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
- Thieno Diallo
- 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