



**Office of the President**

**BOARD OF DIRECTORS**

**July 20, 2011**

**RESOLUTION NO.2011.A4 APPROVING THE 2011-2012 BUDGET OF THE SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.**

**WHEREAS**, the 2011-2012 budget of the Suffolk Community College Association, Inc. has been recommended by the Association Advisory Committee on each campus, and

**WHEREAS**, said budgets have been recommended for adoption by the Executive/Campus Deans and the Associate Vice President for Student Affairs, and the President concurs, be it therefore

**RESOLVED**, that the 2011-2012 budget for the Suffolk Community College Association, Inc., in the amount of \$3,938,365 for the period covering September 1, 2011, through August 31, 2012 (Attachment A-I), is hereby approved and shall be allocated as follows:

Ammerman Campus	\$2,047,184
Eastern Campus	\$ 493,594
Grant Campus	\$1,397,587

  
Bryan Lilly  
Secretary



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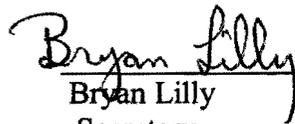
**July 20, 2011**

**RESOLUTION NO. 2011.A5          APPROVING THE PECONIC CAFÉ, AND  
CULINARY CATERING BUDGETS FOR 2011-2012**

**WHEREAS**, the Dining Services budgets for 2011-2012 have been recommended by the Dining Services Advisory Committee and the Associate Dean of Student Services on the Eastern Campus, and

**WHEREAS**, said budget has been recommended for adoption by the Executive Dean and the Associate Vice President for Student Affairs, and the President concurs with this recommendation, be it therefore,

**RESOLVED**, that the Peconic Café and the Culinary Catering budgets, as per Attachment I, for the period covering September 1, 2011 through August 31, 2012 are hereby approved.

  
Bryan Lilly  
Secretary

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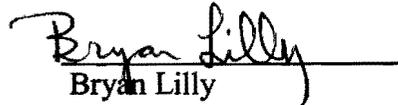
July 20, 2011

**RESOLUTION NO.2011.A6 APPROVING BUDGETS FOR THE CHILDREN'S LEARNING CENTERS FOR 2011-2012.**

**WHEREAS**, the 2011-2012 budgets for the Children's Learning Centers have been recommended by the Children's Learning Centers' Directors on the Ammerman and Grant Campuses respectively, and

**WHEREAS**, said budgets have been recommended for adoption by the Executive/Campus Deans and the Associate Vice President for Student Affairs, and the President concurs with these recommendations, be it therefore

**RESOLVED**, that the 2011-2012 budgets for the Children's Learning Centers on the Ammerman and Grant Campuses, as per Attachment I, for the period covering September 1, 2011 through August 31, 2012, are hereby approved.

  
Bryan Lilly  
Secretary

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**July 20, 2011**

**RESOLUTION NO. 2011.A7      APPROVING A FEE SCHEDULE FOR THE CHILDREN'S LEARNING CENTERS FOR 2011-2012**

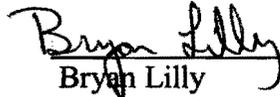
**WHEREAS**, the College Children's Learning Centers Advisory Committee has recommended an increase in the tuition fees, and

**WHEREAS**, the College Children's Learning Centers Advisory Committee has recommended a twenty-cent increase per hour, and

**WHEREAS**, the Committee has also recommended a registration fee of \$45 for spring and fall, and

**WHEREAS**, said recommendations has been approved by the Associate Vice President for Student Affairs, and the President concurs, be it therefore

**RESOLVED**, that the fee schedule, as specified in Attachment A-II, is hereby approved for the 2011-2012 academic year.

