

FY 2021 = June 1, 2020 through May 31, 2021

Certified Product	Certified MTD
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***SUNY Reserve Guidelines >5% and <100% of prior year actual expenses**



Faculty Student Association of
DOWNSTATE
Medical Center

January 9, 2021

TO: Nasrin Akter, Medical Student Council Yearbook (MSC-YBK)
via eMail and posted on FSA website.

FROM: Richard J. Bentley, President, *R. B.*
Faculty Student Association (FSA)

SUBJECT: MSC-YBK Budget Certification for **FY 2021** (6/1/20 thru 5/31/21).

Attached is a copy of MSC-YBK's certified budget for Student Activity fees (SAF) for the fiscal year (FY) 2021 that began June 1, 2020. The submitted budget was approved at the MSC 5/14/20 meeting and has been certified on behalf of the Campus President in accordance with the SUNY Board of Trustees Guidelines.:

Please be aware that:

- **Administrative Fee:** The yearbook accounting fee is included in annual MSC administrative fee.
- **Authorized Signators:** MSC's signature requirements designate that one MSC-YBK Management signature PLUS one MSC Officer must co-sign all payment forms.
- **Reserve Fund:** MSC-YBK needed minimum reserve is **\$ 911.90** which is 5% of prior year actual expenses and within SUNY Guidelines. Use requires meeting minutes approving use, since purpose is undesignated at this time of certification.
- Expenses may be drawn from appropriate accounts in accordance with this certified budget, dependent on the positive cash balance of the account at the time of disbursements.
- The Council may submit a revised budget for additional certification at any time during the year.
- [FSA Payment Form \(link\)](#), [SAF Meeting Minutes Guidelines \(link\)](#), and [other SAF documents \(link\)](#) are available online.

Please feel free to contact me at Ext. 2186 if you have questions or concerns.

cc: Anthony Condoleo, FSA Interim Controller (w/original documents);
Daniel Minnock, FSA Bookkeeper
Hermione Gaw, Vice-President
Yvonne Huang, Secretary
Bethel Ozed-Williams, Treasurer
Schuyler Hooke, MSC-YBK Advisor
Jeffrey Putman, VP Student Affairs


Date Completed: **9/21/20**

Instructions: 1. Complete this form All Signatures on this form must be ORIGINAL signatures (pages 1 & 2). blank form avail on [FSA website](#),
2. Attach the detail SAF Budget Worksheet as approved by the student council,
3. Attach the SIGNED meeting minutes showing the budget detail was approved by the student council.
Submit all 3 documents together to FSA Business Office (Mail Stop 1219) by SAF Budget deadline (see annual cover letter for May date).

SAF BUDGET REQUEST AND AGREEMENT FOR FISCAL YEAR: **June 1, 20²⁰ thru May 31, 20²¹**

NAME OF STUDENT ORGANIZATION: _____

Officer	Print Name	Term of Office until (end date)	eMail (best way to reach you)	Phone # (best way to reach you)
President (if other Title,specify:) EDITOR	Nasrin Akter	5/31/2021	nasrin.akter@downstate.edu	
Vice President (if other Title,specify:) EDITOR	Hermione Gaw	5/31/2021	hermione.gaw@downstate.edu	510-896-9749
Secretary(if other Title,specify:) DESIGNER	Yvonne Huang	5/31/2021	yvonne.hwang@downstate.edu	9146028052
Treasurer (if other Title,specify:) DESIGNER	Bethel Ozed-Williams	5/31/2021	bethel.ozed-williams@downstate.edu	9293857390

AUTHORIZED SIGNATURE(S) FOR PAYMENT FORMS (check your Council Constitution -Bylaws ; Most have specific authorized signator requirements):

Signature	X		Signature	X	
Pres Print Name	President	Nasrin Akter	Treas Print Name	Treasurer	Bethel Ozed-Williams
Signature	X		Signature	X	
VP Print Name	Vice President	Hermione Gaw	Secy Print Name	Secretary	Yvonne Huang

Check One: ☐ JOINT or ☒ SINGLE SIGNATURES ARE REQUIRED FOR DISBURSEMENTS.

