**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**MEDIA ROOM, CULINARY ARTS CENTER,**

**RIVERHEAD, NEW YORK**

**JUNE 19, 2014**

The meeting was held on Thursday, June 19, 2014 at 4:00 p.m. in the Media room of the Culinary Arts Center in Riverhead, New York.

PRESENT:

Dafny Irizarry Chairwoman

Bryan Lilly Trustee/Secretary

Belinda Alvarez-Groneman Trustee

Gordon Canary Trustee

Arthur Cliff Trustee

James Morgo Trustee

Paul Pontieri Trustee

Theresa Sanders Trustee

Anne Shybunko-Moore Trustee

Felipe Espitia-Cetina Student Trustee

Louis J. Petrizzo General Counsel

Mary Lou Araneo V.P. Institutional Advancement

Carla Mazzarelli V.P. of Academic & Student Affairs

Jeffery Pedersen V.P. for Planning & Institutional Effectiveness

Gail Vizzini V.P. of Business and Financial Affairs

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Chairwoman Irizarry requested a motion to adjourn the Board of Trustees meeting and call to order the meeting of the Board of Directors at 4:45 p.m. Trustee Lilly so moved, Trustee Canary seconded, motion was approved unanimously.

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Chairwoman Irizarry called for a motion to approve the minutes of the May 15, 2014 Board of Directors meeting. Trustee Sanders so moved, seconded by Trustee Espitia-Cetina, motion was approved unanimously.

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Chairwoman Irizarry introduced Associate Vice President of Student Affairs, Dr. Christopher Adams, to present the College Association Financial report. Dr. Adams gave the monthly financial report for the Association stating that as of May 31st, 2014, the Association is trending in a positive manner in all of the accounts. With three months remaining in the academic year, while some of the accounts for example, the Ammerman Student Association, the Grant Student Association and the College athletics, seem relatively high, those numbers will come down with expenses that occurred in May which include the student leadership over in Shelter Island and all of the student banquets. He also explained that there is a plan to replace two vans which will come out of this year's budget as well. Dr. Adams expressed that the hope is that by August 31st, 2014 those numbers will come down significantly so that they can begin the new year on the September 1st, 2014 year in a positive manner.

With no questions, Dr. Adams proceeded to show a video of all of the different activities that happened throughout the year in the Association. Chairwoman Irizarry commented with regard to the video, stating the Board is very proud of the many programs and services that the College offers to the students and thanked Dr. Adams for his innovation and unwavering commitment to student services and the helping of students. She also thanked him for keeping the Board informed and sharing what the students are doing.

Before proceeding with the overview of the Association Budget for 2014-2015. He pointed out that the board packet contains a budget audit letter from the 2012-2013 year which has been reviewed by himself, Dr. Mazzarelli and the Association Business Officer Director, Barbara Hurst. There are seventeen points listed in the management letter and they plan to meet with the Budget & Finance Committee to go over each of these points. Dr. Adams also stated that over the months of July and August, the Association will have a resolution accepting this management report once it's reviewed by the Board of Directors. Dr. Adams also pointed out that the Student Success Committee has been very instrumental in giving feedback and he announced that there will be two presentations. One by Athletic Director Foley to go over the athletic year in review and the HACU students that went to Washington, D.C. recently in April will be presenting on their trip. Dr. Adams explained that HACU is the Hispanic Association of Colleges and University and the trip was funded by the Association.

Dr. Adams explained that part of the challenge of the Association budget is dealing with three different campuses and the college athletics. He thanked the Campus Activity Coordinators, the Associate Deans, and Executive Deans on all three campuses, Athletic Director Foley and his staff. The Student Success Committee received a presentation on this Budget last week. He added that there were a number of people that have reviewed and had input in the preparation of this budget.

Dr. Adams compared this proposed budget to last year’s adopted Budget. He reminded the Board that there was a 2013-2014 budget that was approved by the Board of Directors which was based on a negative two and a half percent decline in enrollment. Since enrollment projections were exceeded, they will see a difference between what was approved and what the actual amount was. Other income includes a copy machine fees, and any money generated by our Theater program. There are also significant fund balances from all three campuses including college athletics that were accumulated over the years. One of the goals for this year was to begin drawing down these fund balances. The Association has asked the Associate Dean of Campuses and the athletic program to begin planning to use their fund balance a little bit more and to have a little more initiative with the different programs that we have. Dr. Adams stated that his report will show that the total revenue has increased.