  
Bryan Lilly  
Secretary



Office of the President

BOARD OF DIRECTORS

July 20, 2011

**RESOLUTION NO.2011.A8                    APPROVING THE USE OF AMMERMAN CAMPUS  
RESERVE FUND BALANCE**

**WHEREAS**, the Fire Marshall of the State of New York has found that the fire retardant applied to the draperies in the Shea Theatre is no longer sufficient and has deemed the dry rot tears have rendered the draperies a hazard , and

**WHEREAS**, the repair and re-application of fire retardant to these draperies costs more than the original cost of the draperies, and

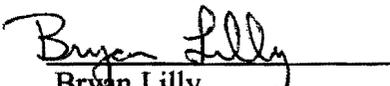
**WHEREAS**, new inherently Flame Retardant materials(IFR) are now available to manufacture draperies rendering them flameproof for the life of the drapery and requires no further flame retardant Treatment ,and

**WHEREAS**, the Fire Marshall has required that the replacement be complete by July of 2011, and

**WHEREAS**, the Ammerman Campus Association Reserve Fund has the money available to purchase these draperies, and

**WHEREAS**, the Executive Dean of the Ammerman campus and the Associate Vice-President of Student Affairs recommend this purchase and the President concurs, be it therefore

**RESOLVED**, that the Board of Directors authorize the release of \$24,630 from the Ammerman Campus Reserve Fund balance to purchase these draperies for the Ammerman Theatres.

  
Bryan Lilly  
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**July 20, 2011**

**RESOLUTION NO. 2011.A9 REAPPOINTING ASSOCIATION EMPLOYEES FOR 2011-2012**

**WHEREAS**, the following Association employees are presently serving on appointment for the 2010-2011 academic year, and

**WHEREAS**, it is the recommendation of the Executive Deans and the Associate Vice President for Student Affairs that these individuals be reappointed for the 2011-2012 academic year, and

**WHEREAS**, the College Association Advisory Committee and the Children’s Learning Centers Advisory Committee have recommended that all full-time Association employees be granted a step increase for 2011-12 and

**WHEREAS**, the Associate Vice President for Student Affairs supports these recommendations, and the President concurs, be it therefore

**RESOLVED**, that the following individuals are hereby appointed for the 2011-2012 academic year, as indicated below.

<u>NAME</u>	<u>TITLE</u>	<u>STEP PLACEMENT (WORK YEAR)</u>
<u>Campus Kids</u>		
Audrey Hopkins	Director	Step 20/49 weeks
Linda Szklarski	Teacher/Asst. Director <sup>1</sup>	Step 18/42 weeks
Linda McGuire	Teacher	Step 18/42 weeks
Becca Ehrenfeld	Teacher	Step 10/42 weeks
<u>Suffolk Kids Cottage</u>		
Vickie Calderon	Director	Step 20/49 weeks
Dallice R. Jones	Teacher/Asst. Director <sup>1</sup>	Step 10/45 weeks
Claudia Feliciano	Teacher	Step 11/45 weeks
Jenna Chelsey Godown	Teacher	Step 7/45 weeks
Kathy DiVenti	Administrative Asst.	Step 16/46 weeks
<u>Wellness/ Recreation/Orientation</u>		
Denny Teason	Wellness /Rec/Orientation Asst	Step 4/52 week
<u>Athletic</u>		
Joseph Kosina	Intercollegiate/Intramurals Cood.	Step 4/52 week
<u>Assoc. Business Office</u>		
MaryAnne Ellinger	Dir. of Business Affairs	Step 16 /52 weeks
Kathleen Felice	Payroll/Account Clerk	Step 16/52 weeks

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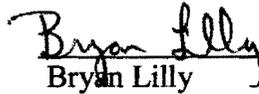
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# Suffolk

COUNTY COMMUNITY COLLEGE

Bonnie DeFeo <u>Dining Services</u>	Senior Account Clerk	Step 16/52 weeks
Barbara Kelly	Day Manager	Step 8/40 weeks
Mary Ann Warren	Evening Manager	Step 10/42 weeks
Amanda Miller	Administrative Asst.	Step 8/44 weeks
<u>Campus Activities</u>		
Josephine Fleming	Event Coordinator	Step 4/52 weeks

<sup>1</sup> Assistant Directors receive a stipend

  
Bryan Lilly  
Secretary

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**RESOLUTION NO. 2011.A10 ABOLISHING AND CREATING POSITIONS**

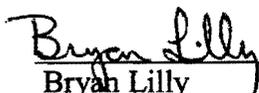
**WHEREAS**, there is currently a Senior Account Clerk and a Payroll Clerk working in the Business Office of the Association, and

**WHEREAS**, both vacant positions will be filled during the summer 2011 semester, and

**WHEREAS**, the Suffolk Community College Association has revised the job descriptions for both positions to ensure cross training as per the auditor's recommendations for a succession plan, and therefore must revise the titles of the positions accordingly, and

**WHEREAS**, the Associate Vice President Student Affairs approves these changes, and the President concurs, be it therefore

**RESOLVED**, that the positions of Senior Account Clerk and a Payroll Clerk be abolished and the positions of Accounting Assistant I and Accounting Assistant II be created, with the revised job descriptions (Attachment A-III and A-IV) and the adjusted salary scale to reflect the additional job duties (Attachment A-V).

