

BOARD OF TRUSTEES

December 6, 2018

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- Item 2 RESOLUTION NO. 2018.66 - Approving Budget Transfers**
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- Item 12 RESOLUTION NO. 2018.76 - Appointing a Director to the Board of The Center for Social Justice & Human Understanding, Inc.**

ITEM 1

RESOLUTION 2018.65 - Approving Monthly Sponsor Services for Suffolk County Community College

WHEREAS, the State University of New York Regulation No. 602.7 requires the Suffolk County Community College Board of Trustees to review and approve all Sponsor provided services and their estimated value in advance of the service being rendered, and

WHEREAS, the regulation also requires the approval of the payment of each Sponsor Service satisfactorily performed, and

WHEREAS, health insurance is considered a Sponsor Service, be it therefore

RESOLVED, that the health insurance payments to the County of Suffolk in the amount of \$2,888,726.60 for the month of November 2018, (*Attachment I*) is hereby approved by the Board of Trustees.

COUNTY OF SUFFOLK



STEVEN BELLONE
SUFFOLK COUNTY EXECUTIVE

Board of Trustees
Attachment 1
December 6, 2018

DEPARTMENT OF CIVIL SERVICE/HUMAN RESOURCES
DIVISION OF EMPLOYEE SERVICES

ALAN SCHNEIDER
PERSONNEL DIRECTOR

TO: Deborah Lesser
SCCC – Business & Financial Affairs
NFL Rm. 232, College Road Selden

FROM: Brooke Deere
Suffolk County Department of Civil Services
Employees Services Unit

DATE: November 2, 2018

SUBJ: SCCC Premium Due for Employee Medical Health Plan of Suffolk County
Fund 818

November 2018

A R T
257 293 550
754 481 1235

1 1 2
- 1 1

1012 776 1788

Coverage	Premium	# Employees	Total
71 EMHP Indiv.	829.58	550 ✓	456,269.00
72 EMHP Family	1,954.49	1235 ✓	2,413,795.15
HMO's			
31 HIP Indiv.	1065.64	2 ✓	2,131.28
32 HIP Family	2,610.82	1 ✓	2,610.82
Blue Choice Indiv.	1,617.98		0.00
Blue Choice Family	4,206.76		0.00
JOB SHARE (PLAN RATES)			
Individual	843.79		0.00
Family	1,987.97		0.00
Total Premium 11/18		1788	\$2,874,806.25

Attachment: Enrollee List

A = Active
R = Retired
T = Total

Plus:
5 Indiv
5 Family

4147.90
9772.45
2,885,726.60

ITEM 2

RESOLUTION 2018.66 - Approving Budget Transfers

WHEREAS, the Board of Trustees has established a policy on the authorization of budget transfers, and

WHEREAS, according to said policy, budget transfers must be authorized by a resolution adopted by the Board of Trustees, and

WHEREAS, the Vice President for Business and Financial Affairs recommends the budget transfers on *Attachment II* as necessary for the operation of the College, be it therefore

RESOLVED, that the budget transfers shown on *Attachment II* are hereby authorized and approved.

**Suffolk County Community College
Budget Transfer List
As of November 14, 2018**

<u>DOCUMENT #</u>	<u>FUND</u>	<u>ORG</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSFER</u>		<u>REASON</u>
					<u>FROM</u>	<u>TO</u>	
J0033080	181800	C69001	714560	Fees For Services	25,000		Consultant study to review the salary and organizational structure at the College
	181800	C69001	713650	Repairs-Building	22,500		
	181800	C77501	714560	Fees For Services		47,500	
J0033081	181800	C86801	714010	Telephone & Telecommunications	150,000		To cover annual maintenance renewal contract shortages created by budget reductions and to reallocate a portion of the budget to the correct budget code.
	181800	C86801	712020	Office Equipment	69,136		
	181800	C86801	713651	Maintenance Contracts		219,136	
J0033090	181800	A62001	713320	Repair & Maintenance Communications	13,000		To repair Polar Trac machines for the Ammerman Campus
	181800	A64001	713680	Repairs-Other		13,000	

ITEM 3

RESOLUTION NO. 2018.67 - Authorizing Increase in the Hourly Wage Rate for Part-Time employees at Suffolk County Community College

WHEREAS, due to the increase in New York State's minimum wage effective 12/31/2018, the hourly wage rate for part-time employees of Suffolk County Community College should, likewise, be increased, be it therefore

RESOLVED, that the hourly wage rate for part-time employees of the College shall be increased as reflected on Attachment III, annexed hereto, effective 12/24/2018.