Other signature restrictions, if any (Often specified in Council's Constitution-Bylaws. insert any additional special instructions or signature requirements that are applicable)
Advisor Schuyler Hooke should be able to sign, he will be here after we've graduated when the final invoice comes.

AGREEMENT Between
THE FACULTY STUDENT ASSOCIATION OF DOWNSTATE MEDICAL CENTER, INC.
And

COM Yearbook - Iatros - Class of 2021

(Insert Name of Student Organization)

The Faculty Student Association (FSA) is allowed to receive, hold, and disburse monies as agent for recognized Student Activity Fee organizations on the SUNY Downstate Medical Center campus and is performing in accordance with the established "[Policies and Procedures for Trust and Agency \(T&A\) Accounts](#)" and the SUNY Board of Trustee "[Guidelines on Student Activity Fees](#)" documents.

In consideration thereof, the applicant above hereinafter referred to as "depositor" requests and authorizes the FSA to act as its agent for the receipt, custody, and disbursement of funds pursuant to those documents. The depositor hereby agrees to pay an administrative fee to FSA as determined annually by the FSA Board of Directors. This amount shall be deducted from the depositor's account(s) at the start of each fiscal year.

As the designated agent, FSA will endeavor to maintain accounts consistent with the purposes and within the scope and authorizations set forth by the depositor in this Budget Request. Disbursements will be processed in accordance with FSA Business Office procedures provided the appropriate signatories have executed the payment request. FSA reserves the right to refuse to pay out any funds that, in its own recognizance, FSA feels are unauthorized or improper.

Depositor recognizes that FSA acts in a fiduciary capacity with T&A Accounts and insofar as depositor's account is a T&A Account, FSA assumes no liability for depositor's actions and/or agreements or commitments with any third parties. FSA assumes liability only with respect to its duties as an agent for custody and disposal of funds. Depositor agrees to hold harmless the FSA from any and all actions against it resulting from actions of depositor. In recognition thereof, this application is presented for review and certification.

Agreed and Accepted: X Nasir Akbar 9/17/2020
 Applicant's Main Representative Signature Date

Send (1) This form with all original signatures, (2) The Budget Worksheet (detail), and (3) the Council's SIGNED MEETING MINUTES showing their approval of this budget, to the FSA Business Office (DMC Mail Stop 1219); A copy will be returned after certification.

DO NOT WRITE BELOW THIS LINE (FSA USE ONLY)

CERTIFICATION

Approved in accordance with the above linked documents FSA Policies and Procedures and SUNY Board of Trustee Guidelines. Certification Comments:

CERTIFIED BY

Richard Bentley

SIGNATURE

Date of Certification: 1/9/2021

Medical Student Council Meeting
Thursday, May 14th at 6:00 PM
Virtual meeting via Zoom
Minutes



Attendance: Alexandra Greenberg, Sejal Shah, Sarah Galler, David Choueka, Alice Herchek, Ian Winthrop, Srishy Amarnani, Aaron Conway, Aaron Huang, Alfonso Caetta, Dan Kwon, Adriana Kavoussi, Elaine Fletcher, Jack Nasar, Jonathan Leong, Jordana Schmidt-Schwartz, Marine Coste, Rabani Bharara, Teresa Smith, Boey Li

Minutes recorded by Alexandra Greenberg.

Sejal Shah presiding over meeting. Alexandra is scribing the minutes.