  
Bryan Lilly  
Secretary



**Office of the President**

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**RESOLUTION NO.2011.A11 APPROVING THE APPOINTMENT OF PROFESSIONAL STAFF MEMBER**

**WHEREAS**, the position for an Accounting Assistant I has been established

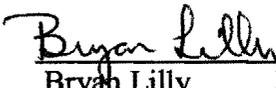
**WHEREAS**, there is a need for accounting support services in the Association Business Office due to retirement of a Professional Staff member; and,

**WHEREAS**, it is the recommendation of the Associate Dean of Students, the Executive Dean and the Associate Vice-President for Student Affairs that an appointment be granted for the Accounting Assistant I, be it therefore

**RESOLVED**, that the following appointment be granted as noted:

<u>Name</u>	<u>Position</u>	<u>Step Placement</u>	<u>Salary</u>	<u>Effective Date</u>
Theresa Duquesnay	Accounting Assistant I	15	\$44,407	July 5, 2011

**JUSTIFICATION:** process cash disbursements and other related accounting duties

  
Bryan Lilly  
Secretary



**Office of the President**

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**July 20, 2011**

**RESOLUTION NO.2011.A12 APPROVING THE APPOINTMENT OF PROFESSIONAL STAFF MEMBER**

**WHEREAS**, the position for an Accounting Assistant II has been established

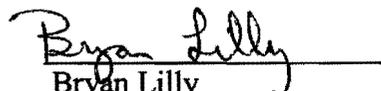
**WHEREAS**, there is a need for accounting support services in the Association Business Office due to retirement of a Professional Staff member; and,

**WHEREAS**, it is the recommendation of the Associate Dean of Students, the Executive Dean and the Associate Vice-President for Student Affairs that an appointment be granted for the Accounting Assistant II, be it therefore

**RESOLVED**, that the following appointment be granted as noted:

<u>Name</u>	<u>Position</u>	<u>Step Placement</u>	<u>Salary</u>	<u>Effective Date</u>
Loretta Hope-Ciuffo	Accounting Assistant II	16	\$50,327	June 1, 2011

**JUSTIFICATION:** process payroll for Association employees, as well as other related accounting duties.

  
Bryan Lilly  
Secretary



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July 20, 2011

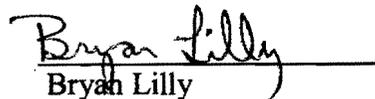
**RESOLUTION NO. 2011.A13            GIFTING SUFFOLK COMMUNITY COLLEGE  
ASSOCIATION FOOD SERVICE EQUIPMENT TO SUFFOLK COUNTY  
COMMUNITY COLLEGE**

**WHEREAS**, Suffolk County Community College is taking over the operations of the Baker's Workshop and incorporating it into their internship program, and

**WHEREAS**, Suffolk Community College Association, Inc. owns small appliance equipment that can be gifted to the College for this purpose, and

**WHEREAS**, this recommendation has been approved by the Associate Vice President for Student Affairs, and the President concurs, be it, therefore,

**RESOLVED**, therefore the food service equipment for the Baker's Workshop and the Culinary Catering Program that is owned by the Suffolk Community College Association, Inc. will be gifted to Suffolk County Community College.

  
Bryan Lilly  
Secretary

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**RESOLUTION NO. 2011.A14 AUTHORIZING A FIRM TO AUDIT SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.**

**WHEREAS**, the Suffolk Community College Association, Inc. is a non-profit 501-c3 corporation, and

**WHEREAS**, it is required by both the Federal Government and the New York State Department of Law to have a yearly independent audit by a licensed CPA firm, be it therefore

**RESOLVED**, that the CPA firm of Nawrocki & Smith be authorized to audit the Suffolk Community College Association, Inc. for the fiscal year ending August 31, 2011.

  
Bryan Lilly  
Secretary

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