# Faculty Student Association of DMC-Student Activity Fund

**University Council (UC)**  
**FY 2020 = June 1, 2019 through May 31, 2020**  
**FY 2020 CERTIFIED BUDGET**

Red Ink highlights revisions made during FSA certification

**Account Description**

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Prior FY 2019 5/31/19 Actual</th>
<th>Submitted Budget FY 2020</th>
<th>Certified Budget 2019 - 2020</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>40-49001-016</td>
<td>ACTIVITIES FEES INCOME</td>
<td>$32,660.00</td>
<td>$32,660.00</td>
<td>$32,660.00</td>
<td>Based on FY2019 Actual revenue</td>
</tr>
<tr>
<td>40-50001-016</td>
<td>ROLLOVER BALANCE</td>
<td>$11,793.16</td>
<td>-</td>
<td>-</td>
<td>Actual prior Yr funds not spent as of 5/31/19</td>
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</tbody>
</table>

**Total Income**  $44,415.31  
$32,660.00  
$45,453.16  

**Program Expenses**

- **ADMINISTRATION FEE**  $1,574.00  
- **ADVOCATES FOR INTEGRATIVE MEDICINE**  -  
- **AMERICAN MEDICAL ASSOCIATION - MEDICAL SOCIETY OF NYS**  $225.00  
- **AMERICAN MEDICAL WOMEN'S ASSOCIATION (AMWA)**  $225.00  
- **ANESTHESIA SOCIETY**  $120.00  
- **ASIAN PACIFIC AMERICAN MEDICAL STUDENT ASSOCIATION**  $120.00  
- **ASSOCIATION OF WOMEN SURGEONS**  $100.00  
- **BROOKLYN FREE CLINIC**  $2,000.00  
- **CHINESE AMERICAN MEDICAL SOCIETY (CAMB)**  $300.00  
- **DANIEL HALE WILLIAMS SOCIETY**  $496.20  
- **Downstate Book Club**  $100.00  
- **DOWNSTATE CHRISTIAN FELLOWSHIP**  $700.00  
- **DOWNSTATE DEVELOPMENTAL DISABILITIES**  $400.00  
- **DOWNSTATE DIALOGUES**  $225.00  
- **DOWNSTATE FOR NUTRITIONAL EMPOWERMENT**  $200.00  
- **INTERVENTIONAL RADIOLOGY INTEREST GROUP**  $125.00  
- **DOWNSTATE MEDICAL ENTREPRENEURSHIP CLUB**  $200.00  
- **DOWNSTATE Music Club**  $50.00  
- **DOWNSTATE PRIDE CLINIC**  $300.00  
- **Downstate Street Medicine Outreach Association**  $200.00  
- **Downstate Students for Choice**  $200.00  
- **DOWNSTATE WELLNESS CLUB**  $122.21  
- **EMERGENCY MEDICINE INTEREST GROUP**  -  
- **ENTI: OTOLARYNGOLOGY CLUB**  -  
- **FAMILY MEDICINE INTEREST GROUP (FMIG)**  $125.00  
- **GLOBAL HEALTH**  $225.00  
- **HUMANS OF DOWNSTATE**  -  
- **Latin Medical Student Association**  $150.00  
- **MAIMONIDES**  $700.00  
- **MEDICAL ARTISTS' GUILD**  $550.00  
- **MULTICULTURAL FAIR**  $2,500.00  
- **MUSLIM STUDENTS ASSOCIATION**  $1,000.00  
- **NATIONAL PERINATAL ASSOCIATION**  -  
- **Nursing Medical Student Alliance**  $200.00  
- **Oncology Club**  -  
- **OPTOMETRY CLUB**  -  
- **DOWNSTATE ORTHOPEDICS CLUB CLUB**  $75.00  
- **PEDESTRUS**  -  
- **PROGRAMS & PROJECTS**  $15,265.16  
- **PROJECT TEAM**  $125.00  
- **PSYCHIATRY INTEREST GROUP**  $100.00  
- **RADIOLOGY CLUB**  -  
- **SERVICE LEARNING POSTER COMPETITION**  -  
- **Simulation Center**  $300.00  
- **DOWNSTATE STUDENT FOR CHOICE**  -  
- **Student Interest Group in Neurology (SIGN)**  -  
- **STUDENT TRAUMA INTEREST GROUP**  -  
- **STUDENTS FOR A NATIONAL HEALTHCARE**  $125.00  
- **STUDENTS FOR SOCIAL RESPONSIBILITY**  $600.00  
- **STUDENTS PARTNERSHIP REACHING KIDS**  -  
- **SUNY DOWNSTATE DERMATOLOGY CLUB**  -  
- **SUNY Downstate Physicians for Human Rights**  $75.00  
- **SUNY STUDENT ASSEMBLY**  $1,200.00  
- **THANKSGIVING DINNER**  $2,000.00  
- **UC MEETING DINNER**  $2,500.00  
- **DOWNSTATE UROLOGY CLUB**  $75.00  
- **WILDERNESS MEDICINE**  -  
- **WINTER/SPRING EVENTS**  $8,000.00  
- **Women in Science**  $200.00  
- **YEARBOOK ADVERTISEMENTS**  $750.00  