New Business

Old Business

1. Class Updates

a. General

- i. Decision announced at Town Hall clinicals will resume July 8th, understand concern about suddenness but it was inevitably going to be an abrupt decision and better to announce as soon as possible, we will have to work together to enact decision
 1. We have 1.5 months to figure this out together
- ii. Re: other questions put in chat, they will be addressed via email by next week, maybe some will be included tomorrow but others will require more time
 1. NO TOWN HALL next week bc of commencement but Foundations 1 will have a meeting next week where questions can be addressed
- iii. We will work to make sure students feel safe: instruction on use of PPE, still have to decide if students will interact with patients with coronavirus, other decision is how much will actually be patient contact
- iv. Can we disseminate preliminary data on actual risks for younger people to address some of the misinformation perhaps causing concerns? - Adriana
- v. Letter will go out to students and faculty with this announcement and additional info, there will also be ongoing Town Halls

- vi. We will have info from affiliates as soon as possible to make sure they can take on Downstate students and discuss dates (Dr. Lazar is facilitating this effort)
 - b. We love meeting you all each week on Zoom but may be hard to have four separate sessions for each class
 - i. Can we have a class of 2022 TH next week? - if we do it for 2nd years other classes will want it, becomes complicated
 - ii. If we did class-specific town halls could we do every other week (Putman)
 - 1. We have weekly and dynamic issues, really need each week
 - 2. Also makes it feel like part of school community, connecting with other classes when otherwise we don't see them so maybe class-specific not answer
 - 3. Could we do 30 min per class over a 2 hour call if weekly?
 - a. Issue with chat Qs making it hard to know time needed > find something out like July 8th announcement and then end up with spontaneous Qs > could we send email out with announcements beforehand to inform Qs
 - b. Decision for July 8th confirmed this AM, not like we had time to develop a statement, wanted to get you info when we could > pointed out perhaps we can be clearer with updates in terms of when the decisions were made so students know details and additional info are coming
 - i. In this case, Monday night AAMC council of deans had a meeting and this came up and then Tuesday a poll went out across all NY medical schools (AMSNY) and deans said students were going back in June and July, Stonybrook, NYU, and Cornell were among schools so President Riley emailed Chancellor letter and she gave word that students can return yesterday, this information was shared at the chair meeting this morning and with the OEDLT, very much a recent advance
 - ii. 8 orgs including AAMC and ACGME made 4 recommendations on Monday: 1) visiting electives (VSAS app) strongly discouraged, 2) timeline and that ERAS will now extend deadlines to October 21st, 3) enhance communication, 4) all residency application interviews should be conducted online, all of these recommendations were a surprise to us so we can related to surprise among students and needing time to process all of the changes coming down the pipeline, very rapidly changing landscape (Dr. Lazar)
 - c. Also next week will only be three bc 4th years will have graduated > 1.5 hours
4. You guys can be arbiters of questions! That would help if you could get them to us the day before

- a. Streamlining questions will help shorten time for classes to get answers on call and make things run more smoothly
- iii. We will be starting career counseling sessions over zoom and are thinking through this (Dr. Lazar spearheading)
- iv. Role for volunteers moving forward > long-lasting effects of pandemic, going to need support from COVID student taskforce
 - 1. Students who have been leading efforts: "we don't consider ourselves students or volunteers. We want to use this opportunity and our experiences to transform not only medical education but to transform healthcare in general."
 - a. Talking to Elke about experience with regard to telemedicine that will be valuable in terms of transforming clinical clerkships permanently, they will present to clerkship directors
 - b. Students feel empowered, really proud of our students

A. 2020

- 1. Commencement coming up next week!
 - a. Upset about no senior week, no real commencement, feeling a bit neglected based on what other schools are doing, respect efforts but a bit disappointed
 - i. Just a reminder, Downstate has never had a separate COMS graduation ceremony, not supporting this but it has been the case for many years (Putman)
 - ii. Commencement too late to change things but working on getting "room" online to see each other during commencement and watch livestream together, committing to a separate event "celebrating Class of 2020" (Putman)
 - iii. Re: early graduation there were a lot of moving parts, priority was getting them working and we are aware it was not as special as students may have hoped but the actual graduation will be longer and more special, we have hired a production company
 - iv. We have had a complete shutdown in terms of hiring and funding freeze coming down from SUNY so hard to compare us to schools like NYU, etc with private funding
 - b. Good we are having our names read but would like to see more, slides with graduates picture and name at other schools, family sending in videos also, might be a lot but pictures realistic
 - c. No awards day so feels like accomplishments are being diminished even though we know faculty/admin doesn't mean to imply that, could we add pathway/awards if we were to have a slide with ERAS photo?
 - i. Many departments have not put together awards so weren't able to have an awards day today
 - ii. AOA and honors will be read out as well as distinguished research, Gold at commencement with names
 - iii. When/how will they be announced? - if we will have a

ceremony we could do it then, otherwise they would be emailed out by Dr. Brunicardi

