**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**CAPTREE COMMONS, ROOM 114, MICHAEL J. GRANT CAMPUS**

**BRENTWOOD, NEW YORK**

**September 19, 2013**

The meeting was held on Thursday, September 19, 2013 at 9:00 a.m. in Captree Commons room 114 of the Michael J. Grant Campus in Brentwood, New York.

PRESENT:

 Dafny Irizarry Chairwoman

Walter Hazlitt Trustee/Vice Chair

Brian Lilly Trustee/Secretary

Belinda Alvarez-Groneman Trustee

Paul Pontieri, Jr. Trustee

James Morgo Trustee

Theresa Sanders Trustee

Anne Shybunko-Moore Trustee

Felipe Espitia-Cetina Student Trustee

Shaun L. McKay President

 Mary Lou Araneo V.P. Institutional Advancement

 Carla Mazzarelli V.P. of Academic & Student Affairs

 Frances Dearing Executive Director Institutional Effectiveness

 Louis J. Petrizzo General Counsel

 Gail Vizzini V.P. of Business and Financial Affairs

\* \* \* \* \* \* \* \* \* \*

Chairwoman Irizarry called for a motion to call to order the Board of Directors meeting at 11:25 a.m. Trustee Morgo so moved, Trustee Sanders seconded, and motion was approved unanimously.

\* \* \* \* \* \* \* \* \* \*

Chairwoman Irizarry called for a motion to approve the minutes of the June 20, 2013 Board of Directors meeting. Trustee Pontieri so moved, seconded by Trustee Morgo, motion was approved unanimously.

\* \* \* \* \* \* \* \* \* \*

Chairwoman Irizarry introduced AVP of Student Affairs, Dr. Evon Walters, to present the College Association Financial report. AVP Walters stated the Association Financial report was for the 2012-2013 academic year. He noted the preliminary report was unreconciled and did not reflect completed year-end entries. Dr. Walters stated with the arrival of the new Director of Business Affairs for the Association, Ms. Hurst, the process of conducting in depth reviews had begun, and they expected to have completed reconciled reports at the next Board meeting in October.

He noted the balances listed for each of the three campuses. Dr. Walters noted the deficit listed for the Ammerman Child Care will be covered by a subsidy that typically will come from the campus' funds balance. The same was for the Grant Campus that listed a deficit of $16,000. The deficit will be covered by the Grant Campus' fund balance. The deficit listed under graduation is expected to have revenue coming in that will result in a surplus. The Culinary Arts Catering deficit will be covered by their fund balance as well.

Dr. Walters stated there was a second report, a proposed budget for 2013- 2014. The proposed budget represents the various programs, activities; clubs are supported by the Association budget. This year collectively across all three campuses, an emphasis was placed in multicultural affairs and athletics. In the area of multicultural affairs, there was an assortment of cultural leadership and social programs that were reflected across all three campuses. In the area of athletics, there is a new women's lacrosse team. The budget was based off a projected two percent deficit in its enrollment and a two percent decrease in both revenue and expenses. Included within the budget is a two percent salary increase for full-time association employees. The budget comparison, of what was approved in 2012 and 2013 and what is proposed reflects a two percent deficit, which amounts to, approximately, $90,000.

Chairwoman Irizarry asked if there were less student fees due to enrollment. Dr. Walters answered the budget was based on a 2% decrease in enrollment.

\* \* \* \* \* \* \* \* \* \*

Chairwoman Irizarry called for a motion for approval of the Association resolutions 2013.A14 through 2013.A19. Trustee Hazlitt so moved, Trustee Sanders seconded, motion approved unanimously.

**RESOLUTION NO. 2013.A14 APPROVING THE APPOINTMENT OF A DIRECTOR OF BUSINESS AFFAIRS**

**WHEREAS,** there is a vacancy in the position of Director of Business Affairs of the Suffolk Community College Association, Inc., and

**WHEREAS,** it is the recommendation of the Vice President of Academic and Student Affairs that an appointment be granted for a Director of Business Affairs, be it therefore

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

**Name Position Step Placement Salary Effective Date**

Barbara Hurst Director of Step 9 $77,830 8/19/13

 Business Affairs

and be it further

**RESOLVED**, that the Vice President of Academic and Student Affairs is hereby authorized to execute an employment contract containing employer paid family health insurance memorializing said appointment.