**Total Program Expense**  $31,622.15  
$29,569.00  
$43,872.16  

**Balance Before Reserves**  
12,793.16  
4,091.00  
1,581.00  

**Reserves:**  
40-30008-016  
**RESERVE FUND**  
1,581.00  

**Total Reserves**  
$ -  
$ -  
$1,581.00  

**Total Expenses + Reserves**  
$31,622.15  
$29,569.00  
$45,453.16  

**Total Net Income less Expenses + Reserves**  
$12,793.16  
$4,091.00  

*SUM Reserve Guidelines >5% and <100% of prior year actual expenses

Net of all other revisions placed here
TO: Shelley Jain, President
University Council (UC)
via eMail and posted on FSA website.

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

SUBJECT: UC Budget Certification for FY 2020 (6/1/19 thru 5/31/20).

Attached is a copy of UC's certified budget for Student Activity fees (SAF) for the fiscal year 2020 that began June 1, 2019. The UC approved the submitted budget at their May 13, 2019 meeting which has been modified as needed and certified on behalf of the Campus President in accordance with the SUNY Board of Trustees Guidelines with the following adjustments:

- **Rollover:** The UC's actual year end unused funds at 5/31/19 was $12,793. UC must make efforts to increase its programs and activities to spend its annual SAF income by 5/31/2020 or consider reducing its future fee rate.
- **Reserve Fund:** UC initially submitted a $0 Reserve Fund, which has been revised to the minimum required a $1,581 Reserve Fund (5% of prior year's actual expenses of $31,622.15). SUNY Guidelines require minimum of 5% but no more than 100% of prior year's actual expenses.
- **Programs & Projects:** The net of the above revisions results has been made in this account being adjusted to $15,265.18 in order to balance UC's budget (bottom line net to zero).

Please be aware that:
- **Authorized Signators:** the UC Constitution requires joint signatures on payment requests co-signed by the Treasurer and one other UC officer. Club funds require UC Treasurer plus one other club officer's signature.
- **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.
- **Programs & Project's** account requires UC meeting minutes approving each use, since purpose is undesignated at this time of certification.
- 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, Bookkeeper
Timothy Morello, VP
Alyson Clarke, Secretary
Oladunni Ogunbdipe, Treasurer
Peter Ljutic, Bursar (No SAF rate change; F/T Rate = $20/yr)
Jeffrey Putman, VP Student Affairs
Meg O'Sullivan, AVP Student Life
Amy Urghart, Director, Student Center

Faculty Student Association of Downstate Medical Center, Inc
Mail Stop 1219; 450 Clarkson Avenue; Brooklyn, NY 11203-2098 Telephone: 718-270-3187
www.downstate.edu/fsa
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, 2019 thru May 31, 2020

