny.edu>; Irving R Uribe <Irving.Uribe@qc.cuny.edu>
Subject: RE: Student Services Corporation (SSC) Meeting

Hi Adam,

I've rescheduled the President's appointment and he is now available for the SSC meeting on 6/27 at 2 pm.

Alice

Alice Pisciotta
Office of the President
Queens College
65-30 Kissena Blvd.
Queens, NY 11367
718-997-5550
Fax 718-997-5598

From: Adam Rockman <Adam.Rockman@qc.cuny.edu>
Sent: Monday, June 17, 2019 8:51 AM
To: Alice F Pisciotta <Alice.Pisciotta@qc.cuny.edu>; Irving R Uribe <Irving.Uribe@qc.cuny.edu>
Subject: RE: Student Services Corporation (SSC) Meeting

Alice:

This would be supremely helpful as the rest of the SSC executive board can meet 2:00-3:30pm on June 27. Thank you!

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: Alice F Pisciotta
Sent: Sunday, June 16, 2019 9:34 PM
To: Irving R Uribe <Irving.Uribe@qc.cuny.edu>
Cc: Adam Rockman <Adam.Rockman@qc.cuny.edu>
Subject: Re: Student Services Corporation (SSC) Meeting

Hi Irving,

I may be able to change the time of the President's meeting on 6/27 so he is available from 2 to 3:30 pm. Please let me know if the meeting will be confirmed if the President is available for that timeslot.

Thanks,

Alice

From: Irving R Uribe
Sent: Friday, June 14, 2019 5:15 PM
To: Alice F Pisciotta
Cc: Adam Rockman
Subject: RE: Student Services Corporation (SSC) Meeting

Alice,

Oh no! Everyone is available on **Thursday, 6/27, 2:00 PM – 3:30PM**. I'll ask Adam on how to proceed.

Thank you Alice

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](#)

From: Alice F Pisciotta
Sent: Friday, June 14, 2019 5:13 PM
To: Irving R Uribe <Irving.Uribe@qc.cuny.edu>
Subject: RE: Student Services Corporation (SSC) Meeting

Hi Irving,

President Tramontano is available on 6/25 from 3:30 to 5 pm and also on 6/27 for all the timeslots with the exception of 11:30 to 1 and 1:30 to 3 pm.

Best,
Alice

Alice Pisciotta
Office of the President
Queens College
65-30 Kissena Blvd.
Queens, NY 11367
718-997-5550
Fax 718-997-5598

From: Irving R Uribe <Irving.Uribe@qc.cuny.edu>
Sent: Thursday, June 13, 2019 9:58 AM
To: Alice F Pisciotta <Alice.Pisciotta@qc.cuny.edu>; Kamilah Roach <Kamilah.Roach@qc.cuny.edu>; Ann M Morgado <Ann.Morgado@qc.cuny.edu>; Justin W Homer <Justin.Homer@qc.cuny.edu>
Cc: William Keller <William.Keller@qc.cuny.edu>; Odalys M Diazpineiro <Odalys.Diazpineiro@qc.cuny.edu>; Richard P Alvarez <Richard.Alvarez@qc.cuny.edu>; Jennifer Jarvis <Jennifer.Jarvis@qc.cuny.edu>; Adam Rockman <Adam.Rockman@qc.cuny.edu>
Subject: Student Services Corporation (SSC) Meeting

Good morning all,

I'd like to schedule the last Student Services Corporation meeting for the end of the semester. The meeting would be for an hour and a half. Adam and Jennifer seem to free on the following dates below;

Tuesday, 6/25,
3:30 PM – 5:00 PM

Thursday, 6/27,
11:30 – 1:00 PM,
12:00 PM – 1:30 PM,
12:30 PM – 2:00 PM,
1:00 PM – 2:30 PM,
1:30 PM -3:00 PM,
2:00 PM – 3:30PM,
2:30 PM – 4:00PM,
3:00 PM – 4:30 PM,
or 3:30 PM – 5:00 PM

Please let me know which date works best, if any. I'll then send out a Doodle Poll to the rest of the committee members.

Thank you

Irving R. Uribe, M.F.A.
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