



Student Association Board of Finance

Meeting Minutes

March 31st, 2020 – 6 PM

Video Conference

I. Call to Order and Roll Call

II. Approval of the Minutes

1. Donelan – Motion to approve the minutes
 - i. Daquial - Second

III. Public Comment

1. None

IV. Chairs' Report

1. Samuel Salazar, Chairman of the Board of Finance
 - i. Sorry if I look dead; I'm in the middle of updating our huge excel. Let me show you. The ones in green reflect our changes. The yellow ones need to be reviewed when we balance the budget because there are donations. We will do appeals today and review them. A lot of groups have been appealed. The red ones need to be done again because we approved the amount, but the totals didn't add up. The computer didn't save the breakdowns, so I had to redo it. It has been a lot of work, but I am almost done with it. The internal isn't reflected yet because we aren't done balancing. As of right now we have allocated \$75,000 for appeals. We've allocated over 3 million dollars. We are in a deficit 325,052.01 so we need to balance this. Let's get through the Senate stuff first.
2. Molly Donelan, Vice-Chairwoman of the Board of Finance
 - i. No report

V. Comptroller's Report

1. Tony Kelley, Comptroller

- i. Right now, I got an email for the budget director for UAlbany. They're working with the University on refunds. He got us a little confused. He requested a list of reduced activities and reduced fees. They spoke about some GSA services continuing. They said they are under pressure to turn this around quickly. We can't do that because there are things we paid for and things that are still in the works. Payroll is a big expense for us and will continue throughout the year. I'm working on the report right now of clean expenditures and raw expenditures. I will make a word document for them. We will not be providing a refund. I heard we will be pushed. I will ask them if they will be refunding tuition if they try to press us about it. If we can, you can too. I forewarned Pam about that. SA will not be pressured.
 1. Zhang – To the tuition point, there is a difference between in-state and out-of-state tuition. Out of state students pay over \$12,000 to get the in-person experience. If I registered for online classes, it would've been \$4,000. It's an \$8,000 difference. I want to add more context – they want us to refund the \$110 student activity fee when they are withholding thousands from students
 2. Salazar – I am in total support of not refunding the fee. On the surface it might look bad, but we have dedicated to our staff that we will continue to pay them. By giving them their paychecks, continuing internal operations, and following through on our contracts, the money is not going to waste. We are pushing things to next semester. The fee is governed by us, not the university. We have every right to make sure there is no pressure. We are our own student government and we can do what we what according to SUNY policy.
 - a. Zhang – If you need, it came from SUNY that all student activity fee refunds are the discretion of the student government. Austin Ostro fought hard for that. He will fight even more on his home campus if they are to do anything acting otherwise. I will make a call if necessary.

VI. Senate Report

1. Tanner McCracken, Ranking Member of the Appropriations Committee
 - i. The group never confirmed on Sunday, so our meeting was cancelled. I'm not sure if we can receive appropriations requests anymore. Are the director appointments counting for this year or next year?
 1. Comptroller Kelley – This year.
 - ii. McCracken – I will reach out and see if we will have a meeting this Sunday
 1. Salazar - Chairman Chin said the last meeting will be for next year's legislative session. I don't know how that will come into play.
 - iii. Donelan – Motion to go into new business
 1. Daquial - Second
 - iv. Donelan – Motion to move SAFRA to top of new business
 1. Daquial - Second
 2. Zhang – object – The first agenda item is just renaming the committees.
 3. McCracken – I think we should bang out the first three and then do SAFRA
 4. Donelan – My only concern is that language in the other bills may conflict with SAFRA
 - a. Donelan – Rescinds motion
 - v. Donelan - Motion to move SAFRA to the second legislative item
 1. Daquial - Second

VII. Budgetary Business

1. Appeals Consideration
 - i. BASIC
 1. TABLED
 - ii. Pre-Dental
 1. TABLED
 - iii. Hillel
 1. TABLED
 - iv. Knemesis
 1. TABLED
 - v. Cornerstone Campus Ministry
 1. TABLED
 - vi. College Republicans
 1. TABLED