NAME OF STUDENT ORGANIZATION: University Council

<table>
<thead>
<tr>
<th>Officer</th>
<th>Print Name</th>
<th>Term of Office until (end date)</th>
<th>eMail (best way to reach you)</th>
<th>Phone # (best way to reach you)</th>
</tr>
</thead>
<tbody>
<tr>
<td>President (if other Title, specify)</td>
<td>Shelley Jain</td>
<td>May 31 2020</td>
<td><a href="mailto:shelley.jain@dowmed.edu">shelley.jain@dowmed.edu</a></td>
<td>347-831-9245</td>
</tr>
<tr>
<td>Vice President (if other Title, specify)</td>
<td>Timothy Morello</td>
<td>May 31 2020</td>
<td><a href="mailto:timothy.morello@dowmed.edu">timothy.morello@dowmed.edu</a></td>
<td>607-425-8597</td>
</tr>
<tr>
<td>Secretary (if other Title, specify)</td>
<td>Alyson Clarke</td>
<td>May 31 2020</td>
<td><a href="mailto:alyson.claire@dowmed.edu">alyson.claire@dowmed.edu</a></td>
<td>305-766-4554</td>
</tr>
<tr>
<td>Treasurer (if other Title, specify)</td>
<td>Oladunni (Doni) Ogundipe</td>
<td>May 31 2020</td>
<td><a href="mailto:oladunni.ogundipe@dowmed.edu">oladunni.ogundipe@dowmed.edu</a></td>
<td>580-716-4380</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Signature</th>
<th>X Shelley Jain</th>
<th>Signature</th>
<th>X Oladunni Ogundipe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pres Print Name</td>
<td>President</td>
<td>Treasurer</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>Timothy Morello</td>
<td>Signature</td>
<td>X Alyson Clarke</td>
</tr>
<tr>
<td>VP Print Name</td>
<td>Vice President</td>
<td>Secy Print Name</td>
<td>Secretary</td>
</tr>
</tbody>
</table>

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)

UC Constitution requires joint signatures on payment forms: UC Treasurer + 1 other UC Office Club Accounts: UC Treasurer + 1 Club Officer

V.4/23/2019
AGREEMENT Between
THE FACULTY STUDENT ASSOCIATION OF DOWNSTATE MEDICAL CENTER, INC.
And

(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

Applicant's Main Representative Signature

Date

5/20/19

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:

Required Revisions detailed in cover letter dated 8/12/19

CERTIFIED BY

Date of Certification: 8/12/19

V.4/23/2019
University Council 2018-2019
May 13, 2019
06:00PM
Student Center Conference Room

Members in Attendance: Andrew Hasenzahl, Timothy Morello, Shelley Jain, Dunni Ogundipe, Ericka Boucard, Lauren Vincente, Alyson Clarke

Members not in Attendance: Michelle Garcia (Proxy: Andrew), Esther Milina (Proxy: Alyson), Zaki Azam (Proxy: Shelley), Kristen Lu (Proxy: Tim), Charles Park (Proxy: Tim), Erilande Silma (Proxy: Ericka)

Non-voting Members in Attendance: Adam Burgman, Robert Beal, Martin John

Agenda

1. Call to Order
   a. A. Hasenzahl called the meeting to order at 6:15PM.

2. Old Business
   a. Strategic Planning Process
      i. What’s next (projected dates as of January 2019):
         1. Update strategy - February 15
         2. Review with stakeholder groups - March 8
         3. Set priorities among goals and objectives - March 22
         4. Create implementation plans for priority projects - April 12
         5. Establish implementation structure/systems (including dashboard)
            - May 3
         6. Begin implementation - May 22
      ii. Drafts are being presented to each of the five committees. Downstate and the Community met this afternoon. For those that served on these committees, please keep UC updated on any communication that you receive.

3. New Business
   a. Budget Requests
      i. PRIDE Club
         1. After brief discussion, the following motion was made by S. Jain and seconded by T. Morello
         2. Motion: To approve their budget request of $60. Motion passes unanimously.
            a. $60 was approved from Programs and Projects Account 40-70173-016-30001 to 40-70254-016-30001

   b. Monthly updates
      i. GSC: No new updates.
      ii. CHRP: CHRP Convocation is 5/15. Elections held.
iii. COM: COM Award Ceremony 5/16
iv. CON: CON Convocation is 5/14
v. SPH: March of Dimes event was rained out.
vi. SCGB: Commencement is on May 21st
vii. RHC: New RAs and RDs started working.
viii. SUNY SA: SUNY SA Review of 2019 distributed to student body by Ericka.
ix. Centerwide Committee: Biannual Centerwide Meeting on 5/10. Parking Garage is coming down 5/27. Parking Prices and Availability are continuing to be discussed. Dean list for COM have been finalized.
x. SUNY Council: No new updates.
xi. Sim Center Committee:
   1. The SSC co-facilitated the T2C simulations. The Room of Horrors event was organized and ran by the SSC members and student volunteers. Student volunteers also helped facilitate the phlebotomy/IV and First Responder simulations.
   2. The SSC is hosting our first simulation event at the end of May which will be open to students from all schools. The simulations will include phlebotomy/IV, heart and lung auscultation, and BLS code practice.
   3. The next executive board will be elected at the end of May.
   4. The simulation center will have a soft, trial open starting August 2019 and officially opening January 2020.