- d. Recognize other schools have different environment, may not be in NYC, more bandwidth but still feel more could be done at Downstate
- e. 2020 MC trying to see if they can do a slideshow, an awards day, some sort of virtual ceremony
 - i. Concern bc tried to do match day and only three people sent pictures and info but admin is happy to do a virtual awards day in conjunction with class (Putman)
 - ii. Commencement is definitely priority but awards day is still important to the class and it would be nice to have a zoom call and see each other, we didn't even get to say goodbye to each other
 - iii. Meeting next Monday to discuss an awards ceremony, idea being small and intimate, not necessarily a public event > take zoom feed and livestream so people can watch? Will investigate
 - iv. We can also look into setting up a social event, we can even get you access to the professional zoom account which supports more people for a larger event for just you all too
- 2. Concerning getting to walk next year
 - a. If we apply and get refunds for this year will we have to pay again?
 - i. No, we will not charge you again, whatever happens next year it will not require an additional fee
 - ii. Refund email coming re: commencement fee, you guys will hopefully be pleased (Putman)
 - b. If both classes walk will we get less tickets?
 - i. Will depend on how many people want to walk
- 3. Commencement packages are being mailed out today and tomorrow FYII
- 4. Concerns about senior week funds being diverted to yearbook, discuss after (point made, discuss whether we want printed yearbook moving forward, if so how funded, do students pay? - quoted \$26,290)
 - a. Deficit for yearbook because normally committee fundraises in spring but there is also an MC budget set aside

B. 2021

- 1. Concerns around STEP 2, lots of tests cancelled by Prometrics or not cancelled and not great comms from them
 - a. Concern of students - Prometrics allows us to offer test at school but Downstate has stated that because we are a hotspot area they will not offer the test here
 - b. Putman and Lazar - we submitted our info and were told if they wanted to use us as a site they would contact us, they have not done so and we cannot say for sure why, it may be because they have concerns about NYC as a hotspot, we are not in control of that... they may also be considering other schools in the area,

they also can't bring all schools on at the same time, but Downstate has not at any point said no to being a site. We can follow up to ask if we are still being considered a site or whether another school nearby will be available to you

- i. FYI this applies to both STEP 1 and STEP 2 CK
 - ii. We are sorry to those who had surprise cancellations, we asked them not to reopen before ready, we are advocating for you all in our conversations with Prometric and NBME
2. Concerns about away rotations with VSAS opening again soon
 - a. As of right now until August no away rotations, should we be applying for September or October and if we can't do them then we can address it? - gut instinct is be aware but probably don't expect to be able to go on away rotations this year (Monday decision at level of ACGME, AAMC, AMA, LCME... discourage them) BUT today we don't know enough to firmly say no for Sept/ Oct
 - b. To clarify affiliate sites are not away/visiting rotations!
 - i. Already working with Northwell and other NYC hospitals to be affiliates for other departments so they can be available to you but not through VSAS
 3. Admin will work with Class of 2021 to make sure everyone can do a sample zoom interview before any real interview
 - a. We will find rooms for you to do your interviews with camera, good internet, and quiet space
 - b. Keep in mind Downstate students have a good reputation in going into residency applications

C. 2022

1. Questions mainly stemming from TH, expressed in chat and we know you are working to address them
 - a. Many questions bc people had thought clinicals were postponed until October and now July is new date
 - b. Info coming soon, will talk to Christoforou to get clarity on orientation week (Putman)