**JUSTIFICATION:** Vacancy must be filled to ensure program compliance per Board

 Resolution.

**Credentials**: MBA-Management-Dowling College

 BA-Accounting, Bernard Baruch College

\*\*\*\*\*\*\*\*\*\*

**RESOLUTION NO.2013.A15 APPROVING THE APPOINTMENT OF A DIRECTOR OF Children’s Learning Center – Campus Kids, Ammerman Campus**

**WHEREAS,** there is a vacancy in the position of Director of the Children’s Learning Center – Campus Kids, Ammerman Campus; and

**WHEREAS,** it is the recommendation of the Vice President of Academic and Student Affairs that an appointment be granted for a Director of the Children’s Learning Center – Campus Kids, Ammerman Campus; be it therefore

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Step Placement** | **Salary**  | **Effective Date** |
| Linda Crispi | Director of Children’s Learning Center – Campus Kids, Ammerman Campus | Step 15/49 weeks | $72,934/$68,726prorated 49 weeks | August 19, 2013 |

and be it further

**RESOLVED,** that the Vice President of Academic and Student Affairs is hereby authorized to execute an employment contract memorializing said appointment.

**JUSTIFICATION:** Vacancy must be filled to ensure program compliance per Board

 Resolution.

**Credentials**: MA – Education/Administration, College of New Rochelle

 MS – Counseling/Educational Psychology, Boston College

 BA – Psychology, Edinboro University

 **\*\*\*\*\*\*\*\*\*\***

**RESOLUTION NO. 2013.A16 REAPPOINTING ASSOCIATION EMPLOYEES**

**FOR 2013-2014**

**WHEREAS,** the following Association employees are presently serving on appointment for the 2012-2013 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 2013-2014 academic year, and

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

**RESOLVED,** that the following individuals are hereby appointed for the 2013-2014 academic year, as indicated below.

| **Name** | **Title** | **Step/work year** |
| --- | --- | --- |
| ***Campus Kids*** |  |  |
| Linda Szklarski | Teacher/Assistant Director\* | Step 20/42 weeks |
| Linda McGuire | Teacher | Step 20/42 weeks |
| Becca Ehrenfeld | Teacher | Step 12/42 weeks |
|  |  |  |
| ***Suffolk Kids Cottage*** |  |  |
| Vickie Calderon | Director | Step 20/49 weeks |
| Rose Boufis | Teacher | Step 13/42 weeks |
| Claudia Feliciano | Teacher/Assistant Director\* | Step 13/42 weeks |
| Jeannie O’Connor | Teacher | Step 13/42 weeks |
| Kathy DiVenti | Administrative Assistant | Step 18/45 weeks |
|  |  |  |
| ***Wellness/Recreation/Orientation*** |  |  |
| Denny Teason | Wellness/Recreation/Orientation Assistant | Step 6/52 weeks |
|  |  |  |
| ***Athletics*** |  |  |
| Kerry Swanson | Intercollegiate/Intramurals Coordinator | Step 4/52 weeks |
|  |  |  |
| ***Association Business Office*** |  |  |
| Theresa DuQuesnay | Accounting Assistant I | Step 16/52 weeks |
| Loretta Hope-Ciuffo | Accounting Assistant II | Step 16/52 weeks |
|  |  |  |
| ***Dining Services*** |  |  |
| Barbara Kelly | Day Manager | Step 10/40 weeks |
|  |  |  |
| ***Campus Activities*** |  |  |
| Josephine Fleming | Event Coordinator | Step 6/52 weeks |

\*Assistant Directors receive a stipend

 **\*\*\*\*\*\*\*\*\*\***

**RESOLUTION NO.2013.A17 2013-2014 SALARY INCREASE - ASSOCIATION**

**EMPLOYEES**

**WHEREAS,** the following Association employees are presently serving on appointment for the 2013-2014 academic year, and

**WHEREAS,** it is the recommendation of the Executive Deans and the Associate Vice President for Student Affairs that these individuals be granted a two percent (2%) salary increase for the 2013-2014 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 two percent (2%) salary increase for 2013-2014, and

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

**RESOLVED,** that the following individuals are hereby granted a two percent (2%) salary increase for the 2013-2014 academic year.