**Board of Trustees
Attachment III
December 6, 2018**

<u>Title</u>	<u>Current Rate</u> SCCC	<u>Proposed Rate</u> to be effective 12/24/2018
Student Aide	\$11.00	\$12.00
Work Study on Campus	\$11.00	\$12.00
Work Study off Campus	\$11.50	\$12.50
Laborer		
Days	\$11.00	\$12.00
Nights	\$11.50	\$12.50
Recreation Aide		
Step 1	\$11.00	\$12.00
Step 2	\$11.45	\$12.45
Step 3	\$11.95	\$12.95
Step 4	\$12.30	\$13.30
Step 5	\$12.75	\$13.75
Proctors	\$11.00	\$12.00

ITEM 4

RESOLUTION NO. 2018.68 - Amending the College Budget for a Perkins IV Career and Technical Education ACT Program Grant

WHEREAS, the 2018-2019 College operating budget provides \$624,292, including indirect costs, from the New York State Education Department, Perkins IV funds, for the Carl D. Perkins Career and Technical Education Act (CTEA) Program for the period of July 1, 2018 through June 30, 2019, and

WHEREAS, the award has been increased by an additional amount of \$51,936, bringing the total amount of the grant award to \$676,228, including indirect costs, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the 2018-2019 College operating budget be amended to reflect an increase in the amount of \$51,936, including indirect costs of \$2,432, from the New York State Education Department, Perkins IV funds, for the Carl D. Perkins Career and Technical Education Act (CTEA) Program, and the College President or his designee is authorized to execute a contract with the administrating agency, upon such terms and conditions as shall be approved by the College General Counsel.

Project Director: Dr. W. Troy Tucker, College Associate Dean of Sponsored Programs

ITEM 5

RESOLUTION NO. 2018.69 - Amending the College Budget for a Grant Award Increase from the U.S. Department of Education for a Student Support Services (TRIO) Program Grant

WHEREAS, the 2018-2019 College operating budget provides \$292,204, including indirect costs, from the U.S. Department of Education for a Student Support Services (TRIO) Program grant, and

WHEREAS, the TRIO grant provides opportunities for students to successfully complete their post-secondary education and ease the process of transition from one level of higher education to the next, and

WHEREAS, the grant award has been increased by \$12,631, including indirect costs, and

WHEREAS, an additional \$5,000 will be administered external to the grant appropriation budget as grant aid to students, and

WHEREAS, matching funds in the amount of \$20,482, provided for in the College operating budget, will be used to provide grant aid to students, as well as additional supplies and equipment for student support, be it therefore

RESOLVED, that the 2018-2019 College operating budget be amended to reflect an increase in the amount of \$12,631, including indirect costs, to the grant award from the U.S. Department of Education for a Student Support Services (TRIO) Program, bringing the total amount of the grant award to \$309,835, and be it further

RESOLVED, that the College president or his designee is authorized to execute any required documentation, including a contract, with the administering agency, upon such terms and condition as shall be approved by the College General Counsel reflecting said increase.

Project Director: Lorianne Lueders-Yanotti

ITEM 6

RESOLUTION NO. 2018.70 - Amending the College Budget for a Grant Award Increase from the State University of New York (SUNY) for the Distribution of New Open Educational Resource (OER) Funding

WHEREAS, the 2018-2019 College operating budget provides \$22,902 of remaining funds from the State University of New York (SUNY) for the distribution of the Open Educational Resource (OER) funding for the period of September 1, 2018 through August 31, 2019, and

WHEREAS, the grant award has been increased by \$45,800, bringing the total amount of the grant award to \$68,702, and

WHEREAS, it is necessary to amend the 2018-2019 College operating budget in the amount of \$45,800 to provide for the increase in the grant award, be it therefore

RESOLVED, that the 2018-2019 College operating budget be amended to reflect an increase in the amount of \$45,800 from the State University of New York (SUNY) for the distribution of the Open Educational Resource (OER) funding, and the College President, or his designee, is authorized to execute a contract with the administrating agency, upon such terms and conditions as shall be approved by the College General Counsel.