- vii. BLU
 - 1. TABLED
- viii. Turning Point USA
 - 1. TABLED

- 2. Balancing the Budget for FY 2020-2021
 - i. TABLED

VIII. Unfinished Business

- 1. None

IX. New Business

- 1. S.1920 – Updating Bylaws (Conway)
 - i. Daquial – Point of information – there is no committee vote. Is that ok?
 - 1. Salazar – No that is not ok. I didn't put it.
 - ii. McCracken - Why did it go to rules first?
 - 1. Salazar - All bylaw changes to go rules first.
 - iii. Zhang – can we keep an eye out for changes in this bill and changes in SAFRA? As I was reading through SAFRA, I saw that you went ahead and changed the names too.
 - iv. Salazar - SAFRA will reaffirm this so the language can be struck here and we can keep it in one bill.
 - v. Daquial – Motion to strike f-i
 - 1. Donelan – Second
 - vi. Donelan – Motion to approve
 - 1. Daquial. Second
 - 2. Vote: 4-0-1
- 2. S.1920 – Student Association Financial Reform Act (SAFRA)
 - i. Salazar – deletion of 303.3. - I moved the Comptroller to their own section in 500s. The Constitution says that the Board of Finance is the only entity that can touch the Comptroller, so this was an error in original bylaws that is fixed here.
 - ii. Salazar – 500.2 - The Chair will be responsible for calling all meetings and sending an agenda. They are going to create a fiscal schedule- it is important to plan ahead. Chair and Vice chair will responsible for maintaining all records.
 - iii. Salazar – 500.3 - Vice Chair shall assume the duties of the Chair in absence or at request of the Chair and shall regularly meet to assist with creating the fiscal calendar—this something that has already been happening all year and is just being directly stated in the bylaws now.

- iv.** Salazar – 500.4 - This part is important, Molly suggested it. This will be clarifying our impeachment process. It's unfortunately been an issue this year. Rescinding the voting rights is essentially the same as impeachment, but we had to wait for the Rules Committee to actually impeach. Now, they will be impeached by the Board of Finance and then referred to the Rules Committee. It will be easier to find quorum in the future if this change is made
- v.** Salazar – 500.5.2 – The conference committee means that every 3 years, the finance bylaws will be reviewed. Rules and BOF will mesh together, along with comptroller to form a committee. These bylaws haven't been updated since 1991 which is a problem. This will provide a mechanism to regularly update the bylaws
- vi.** Salazar – 500.6.2 - I don't think we should do a survey to review the Office of the Comptroller. We should review an employee by a holistic rubric. We shouldn't leave it up to students to conduct an internal employee evaluation.
- vii.** Salazar – 500.7 - Since the Board of Finance is the independent fiduciary, we are changing it to the standard evaluation form. The Appropriations Committee is supposed to do it and so should the Board of Finance. It's valuable for the budget process. I copied and pasted the viewpoint neutrality clause from the bylaws under SEF.
- viii.** Salazar – 500.8 - I put our selection process for the Comptroller and Deputy Comptroller in here. It was great that we selected the Comptroller early so they can get trained early. This only happened this year, but we want to ensure that an early selection process occurs in the future.

 - 1. Daquial – If we decide in the future to give a stipend to the assistant, where would that come from?

 - a. Salazar – It would be under personnel
- ix.** Salazar – 513.2 - Student active fee policy – we are going to have a conversation about this. I want ticket policy consolidated in one piece.
- x.** Salazar – 501 - I saw a structural issue with the powers of enforcement. The Board of Finance is the independent fiduciary, and the Comptroller reports to the Board of Finance. You need checks and balances within that. Board of Finance is the oversight branch for the Office of the Comptroller. This part

changed it from Oversight to Boss. Having a Board that can overturn everything the Comptroller does seems ineffective. I wouldn't feel comfortable if I froze an organization or budget line and some other entity unfroze it.

