



Board of Directors Meeting Minutes
Wednesday July 17, 2019 - 12:00 noon; Student Center Reading Room

Directors Present were:

Richard Bentley, Administration
 Janalie DeShong, Administration
 William Gerdes, Administration (proxy to Mr. Bentley)
 Sergio Maffettone, Administration
 Charis Ng, Administration
 Meg O’Sullivan, Administration
 Shirley Eisner, COM Faculty
 Brigitte Desport, CHRP Faculty
 Maria Rosario-Sims, CON Faculty
 Julie Rushbrook, GS Faculty
 Michael Cupelli, GS Student
 Alice Herchek, COM Student

Jordana Schmidt-Swartz, COM Student
 Charles Park, CON Student
 Alyson Clarke, PH Student (proxy to Mr. Park)
 Augustine Gnalian, CHRP Student

Invited Guests Present Were:

James Fuccio, Counsel
 Anthony Condoleo, FSA Interim Controller
 Mufutau Sadiku, FSA
 Schuyler Hooke, Recording Secretary

- 1) **CALL TO ORDER:** Mr. Bentley called the meeting to order at 12:05 p.m. with quorum being present. Since there are several new student Board members elected since the last meeting, a roundtable introduction was conducted.
- 2) **SECRETARY'S REPORT:**
 - a) Mr. Bentley reiterated to all the importance that all Board members familiarize themselves with the FSA Board of Directors Handbook (link) which is available on-line.
 - b) The draft minutes from the prior meeting held [April 17, 2019 \(link\)](#) had been previously emailed for review. The following motion was made by Dr. Eisner, and seconded by Dr. Rosario-Sim:
MOTION: To approve the corrected April 17, 2019 minutes as presented. **Motion carried unanimously.**
- 3) **PRESIDENT’S REPORT** Richard Bentley
 - a) **Parking Update.** There are many aspects that remain pending ongoing committee meetings and a campus-union rate settlement. On 5/27/19 FSA began operating the front door valet service, and parking lots at 355 Lenox Rd, 225 Clarkson Ave, and began 324 Winthrop St operation on 7/1/19. The UPolice Parking Office continues to manage 329 Clarkson Ave and 711Parkside Ave locations. Plans for KCH parking locations (600Albany Ave lot and KCH Garage at 581 Clarkson will transition once a campus-union rate settlement is achieved. Contracts in place include:
 - i. **FSA-SUNY:** to add Parking Services to the services provided by FSA to the campus. Contract valuation is based on the annualized model plan (all parking locations in full operation at current rates) for the term of the contract (3 years remaining in the 5 year contract). FSA’s current annual budget are based on the model plan rates and remain subject to change as phase-in transition of full parking plan evolves, and campus-union negotiations continue.
 - ii. **FSA-DMC Parking Mgmt LLC:** The Lot Operator (same operators of Kings County Parking locations which formed new corp to keep separate their services to Downstate vs KCHC). The Lot operations include all daily parking attendant staffing and management, as well as all parking control software and hardware, supplies and miscellaneous expenses.
 - iii. **FSA-HSCBF:** Giving FSA the license to operate parking facilities owned or leased by HSCBF. FSA will only pay HSCBF to the extent there is revenue available to pay HSCBF. Where Customer Parking income does not meet the contracted Lot operator payments due, HSCBF will guarantee the payment to the Lot operator, thus appropriately insulating and maintaining FSA financial integrity with cash flow to operate all parking services.

The U Police / Downstate Parking Office will continue to determine all authorized parkers and lot assignment. Upon question of Board member liability, Mr. Fuccio also confirmed that we have insurance to make sure that there is no personal liability for any board member. Once the Union agreements are in place, the rate for parking in all affiliated lots will be the same for all users, and the budget for the FSA will have to be revised.

- 4) **OPERATION'S REPORT:** Anthony Condoleo presented attachment 1 [FSA Operations Report 2019-07-17](#)
- a) Mr. Condoleo gave a quick overview of FSA income and expenses through 5/31/19. Discussions with campus CFO continue to work toward planned staffing of permanent business office management, and the Business Office Blackbaud accounting system training for increased efficiencies.
 - b) Children's Center of SUNY at Brooklyn, Inc. (CCSB) is a Trust and Agency client of the FSA and responsible for their own accounts, but as part of new mandated NYC Universal Pre-K funding support, CCSB is required to have annual audits. These were neglected by CCSB for the last two years due to lack of CCSB funds and FSA is now assisting CCSB getting this done as quickly as possible. CCSB needs to fill vacant Treasurer and P/T bookkeeper as well as engage annual auditors.
 - c) FSA's year-end audit is planned to be ready by 8/20 (due date to provide audits to SUNY System Administration (Albany)).
 - d) Bookstore numbers are better than projected but still operating at an annual loss largely due to unfilled Manager role and are minimally staffed in order to control the overall annual FSA loss that is ultimately subsidized by the HSCB Foundation. Question raised about closing the bookstore, and suggested that we look at rebranding and remarketing it away from "bookstore", and diversifying product. Is there a possible location to move it? This discussion is ongoing and will have to be acted upon after parking implementations are accomplished.
 - e) We continue to discuss and still desire the hiring of a fulltime Business Manager to manage the shared Business Office (serves both the FSA and HSCBF), which collectively warrant a full-time Manager.

