

**SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF DIRECTORS MEETING
CULINARY ARTS CENTER, RIVERHEAD, NEW YORK
JUNE 16, 2016**

The meeting was held on Thursday, June 16, 2016 at 9:00 a.m. at the Culinary Center, in Riverhead, New York.

PRESENT:

Theresa Sanders	Chair
Jim Morgo	Trustee
Bryan Lilly	Trustee
Gordon D. Canary	Trustee
Paul Pontieri	Trustee
Dafny Irizarry	Trustee
Denise Lindsay-Sullivan	Trustee
Louis Petrizzo, Esq.	General Counsel
Alicia O'Connor	Deputy Counsel
Jeffery Pedersen	V.P. for Planning & Institutional Effectiveness
Mary Lou Araneo	V.P. of Institutional Advancement
Gail Vizzini	V.P. of Business and Finance
Christopher Adams	V.P. of Student Affairs
Suzanne Johnson	V.P. of Academic Affairs

Chair Sanders called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 9:22 a.m. Trustee Morgo so moved, Trustee Pontieri seconded, and the motion was approved unanimously.

Chair Sanders called for a motion to approve the Association minutes of the May 19, 2016 meeting. Trustee Lindsay Sullivan so moved, seconded by Trustee Irizarry. The motion was approved unanimously.

Chair Sanders introduced Dr. Christopher Adams, Vice President for Student Affairs, to present the Association financial report for the period ending May 31, 2016. Dr. Adams reported that all of the Association financials are in good standing and in the black.

He noted there were balances in many accounts because the bills are always a month behind. As the bills come in from all of the athletic teams, traveling, playing in championships, and commencement, the various accounts will be drawn down. Dr. Adams added that the athletic program has been highly successful throughout the year, finishing Number One in the Country for Division III and ended up winning the Directors Cup.

Dr. Adams then reviewed the three Association resolutions that were up for approval. The first resolution 2016.A2, authorizing monthly review and approval of Association accounting journal entries was a result of the recommendation the Association had from the management letter from the 2014-2015 audit that was approved at the May meeting. On the advice of the Vice Chair Morgo, it was determined that the Association should have a resolution under the Board of Directors authorizing and empowering the Vice President for Student Affairs to be able to oversee the work of the Director of Business Affairs, Barbara Hurst, when it comes to journal entries that are \$250,000 or more.

The second resolution, 2016.A3 reappointing Association Employees for 2016-2017. This resolution is asking for the approval to reappoint the employees listed for the period September 1, 2016 to August 31, 2017. Trustee Canary asked if the step increases were contractual. Dr. Adams replied it was not a contract however, the Association mirrors both the College, the FA and the Guild when it comes to steps.

Trustee Morgo asked General Counsel Petrizzo why the Board voted on these reappointments which was different from the process for the reappointments for College employees. Mr. Petrizzo said it was because as the Board of Directors, they are the hiring authority in the Association whereas under the Board of Trustees, the hiring authority has been delegated to the President. Trustee Morgo asked if it would be inappropriate to delegate this to the President because it is a different entity. Mr. Petrizzo advised that they could delegate this to the president or the Vice President for Student Affairs.

Dr. Adams then reviewed resolution 2016.A4 approving the 2016-2017 Association budget. He began by reviewing the process for the development of the budget. He said they began months ago reviewing enrollment projections by campuses. Each campus has a Campus Association Advisory Committee made up of administrators; Campus Directors of Activities, and students. From there the budget then goes onto the Associate Dean of Student Services on each of the campuses and then onto the Executive Deans and lastly then to the Vice President for Student Affairs, and Barbara Hurst, the Director of Business Affairs. After a final review by himself and Ms. Hurst they present it to the President and the Student Success Committee, as well as the Executive Committee of the Board of Directors.

VP Adams then reviewed the Association Budget and noted two major aspects of the budget. The first, like the College, the Association predicated its budget process on a -1% decline in enrollment. Second, VP Adams said that based on a previous management letter from the audit, it was recommended that the Association move all of the salaries out of all individual lines into one account by campus. He then commended the Associate Deans of Student Services, the Executive Deans, Barbara Hurst the Director of Business Affairs, for all their hard work in the development of the Association budget.

Trustee Pontieri noted that the student government association line seemed like it was dropping significantly. Dr. Adams said that was because of the payroll transfer and could now be seen in line 108.

Trustee Irizarry asked why there wasn't an amount listed for the Multicultural program for the Grant Campus. Dr. Adams replied the Multicultural program at the Grant Campus was combined into different lines.

Trustee Irizarry was concerned how it would be possible to track how much is being spent on the Multicultural programs if they are dispersed into several accounts. VP Adams assured her the programs were taking place and that Norm Daniels at Grant Campus was responsible for the multicultural programs along with Lisa Hamilton the Director of Campus Activities at the Grant campus. He said he would suggest breaking it out into its own line item for next year and would provide her at the next meeting a breakdown of what was spent on the 2015-2016 year multicultural programs at the Grant Campus.