Project Director: Paul Beaudin, Ph.D., Vice President for Academic Affairs

Note: No full-time positions

ITEM 7

RESOLUTION NO. 2018.71 - Accepting a Grant Award from the U.S. Department of Education (USDOE) Office of Postsecondary Education, Fund for the Improvement of Postsecondary Education (FIPSE), For a Cybersecurity Lab Expansion Project

WHEREAS, Suffolk County Community College has received a grant award from the U.S. Department of Education (USDOE) Office of Postsecondary Education (OPE), Fund for the Improvement of Postsecondary Education (FIPSE), for a Cybersecurity Lab Expansion project in the amount of \$99,990 for the period of October 1, 2018 through September 30, 2020, and

WHEREAS, the project will enable expansion of the College's cybersecurity degree program onto the Michael J. Grant Campus and increase the College's instructional capacity in the critical field of cybersecurity and information assurance, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the College President or his designee is hereby authorized and empowered to execute a contract, in such form as shall be approved by the College General Counsel, in the amount of \$99,990 from the U.S. Department of Education (USDOE) Office of Postsecondary Education, Fund for the Improvement of Postsecondary Education (FIPSE), for a Cybersecurity Lab Expansion project for the period of October 1, 2018 through September 30, 2020.

Project Director: Peter Maritato, Academic Chair, Engineering/Technology

Note: No Full-Time Employees

ITEM 8

RESOLUTION NO. 2018.72 - Accepting a Grant Award from the New York State Energy Research Development Authority (NYSERDA) for the "REV Campus Challenge" Project

WHEREAS, Suffolk County Community College has been awarded a grant in the amount of \$995,297 from the New York State Energy Research and Development Authority (NYSERDA) as a result of its participation in the Reforming the Energy Vision (REV) Campus Challenge - Energy To Lead 2017 competition, and

WHEREAS, the Energy To Lead competition sought the best solutions from colleges and universities for reducing or mitigating greenhouse gas (GHG) emission using energy efficiency, energy conservation, and renewable energy opportunities, and

WHEREAS, Suffolk County Community College will utilize the REV Campus Challenge funding for the design and construction of the Renewable Energy & STEM Center on the Michael J. Grant Campus, which will showcase clean energy technologies to the community, promote student engagement in clean energy projects, and integrate curricula to develop a qualified workforce, and

WHEREAS, the Renewable Energy & STEM Center will be among the first public Net Zero Energy (NZE) buildings in New York State and the first NZE building at a SUNY community college, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that a grant award in the amount of \$995,297 from the New York State Energy Research and Development Authority (NYSERDA) for the "REV Campus Challenge" project is hereby accepted, and be it further

RESOLVED, that the College President or his designee is hereby authorized and empowered to execute a contract, in such form as shall be approved by the College General Counsel, with NYSEDA for the grant award amount of \$995,297.

Project Co-Directors: Jon DeMaio, Administrative Director of Educational Facilities
Paul Cooper, Executive Director of Facilities/Technical Support

Note: No Full-Time Employees

ITEM 9

RESOLUTION NO. 2018.73 – Approving a Major Change Order and Amendment to the Contract for the Construction of the Health and Wellness Center on the Eastern Campus

WHEREAS, Sea Crest Construction Corp. (“Seacrest”) was awarded a contract to construct the Health and Wellness Center (HWC) on the Eastern Campus, and

WHEREAS, work which was not anticipated under the terms of this contract or shown on the design drawings was required, consisting of additional LED lights for the natatorium; computer networking additions including emergency phones; additional cabling to maintain the wastewater pump station alarms; spray fireproofing of structural steel that supports the stair enclosure; and modifications to the fabric ductwork to avoid structural steel conflicts, and