5) **TREASURER'S REPORT:** Sergio Maffettone

- a) Mr. Maffettone presented the Proposed Budget [FSA Proposed Budget 2019-20](#) (attached). FSA budget includes reductions in Zipcar and Chase ATM commission revenue. Chase had informed FSA that they will not be renewing their FSA-ATM contract when it expires in September. The campus (State) is procuring new campus commercial banking services to include ATMs. Zip-Car remains affiliated with FSA/Downstate but the two Downstate fleet cars will be merged with the Zipcar fleet at King's County due to State E34th St garage and therefore there is no longer any FSA revenue from Zipcar. This proposed budget is based on parking financials at full operation, but full operation remain contingent upon a campus agreement with all Unions. Therefore, this tentative Budget will require review and adjustments after the Unions reach an agreement. Following discussion, Ms. O'Sullivan moved and Mr. Deshong seconded:

MOTION: To approve the FY 2019-20 FSA budget as presented. **Motion carried unanimously.**

6) **NEW BUSINESS:**

There was no new business items raised due to time constraints.

7) **ADJOURNMENT:**

With all business before the board concluded, Mr. Maffettone moved and Dr. Desport seconded that:

MOTION: The meeting be adjourned at 1:05 p.m. **Motion carried unanimously.**

Respectfully submitted by:

Meg O'Sullivan, Secretary

Reminder: Next Quarterly Board meeting is scheduled for Wednesday, October 16th, 2019 (noon; Student Center Reading Room.); *Subsequently rescheduled to Wed 10/30/19 in order to include final PA audit presentation.*



July 16, 2019

**FSA Board of Directors
 Operations Report for July 17, 2019**

1. **Business Office Activities** –Since last BOD meeting on April 17, 2019:
 - a. **Monthly Reports:** FSA Account holders can continue to obtain current daily balances or specific transaction inquiries by contacting Daniel Minnock in the FSA Business Office.
 - SAF and TA statements issued for the period ending May 31, 2019.
 - b. **Blackbaud Financial Edge:** To date there has been no schedule set for formal training on the Blackbaud (Bb) accounting software. We hope to reach an agreement very soon regarding this training that HSCBF had committed to when FSA agreed to implement the common Bb software used by HSCBF.
 - c. **FSA 05/31/19 Audit:** The annual audit is preliminarily scheduled to begin by CPA auditors and tax preparers (EPFR Group LLP) for the beginning of August. The FSA office with the help of DSJ is working through the year end prep in anticipation of EPFR's arrival.
 - d. **Children's Center 08/31/17 & 08/31/18 Audit:** The audits for the years detailed are being performed by CPA auditors and tax preparers (EPFR Group LLP). They audit requests began in early June and are currently in process. We hope to have these audits completed and filed by early August 2019.
2. **FSA Income Statement Budget to Actual 03/31/19** (See attachment 1):
 - a. **Bookstore Sales:** Note that the bookstore is currently without a manager as Isaac Wolf-Tanner parted ways on 03/01/19.
 - The bookstore fiscal year to date as of 12 months ended 05/31/19 has performed to a loss of \$27,349. In comparison to the budget, the bookstore shows an overall favorable variance of \$32,758, which can be attributed primarily to payroll costs being less than budgeted because of the vacant manager position as well as overall spending being less than budgeted.
 - b. **FSA Business Office,** on its own shows a loss of \$57,230. Before accounting for the subsidy of \$141,584 from the Health Science Center at Brooklyn (HSCB) Foundation the Business Office budgeted for a loss of \$96,234. The loss of \$57,230 is still a \$39,004 favorable variance in comparison to the budget..
 - c. **The FSA Business Office and the bookstore combined** for the fiscal year a subsidy request will be made to fund the loss for the fiscal year which will be less than originally budgeted. To balance the budget, a subsidy request will be made from HSCB Foundation for \$84,579 which is \$57,005 less than had been budgeted. This number may fluctuate a bit as we continue to finalize the books for the fiscal year end but should not be a material variance.
3. **FSA Controller Role:** DSJCPA was originally retained to fill the position of Controller for both HSCBF and FSA. As a result of HSCBF appointing their own controller, DSJCPA's continues to perform FSA Controller responsibilities. We again recommend that recruitment be initiated as soon as possible for a full time on site Controller role to serve both FSA and HSCBF.

