

MINUTES OF THE KCC AUXILIARY ENTERPRISES CORPORATION BOARD OF DIRECTORS' MEETING, TUESDAY, SEPTEMBER 19, 2017, 2:30PM., ROOM A-209

PRESENT

Administration

Dr. Tasheka Sutton-Young, Chairperson
Ms. Judith Cohen
Ms. Christine Beckner

Faculty

Professor Steve Janowsky

Students

Mr. Salman Mohammad
Mr. Norman Wagstaffe
Mr. Austin Robinson
Mr. Joel Baxter
Mr. Darcean Edwards
Mr. Daron Peters
Ms. Teniel Cowell

Guest

Ms. Kim Sanchez

Dr. Tasheka Sutton-Young opened the meeting at 2:25pm.

1. Welcome and Introductions
Dr. Sutton-Young welcomed the members of the Board. Introductions were made.
2. Minutes
The minutes of the previous board meeting were approved as distributed.
3. Conflict of Interest Policy and Statement
Dr. Sutton-Young explained the Conflict of Interest Policy. All Board members were asked to sign a statement indicating their understanding of, and compliance with the policy. By law, any personal affiliation to the Association or conflict, even minor in nature, must be fully disclosed to the Board. Dr. Sutton-Young asked all members to sign and date the statement.
4. Whistleblower Policy
Dr. Sutton-Young made the Board members aware of the purpose of this policy, which is to ensure an ethical work environment and encourage individuals to report serious concerns or violations without retaliation or recourse. The policy describes the reporting process, whereby an employee may address his/her concern to the direct supervisor, management, the Compliance Officer or law enforcement.

5. Appointment of Committees

Audit Committee membership consists of two Independent Directors and one Student Director elected by the Board. The Audit Committee shall oversee the accounting and financial reporting process of the Auxiliary Enterprises financial statements.

MOTION: To appoint Mr. Austin Robinson to the Audit Committee. **SECONDED AND APPROVED.**

The members of the Audit Committee are:

Mr. Joseph Tedeschi
Ms. Jennifer Fernandez
Mr. Austin Robinson

6. New Business

Advanced Accounts

Ms. Kim Sanchez explained to the board that that for many years, the Association has been using an advance account to process student related transactions such as, certifications, conference registration, etc., that cannot be directly processed by the tax levy side. This is either due to timing or the vendor does not accept a purchase order or credit card. This occurs when Surgical Tech has to do an accreditation or in the case of Middle States. When this happens the Association will write a check to the accrediting body after the Vice President for Finance and Administration gives his approval. All transactions advanced are repaid to the Association. The Advance account is repaid in a timely manner and reviewed annually. There are not issues with processing. The Association's independent auditor audits the account every year. The Vice President for Finance and Administration is proposing to move the advanced account from the association to Auxiliary. The outstanding balance on the Association will not be moved to Auxiliary, it will start at zero on Auxiliary.

It was explained to the board that the college cannot fund any political campaigns. It was previously done in error and all monies had to be refunded to the college. Any politician visiting the college as a guest speaker has to do so for free we cannot reimburse them.

Political Contributions Policy

As a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code, Kingsborough Community College Auxiliary Enterprises Corporation cannot intervene in any political campaign on behalf of, or in opposition to, any candidate for public office. Violation of this prohibition could cause the Corporation to lose its tax-exempt status or incur excised taxes imposed on political expenditures. To ensure that the Corporation does not jeopardize its tax-exempt status or incur excise taxes on political expenditures, the Corporation, including any individual acting on behalf of the Corporation, will not engage in any of the following on Corporation property, during

any Corporation function, or other using the Corporation's name, resources or facilities:

- Endorsing any candidate for public office
- Donating or contributing to any candidate's campaign
- Participating or engaging in political fundraising events
- Publishing or distributing statements for or against any candidate
- Engaging in any other activity that favors or opposes any candidate

MOTION: To approve policy. SECONDED AND APPROVED.

The meeting adjourned at 2:50pm

Respectfully Submitted,

Judith Cohen
Secretary