

AGENDA

Bronx Community College Association Inc. Board and Budget Committee

March 14, 2019

1:00pm-2:00pm

Language Hall, Sublevel

- A. Call to Order
- B. Review and approval of agenda
- C. Review and approval of the meeting minutes
- D. 2019 Commencement Budget Request
- E. Student Lounge Request
- F. Open Items
- G. New Items
- H. Adjournment

Bronx Community College Association, Inc.
Meeting of the Budget Committee
March 14, 2019
1:00-1:50 pm
Language Hall, sub level

Attendees: Seth Offenbach, David Taylor, Carmen Meyers, Manny Lopez,

Student Attendees: Carolina Valenzuela, Jeffrey Ewell, Quiana Berry, Anthony Cuevas, Christian Davila

Excused: Claudette Phipps, Irene R. Delgado, Joseph Ramos

Guests: Anthony Gatto, Gregory Rosenberg, Debra Gonsher

Budget Committee Meeting called to Order at 1:02 PM

Motion: (D. Taylor) to approve meeting agenda.

Second: Carmen Meyers

Motion carries by unanimous vote.

Minutes of the December 2018 meeting was reviewed. To be added to the December minutes is the motion that the balance of the Base Budgets earmark will be reviewed and awarded by the Inter-Organizational Council for the remainder of the 2018-2019 fiscal year to properly chartered BCC clubs and college wide organizations.

A budget request for the 59th (2019) Commencement Exercises was presented by Manny Lopez. Budget request summary is included below. Budget details included as attachment.

Motion: (Carolina Valenzuela) To approve 59th (2019) budget request as presented.

Second: Carmen Meyers

Motion carries with one abstention (Manny Lopez)

Item	Cost
Commencement Program	\$6520

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Tents, Chairs, Permits	\$35,550
Printing of Diplomas, duplicates, mailers	\$6520
Commencement Invitations	\$5770
Graduation Awards Ceremony Program Stock	\$600
Graduation Awards Ceremony Luncheon	\$4000
Balloon Arches, Pom Pom poles	\$3825
Certificate Paper and Jackets	\$400
Flower arrangements and mums	\$1200
Green/Gold Polo shirts for Volunteers	\$1400
Gifts for Graduates (smartphone holders)	\$5335
Sign Language Interpreters	\$400
Videography, Live Streaming in overflow locations	\$5500
Diploma Covers	\$4900
Honor Cords & Metals	\$3000
Grad rehearsal Ben & Jerry's Ice-cream truck	\$1600
Commencement e-Tickets	\$3,000
	\$89,520

Carolina Valenzuela presented a budget request for furniture to develop the Meister Lobby into a Student Lounge. The quotes for the furniture was not

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provided by the vendor. The body did not entertain a vote instead, requested an email with the line item budget proposal for the anticipated expenditures.

Motion: (M. Lopez) To adjourn

Second: (C. Valenzuela)

Motion carries by unanimous vote.

Meeting concluded at 1:45 p.m.

Respectfully submitted,

Manny Lopez

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Meeting of the Board
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Attendees: Seth Offenbach, David Taylor, Carmen Meyers, Manny Lopez

Student Attendees: Carolina Valenzuela, Jeffrey Ewell, Quiana Berry, Anthony Cuevas, Christian Davila

Excused: Claudette Phipps, Irene R. Delgado, Joseph Ramos

Guests: Anthony Gatto, Gregory Rosenberg, Debra Gonsher

Board meeting called to order by Jeffrey Ewell at 1:46 PM.

Motion: (D. Taylor) to approve meeting agenda.

Second: Carmen Meyers

Motion carries by unanimous vote.

Motion: (Carolina Valenzuela) To approve 59th (2019) budget request as presented in the amount of \$89,520.

Second: (Carmen Meyers)

Motion carries with one abstention (Manny Lopez). Budget detail included as appendix to these minutes.

The requested line item quote for the lounge proposal will be forward to the Board when the vendor submits the quote.

Motion: (M. Lopez) To adjourn

Second: (C. Valenzuela)

Motion carries by unanimous vote.

Meeting concluded at 1:59 p.m.

Respectfully submitted,

Manny Lopez

Bronx Community College Association, Inc.
Board Meeting
Thursday, December 13, 2018
1:50-2:00 pm
Language Hall, Lower Level

Attendees: (employees) Irene R. Delgado (convener), Carmen Meyers, Seth Offenbach, David Taylor, Manny Lopez

Attendees: (students): Carolina Valenzuela, Jeffrey Ewell, Latsha Lee, Yanilly Heras

Attendees: (external members) Claudette Phipps

Excused: Joseph Ramos (external member); Abdul-Samed Walker (student); Quiana Berry (student)

Meeting called to order at 1:50 PM by Irene R. Delgado.

Motion (Carmen Meyers): To approve the agenda of December 13, 2018.

Second: (Manny Lopez)

Motion carries by unanimous vote.

Motion (Carolina Valenzuela): To approve the meeting minutes of November 8, 2018.

Second: (Carmen Meyers)

Motion carries by unanimous vote.