D. 2023

1. Summative week is in <4 weeks!! We are looking for things to be finalized as soon as possible to inform how we study
 - a. First years concerned about whether we will have NBME MCQs for summative exam > decision supposed to be made tomorrow (5/15)
 - b. Also what if we don't have a great spot to take exams remotely?
 - i. They will look into if there is space available on campus and whether it would be safe to get here, can clean them beforehand but currently no IT support on site, can see if there could be in June
 - ii. Technically students are still allowed onto campus, via 450 entrance
2. Second concern is update on Unit 5 being virtual or in-person, excited to get an answer soon
 - a. If we are remote, will campus be open, specifically the library? -

library closing is based on stay-at-home order from governor so once we get back to loosening of restrictions in NYC the library at Downstate will reopen too (Putman), residence halls will also be open and we will be open as an institution with resources available, maintaining social distance of course

3. Re: STEP 1 P/F any updates
 - a. There were supposed to be meetings in late March to discuss this and they were cancelled so it has not been moved forward at all
 - i. AAMC cancelled all in-person meetings for this entire year so it will be rescheduled virtually, hopefully answers by mid-late summer

Trending Topics

1. Wellness (table)
2. Revised budget with income information updated
 - a. Last meeting we voted on a budget with breakdown of club funding but we did not approve the official FSA template, this was shared earlier today on the proper document (same numbers)
 - i. Before we vote, this document does include the income for the year, which is based on the SAF, we have to decide what to do for that
 - ii. To clarify, this budget can be revised to lower the SAF if we do go remote in the Fall but for now the SAF is being left as it has been for previous semesters, has to be approved and submitted for May 31st
 - iii. Can also put a hold in Fall for half of budgeted money to clubs until we are sure what is realistic in terms of spending in terms of context in Fall
 - iv. As of right now we have an "excess" that would roll over of approximately \$72,000 unless we give an SAF credit for Spring
 1. If we reimburse 25% of Spring SAF there would be \$61,000 left
 - b. FSA/student activity fee (SAF) reimbursement, decrease in Fall, or no change
 - i. Original suggestion to charge less in Fall because can use rolled over excess from this year but now recommending we not do this, technically taking money from a fourth year and giving it to a first year, not fair
 - ii. Instead, refund students or give a credit because then if 4th year a credit becomes a refund
 1. Makes more sense to give a refund, if we lower rate for Fall we don't know what we would need bc we could be remote or in person
 2. Discussion on whether to let it rollover, won't benefit everyone, if we give it back then that helps everyone affected this Spring
 3. New idea to refund 20-25% and not 40% but then put some of that money towards funding the yearbook for the class of 2020
 - a. Would have to vote to give ~\$12,000 to yearbook
 - iii. Most student governments are refunding 25-50% of the SAF from spring semester, can meet this because we will get the money shortly based on clubs that have excess too that will return to MC
3. Coronavirus
 - a. Virtual learning going into 2020-2021 academic year (possibility of Unit 5 being

- online, deadline to decide) - addressed above in COM 2023 class updates
- b. Town Hall - question fielding? - Yes each class will be doing this and sending a collated list at least 1 day before each town hall.
- 4. Goals for 2020-2021 --- table for a later time/offline
 - a. Social media
 - b. Club reorganization (work to group related clubs)

Closed Meeting

I. Motioned by Rabani Bharara

II. Seconded by Ian Winthrop

III. **Meeting is now closed.**

New Business

1. Approval of April Minutes

- 1. Motion to approve April minutes made by Rabani Bharara
- 2. Seconded by Sejal Shah
 - i. Vote
 - 1. For - 19
 - 2. Against - 0
 - 3. Abstain - 0

Motion passes to approve April minutes

2. Vote to still fund approved event from March meeting that took place already

I. OBGYN Society

- 1. Options to fund in full (\$125); Option not to fund
- 2. Motion to fund in full by Ian Withrop
- 3. Seconded by David Choueka
 - i. Vote
 - 1. For - 19
 - 2. Against - 0
 - 3. Abstain - 0

Motion passes to transfer \$125 from Projects and Programs (40-70174-012-30001) to OBGYN Society (40-70258-012-30001)

