

Hostos Association Meeting

Thursday, February 22, 2018 | 12:00pm – 1:00pm | C-559

Minutes

In attendance

- Nathaniel Cruz
- Thierno Diallo
- Inés Alejandro Soriano
- Ken Acquah
- Mauricette Gbenenoui
- Justin Arzola
- Jerry Rosa
- Inzamamdeen Kassim

Call to Order

- Meeting called to order at 12:20pm. Quorum established.

Additional agenda item

- Discussion about Hostos Association Audit added to agenda

Hostos Association audit

- City Comptroller auditors were here for 5 months
- Report filed 12/2017
- No major findings
- Concerns expressed by auditors
 - Catering
 - Some orders exceeded set prices
 - Attendance sheet not provided for all events
 - Gift cards
 - Not all gift card purchases included distribution lists
 - Orders and approval signatures
 - Not enough segregation of duties
- Many of the recommendations are already in place (example: attendance list for events, distribution list for gift cards)
- Once the audit is done, the auditors tend to return the next year (to monitor progress)
- Working on an action plan
- Redesigned some of the paperwork for better accountability and tracking
- CUNY Fiscal Accountability Handbook needs to be updated
- Need to create new Hostos fiscal guidelines

Review of minutes Budget Meeting 10/18/17

- Motion to approve minutes: Inzamamdeen Kassim, Thierno Diallo.
- Vote: 6, 0, 0 – motion approved

Review of line balances

- Ken Acquah presents a revised fee allocation report – all lines reviewed
- Actual totals may be slightly higher

- USS allocation goes directly to CUNY Central

Review of Earmark spending plans

- Children's Center
 - Tabled. No representative present.
- Health & Wellness – \$5,500
 - Question: Did you poll students regarding the fitness activities?
 - Yes. We also considered suggestions and student requests via e-mail.
 - Question: Can you provide a detailed breakdown of the Other Costs the next time?
Yes
- *Member Justin Arzola exits meeting at 12:28pm*
- *Member Inés Alejandro Soriano enters meeting at 12:29pm*
- Athletics (Sports & Recreation) – \$68,200
 - Question: What is the breakdown of the Coaching Staff line?
 - Cannot give breakdown of coaching staff because the decision about that teams to field are still being considered
 - Teams are supplemented through rentals – estimate of rentals = \$150,000
 - Advancing on tournaments costs more money (transportation, hotel, meals, etc.)
 - Women's Basketball team projected to go to Nationals (Championship Tournament)
- Leadership Development – \$5,770
 - Jerry Rosa presents on behalf of the Hostos Student Leadership Academy
 - Note: Proposal is over by approximately \$190 (of available line balance)
 - The \$190 will most likely be collected by June 30th
- Student Activities – \$10,000
 - Question: How are the funds for the Student Recognition Ceremonies used?
 - Used to support various planned events (example: SGA Gala, various induction ceremonies)
- SGA Stipends – \$32,000
 - VP of Student Affairs chose to collect stipend from USS
 - Motion to transfer \$2,080 from SGA Stipends line to SGA Programming line - Mauricette Gbenenoui, Inzamamdeen Kassim
 - Vote: 6, 0, 0 – motion approved
- SGA Programming – \$34,000
 - Summary given by Inés Alejandro Soriano

Assessment

- VP Cruz would like to discuss the following items at the next meeting
- Correlation of SGA platform and spending plans

- Correlation of strategic plan and proposals

Fall 2017 club budgets to disencumber

- Motion to disencumber \$3,000 from two unused club budgets – Thierno Diallo, Mauricette Gbenenoui
- Vote: 6, 0, 0 – motion approved

Fall 2017 budget transfer (Stipends to Programming)

- Motion to transfer \$1,600 from the Fall 2017 SGA Stipends line to the Fall 2017 SGA Programming line – Mauricette Gbenenoui, Inzamamdeen Kassim
- Vote: 6, 0, 0 – motion approved

Accountant's salary transfer

- Currently paid from Tax Levy (about \$42K)
- Association administrative agent should be paid from Association funds
- Last year – set out two (2) reserves
- Reserve 1 – 5% for contingencies (would use \$21K from this line)
- Reserve 2 – 10% for special events (about \$74,636 set aside)
- Motion to approve use of Contingency Reserve to pay half of administrative agent's salary – Inzamamdeen Kassim, Mauricette Gbenenoui
- Vote: 6, 0, 0 – motion approved

Graduation Reserve transfer

- VP Cruz – no Student Activity Fee (SAF) increase in the last 15 years (at Hostos)
- More grads now (over 700 more than before)
- Budget has not been adjusted
- More grads is a good thing, but you have to make up for it
- Motion to transfer \$74,636 from Special Events Reserve to Commencement line – Mauricette Gbenenoui, Inés Alejandro Soriano
- Vote: 6, 0, 0 – motion approved

Budget proposal pre-approval

- Motion to grant the Budget Subcommittee the power to pre-approve budget proposals prior to the next Budget Meeting – Mauricette Gbenenoui, Inzamamdeen Kassim
- Vote: 6, 0, 0 – motion approved

Adjournment

- Meeting adjourned at 12:54pm

Minutes by Jerry Rosa, Hostos Association Secretary