



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, Dhrupad Mamun, David Rivera (phone), and Yana Zheng
Also Present: Jeanne DeMasters, Robert Twible, Sunjay Bijlani, Eric Urevich, 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 Fabroni) 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 Dhrupad 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 (Dhrupad Mamun) 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: _____