1. Zhang – I was going to ask that too. It doesn't sit well with me for that to be taken out. It is respecting each other's jurisdiction.
2. McCracken – I respect the position of Comptroller and decisions that need to be final when they're operating. After the comptroller interview, Tony said when they make a decision it will be final. This is checks and balances. If they wish to appeal there is somewhere to go. When I read it, I saw it as passive oversight. But I see where you're coming from. I think it would be good for Board of Finance to review what the Comptroller freezes.
3. Daquial – POI – If we go with recommendation of Comptroller, is Senate allowed to unfreeze?
 - a. Salazar – It's weird. Let's say we go back to the old version, only the party that froze it can unfreeze it.
4. Comptroller - My concern is that the only reason you can freeze an organization is if they broke a rule. I can't do it because just because I want to. I have to show that they violated a bylaw or something in the financial literacy exam. Freezing an organization isn't like pressing a button. I have to go to Pam and show what happened. The University is going to ask what they did. We need a justification provided.
5. Zhang – I think we should put back 501.2 and not strike it completely. Can we say Board of Finance can override if 2/3?
6. McCracken – I understand the Comptroller's concern about 501.1. when you say Board of Finance have final right and it trumps anything else, it wouldn't be beneficial to have Comptroller undo it. The only way to do that is to involve a third party. I like that senate is informed but they shouldn't have a vote on it. The Comptroller throughout the year will freeze budgets more than the Board of Finance.

7. Salazar – I feel like we should get rid of 501.1 and work off the next clause.
8. McCracken – Motion to remove 501.1
 - a. Donelan – Second
9. Donelan - Motion to add “by a 2/3 vote” to new 501.1
 - a. Zhang – Second
- xi.** Salazar - 501.3.1 says a group overspent when they exceed their budget and income. 503.4 conflicts. I think the change makes sense overall. This establishes checks and balances. I got rid of it because in my opinion, senate will politicize it. If you overspend your budget, you’re not upholding financial responsibility. The Comptroller reviews every PR. You see what is in your account. There’s no need for exceptions
- xii.** 501.5 - Donelan – Motion to change treasurer’s handbook to financial literacy handbook
 - a. McCracken – Second
 2. Comptroller – Can you change it to office of comptroller or designee?
 3. Donelan – Motion to change to “office of the comptroller or their designee”
 - a. Daquial – Second
- xiii.** Donelan – I think anyone who oversees any budget, internal or external, should be taking the exam. We had the issue this year where the President did not take the exam and then was violating proper procedure. We could use the general word of “signatories”
 1. Donelan – Motion to add under 501.6.1 “All student organization signatories and Student Association officers responsible for executing a budget...”
 - a. McCracken - Second
 2. Donelan - Motion to change all mentions of student group to student organization
 - a. McCracken - second
 3. Motion to change “financial literacy exam”
 - a. Simon – Second
 4. Donelan - Motion to approve **503.5.1 – All Presidents and Treasurers, or their equivalents, ~~and student association officers responsible for executing a budget~~ All student organization signatories and Student Association officers responsible for executing a budget**

must attend financial literacy training given by the Student Association before taking the ~~Finance By-Laws Exam~~ **Financial Literacy Exam** in the beginning of the academic year. If the assigned student leaders do not attend, they will be denied access to the Finance By-Laws Exam and any allocated funds given by the Student Association.

a. McCracken - Second

- xiv.** McCracken – Motion to unstrike 5004.4.1 and 500.4.4.2
 - 1. Zhang – Second
- xv.** Salazar – 505.1.2.1 - This year we made the budget meeting mandatory and it worked out much better. This bylaw will continue that for future years.
- xvi.** Donelan – Motion to change President and Treasurer to signatories
 - 1. Zhang – Second
- xvii.** Salazar - When it comes to appeals, we deny due to a lack of information Appeals is the chance for Constituent Relations to give us that information.
- xviii.** Salazar – 505.1.2.5 - This year we had President-elect Adesanya and Comptroller Kelley work together on the budget proposal. This bylaw makes that a rule for the future
- xix.** Salazar – 505.1.8 - I created a signing ceremony. It is important that the budget gets signed. It didn't get signed this past year.
 - 1. McCracken - Motion to make the order of signing: President-elect, Comptroller-designate, Vice President-elect, Comptroller, Board of Finance Chair, Board of Finance Vice Chair, Senate Chair, Senate Vice Chair
 - a. Zhang – Second
- xx.** Donelan – Motion to take a 5-minute recess
 - 1. Zhang
- xxi.** Zhang - Motion to add “it can be opened up until the midterm point of the fall semester as defined by the registrar’s office” to 504.1.11.1
 - 1. Donelan – Second
- xxii.** Donelan – Motion to change “Emergency Spending Line” to “Contingency Line”
- xxiii.** Salazar – 505.5.1 - I changed two to one semester. One semester should suffice.