Respectfully submitted by,

Anthony Condoleo, Supervisor of DSJCPA
 Interim Controller

**Faculty Student Association of Downstate Medical Center (FSA)
YTD 06/01/18 - 05/31/19 Income Statement (Business Office)**

		YTD Budget to Actual (06/01/18 - 05/31/19)			
		FSA Budget YTD 05/31/19	FSA Income Statement YTD 05/31/19	Variance	DSJ Notes
00010 - FSA					
Revenues					
10-46001-100	CAFE 101 COMMISSION	22,002	22,002	-	
10-46004-100	CANTEEN VENDING	85,006	85,006	-	
10-46009-100	GIFT SHOP COMMISSION	6,000	6,313	(313)	FAVORABLE
10-46013-100	LAUNDRY COMMISSION	25,080	25,080	-	
10-46017-100	JPMORGAN CHASE COMMISSION	5,250	5,250	-	
10-46021-100	STUDENT HEALTH INSURANCE COMMISSION	10,000	10,000	-	
10-46025-100	VENDING PERMIT COMMISSION	1,400	1,120	280	UNFAVORABLE
10-46030-100	ZIP CAR COMMISSION	2,016	2,016	-	
10-46033-100	GRAD IMAGES	900	4,060	(3,160)	FAVORABLE
10-46041-100	BOUNCED CHECK FEES	-	-	-	
10-46045-100	MISCELLANEOUS INCOME	-	659	(659)	FAVORABLE
10-46049-100	SALARY RECOVERY	186,205	102,641	83,564	UNFAVORABLE
10-46050-100	REQUESTED SUBSIDY FROM HSCBF	141,584	84,579	57,005	UNFAVORABLE
10-46053-100	INTEREST INCOME	-	983	(983)	FAVORABLE
10-48005-100	OTHER INCOME	-	1,717	(1,717)	FAVORABLE
10-49001-100	STUDENT ACTIVITY FEE REVENUE	9,229	9,229	-	
10-49002-100	FEES FROM TRUST & AGENCY	6,663	6,733	(70)	FAVORABLE
30-46037-008	FSA A/R STUDENT ADVANCE FEES	-	488	(488)	FAVORABLE
40-46053-100	INTEREST INCOME	-	114	(114)	FAVORABLE
	Total Revenues	501,335	367,990	133,345	UNFAVORABLE
Expenses					
10-60000-100	PAYROLL	95,875	54,702	41,173	FAVORABLE
10-60001-100	FICA EXPENSE	7,334	4,184	3,150	FAVORABLE
10-60002-100	NY STATE UNEMPLOYMENT	1,163	(349)	1,512	FAVORABLE
10-60005-100	HEALTH INSURANCE	29,246	23,731	5,515	FAVORABLE
10-60006-100	PENSION EXPENSE	5,008	445	4,563	FAVORABLE
10-60007-100	DISABILITY INSURANCE	400	(35)	435	FAVORABLE
10-50070-100	ADVERTISING EXPENSE	-	-	-	
10-70020-100	AUDITING	32,500	14,400	18,100	FAVORABLE
10-70023-100	BANK FEES	22,000	23,026	(1,026)	UNFAVORABLE
10-70053-100	COMPUTER EXPENSE	-	-	-	
10-70056-100	CONSULTANT	75,000	83,675	(8,675)	UNFAVORABLE
10-70064-100	DEPRECIATION EXPENSE	193	193	-	
10-70087-100	DUES & SUBSCRIPTIONS	1,000	440	560	FAVORABLE
10-70096-100	EQUIPMENT EXPENSE	10,080	10,080	-	
10-70120-100	HSCB FD. SALARY & BENEFIT	123,457	93,584	29,873	FAVORABLE
10-70124-100	INSURANCE	16,693	13,518	3,175	FAVORABLE
10-70128-100	LEGAL FEES	9,000	9,072	(72)	UNFAVORABLE
10-70135-100	MEETING EXPENSE	-	-	-	
10-70138-100	MISCELLANEOUS EXPENSE	1,000	-	1,000	FAVORABLE
10-70144-100	OFFICE EXPENSE	25,136	9,631	15,505	FAVORABLE
10-70208-100	TELEPHONE	-	-	-	
10-70217-100	TRAVEL & CONFERENCES EXPENSE	900	344	556	FAVORABLE
	Total Expenses	455,985	340,641	115,344	FAVORABLE
	FSA BUSINESS OFFICE NET SURPLUS/(DEFICIT)	45,350	27,349	(18,001)	UNFAVORABLE