Dr. Adams moved onto the association budget stating that the budget was put together with the notion of a flat enrollment meaning the College will have the same amount of students next year as it had during the 2013-2014 year. The budget for the 2014-2015 is based on last year's enrollment numbers, the actual numbers and money from the fund balances. Dr. Adams added that another aspect was a two percent salary increase for part-time Association staff and money for college-wide initiatives that as the Associate Vice President for Student Affairs and the Chief Student Affairs Officer would be under his jurisdiction. The budget is very extensive between clubs, activities, athletic events, child care centers, honor societies and student publications. Dr. Adams announced that a Student Engagement Committee made up of faculty, staff and students that will meet on a monthly basis to develop initiatives to help with retention, persistence and completion has been created. He also stated that leadership development opportunities across the three campuses will increase as well as college-wide athletics and more student leader conferences. He announced that the College will have an equestrian team sometime next year and that the College’s new student trustee, Gardy Amilcar has come up with a concept of a ‘spirit week’ which will be surrounded by Completion Day. It will take place in October and SUNY will give the actual date. He went on to explain some of the activities including a Blue and White Day and that the College, hopefully for the first time in history will have a mascot to represent it.

Dr. Adams spoke about a phased van fleet replacement which in the coming year will allow the Association to purchase two vans out of the 2013-2014 operating budget.

Dr. Adams informed the Board about an end-of-the-year college-wide event that was suggested by students to have either a concert or a comedian visit the college as other institutions do.

With reference to facility renewals, Dr. Adams stated that at the Michael J. Grant Campus, the Child Care Center is in need of help and they would like some electronic signage as well. Dr. Adams is looking into doing more Stars and Stripes Lounges for our veteran students modeled off of the Eastern Campus at the Michael J. Grant Campus and the Ammerman Campuses.

Lastly, Dr. Adams spoke of student advocacy efforts and that another trip to Albany is being planned and about getting students involved because the students are the ones that drive messages more effectively than anyone else could.

Chairwoman Irizarry thanked Dr. Adams and stated that she and the Board are pleased that the campuses are using fund balances and since the students pay tuition fees, it is most appropriate that they see the benefit of those fees.

Trustee Espitia-Cetina stated that he would like to see the campuses unified so that there aren’t many differences. He also commented that he has been told that Ammerman professors get paid more than Eastern & Grant Campuses. He also stated that he liked the new ideas and initiatives and he would like to see more clubs get approval for their activities. He suggested that the Student Success Committee discuss how to promote new clubs and what activities can be done. Trustee Espitia also commented about the distribution of athletics funds and that he felt it was being distributed more fairly. Dr. Adams responded by thanking Trustee Espitia for his comments and reiterating that he strongly believes in college-wide and doing things consistently across the campuses and that is one of the initiatives that’s going to be pushed forward in the future. Dr. Adams also stated that there have been meetings with the Associate Deans and Campus Activity Directors which will continue going forward. With no further questions, Dr. Adams thanked Student Trustee Espitia for all of his work this past year and told him that the College is going to carry on some of these traditions that he sought and that he will be missed.

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Chairwoman Irizarry called for a motion to approve Association Resolution 2014.A4 to 2014.A8. Trustee Lilly so moved, Trustee Espitia-Cetina seconded motion was approved unanimously.

**RESOLUTION NO.2014.A4 REAPPOINTING ASSOCIATION EMPLOYEES**

**FOR ACADEMIC YEAR 2014-2015**

**WHEREAS,** the following Association employees are presently serving on appointment for the 2014-2015 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 2014-2015 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 2014-2015 academic year, as indicated below.