1. Comptroller – The budgets are going to grow faster than you can keep up with. If you can't make sure they go to appropriations for two semesters in a row they don't deserve a budget. It's not an intricate process. Just come with a breakdown. By putting it to 1 semester, we will have everyone coming in for budgets at the same time. People will be able to get budgets so quickly. I would be in favor of raising the allotment to possibly 4 or 500.
2. Zhang – I agree. You need to be active for at least two semesters. I've seen groups come and go. There should be a real amount of effort. What can we do for groups that get caught in the cycle of a bad e-board?
 - a. Comptroller - I am very empathetic but this is the point where I have to separate empathetic and sympathetic. I feel for them with the changes they go through, but one thing worth noting that we have to look at the organization as a whole. We can't give someone more leeway because we are looking at organizations, not people. We don't need to consider that right now. We need to keep organizations separate from people
 - b. McCracken – I have to agree. I think two is the safer option. We need to have a conversation about it being a tough process. There is a huge transition of leadership and organizations die. You only have about a month before you have to submit your budget. If you don't get it in there, they can go to appeals
 - c. Daquial I agree with Tanner. I thought two semesters was too much initially, but Comptroller Kelley makes a point that if we do this, we are going to see how we will balance it out next spring. The Board of Finance will be stuck with so many groups and have to make hard decisions. With that I motion to strike the edit
 - i. Zhang - second

xxiv. Donelan – motion to amend 505.5.2 from \$250 to \$500

1. Zhang – Second
2. McCracken – objection – I was going to advocate for \$300. I think that's a fair increase from where we were.

Having that much money to get started is a fair amount. I think doubling it is wrong. It's a lot of money for your first semester.

3. Comptroller – When you make the amount, if we do 300, it will be uneven. Making it \$400 would make sure it comes out clean
 - a. Simon- It should be an even number so we can have a set number of groups that can get the max amount
 - b. Donelan – withdraws motion
- xxv.** Donelan – Motion to amend to 505.5.2 to \$400
 1. Zhang - Second
 2. McCracken – objection - I'm not going to increase the number just because it doesn't come clean. Not everyone gets the maximum. I am more willing to keep the price down than get a clean number. I think it should be no more than \$350.
 3. Simon – I had students in office hours asking for more than \$250 because they had other events they wanted to support. I suggest \$400.
 - a. Zhang – Motion to call to question
 - i. Simon – Second
 - ii. Vote: 4-1-1
- xxvi.** Salazar – Comptroller Kelley, do you think everything in revenue is ok?
 1. Comptroller – Yes
- xxvii.** Donelan – Motion to strike 503.2
 1. Zhang – Second
- xxviii.** Donelan - Motion to add 502.1.2 language
 1. McCracken – Second
- xxix.** Donelan - Motion to add to 502.1.5 to include the Vice President
 1. McCracken – Second
- xxx.** Donelan - Motion to amend 502.1.10 to read: “No officer of the Student Association who is an authorized signatory on the University Auxiliary Services (UAS) account shall have signatory power for their student organization.”
 - a. Zhang – Second
- xxxi.** Salazar – 504.10 and 504.11 - We shouldn't accept gifts and donations

1. Zhang – What about gifts for speakers?
 - a. Comptroller – Historically we give them SA merchandise. I have never approved of a gift for a speaker. You typically give them something you already have like an SA bottle or keychain, but I won't buy them something new. For groups, if any gift should come, it should come out of income.
- xxxii.** Donelan – Motion to implement 504.11 as “The Student Association shall not use any Student Activity Fee funds to donate to any cause unless approved by the Board of Finance by a two-thirds (2/3) vote. This would be in accordance with the Student Activity Fee Policy.”
 1. Zhang – Second
- xxxiii.** Salazar – 521 - I made the changes to credit card policy so it doesn't get politicized. This includes the changes that Tony has made to the Office of the Comptroller this year. I made it so that the SA card cannot leave the office or be electronically distributed.
- xxxiv.** Donelan – Motion to implement 512.2.1 as “The Credit Card shall be in the official possession of the Student Association at all times. The Credit Card shall not leave the Student Association physical office of the Comptroller without the written permission of the Comptroller and Campus Designee. The Credit Card should also not exist in electronic form or on any individuals personal portable electronic or electronic device(s).”
 1. Zhang - Second
- xxxv.** McCracken – I don't think we should strike the President's approval. President is top dog. I understand the situation we had, but that does not mean we should structurally take away that power. The president is at the top of the organization
 1. Comptroller - In order to use the credit card you will need the PR submitted and authorization by the Comptroller and Campus Designee (Pamela Alexander). Then you can purchase it. Let's say President Ariel Nunez wanted to push something through-- it would get kicked back because I'm still available to push it through. This is where the problem was in the investigation. The President is able to authorize a credit card transaction because they have a physical card even though they are