| **Name** | **Title** | **Step/work year** |
| --- | --- | --- |
| ***Campus Kids*** |  |  |
| Linda Crispi | Director | Step 15/49 weeks |
| Linda Szklarski | Teacher/Assistant Director\* | Step 20/42 weeks |
| Linda McGuire | Teacher | Step 20/42 weeks |
| Becca Ehrenfeld | Teacher | Step 12/42 weeks |
|  |  |  |
| ***Suffolk Kids Cottage*** |  |  |
| Vickie Calderon | Director | Step 20/49 weeks |
| Rose Boufis | Teacher | Step 13/42 weeks |
| Claudia Feliciano | Teacher/Assistant Director\* | Step 13/42 weeks |
| Jeannie O’Connor | Teacher | Step 13/42 weeks |
| Kathy DiVenti | Administrative Assistant | Step 18/45 weeks |
|  |  |  |
| ***Wellness/Recreation/Orientation*** |  |  |
| Denny Teason | Wellness/Recreation/Orientation Assistant | Step 6/52 weeks |
|  |  |  |
| ***Athletics*** |  |  |
| Kerry Swanson | Intercollegiate/Intramurals Coordinator | Step 4/52 weeks |
|  |  |  |
| ***Association Business Office*** |  |  |
| Barbara Hurst | Director | Step 9/52 weeks |
| Theresa DuQuesnay | Accounting Assistant I | Step 16/52 weeks |
| Loretta Hope-Ciuffo | Accounting Assistant II | Step 16/52 weeks |
|  |  |  |
| ***Dining Services*** |  |  |
| Barbara Kelly | Day Manager | Step 10/40 weeks |
|  |  |  |
| ***Campus Activities*** |  |  |
| Josephine Fleming | Event Coordinator | Step 6/52 weeks |

\*Assistant Directors receive a stipend

 **\*\*\*\*\*\*\*\*\*\***

**RESOLUTION NO.2013.A18 APPROVING THE 2013-2014 BUDGET OF THE SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.**

**WHEREAS,** the 2013-2014 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 Vice President for Academic and Student Affairs, and the President concurs, be it therefore

**RESOLVED,** that the 2013-2014 budget for the operation of the campus programs by the Suffolk Community College Association, Inc., in the amount of $3,704,117 for the period covering September 1, 2013 through August 31, 2014 (Attachment A-I), is hereby approved and shall be allocated as follows:

|  |  |
| --- | --- |
| Ammerman Campus | $1,894,423 |
| Michael J. Grant Campus | $1,308,672 |
| Eastern Campus | $501,022 |
| Total | $3,704,117 |

And be it further

**RESOLVED,** that the 2013-2014 budget for the operation of campus programs by the Suffolk Community College Association, Inc., for the period covering September 1, 2013, through August 31, 2014 (Attachment A-I), is hereby approved and shall be allocated as follows:

|  |  |
| --- | --- |
| Campus Kids – Ammerman Campus | $379,061 |
| Kids Cottage – Michael J. Grant Campus | $386,351 |
| Peconic Café – Eastern Campus | $288,543 |

\*\*\*\*\*\*\*\*\*

**RESOLUTION NO.201.A19 AUTHORIZATION TO PURCHASE OUTDOOR**

**STUDENT SEATING FOR THE SOUTHAMPTON, RIVERHEAD, ISLIP ARTS,**

**SMITHOWN SCIENCE AND BABYLON STUDENT CENTER BUILDINGS**

**WHEREAS,** the Ammerman Campus Executive Dean has determined that a need exists for more attractive, high quality student outdoor seating on campus, and

**WHEREAS**, appropriate outdoor furniture is available for purchase from W.W. Grainger, Inc. through an authorized New York State contract, and

**WHEREAS**, the Ammerman Campus Association maintains reserve funds which may be utilized for this purpose, and

**WHEREAS**, the Executive Dean of the Ammerman Campus recommends this purchase, be it therefore

**RESOLVED***,* that the Board of Directors hereby authorizes the purchase of student outdoor seating for the Ammerman Campus in an amount not to exceed $30,000.00.

\*\*\*\*\*\*\*\*\*

Chairwoman Irizarry called for a motion to adjourn the Board of Directors meeting. Trustee Morgo so moved, seconded by Trustee Alvarez-Groneman, the motion was approved unanimously.

\* \* \* \* \* \* \* \* \* \*

The meeting of the Board of Directors was adjourned at 11:32 a.m.

\* \* \* \* \* \* \* \* \* \*

Respectfully submitted,

Bryan Lilly

 Secretary