**Faculty Student Association of Downstate Medical Center (FSA)
YTD 06/01/18 - 05/31/19 Income Statement (Bookstore)**

YTD Budget to Actual (06/01/18 - 05/31/19)

		FSA Budget YTD 05/31/19	Bookstore Income Statement YTD 05/31/19	Variance	DSJ Notes
00020 - Bookstore Revenues					
SUMMARY	SALES	273,138	248,331	24,807	UNFAVORABLE
SUMMARY	COST OF GOODS SOLD	(183,013)	(161,072)	(21,941)	FAVORABLE
	GROSS PROFIT	90,125	87,259	2,866	UNFAVORABLE
10-46049-200	SALARY (PERSONNEL) RECOVERY	6,260	5,336	924	UNFAVORABLE
10-46053-200	INTEREST INCOME	-	283	(283)	FAVORABLE
10-48005-200	OTHER INCOME	-	1,051	(1,051)	FAVORABLE
	Total Revenues	96,385	93,929	2,456	UNFAVORABLE
Expenses					
10-50074-200	SELLING EXPENSE	1,000	260	740	FAVORABLE
10-60000-200	PAYROLL	94,246	80,508	13,738	FAVORABLE
10-60001-200	FICA EXPENSE	7,210	6,159	1,051	FAVORABLE
10-60002-200	NY STATE UNEMPLOYMENT	1,744	2,473	(729)	UNFAVORABLE
10-60003-200	FUTA EXPENSE	-	-	-	
10-60005-200	HEALTH INSURANCE	14,151	11,355	2,796	FAVORABLE
10-60006-200	PENSION EXPENSE	4,083	4,028	55	FAVORABLE
10-60007-200	DISABILITY INSURANCE	450	(192)	642	FAVORABLE
10-70023-200	BANK FEES	8,500	6,607	1,893	FAVORABLE
10-70053-200	COMPUTER EXPENSE	4,500	4,550	(50)	UNFAVORABLE
10-70087-200	DUES AND SUBSCRIPTION	-	-	-	
10-70124-200	INSURANCE	8,808	2,400	6,408	FAVORABLE
10-70144-200	OFFICE EXPENSE	11,800	3,130	8,670	FAVORABLE
	Total Expenses	156,492	121,278	35,214	FAVORABLE
FSA BOOKSTORE NET SURPLUS/(DEFICIT)		(60,107)	(27,349)	32,758	FAVORABLE
GRAND TOTAL BUSINESS OFFICE & BOOKSTORE		(14,757)	-	14,757	FAVORABLE