supposed to follow the procedural steps. It wasn't being done this year. This is for internal controls.

2. Zhang – Must have the Comptroller's approval and the President can only approve with written consent from the comptroller
 - a. Comp – Basically it's saying a PR needs to be put in first
 - b. Zhang – President should need written confirmation about approval
- xxxvi. Donelan – Motion to implement 521.2.1 to read: "Prior to the use of the card, the user must submit a purchase request indicating their intent to use the card, as well as a justification for using the card in the memo section of the request. Before the card may be used, the request must have the Comptroller's **approval** and/or President's approval. ***The President shall be able to approve usage in written consultation with the Comptroller.***"
 1. Zhang – Second
- xxxvii. Salazar – 521.3 - For the oversight there was conflicting language. The Appropriations Committee is listed but they do not investigate.
 1. Donelan – Motion to implement 521.3.1 to read "Each monthly statement and all applicable records shall be reviewed by the Board of Finance. Any charge deemed questionable by two or more Board of Finance members shall be reported in writing to the Comptroller. ~~the President, and the Appropriations Committee.~~"
 - a. McCracken – Second
 2. Donelan – Motion to implement 521.3.1.1.1 to read "The Board of Finance, ~~in conjunction with the Senate Appropriations Committee,~~ shall have full discretion over investigating and/or taking any necessary actions to ensure all authorized cardholder(s) uphold their responsibilities to the Student Association."
 - a. McCracken - Second
- xxxviii. Comptroller – 522 – It should be the comptroller and/or president and campus designee. An example of wire transfer is when I needed to get boats for Dippikill. Randy had to transfer money from one account to the other in order to do that

1. Donelan – Motion to implement 522.1 to read: “The wire transfer form must be completed before any Student Association wire transfer can be made. The form must be submitted to ~~the Financial Manager~~, the office of the Comptroller, ~~and the Board of Finance~~. The form must be signed off by the ***Student Association Comptroller, and/or Student Association President and the Campus Designee***
 - a. Zhang - Second
- xxxix.** Donelan - Motion to implement budgeting bylaw 520.8.3 to read: No stipend shall be decreased without written consent from the person whose stipend would be affected.”
1. Zhang – Second
- xl.** Donelan - Motion to implement 520.9.1.1.5 to say 513.9.1.1.5- Office hours must be posted upon establishment. Office hours are to be visibly posted in the SA office”
1. Zhang – Second
 2. McCracken – For the Chief of Staff board, should it be the Vice President as well?
 - a. Comptroller – that is in the Chief of Staff’s job description
- xli.** Donelan – Motion to implement 520.9.1.3.1 - All officers receiving a stipend must clock in and out for their office hours through the time clock, to be reviewed by the ***President, Comptroller***, Executive Office Manager, the Vice President of the Student Association. ~~the Vice Chair of the Senate~~ ***The*** Committee on Oversight and Reform ***shall have the power to request the information from the time clock.***
1. Zhang - Second
- xlii.** Donelan – Motion to implement 520.9.1.3.2 to read: In the event that the time clock is not functioning, all officers receiving a stipend must sign-in and sign out for their office hours at the Front Desk with the Administrative Assistants, to be reviewed by the ***President, Comptroller***, Executive Office Manager, the Vice President of the Student Association. ~~the Vice Chair of the Senate~~ ***The*** Committee on Oversight and Reform ***shall have the power to request the information from the time clock.***
1. McCracken – Second

xliii. Donelan - Motion to implement 520.9.1.5.1. to read “If an officer is not performing their duties, *their respective supervisor shall meet with individual to determine ways to avoid the problem and grow from it. They shall use performance appraisals as a basis of performance of duties. Should another infraction occur their supervisor must inform the Oversight and Reform committee about the infraction. It will then be up to the Oversight and Reform Committee to determine the appropriate sanction.*