WHEREAS, at this stage of the construction the College estimates that sufficient contingency funding remains for the unanticipated work to keep this project within budget, and

WHEREAS, including the additional work described herein increases the contract with Sea Crest by more than thirty five thousand dollars (\$35,000.00), thus constituting a major change order as defined in the College’s *Procurement Policy*, and

WHEREAS, said policy authorizes the Executive Committee of the Board of Trustees to conditionally approve a major change order where time is of the essence, subject to ratification by the full Board of Trustees at a regular or special meeting, and

WHEREAS, on November 9, 2018, the Executive Committee of the Board conditionally approved a major change order to the contract with Seacrest in the amount of \$94,193.41, be it therefore

RESOLVED, that the conditional approval of a major change order in the amount of \$94,193.41 to the contract with Sea Crest Construction Corp. for additional work to be performed for the construction of the Health and Wellness Center on the Eastern Campus, is hereby ratified, and be it further

RESOLVED, that the College President or his designee is authorized and empowered to execute any necessary documentation, as approved by the College General Counsel, reflecting the change order and the nature of the additional work so authorized.

ITEM 10

RESOLUTION NO. 2018.74 - Amending By-Laws for The Center for Social Justice and Human Understanding, Inc.

WHEREAS, pursuant to Resolution No. 2017.23, the Board of Trustees previously approved the renaming of The Suffolk Center on the Holocaust, Diversity, & Human Understanding, Inc. to The Center for Social Justice and Human Understanding, Inc. ("Center"), and

WHEREAS, pursuant to Resolution No. 2003.108, the Board of Trustees adopted By-Laws to guide the operation of the Center and later amended these By-Laws pursuant to Resolution No. 2008.05, and

WHEREAS, the Center's Board of Directors has recommended to and requested that the Board of Trustees amend the Center's By-Laws to reflect the Center's renaming and to incorporate other amendments to support the Center's operations, and

WHEREAS, the Board of Trustees is authorized to amend the Center's By-Laws and agrees with the recommended amendments, be it therefore

RESOLVED, that the attached amended By-Laws (*Attachment IV*) are hereby approved, effective immediately.

**BY-LAWS
OF
THE CENTER FOR SOCIAL JUSTICE & HUMAN UNDERSTANDING, INC.**

*Adopted on August 14, 2003, BOT Resolution No. 2003.108
Amendments adopted on January 17, 2008, BOT Resolution No. 2008.05
Amendments proposed for adoption on December 6, 2018, BOT Resolution No. 2018.74*

ARTICLE I

Organization

Section 1. Type. The Center for Social Justice & Human Understanding, Inc. (Corporation) is a charitable corporation as defined in Section 201 of the New York State Not-For-Profit Corporation Law.

Section 2. Membership. The membership of the Corporation shall consist of one member: Suffolk County Community College (Member). This Member shall remain a member until dissolution of the Corporation. The Member is overseen by a Board of Trustees and led by the College President. The Member, at its discretion and subject to applicable law and policies of the Member, may support the Corporation by making available to the Corporation its facilities, personnel, equipment and other resources and services as the Member may determine.

Section 3. Board of Directors. There shall be a governing Board of Directors of the Corporation, which shall be constituted and shall function as outlined in these by-laws.

Section 4. Dues. No dues shall be required of the Member of the Corporation.

ARTICLE II

Purpose

Section 1. Purposes. The Corporation shall at all times be operated exclusively for the charitable and educational purposes set forth in its Certificate of Incorporation.

ARTICLE III

Member

Section 1. Powers and Duties. The Member shall establish, and amend as necessary, the by-laws of the Corporation, as outlined in more detail in Article IX, Section 3 of these by-laws. The Member shall designate and elect the Directors of the Corporation, who shall direct the management of the Corporation on behalf of the Member.

