

MINUTES OF THE KCC AUXILIARY ENTERPRISES CORPORATION BOARD OF DIRECTORS
MEETING, WEDNESDAY, FEBRUARY 11, 2026, 4:00PM., ZOOM

PRESENT:

Administration:

Vice President Edwisimone Rodriguez, Chairperson
Interim Vice President for Finance & Administration Andres Escobar, Treasurer
Vice President/Associate Provost Mary Dawson
Judith Cohen, Secretary

Faculty:

Prof. Roberto Mariani
Prof. Malka Machlus
Prof. Christopher Thompson

Independents:

Ms. Nadia Matthie

Students:

Nosagieagbon Olu-Obazee
Reem Hussein
Myat Khine Zan
Fatima-Zahara Kamil

Guests:

Ms. Kim Sanchez

Absent:

Mr. Zhi Hen Li
Oluwakemi Akinleye
Fotima Makhmudova

Vice President Rodriguez called the meeting to order at 4:00PM.

1. Minutes:

MOTION: To approve the minutes of the previous board meeting as presented.

SECONDED AND APPROVED

2. 990 Approval

Ms. Nadia Matthie one of the independent directors and member of the Audit Committee gave the board a brief synopsis of the 990-tax form and how it is structured based on the information extracted from the draft financial statements

compiled by the auditors for the fiscal year June 2025 and 2024 which the members of the board previously reviewed and voted to accept.

MOTION: To approve the 990 as presented for submission to the IRS. SECONDED AND APPROVED.

3. Midyear Budget Update

The treasurer presented the members of the board with a review of the current Auxiliary budget, facility fees from athletics has exceeded projections by \$30,000 so far. There is a lag in vending, food service is on point and the bookstore is on track to exceed projections. We will be engaging a new ATM contractor, revenue stream expected to decrease. Parking will not meet target but our investment income has been exceeded by \$100,000.


The Auxiliary has received a \$93,000 signing bonus for our new vending contract. It looks like all or our expenses for this fiscal year is on track to be spent with the heaviest expenses being incurred during the spring semester mainly in June. We expect to add \$269,266.00 to the fund balance.

The treasurer requested \$60,000 from the board for the Investiture for the President to cover the cost of food, décor and incidentals. He proposed moving funds from various budget lines that are not going to spend down by the end of the fiscal year but it was suggested by a member of the board to take the \$60,000 needed from the signing bonus of \$93,000 the Auxiliary just received as it has not yet been added to the fund balance and is able to be used as there are no conditions attached to this money.

MOTION: To approve the use of \$60,000 from the Auxiliary for the President's Investiture. SECONDED AND APPROVED.

Meeting adjourned at 4:30PM.

Respectfully Submitted,


Judith Cohen
Secretary

MINUTES OF THE KCC AUXILIARY ENTERPRISES CORPORATION BOARD OF DIRECTORS
MEETING, MONDAY, JUNE 16, 2025, 2:00PM., ZOOM

PRESENT:

Administration:

Dr. Simone Rodriguez, Chairperson
Interim Vice President Andres Escobar, Treasurer
Vice President Johana Rivera
Judith Cohen, Secretary

Faculty:

Prof. Christopher Thompson
Prof. Malka Machlus
Prof. Roberto Mariani

Independents:

Ms. Nadia Matthie

Students:

Shaquana Young
Doha Omer

Guests:

Ms. Kim Sanchez

Absent:

Mr. Zhi Hen Li
Nay Chi Lwin
Myat Khine Zan
Rivka Segall
Enegyz Rozyyeva

Vice President Rodriguez called the meeting to order at 2:01PM.

1. Minutes:
MOTION: To approve the minutes of the previous board meeting as presented.
SECONDED AND APPROVED.
2. Proposed budget FY26
The treasurer gave the board a brief overview of the line items culminating in the estimated operating income for the upcoming fiscal year. He then went on

to go through the line items that would determine the expenses for the Auxiliary for fiscal year 26. This is the last year of the contract for the Manhattan Beach Parking lot and the city has already been notified that the Auxiliary will not be renewing which will be a significant line-item decrease beginning fiscal year 2027. The treasurer is requesting \$250,000 for college support which is half of the amount requested for the past 3 years. This will decrease the impact of drawing down the reserve and any unused funds will be returned to the Auxiliary.

MOTION: To approve FY26 budget as presented. SECONDED AND APPROVED.

3. Old/New Business:

CUNY is again requesting our schedule for the Audit Committee meeting that will review the draft financials once the audit has been completed.

Audit scheduled for the week of 8/11.

Draft due to CUNY 9/30.

Pending date for Audit Committee Meeting to be determined after conferring with the other members of the committee. September 1 to September 22 is the proposed window to work within.


The chair of the board thanked the student members for their service and wished them well as they move on from KCC.

4. Adjournment:

MOTION: To adjourn the meeting. SECONDED AND APPROVED

Meeting adjourned at 2:20PM.

Respectfully Submitted,


Judith Cohen
Secretary

Attachments:
Proposed Auxiliary Budget 2025-2026

MINUTES OF THE KCC AUXILIARY ENTERPRISES CORPORATION BOARD OF DIRECTORS
MEETING, TUESDAY, APRIL 22, 2025, 3:30PM., ZOOM

PRESENT:

Administration:

Vice President Simone Rodriguez, Chair
Interim Vice President Andres Escobar, Treasurer
Vice President Johana Rivera, Vice Chair
Judith Cohen, Secretary

Faculty:

Prof. Roberto Mariani
Prof. Christopher Thompson
Prof. Malka Machlus

Independents:

Mr. Zhi Hen Li
Ms. Nadia Matthie

Students:

Shaquana Young
Doha Omer
Nay Chi Lwin
Myat Khine Zan
Rivka Segall
Enegyz Rozyyeva

Vice President Rodriguez called the meeting to order at 3:33PM.