Trustee Morgo asked VP Adams to explain the forensics line. VP Adams said the forensics line is actually a debating team. The Team has been very successful at the Grant Campus and Ammerman Campus. It has been so successful that they have decided to put together in the future a team that will be representing Suffolk County Community College and also incorporating the Eastern Campus.

VP Adams concluded by thanking the Board of Directors and the Student Success Committee, all of their guidance in the development of the Association budget.

Chair Sanders called for a motion to approve Association Resolutions 2016.A2 through 2016.A4. Trustee Pontieri so moved, Trustee Morgo seconded and the motion was approved unanimously.

RESOLUTION NO. 2016. A2 - Authorizing Monthly Review and Approval of Association Accounting Journal Entries

WHEREAS, by a resolution duly adopted on May 19, 2016, this Board accepted the audit report prepared by Bonadio and Co., LLP for the Suffolk Community College Association, Inc. for the fiscal year ending August 31, 2015, and

WHEREAS, said audit report recommended that certain Association accounting journal entries be reviewed and approved; and

WHEREAS, journal entries over \$250,000, such as the student activity fee, will be reviewed and approved on a regular basis, and

WHEREAS, the College's Vice President for Student Affairs will perform such accounting journal entry review, be it, therefore

RESOLVED, that the Vice President for Student Affairs is authorized and empowered to review and approve Association accounting journal entries over \$250,000 on a monthly basis.

RESOLUTION NO. 2016. A3 - Reappointing Association Employees for 2016-2017

WHEREAS, the following Association employees are presently serving on appointment, and

WHEREAS, it is the recommendation of the Executive Deans and the Associate Deans of Student Services that these individuals be reappointed for the 2016-2017 academic year, and

WHEREAS, the 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 2016-2017 academic year, as indicated below.

Name	Title	Step To Move up/Work Year
Athletics		
<i>Kerry Swanson</i>	Intercollegiate/Intramurals Coordinator	Move from Step 9 to 10/52 weeks
Association Business Office		
<i>Theresa DuQuesnay</i>	Accounting Assistant I	Step 16/52 weeks – at top step
<i>Loretta Hope</i>	Accounting Assistant II	Step 16/52 weeks – at top step
<i>Barbara Hurst</i>	Director of Business Affairs	Step 20/52 weeks – at top step
Campus Activities		
<i>Josephine Fleming</i>	Event Coordinator	Move from Step 8 to 9/52 weeks
Campus Kids Day Care Center		
<i>Linda Crispi</i>	Director	Move from Step 19 to 20/49 weeks
<i>Leigh Ann Garofalo</i>	Teacher	Move from Step 12 to 13/42 weeks
<i>Linda Locovare</i>	Teacher	Move from Step 12 to 13/42 weeks
<i>Linda Szklarski</i>	Teacher/Assistant Director*	Step 20/42 weeks - at top step
Kids Cottage Day Care Center		
<i>Vickie Calderon</i>	Director	Step 20/49 weeks – at top step
<i>Rose Boufis</i>	Teacher	Move from Step 15 to 16/42 weeks
<i>Claudia Feliciano</i>	Teacher/Assistant Director*	Move from Step 15 to 16/42 weeks
<i>Jeannie O'Connor</i>	Teacher	Move from Step 15 to 16/42 weeks

Name	Title	Step To Move up/Work Year
Wellness/Recreation/Orientation		
<i>Christopher Tempera</i>	Wellness/Recreation/Orientation Assistant	Move from Step 8 to 9/52 weeks
Dining Services		
<i>Barbara Kelly</i>	Day Manager	Move from Step 12 to 13/40 weeks

*Assistant Directors also receive a stipend

RESOLUTION NO. 2016. A4 - Approving the 2016-2017 Budget of the Suffolk Community College Association, Inc.

WHEREAS, the 2016-2017 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 Student Affairs, and the President concurs, be it therefore

RESOLVED, that the 2016-2017 budget for the operation of the campus programs by the Suffolk Community College Association, Inc., in the amount of **\$3,794,600** for the period covering September 1, 2016 through August 31, 2017 (Attachment a-I), is hereby approved and shall be allocated as follows:

Ammerman Campus	\$1,990,800
Michael J. Grant Campus	\$1,336,450
Eastern Campus	\$467,350
Total	\$3,794,600

And be it further

RESOLVED, that the 2016-2017 budget for the operation of campus programs by the Suffolk Community College Association, Inc., for the period covering September 1, 2016, through August 31, 2017 (Attachment A-I), is hereby approved and shall be allocated as follows:

Campus Kids – Ammerman Campus	\$377,400
Kids Cottage – Michael J. Grant Campus	\$386,650
Peconic Café – Eastern Campus	\$366,500

Chair Sanders called for a motion to adjourn the Board of Directors meeting and reconvene the Board of Trustees meeting at 9:40 a.m. Trustee Lindsay Sullivan so moved, Trustee Morgo seconded, and the motion was approved unanimously.

The meeting of the Board of Directors was adjourned at 9:40 a.m.

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Respectfully submitted,
Bryan Lilly
Secretary