Section 2. Annual Meeting. The Member of the Corporation shall meet at least annually for the election of Directors and for the transaction of such other business as may properly

come before the meeting. Such business may be transacted at any regular meeting of the Member's Board of Trustees. Membership meetings shall be held at the principal office of the Corporation, or at such other place and by such other means as the Member may determine.

Section 3. Special Meetings. Special meetings of the Member, except as otherwise provided by law, may be called in accordance with the by-laws and governing policies of the Member's Board of Trustees. Special meetings of the Member's Board of Trustees may also be called, with the consent of the Member, by the Chair of the Board of Directors or by the Secretary of the Corporation at the request in writing of four (4) Directors. Such request shall state the purpose or purposes of the proposed meeting. Business transacted at a special meeting, as it pertains to the Corporation, shall be confined to the subject stated in the call and matters germane thereto.

Section 4. Notice of Meetings. Written notice of the place, date and hour of each meeting of the Member shall be given in accordance with the by-laws and governing policies of the Member's Board of Trustees. The Secretary of the Corporation shall be responsible for providing a summary of and any supporting documentation for any business pertaining to the Corporation for the Member's consideration at such meeting to the Member's Office of Legal Affairs in advance of the meeting, by the date and by such means as may be specified by the Office of Legal Affairs.

Section 5. Procedure. The order of business and all other matters of procedure at every meeting of the Member will be determined by the Trustees.

Section 6. Quorum. At every meeting of the Member, except as otherwise provided by law or the by-laws and governing policies of the Member's Board of Trustees, a majority of the Trustees must be present for the transaction of any business.

Section 7. Adjournments. The Trustees shall have the power by a majority vote to adjourn any meeting of the Member. Subject to any notice required by law or the by-laws or governing policies of the Member's Board of Trustees, at any adjourned meeting at which a majority of the Trustees are present, any business may be transacted that might have been transacted on the original date of the meeting.

Section 8. Voting. Except as otherwise provided in the Certificate of Incorporation or these by-laws, each Trustee shall be entitled to one vote at every meeting of the Member. All questions that shall come before any membership meeting shall be decided by majority vote of the total number of Trustees present, except as otherwise specifically required by law, the Certificate of Incorporation of the Corporation, the by-laws and governing policies of the Member's Board of Trustees, or these by-laws.

ARTICLE IV

Directors

Section 1. Number. The Board of Directors shall be composed of no less than five (5) nor more than fifteen (15) natural persons.

Section 2. Categories. The Board of Directors shall comprise two (2) categories: a category consisting of the Chair of the Member's Board of Trustees, or his or her designee, and the President of Suffolk County Community College, or his or her designee (Category A); and a category of seven (7) to thirteen (13) persons to be elected by the Member's Board of Trustees (Category B).

Section 3. Powers and Duties. The Board of Directors shall direct the management of the operations, property, affairs and concerns of the Corporation consistent with the provisions of these by-laws, as written or amended, and the Certificate of Incorporation.

a. **Appointment of Officers and Employees.** The Board of Directors may appoint or provide for the appointment of such officers and employees of the Corporation as it may deem advisable, provided that, in the case of employees, any such employees appointed by the Board of Directors are compensated at the sole expense of the Corporation.

b. **Personnel Provided by the Member.** At the sole discretion of the College President, a Director will be invited to attend the final interview of a candidate for employment by the Member as executive director for the Corporation. Any Director invited to attend such an interview shall abide by all policies and instructions of the Member in such capacity, including, but not limited to, policies and instructions regarding confidentiality. All decisions concerning personnel provided by the Member to the Corporation will be made by the College President or his/her designee. The Member will advise the Board of Directors of the name(s), job/assignment description(s), and term(s) of assignment of employee(s) assigned to support the Corporation under the direction and supervision of the Corporation's executive director.

c. **Election of Chair.** At its first meeting of each fiscal year, the Board of Directors shall elect one of its members as Chair of the Board of Directors, who shall serve for a term of one year, or until a successor has been elected. The Chair of the Board of Directors shall preside at all meetings of the Board of Directors.

