**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**LECTURE HALL MD-1-5, HEALTH, SPORTS AND EDUCATION CENTER**

**GRANT CAMPUS, BRENTWOOD, NEW YORK**

**AUGUST 16, 2012**

The meeting was held on Thursday, August 16, 2012 at 9:15 p.m. in the Lecture Hall MD-105 of the Health, Sports and Education Center, in Brentwood, New York.

PRESENT:

Dafny Irizarry Chairwoman

Walter Hazlitt Trustee/Vice Chair

Bryan Lilly Trustee/Secretary

Saul Fenchel Trustee

James Morgo Trustee

Theresa Sanders Trustee

Anne Shybunko-Moore Trustee

Anthony Mangual Student Trustee

Shaun L. McKay President

George Gatta Executive Vice President

Mary Lou Araneo V.P. Institutional Advancement

Charles Stein Interim V.P. of Financial & Business Affairs

Carla Mazzarelli V.P. of Academic & Student Affairs

Louis Petrizzo General Counsel

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The meeting of the Board of Directors was convened at 9:15 p.m.

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A motion was requested by Chairwoman Irizarry to approve the minutes of the June 21, 2012 Board of Directors meeting. Trustee Mangual so moved and seconded by Trustee Hazlitt, motion was approved unanimously.

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Chairwoman Irizarry requested a motion to table Resolution 2012.A6 to the September 2012 meeting, Trustee Mangual so moved, seconded by Trustee Fenchel, motion was approved unanimously.

Chairwoman Irizarry requested a motion to approve Resolutions 2012.A7 and 2012.A8. Trustee Hazlitt so moved, Trustee Mangual seconded, motion was approved unanimously.

**RESOLUTION NO. 2012.A7 REAPPOINTING ASSOCIATION EMPLOYEES**

**FOR 2012-13**

**WHEREAS,** the following Association employees are presently serving on appointment for the 2011-2012 academic year, and

**WHEREAS**, it is the recommendation of the Executive Deans and the Associate Vice President for Academic and Student Affairs that these individuals be reappointed for the 2012-2013 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 2012-13 and

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

**RESOLVED**, that the following individuals are hereby appointed for the 2012-2013 academic year, as indicated below.

**STEP PLACEMENT CONTRACTUAL**

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

Campus Kids

Audrey Hopkins Director Step 20/49 weeks $79,673

Linda Szklarski Teacher/Asst. Director\* Step 19/42 weeks 40,604

Linda McGuire Teacher Step 19/42 weeks 40,604

Becca Ehrenfeld Teacher Step 11/42 weeks 32,054

Suffolk Kids Cottage

Vickie Calderon Director Step 20/49 weeks 79,673

Rose Boufis Teacher Step 12/42 weeks 33,014

Claudia Feliciano Teacher /Asst. Director\* Step 12/42 weeks 33,014

Jeannie O’Connor Teacher Step 12/42 weeks 33,014

Kathy DiVenti Administrative Asst. Step 17/45 weeks 34,782

Wellness/ Recreation/Orientation

Denny Teason Wellness /Rec/Orientation Asst Step 5/52 weeks 43,791

Athletic

Joseph Kosina Intercollegiate/Intramurals Cood. Step5/52 week s 43,070

Assoc. Business Office

MaryAnne Ellinger Dir. of Business Affairs Step 16/52 weeks 95,722

Theresa Duquesnay Accounting Asst. I Step 16/52 weeks 44,407

Loretta Hope-Ciuffo Accounting Asst. II Step 16/52 weeks 50,327

Dining Services

Barbara Kelly Day Manager Step 9/40 weeks 28,419

Campus Activities

Josephine Fleming Event Coordinator Step 5/52 weeks 43,791

\* Assistant Directors receive an annual stipend of $2142.

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**RESOLUTION NO. 2012.A8 ADOPTING A POLICY FOR CREDIT CARD USAGE**

**WHEREAS,** the Suffolk Community Association (Association) desires to establish a policy for credit card usage to identify the individuals who are authorized to use Association-issued credit cards, provide dollar limits for purchases, describe the purchases permitted, establish control procedures and monitor Association credit card usage, and

**WHEREAS**, it is appropriate for the Board of Directors to adopt a policy with respect to credit card usage, be it therefore,

**RESOLVED,** the Association hereby adopts the “Policy for Credit Card Usage” effective August 16, 2012 (Attachment I), and be it further

**RESOLVED**, the Association hereby revokes the “Policy on Credit Card Usage”, adopted by this Board on March 30, 2006.

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Chairwoman Irizarry introduced Vice President Dr. Carla Mazzarelli who presented the College Association Finance report as of July 31, 2012. VP Mazzarelli reviewed the College Association Finance report and stated that all our funds are in a positive position and that the fiscal year end is August 31, 2012. We still have outstanding expenses that need to be paid for Orientation, insurance, payroll, taxes, and pension payments. We will be doing closing entries for inventory, and accounts payable. We have a final payment to the Foundation for student graduation fees. Everything is in excellent financial position at this point.

Chairwoman Irizarry asked if anyone had any questions for VP Mazzarelli.

Trustee Hazlitt asked about projected revenue for rental for Health, Science and Education Center building for outside events.

Interim Vice President Charles Stein will address this question during his presentation on the College’s Financial Report.

Chairwoman Irizarry thanked VP Mazzarelli and requested a motion to adjourn the meeting. Trustee Sanders so moved, seconded by Trustee Fenchel and approved unanimously

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The meeting of the Board of Directors was adjourned at 9:20 pm.

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Respectfully submitted,

Bryan Lilly

Secretary