**FACULTY STUDENT ASSOCIATION of
Downstate Medical Center, Inc.
Board Approved Budget for FY 2019 / 2020**

Category Description	F.S.A.	Campus Store	Gift Shop	Vending Operations	Food Services	Laundry Operations	Chase ATM	Grad Photography	Student Hlth Insur.	Mobile Vending	Program Exp	Parking	2017-2018 BUDGET
REVENUES:													
- Sales	-	273,139	-	-	-	-	-	-	-	-	-	-	273,139
- Cost of Goods Sold	-	(183,013)	-	-	-	-	-	-	-	-	-	-	(183,013)
- Commission on Sales	-	-	6,000	85,006	22,002	15,000	1,400	2,200	10,000	1,400	-	-	143,008
- G&A Distribution	128,707	-	-	-	-	-	-	-	-	-	-	-	128,707
- Fees From Student Activity	9,229	-	-	-	-	-	-	-	-	-	-	-	9,229
- Fees From Trust & Agency	6,663	-	-	-	-	-	-	-	-	-	-	-	6,663
- Recovery from HSCBF (Payroll & OTPS)	243,989	6,260	-	-	-	-	-	-	-	-	-	-	250,249
- Requested subsidy from HSCBF	129,293	-	-	-	-	-	-	-	-	-	-	-	129,293
- Parking Related : REVENUE	-	-	-	-	-	-	-	-	-	-	-	2,341,926	2,341,926
- Parking Related Non FSA Support	-	-	-	-	-	-	-	-	-	-	-	516,993	516,993
Gross Revenue/Profit	517,881	96,386	6,000	85,006	22,002	15,000	1,400	2,200	10,000	1,400	-	2,858,919	757,275
EXPENSES:													
- Salaries	291,055	94,246	-	-	-	-	-	-	-	-	-	-	385,301
- Payroll Taxes & Employee Benefits	93,247	30,946	-	-	-	-	-	-	-	-	-	-	124,194
Personnel Subtotal	384,302	125,192	-	-	-	-	-	-	-	-	-	-	509,495
- Supplies	9,000	900	-	-	-	-	-	-	-	-	-	-	9,900
- Insurance	10,800	5,500	-	-	-	-	-	-	-	-	-	-	16,300
- Depreciation	193	-	-	-	-	-	-	-	-	-	-	-	193
- Telephone	1,380	-	-	-	-	-	-	-	-	-	-	-	1,380
- Bank Charges	22,000	8,500	-	-	-	-	-	-	-	-	-	-	-
- Other & Office Expenses	44,400	16,400	-	-	-	-	-	-	-	-	-	-	60,800
- Parking Related Mortgages / Leases	-	-	-	-	-	-	-	-	-	-	-	1,087,298	1,087,298
- Parking Related Personnel / Valet Expenses	-	-	-	-	-	-	-	-	-	-	-	1,274,766	1,274,766
- Parking Related Expenses - Equipment	-	-	-	-	-	-	-	-	-	-	-	81,236	81,236
- Parking Related Expenses - Insur./Oper. Exp.	-	-	-	-	-	-	-	-	-	-	-	415,620	415,620
FSA Board Sponsored Programs	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Direct Expenses	472,076	156,492	-	-	-	-	-	-	-	-	-	2,858,920	3,487,488
Excess Revenue Before Allocation of G&A Exp.	45,806	(60,107)	6,000	85,006	22,002	15,000	1,400	2,200	10,000	1,400	-	(0)	(2,730,213)
General and Administrative (G&A) Expenses	-	-	5,400	76,505	19,802	13,500	1,260	1,980	9,000	1,260	-	-	128,707
Excess (Deficiency) Over Operating Expenses	45,806	(60,107)	600	8,501	2,200	1,500	140	220	1,000	140	-	(0)	(1)

Approved by FSA Board of Directors 7/17/19



July 17, 2019

Budget Highlights
FSA FY 2019-20: June 1, 2019 to May 31, 2020

Parking Services: FSA had anticipated the campus Parking Plan to be implemented by this date with services provided through FSA, under agreements that assure a revenue/expense neutral impact to FSA finances. Since the campus is negotiating customer parking rates, the campus has agreed to fund any net loss. The campus planning remains pending a conclusion of campus negotiations with unions on a unified monthly rate. The current budget reflects the annualized new campus parking operations with all planned parking locations, and current rates. The campus parking plan currently is in a phased-in implementation. FSA initiated parking services at 225Clarson Ave and 355Lenox Rd lots and front door valet service on 5/28/19, then added the 324 Winthrop St lot on 7/1/19. Additional lots to be added and rates at all lots remain subject to the on-going campus rate negotiations.

Campus Store (Bookstore): Current fiscal year end projects actual deficit of \$27K (budgeted loss was \$60K), largely due to Manager vacancy. The 2019/20 budget retains the Manager (pending recruitment) personnel expense, and a budgeted annual campus loss near \$60K. Once new parking operation implementation time and effort subside, focus will return to analysis and future action on a sustainable campus store financial plan.

ATM. Chase current contract expires (9/30/19) and is not willing to extend its current FSA ATM agreement (Chase pays FSA). Due to risen costs associated with its ATM services, Chase's current business plan limits its ATM operations to in-branch-only locations, with all off-site ATMs offered at a monthly fee payable to Chase (est \$30K per year). Thus, FSA's budget reflects ATM income/services only through 9/30/19. On campus ATM services to the campus have been provisioned in the campus RFP for banking services, currently pending proposal analysis.

ZipCar: The closure of the State Garage forced removal of on-campus Zipcar services 5/28/19, although FSA continues to provide Zipcar affiliation approval services that provides Zipcar member discounted university membership and rental rates as an alternate incentive to residence hall students to NOT bring a vehicle to campus. KCH has a fleet of zipcars available within a short walking distance of DMC.

FSA Business Office: The position to head the shared business office (FSA/HSCBF) on a full-time basis remains budgeted in 2019/20, and remains pending an appropriate shared determination of the title and duties. Until such determination and recruitment is completed, FSA will continue its contracted part time Interim Controller functions through DSJ, CPA.

HSCBF subsidy: The FSA FY2018/19 budgeted HSCBF subsidy was \$142K, with actual FYE planned to be \$84K (\$57K less than budgeted). The result of *all of the above* projects a FY 2019/20 HSCBF subsidy at \$129K, To achieve a break even total net FSA FY 2019/20 budget.