xii. Food Pantry: The Food Pantry is well stocked. Office of Admissions just made a large donation. Taking an inventory one per day or week was a suggestion to track the needs of the Downstate faculty, students, and staff.

c. 1st Annual Lavender Graduation
   i. May 17 at 4:45pm in Alumni Auditorium
   ii. Celebration for Downstate LGBTQ+ and Allied graduating students of every college
   iii. President Riley will be speaking at this event
   iv. Please attend and show support

d. UC Facebook page - Remember to Share and Like!
   i. https://www.facebook.com/UCatDownstate/

e. UC Suggestion Box
   i. One new submission as of 5/1/19: Discussed the challenges with using the labels of MS1 to MS4 for medical students. No contact information was provided to follow up on this suggestion. Technically, the labels go by the tuition semester dates.
   ii. This was the first submission since 7/19/18. If UC wishes to continue using the suggestion box, we need to find a way to promote its use. If UC
doesn't wish to continue using the suggestion box, then should discuss ways to improve feedback communication for next year.

iii. UC may consider sending out an e-mail to the student body every 2-3 month dedicated solely to spreading the word about the suggestion box.

f. 2019-2020 University Council Executive Board Elections:
   i. Speeches by candidates were given and votes were tallied.
   ii. T. Morello won Vice President and his nomination was withdrawn for Treasurer.
   iii. 2019-2020 UC Executive Board Election Results:
      1. President: Shelley Jain
      2. Vice President: Tim Morello
      3. Treasurer: Dunni Ogundipe
      4. Secretary: Alyson Clarke

g. Last meeting of 2018-2019 UC
   i. Graduating members: Congratulations! We look forward to hearing about all your future successes.
   ii. Returning and new members: Good luck on final exams! Enjoy the summer!

4. Adjournment
   a. A. Hasenzahl called the meeting to order at 7:10 PM.
   b. Next meeting will take place at the beginning of Fall 2019 Semester. Please watch for e-mails regarding the meeting dates.

Minutes officially submitted by:

Alyson Clarke, Proxy for Esther Milina, University Council Secretary
<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Certified Budget 2018-19</th>
<th>Current YTD as of 02/28/18</th>
<th>Proposed Budget 2019 - 2020</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>40-40001-016</td>
<td>ACTIVITIES FEES INCOME</td>
<td>$31,875.00</td>
<td>$32,660.00</td>
<td>$32,660.00</td>
<td>based on FY2019 actual revenue</td>
</tr>
<tr>
<td>40-40001-016</td>
<td>ROLLOVER BALANCE</td>
<td>$12,895.00</td>
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<tr>
<td></td>
<td><strong>Total Income</strong></td>
<td><strong>$44,860.00</strong></td>
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<td></td>
<td><strong>$32,660.00</strong> <strong>Formula cell (Don't change)</strong></td>
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**Program Expenses**

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Certified Budget 2018-19</th>
<th>Current YTD as of 02/28/18</th>
<th>Proposed Budget 2019 - 2020</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>40-70035-016</td>
<td>ADMINISTRATION FEE</td>
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<td>$1,574.00</td>
<td>$1,574.00</td>
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<td>MULTICULTURAL FAIR</td>
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| Total Program Expense | $28,324.00 | $28,669.00 | Formula cell (Don't change) |
| Balance Before Reserve | $18,536.00 | -         | $4,091.00 | Formula cell (Don't change) |
| Reserve:              |            |            |            |                          |
| 40-30008-016          | RESERVE FUND                           | 1,272.00                   |                             |                             |                                                                          |
| Total Reserve         | $1,272.00 | -         | -         | -                        | Formula cell (Don't change) |
| Total Expenses + Reserve | $29,596.00 | $ - | $28,669.00 | Formula cell (Don't change) |
| Total Net Income less Expenses + Reserve | $15,264.00 | $4,091.00 | Formula cell (Don't change) |

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