d. **Election of Vice-Chair/Secretary.** Also at its first meeting of each fiscal year, the Board of Directors shall elect one of its members as Vice-Chair/Secretary of the Board of Directors who shall serve for a term of one year, or until a successor has been elected. In case a vacancy shall occur in the Office of Vice-Chair/Secretary other than by expiration of term, the Board of Directors shall elect a successor for the unexpired term of the predecessor. In case a vacancy shall occur in the Office of Chair, or in the event of the Chair's inability to act or absence from the State of New York, the Vice-Chair/Secretary

may exercise powers and duties of the Chair until the Chair resumes his or her duties or until a successor is elected for the unexpired term of the predecessor.

e. **Mission Statement.** The Board of Directors may, by resolution, approve and from time to time amend a statement of the mission of the Corporation, provided the mission statement is consistent with the purposes outlined in the Corporation's Certificate of Incorporation and these by-laws.

Section 4. Qualifications. Directors must be at least eighteen (18) years of age.

Section 5. Election and Term of Directors. Category B Directors shall be elected by the Member's Board of Trustees and shall serve for a term of three (3) years or until a successor shall be elected and qualified. The initial terms shall be staggered in length as designated by the resolution electing each Director with the objective that one third of the category B Directors shall have an initial term of one year, one third shall have a term of two years, and one third shall have a term of three years. The Board of Directors may recommend and nominate individuals for consideration for election as a Category B Director by the Member's Board of Trustees, and may utilize a committee established for such purpose to assist the Board of Directors in reviewing candidates for nomination. Category A Directors shall serve without term.

Section 6. Resignation. Any Director of the Corporation may resign at any time by giving such resignation to the Chair of the Board of Directors or the Secretary of the Corporation. Unless otherwise specified therein, the acceptance of a resignation shall not be necessary to make it effective.

Section 7. Removal. Any Director may be removed for cause by a majority vote at a meeting of the Member of the Corporation.

Section 8. Vacancies. Whenever a vacancy shall occur on the Board of Directors, other than by expiration of term, it shall be filled by the selection of a new Director in the same manner and for the unexpired term of the predecessor in office.

Section 9. Compensation. No Director as such shall receive any compensation, either by way of salary, fees for attendance at meetings, or otherwise, or shall be reimbursed for expenses, except pursuant to authorization of the Board of Directors. This Section shall not preclude any Director from serving the corporation in any other capacity or from receiving compensation for services in such other capacity including reimbursement for his or her related expenses.

Section 10. Meetings of Directors. Meetings of the Board of Directors shall be held at least semiannually and at such times and at such places as may be determined by action of the Board of Directors or, in the absence of such action, by a majority of the Directors or the Chair of the Board of Directors pursuant to such notice as is required by Section 11 of this Article. The first meeting of each fiscal year shall be the annual meeting. Regular meeting dates for the fiscal year will be set at the annual meeting.

Section 11. Notice of Meetings of Board of Directors. Notice of the time and place of each meeting of the Board of Directors shall be given by the Chair of the Board of Directors, or

the Secretary, or by the majority of the Directors of the Board calling the same to each Director on the Board, not less than five (5) calendar days before the meeting by mailing the notice, postage prepaid, addressed to each Director on the Board at the Director's residence or usual place of business, or not less than one (1) day before the meeting by delivering the notice to each Director on the Board personally or by telephone. In lieu of mailing the notice, electronic delivery shall be acceptable. Notice of a meeting of the Board of Directors or a committee thereof need not be given to any Director who submits a signed waiver of notice, whether before or after the meeting. The attendance of any Director at a meeting of the Board of Directors or a committee thereof without protesting prior thereto or at its commencement the lack of notice to him or her shall constitute a waiver of notice by the Director. The meeting shall be duly called and held if notice is given to or is waived by all absent Directors.