3. Funding for yearbook committee

- 1. Option to transfer \$12,000 to Yearbook Committee from Programs & Projects
- 2. Motion to transfer \$12,000 to Yearbook from Programs & Projects made by Rabani Bharara
- 1. Seconded by David Choueka
 - i. Vote
 - 1. For - 19
 - 2. Against - 0

3. Abstain - 0

Motion passes to transfer \$12,000 from Projects and Programs (40-70174-012-30001) to Yearbook Committee (40-70351-012-30001)

3. Approval of Spring SAF reimbursement

2. Option to reimburse 20% of Spring SAF; Option to reimburse 25% of Spring SAF; Option to reimburse 40% of Spring SAF
3. Motion to reimburse 40% made by Jordana Schmidt-Swartz
4. Seconded by Alice Herchek
 - i. Vote
 1. For - 18
 2. Against - 0
 3. Abstain - 1

Motion passes to approve Spring SAF reimbursement of 40% (\$22 per person): \$17,490

4. Approval of Revised Budget for 2020-2021 - Attachment 1

5. Option to approve full budget but put a hold on 50% of allocated club funds outline in each budget line until the Fall, for the Medical Council to vote to release the hold as necessary
6. Motion to approve budget as outlined above made by Rabani Bharara
7. Seconded by Sejal Shah
 - i. Vote
 1. For - 19
 2. Against - 0
 3. Abstain - 0

Motion passes to approve Revised Budget with a hold on 50% of allocated funds for all clubs for 2020-2021

Motion to end meeting by Rabani Bharara

Seconded by Jordana Schmidt-Swartz

Meeting Closed at 8:52 PM

Minutes were scribed by Alexandra Greenberg

Approved by Alexandra Greenberg - Medical Council Secretary



Faculty Student Association of DMC-Student Activity Fund
MEDICAL STUDENT COUNCIL Yearbook (MSC-YBK)
FY 2020 = June 1, 2020 through May 31, 2021
BUDGET TEMPLATE

For each Council account, Column C = the Council's current Yr Certified Budget, Column D= Actual 10 months Year to Date amounts. Insert Council's Proposed FYE 2021 Budget in Column E.

Add/Insert rows for any needed New Accounts (insert title, leave account # "TBD")

Account	Description	Certified Budget 2019 - 2020	Current YTD as of 03/31/20	Proposed Budget 2020 - 2021	Comments
Income					
40-70227-012-30001	MSC ALLOCATION	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
40-70227-012-30001	UC ALLOCATION	\$ -	\$ 500.00		
40-30014-012-30001	YEARBOOK ROLLOVER	27,242.13	27,242.13	14,504.25	
40-70227-012-30001	ADVERTISING	21,000.00	-	26,000.00	
		\$ 53,242.13	\$ 32,742.13	\$ 45,504.25	Formula cell (Don't change)
Total Income					
Program Expenses Note: In this section, the last column is the variance. On each individual expense row, a positive variance indicates remaining funds available. A negative variance (amount displayed in brackets) means the account is in deficit.					
40-70227-012-30001	MEETING EXPENSES	\$ 500.00	\$ 32.00	\$ 100.00	
40-70227-012-30001	YEARBOOK PUBLISHER - CURRENT YEAR	26,290.25	-	19,404.25	
40-70227-012-30001	YEARBOOK PUBLISHER - PRIOR YEAR	25,208.88	18,205.88	26,000.00	
Total Program Expense					
		\$ 51,999.13	\$ 18,237.88	\$ 45,504.25	Formula cell (Don't change)
Balance Before Reserves					
		1,243.00	14,504.25	-	Formula cell (Don't change)
Reserves:					
	RESERVE FUND	1,243.00	-		
Total Reserves					
		\$ 1,243.00	\$ -	\$ -	Formula cell (Don't change)
Total Net Income less Expenses + Reserves					
		\$ -	\$ 14,504.25	\$ -	Formula cell (Don't change)
*SUNY Reserve Guidelines >5% and <100% of prior year actual expenses					