**SUFFOLK COUNTY COMMUNITY COLLEGE**

**SUMMARY MINUTES OF THE BOARD OF DIRECTORS MEETING**

**ALUMNI ROOM OF THE BROOKHAVEN GYMNASIUM**

**AMMERMAN CAMPUS, SELDEN, NEW YORK**

**JULY 20, 2011**

The meeting was held on Wednesday, July 20, 2011 at 8:00 a.m. in the Alumni Room, Brookhaven Gymnasium, Selden, New York.

PRESENT:

 Ernesto Mattace, Jr. Trustee/Chair

Dafny Irizarry Trustee/Chair

Walter Hazlitt Trustee/Vice Chair

Belinda Alvarez-Groneman Trustee

Bryan Lilly Trustee/Secretary

Paul Pontieri Trustee

Patricia McMahon Trustee

Saul Fenchel Trustee

Theresa Sanders Trustee

Anthony Mangual Student Trustee

Shaun L. McKay President

 George Gatta Executive Vice President

Mary Lou Araneo V.P. Institutional Advancement

 James Amoroso V.P. of Financial & Business Affairs

Nathaniel Pugh V.P. for Planning and Institutional Effectiveness

Marvin Bright Assoc. V.P. Student Affairs

 Louis Petrizzo General Counsel

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The meeting of the Board of Directors was convened at 8:10 a.m.

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A motion to approve the minutes of the May 19, 2011 Board of Directors meeting was seconded and approved unanimously.

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A motion to approve association Resolutions No. 2011.A4 through No. 2011.A13 was seconded and approved unanimously.

**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

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**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.

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**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.

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**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.

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**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.

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**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.

 **STEP PLACEMENT**

**NAME** **TITLE** **(WORK YEAR)**

Campus Kids

Audrey Hopkins Director Step 20/49 weeks

Linda Szklarski Teacher/Asst. Director1 Step 18/42 weeks

Linda McGuire Teacher Step 18/42 weeks

Becca Ehrenfeld Teacher Step10/42 weeks

Suffolk Kids Cottage

Vickie Calderon Director Step 20/49 weeks

Dallice R. Jones Teacher /Asst.Director1 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

Wellness/ Recreation/Orientation

Denny Teason Wellness /Rec/Orientation Asst Step 4/52 week

Athletic

Joseph Kosina Intercollegiate/Intramurals Cood. Step4/52 week

Assoc. Business Office

MaryAnne Ellinger Dir. of Business Affairs Step 16/52 weeks

Kathleen Felice Payroll/Account Clerk Step 16/52 weeks

Bonnie DeFeo Senior Account Clerk Step 16/52 weeks

Dining Services

Barbara Kelly Day Manager Step 8/40 weeks

Mary Ann Warren Evening Manager Step 10/42 weeks

Amanda Miller Administrative Asst. Step8/44 weeks

Campus Activities

Josephine Fleming Event Coordinator Step 4/52 weeks

1 Assistant Directors receive a stipend

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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).

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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:

**Name** **Position** **Step Placement** **Salary**  **Effective Date**

**Theresa Duquesnay Accounting 15 $44,407 July 5, 2011**

 **Assistant I**

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

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**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:

**Name** **Position** **Step Placement** **Salary**  **Effective Date**

**Loretta Hope-Ciuffo Accounting 16 $50,327 June 1, 2011**

 **Assistant II**

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

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**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.

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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.

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Associate Vice President Marvin Bright presented the College Association Finance report. He stated that as of June 30, 2011, the three camps association budgets are doing well, and are in the final stages of closing the books for the fiscal year with some small purchases taking place. He stated that both the Ammerman and Grant Campus Association budget remain in the black, and enrollment remains stable during the summer session. AVP Bright stated that unfortunately the Peconic Café was currently in the red by fourteen thousand dollars. The reason for the deficit was due to unanticipated repairs that needed to be done in that area, one being a compressor that was not budgeted for and a temporary replacement of an employee due to maternity leave. He stated that a few more catering events will be catered by the Peconic Café to cover the cost of the accounts that are in the red.

AVP Bright stated that the Culinary catering was also in the red by seven thousand dollars. He noted that this account has a fund balance of thirteen thousand dollars, and a contingency fund of ten thousand dollars that would be able to cover the costs.

Trustee McMahon asked why the Culinary accounts were in the red. AVP Bright stated that the cost to pay the staff outweighed what was budget for some events. Trustee McMahon asked if they will take into consideration going forward what the actual cost will be for future events.

Executive Dean of the Eastern Campus, Dr. Evon Walters stated that there has been a total restructuring of the bakers workshop and the retail component will be put in the academic component of the culinary arts facility. The culinary catering piece will be taken care of through the student association, and all costs will be addressed.

AVP Bright further stated that the books will be closed August 31, 2011 and he would present the pre-audit end of year report in September. Trustee Mattace suggested that a breakdown of the report would make it easier for the Board to see where the money is going.

Chairwoman asked is anyone had any further questions for AVP Bright, with no response she thanked AVP Bright and adjourned the meeting.

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The meeting of the Board of Directors was adjourned at 8:15 a.m.

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Respectfully submitted,

 Bryan Lilly

 Secretary