| **Name** | **Title** | **Step/work year** |
| --- | --- | --- |
| ***Campus Kids*** |  |  |
| Linda Crispi | Director | Step 18/49 weeks |
| Linda Szklarski | Teacher/Assistant Director\* | Step 20/42 weeks |
| Linda McGuire | Teacher | Step 20/42 weeks |
| Becca Ehrenfeld | Teacher | Step 13/42 weeks |
|  |  |  |
| ***Suffolk Kids Cottage*** |  |  |
| Vickie Calderon | Director | Step 20/49 weeks |
| Rose Boufis | Teacher | Step 14/42 weeks |
| Claudia Feliciano | Teacher/Assistant Director\* | Step 14/42 weeks |
| Jeannie O’Connor | Teacher | Step 14/42 weeks |
| Kathy DiVenti | Administrative Assistant | Step 19/42 weeks |
|  |  |  |
| ***Wellness/Recreation/Orientation*** |  |  |
| Denny Teason | Wellness/Recreation/Orientation Assistant | Step 7/52 weeks |
|  |  |  |
| ***Athletics*** |  |  |
| Kerry Swanson | Intercollegiate/Intramurals Coordinator | Step 5/52 weeks |
|  |  |  |
| ***Association Business Office*** |  |  |
| Barbara Hurst | Director of Business Affairs | Step 15/52 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 11/40 weeks |
|  |  |  |
| ***Campus Activities*** |  |  |
| Josephine Fleming | Event Coordinator | Step 7/52 weeks |

\*Assistant Directors also receive a stipend

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**RESOLUTION NO.2014.A5 2014-2015 ASSOCIATION PART-TIME TITLE INCREASE**

**WHEREAS,** it is the recommendation of the Executive Deans and the Associate Vice President for Student Affairs that the attached Association part-time titles be granted a two percent (2%) salary increase (Attachment A-1) for the 2014-2015 academic year, and

**WHEREAS,** the College Association Advisory Committee and the Children’s Learning Centers Advisory Committee have recommended that all Association part-time titles be granted a two percent (2%) salary increase for 2014-2015, and

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

**RESOLVED,** that all Association part-time titles are hereby granted a two percent (2%) salary

increase for the 2014-2015 academic year.

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**RESOLUTION NO.2014.A6 APPROVING THE 2014-2015 BUDGET OF THE SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.**

**WHEREAS,** the 2014-2015 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 2014-2015 budget for the operation of the campus programs by the Suffolk Community College Association, Inc., in the amount of $3,883,742 for the period covering September 1, 2014 through August 31, 2015 (Attachment A-1), is hereby approved and shall be allocated as follows:

|  |  |
| --- | --- |
| Ammerman Campus | $2,023,889 |
| Michael J. Grant Campus | $1,382,681 |
| Eastern Campus | $477,172 |
| Total | $3,883,742 |

And be it further

**RESOLVED,** that the 2014-2015 budget for the operation of campus programs by the Suffolk Community College Association, Inc., for the period covering September 1, 2014, through August 31, 2015, (Attachment A-1) is hereby approved and shall be allocated as follows:

|  |  |
| --- | --- |
| Campus Kids – Ammerman Campus | $387,451 |
| Kids Cottage – Michael J. Grant Campus | $409,000 |
| Peconic Café – Eastern Campus | $306,330 |

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**RESOLUTION NO.2014.A7 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, 2014.

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**RESOLUTION NO.2014.A8 APPROVING A REPLACEMENT FOR THE PART-TIME ASSISTANT TREASURER FOR THE SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC**

**WHEREAS,** there is a vacancy for the Assistant Treasurer position in the Business Office of the Suffolk County Community College Association, Inc.; and,

**WHEREAS,** there is a continual need to have voucher reviewed and checks signed, and,

**WHEREAS,** it is the recommendation of the Director of Business Affairs, that the position of Assistant Treasurer be filled to handle the need in the absence of the Treasurer. The Vice President for Academic and Student Affairs and the Associate Vice President of Students Affairs supports this recommendation, be it therefore

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

**RESOLVED,** that the annual stipend for this position during the academic year be set at $1,200

**Name Position Effective Date**

Jaime HahnAssistant Immediately

Treasurer

**JUSTIFICATION:** The current Assistant Treasurer resigned the position effective 2/28/14.

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Chairwoman Irizarry called for a motion to adjourn the Board of Directors meeting and reconvene the Board of Trustees meeting at 5:07 p.m. Trustee Sanders so moved, Trustee Espitia-Cetina seconded, and motion was approved unanimously.

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The meeting of the Board of Directors was adjourned at 5:07 p.m.

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Respectfully submitted,

Bryan Lilly

Secretary