1. McCracken - Second
2. Comptroller - I don't think oversight should be brought into it when it's a dispute between members of one branch.
3. McCracken – I understand they are part of Senate, but they are able to conduct Oversight & Reform over all branches of SA. I understand what you mean about keeping the story local though.
4. Comptroller – It's up to the supervisor to discipline staff. Let's say the Deputy Comptroller isn't doing his job and I have a conversation about it. Then if I have to have another conversation, then I'm forced to go to Oversight & Reform which complicates the process. The only reason Oversight & Reform should get involved is if they receive a complaint
5. Zhang – I agree with Tony. If there's an internal issue in the executive branch it's better to keep it between the parties involved to protect the privacy and keep things from getting messy and petty. If they can't come to a solution the supervisor can take further action if needed
6. McCracken – I think we are misinterpreting. If there's another infraction, then the supervisor has another option. This isn't about personal issues; it's about not performing their duties. If personal things come up, that should be 1 on 1 with the supervisor. It will be up to Oversight and Reform to make sure they are performing their duties.
7. Zhang – can we amend it to say serious infraction?
 - a. McCracken – would you say a violation of eating in office, that's not an officer not performing their duties?

- a. Salazar – Objection – I don’t see the point in consultation because they’re already a senator that knows how senate operates. They are acting chair at the time. I don’t think there should be consultation.
- b. McCracken – I don’t think the Chair of the senate is a dictator and the Board of Finance chair shouldn’t be either. Conversation should take place for special procedures. The procedure can be overridden by senate anyway. If you are bringing the Board of Finance Chair into senate, formal consultation should be had.
- c. Salazar – I see the point for consultation. There is already communication. Yield time to Chairman Nicholas Chin
 - i. Chin – All that Senator McCracken is saying is that the Board of Finance chair should consult with the Senate Chair. I didn’t have to agree but I was still consulted
- d. Salazar – define consultation
 - i. McCracken – Formal consultation is a conversation. The Chair of the senate can’t appoint people to committees without consultation of Vice Chair. You should have a consultation with Chair of the Senate
- e. Salazar – Withdraws objection
- 2. Salazar – 511.6.1.4 - Motion to have this read: ***“Special Rules of Procedure shall be followed during this special session. The Rules shall be created by the Chair of the Board of Finance upon consultation with the Chair of the Senate.”***
 - a. McCracken – Second
 - b. **Chairman Salazar resumes chairing**
- iii. McCracken – 508.2 motion to replace “veto” with “override”
 - a. Donelan – Second
- iii. Donelan – Motion to approve the Student Association Financial Reform Act
 - 1. Zhang - Second
 - a. Vote: 4-0-1. Student Association Financial Reform Act is approved.

3. S.1920 – Finance Bylaws (Conway)
 - i. Donelan – Motion to deny
 1. Zhang – Second
 - a. Vote: 4-0-1. Finance Bylaws (Conway) is denied.
4. S.1920 – An Act to amend the Affordable Testing Act Application Requirements (Yanqui)
 - i. Zhang – This is good because you need to pay for an official transcript
 - ii. Donelan – motion to amend “and” to “or”
 1. Zhang – Second
 2. McCracken - Objection
 - a. Donelan – If all of these items show that the applicant meets the GPA requirement, they should only submit one
 - b. Zhang – The letter from the National Student Clearinghouse, it shows that they are a student here
 - c. McCracken – I would be in favor of “and/or”
 - d. Donelan – withdraws motion
 - iii. Donelan – Motion to amend “and” to “and/or”
 1. McCracken - Second
 2. Zhang - objection – It will be confusing for who is implementing it. We should be clear instead of making it optional for whoever is submitting.
 3. Donelan – withdraws motion
 - iv. Donelan- motion to call the bill to question
 1. McCracken – Second
 - a. Vote: 4-0-1 Amendment to ATA is approved.
5. Donelan - Motion to table budgetary business
 - i. Zhang – Second

X. Closing Roll and Adjournment

1. Donelan – Motion to adjourn
 - i. Zhang - Second