

**Hostos Community College
Auxiliary Enterprises Corporation (AEC)**

**Board of Directors Meeting
Tuesday, April 26, 2022, 3:30 PM
via Zoom**

Board Attendees

Esther Rodriguez-Chardavoine; Shiang Kwei Wang; Albert Lai (for Ken Acquah); Fanny Dumancela; Johanna Gomez; Iris Mercado (faculty); Shirley Shevach (retiree); Omar Pagan (student); Bouampoundi Thiombiano (student); Junior Carela (student); Jeremy Whyte (student); Brayan Castro (student); Abigail Boateng (student)

Absent

Ken Acquah; La Toro Yates

Other Attendees

Su Ng

Agenda

- Welcome and introduction of new board members
- Conflict of Interest Policy & CUNY Auxiliary Enterprises Corporation Guidelines
- Budget Proposals
- Financial Report – Fiscal Year 2021-2022
- Adjourn

Proceedings

Meeting called to order at 3:35 pm by SVP Esther Rodriguez-Chardavoine, AEC President.

Note: Abigail Boateng arrived after the start of the meeting.

- Each attendee of the meeting briefly introduced themselves.
- SVP Rodriguez-Chardavoine explained the Conflict of Interest Policy and its importance. A copy of the document had been sent to each board member prior to the meeting. Every board member must review the policy, sign the document and return it to the SVP's office (Ms. Brenda Linen in the Office of Administration and Finance).
- SVP Rodriguez-Chardavoine presented two proposals for the board's consideration:

1. The CUNY Board of Trustees (BOT) had passed a resolution that CUNY colleges cannot use tax-levy funds to purchase food, cups/plates/utensils, and honorariums. The SVP and Budget Office has proposed the following AEC funds for the divisions to use for those purposes in light of the BOT resolution.
 - Division of Academic Affairs - \$5000
 - Division of Student Development and Enrollment Management - \$5000
 - Division of Institutional Advancement - \$3000
 - Division of Administration and Finance - \$3000
 - A motion to approve the earmarked amounts for the divisions to use for food, cups/plates/utensils, and honorariums was passed unanimously.
 2. Sarah Brennan of the Office of Academic Affairs (OAA) submitted a proposal to SVP Rodriguez-Chardavoyne requesting funds for the Honors Convocation for food, security, and cleaning services. The Student Government Association (SGA) is contributing to the event as well. The Honors Convocation has typically been a collaborative effort between OAA and SGA.
 - A motion to move funds to OAA for Honors Convocation was passed unanimously.
- Albert Lai, on behalf of Ken Acquah, presented the AEC financial report. He noted that there was a formula error that resulted in double-counting the revenue for the forecast in the budget report that was distributed to the board. A corrected version is attached to this set of minutes.
 - The financial report presentation led to a discussion of potential revenue generation.
 - HCC is eager to provide students, staff, and faculty with food options in the cafeteria. HCC has signed a contract with a grab and go food vendor but they have had delays in opening. The college is searching for a hot food vendor. During the pandemic, many hot food vendors went out of business. AEC has not yet received any commission revenue from Canteen, the vending machine vendor.
 - HCC has been opening the college campus slowly but is keeping it at a low capacity to be on the safe side. This has significantly affected parking revenue and space rentals on campus. Federal stimulus funds have helped the college recoup losses.
 - Jeremy Whyte offered a few suggestions for generating revenue from his experience at a previous college.
 - SVP informed new members that the revenues generated from the Hostos Center for Arts & Culture goes back to the venue. Similarly, any revenue generated from the space rental of the gymnasium and the pool goes to Hostos Athletics to support the college's student-athletes.
 - We will continue to look for ways to bring in revenue.
 - Prior to adjourning, SVP reminded the group to send their signed Conflict of Interest Policy to the Office of Administration and Finance.

Meeting adjourned at 4:35 pm.

Minutes submitted by: Su Ng