1. Minutes:

MOTION: To approve the minutes of the previous board meeting as presented.
SECONDED AND APPROVED.

2. Budget Update:

The treasurer gave an update on the current financial position of the Auxiliary Enterprises. The On Stage at Kingsborough director retired and a capital project for the Performing Arts Center will begin any minute, during this time the facility has been rented out for outside as well as KCC events. A couple of months ago the fire curtain became stuck in the open position so the facility had to be closed. If the capital project does not begin soon the college is hoping that CUNY will fix the curtain. Vice President Escobar is currently working with

CUNY and DASNY on this. Part of the facility fees income is generated by the PAC so we had rentals in January but events still in the pipeline especially for the month of June we moved what we could to other locations on campus, for those we could not we let them know they would have to find alternate locations for their upcoming events. This will impact our revenue. We had \$50,000 in rental fees for the summer we had to refund. For the athletics facilities rentals we rent out the baseball field and gym.

CUNY has moved from brick and mortar to fully online bookstores, KCC apparel has not been launched into the bookstore as yet. With the new online bookstore, the students are able to purchase cheaper books. There is a possibility that we may not meet the target of \$60,000 for this fiscal year. Our facility rentals are expanding and we are looking to create a pamphlet to better advertise them.

The motor cycle safety school is on track to meet projections, we collect 17.5% commission on all their sales. The antenna is a fixed cost. Parking target may not be met we may get to \$270,000. Parking expenses will be about \$156,000 to do pothole repairs and to restripe the lot.

3. UBIT:

The Auxiliary has to reimburse the college for staff who set up for events when we rent to outside entities. The college has to pay taxes on all facilities rentals and we have overspent on taxes, therefore the treasurer is asking the board to approve a request for \$42,397.88 to cover the taxes due. The funds will be reallocated from parking, middle states and the budget adjustment fund.

MOTION: To approve the funding request of \$42,397.88 to cover UBIT payment to IRS. SECONDED AND APPROVED.

Abstain - Doha Omer, Nay Chi Lwin, Rivka Segall

4. Banking:

The treasurer is seeking the board's approval to close the bank account at TD Bank where the current interest is .01% and open a CD account at Valley Bank who is offering 4%. The term for the CD will be 3 months. The money deposited will be under the \$250,000 FDIC limit.

MOTION: To approve closing the current TD Bank account and opening a new account at Valley Bank. SECONDED AND APPROVED.

5. Bylaws

The new student members of the board were given a copy of the Bylaws of the Kingsborough Community College Auxiliary Enterprises Corporation and a brief

description of it was explained to them. They were encouraged to familiarize themselves with the policy.

6. Conflict of Interest Policy and Statement

The KCC Auxiliary Enterprises Corporation Conflict of Interest Policy was explained and given to the new student board members. They were asked to read, complete the questionnaire and then sign the last page 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.

7. Whistleblower Policy

The policy was explained to the new student members of the board. 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.

MOTION: To adjourn the meeting. SECONDED AND APPROVED.

Meeting adjourned at 3:59PM.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Judith Cohen". The signature is written in black ink and is positioned above the printed name and title.

Judith Cohen
Secretary

MINUTES OF THE KCC AUXILIARY ENTERPRISES CORPORATION BOARD OF DIRECTORS' MEETING, MONDAY, DECEMBER 9, 2024, 3:00PM., ZOOM

PRESENT

Administration

Vice President Edwisimone Rodriguez, Chairperson
Interim Vice President Andres Escobar, Treasurer
Vice President Johana Rivera
Ms. Judith Cohen

Faculty

Professor Roberto Mariani
Professor Christopher Thompson
Professor Malka Machlus

Independents

Nadia Matthie

Students

Shaquana Young
Doha Omer
Zakiah Almontaser

Guest

Ms. Kim Sanchez

Vice President Edwisimone Rodriguez opened the meeting at 3:05pm.

1. Minutes

The minutes of the previous board meeting were approved as distributed.

2. Form 990 & Form 990T

This Board meeting was convened for the purpose of reviewing Form 990. Ms. Nadia Matthie shared the IRS 990 Form for fiscal year 2023 with the Board members to review, it is the formal layout for the IRS of the financial statements that the board had previously reviewed and voted on. Ms. Matthie went through the material page by page noting items of interest that the IRS is looking for such as UBIT (unrelated business income tax) parking, facilities rental, records revenue, expenses and fund balance, bookstore, cafeteria and atm, any investment income, grants etc.

It is mandatory for the College to file this form. The Board of the Auxiliary Enterprises Corporation must review and approve Form 990 and Form 990T before it is filed with the IRS. The Auxiliary files Form 990T to report tax imposed on the unrelated business income generated by the Auxiliary. The auditors for the College will file the Form 990 and Form 990T on its behalf.

MOTION: To approve IRS Form 990. SECONDED AND APPROVED.

3. Taxes Funding Request

The treasurer requested from the board an additional \$40,000 to cover UBIT for the Auxiliary Enterprises Corporation. \$15,000 will be taken from the Reserves but will need an additional \$25,000 to cover FY 25.

MOTION: To approve additional allocation of \$40K for taxes. SECONDED AND APPROVED.

The meeting adjourned at 3:24pm

Respectfully Submitted,

A handwritten signature in cursive script that reads "Judith Cohen". The signature is written in black ink and is positioned above the printed name and title.

Judith Cohen
Secretary