A recap of proposals to the BCC Association Inc. Budget Committee was provided:

The Society for Plastics Engineers (SPE) budget request (\$2843.80)

The American Chemical Society (ACS) budget request (\$3,664.64)

The Inter-Organizational Council (IOC) budget request (\$10,000)

Balance of Base Budgets for FY 2018-2019 to be distributed to chartered clubs by the IOC

The Office of Health Services (OHS) budget request (\$29,440)

Partial budget request for the commencement 2019 (\$41,600)

Motion (Jeffrey Ewell): Omnibus approval of SPE, ACS, IOC, OHS, and Commencement.

Second: (Carolina Valenzuela)

Motion carries by unanimous decision.

Motion (Manny Lopez): To adjourn meeting.

Second: (Carmen Meyers)

Motion carries by unanimous decision.

Meeting adjourned at 1:50 pm.

Respectfully submitted by recorder Manny Lopez.

Bronx Community College Association, Inc.

Budget Committee

Thursday, December 13, 2018

1:00-1:50 pm

Language Hall, Lower Level

Attendees: (employees) David Taylor (convener), Carmen Meyers, Manny Lopez

Attendees: (students): Carolina Valenzuela, Jeffrey Ewell, Latsha Lee, Yanilly Heras

Attendees: (external members) Claudette Phipps

Excused: Joseph Ramos (external member); Abdul-Samed Walker (student);

Quiana Berry (student)

Meeting called to order at 1:04 PM by David Taylor.

Motion (Carmen Meyers): To approve the agenda of December 13, 2018.

Second: (Manny Lopez)

Motion carries by unanimous vote.

Motion (Carolina Valenzuela): To approve the meeting minutes of November 8, 2018.

Second: (Carmen Meyers)

Motion carries by unanimous vote.

The Society for Plastics Engineers (SPE) budget request was presented by Robert Josman. Summary of the budget categories are below and the budget detail is included as an appendix to these minutes. The budget request is for conference related costs for 5 students and 1 faculty advisor to attend the SPE ANTEC 2019 conference in Detroit, MI from 5/18 – 5/20, 2019. The SPE Club has an approved base budget of \$2000. The current request is for supplemental funds to the base budget.

- Airfare: \$1,416.60
- Accommodations: \$2,677.20
- Registration fees (5 students): \$750
- Request is for **\$2843.80**
 - \$4843.80 (total cost for trip) - \$2000 (base budget) = **\$2843.80**

Motion (Carmen Meyers): To approve SPE budget request up to the amount of \$2843.80. The cost for advisor's additional night of accommodation prior to student arrival will not be paid with activity fee.

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Second: (Latsha Lee)

Motion carries by unanimous decision.

The American Chemical Society (ACS) budget request was presented by Robert Josman. Summary of the budget categories are below and the budget detail is included as an appendix to these minutes. The budget request is for conference related costs for 6 students and 1 faculty advisor to attend the 2YC3 ACS 2019 conference in Orlando, FL from 3/28 – 4/2, 2019. The ACS has an approved base budget of \$2000. The current request is for supplemental funds to the base budget.

- Conference registration fee: \$1,225
- Airfare: \$1,843.18
- Accommodations: \$2596.46
- Request is for **\$3,664.64**
 - \$5,664.64 (total cost for trip) - \$2,000 (base budget) = \$3,664.64

Motion (Carmen Meyers): To approve ACS budget request up to the amount of \$3,664.64.

Second: (Latsha Lee)

Motion carries by unanimous decision.

The Inter-Organizational Council (IOC) budget request was presented by Yvonne Erazo. Summary of budget categories are below and budget detail included as appendix. The budget request is for club programming, including spring fair, general meetings of the IOC, and team building competition.

- Honorariums: \$1,020
- Meetings/Refreshments: \$5,880
- Trophies & Awards: \$3,100

A discussion ensued about the balance of Base Budgets earmark will be reviewed and awarded by the Inter-Organizational Council for the remainder of the 2018-2019 fiscal year to properly chartered BCC clubs and college wide organizations.

Motion (Latsha Lee): To approve IOC budget request as presented and balance of base budget to be distributed by the IOC.

Second: (Manny Lopez)

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Motion carries by unanimous decision.

The Office of Health Services Budget request was presented by Victoria King. Summary of budget categories are below and budget detail included as appendix. The budget request is for health programming and health supplies.

- Advertising and Promotion: \$600
- Contractual Services \$5965.46
- Dues/Subscriptions: \$400
- Equipment: \$6,100
- Honorariums: \$6,400
- Meetings/Refreshments: \$6,400
- Supplies: \$3,575

Motion (Latsha Lee): To approve Health Services budget request as presented.

Second: (Carolina Valenzuela)

Motion carries by unanimous decision.

A partial budget request for the commencement 2019 was presented by Manny Lopez. Summary of budget categories are below and budget detail included as appendix.

- Commencement tents: \$27,000
- Diploma covers: \$6,600
- Printed programs, Invitations, Envelopes: \$8000

Motion (Latsha Lee): To approve commencement budget request as presented.

Second: (Carolina Valenzuela)

Motion carries with one abstention (M. Lopez presented budget request).

Motion (David Taylor): To adjourn meeting.

Second: (Carolina Valenzuela)

Meeting adjourned at 1:50 pm.

Respectfully submitted by recorder Manny Lopez.