Section 12. Quorum. At all meetings of the Board of Directors, except as otherwise provided by law, the Certificate of Corporation or these by-laws, a quorum shall be required for the transaction of business and shall consist of a majority of the number of the Directors of the Board then in office who are entitled to vote, and the affirmative vote of a majority of the Directors of the Board present shall decide any question that may come before the meeting. A majority of the Directors present at any meeting, although less than a quorum, may adjourn the same from time to time, without notice other than announcement at the meeting. A Director who is deemed to have a conflict of interest with respect to the approval of a contract, transaction, or other arrangement before the Board of Directors, although not entitled to participate in the discussion or vote on any matters with respect to which such Director has a conflict, may be counted in determining the presence of a quorum at a meeting of the Board of Directors that authorizes such contract, transaction, or other arrangement. A Director who is present at a meeting but not present at the time of a vote due to a conflict of interest or related party transaction shall be determined to be present at the time of the vote.

Section 13. Procedure. The order of business and all other matters of procedure at every meeting of Directors may be determined by the presiding officer.

Section 14. Voting. Each Director shall be entitled to one (1) vote. The vote of a majority of the Directors present at any meeting at which a quorum is present shall be the act of the Directors, unless the act of a greater number or percentage of Directors is required by law, the Certificate of Incorporation of the Corporation, or these by-laws.

Section 15. Committees.

a. Board Committees. The Board of Directors may, by resolution or resolutions of a majority of the Directors of the Board, establish one or more committees consisting of Board members. No committee shall have the authority to act on behalf of the Board of Directors without specific authority to do so in each instance. Upon advice and consent of a majority of the Board of Directors, members of such committees shall be appointed by the Chair of the Board of Directors who shall designate one of the appointees as Chair for each committee. The committee shall keep regular minutes of their proceedings and make the same available to the Board of Directors upon request.

b. **Standing Advisory Committee.** An advisory body is hereby established to make recommendations to the Board of Directors on general programming. The Chair of the Board of Directors shall designate one of its members as the Chair. Regular minutes shall be maintained and provided to the Board. Membership on the Advisory Committee shall include but not be limited to the following:

President, Suffolk County School Superintendents Association (or designee)
President, Nassau-Suffolk School Boards Association (or designee)
Executive Director (or designee), Suffolk County Human Rights Commission
College Coordinator of Multicultural Affairs
College faculty (up to three appointed by the college president)
Member of the Clergy (selected by the Board of Directors)
Student(s) of Suffolk County Community College (up to three selected by the Vice President for Student Affairs)

The Board of Directors may recommend to the Member additional membership on the Advisory Committee. Such recommendation is advisory only.

c. **Advisory Committees.** The Board of Directors may, by resolution or resolutions of a majority of the Directors of the Board, establish one or more additional advisory committees. No committee shall have the authority to act on behalf of the Board of Directors. Upon advice and consent of a majority of the Board of Directors, members of such committees shall be appointed by the Chair of the Board of Directors who shall designate one of the appointees as Chair for each committee. The committee shall keep regular minutes of their proceedings and make the same available to the Board of Directors upon request.

Section 16. Records. The Corporation shall maintain an accurate record of all the transactions of the Corporation including financial statements, a report of which, prepared in accordance with the provisions of the Not-For-Profit Corporation Law, shall be presented at each regularly scheduled meeting of the Corporation, but such reports shall be presented not less than semi-annually. The report shall become a part of the Corporation's permanent records and a copy of the report shall be entered in the minutes of the proceedings of the annual meeting of the Board of Directors.

Section 17. Action without a Meeting. Any action required or permitted to be taken by the Board of Directors or any committee thereof may be taken without a meeting if all members of the Board or the committee are notified in writing of the proposed action and a majority of the Board of Directors consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consent hereto shall be filed with the minutes of the proceedings of the Board or the committee.

Section 18. Meetings by Conference Telephone. Any one or more members of the Board of Directors or any committee thereof may participate in a meeting of such Board or

committee by means of a conference telephone, electronic meeting place or similar communications equipment allowing all persons participating in the meeting to communicate with each other at the same time. Participation by such means shall constitute presence in person at a meeting.

Section 19. Attendance at Meetings and Programs; Removal for Failure to Attend Meetings. Directors are expected to attend a majority of the meetings of the Board of Directors each year and must attend the annual meeting. Directors are expected to attend at least two (2) of the Corporation's programs for the general public each year. If a Category B Director fails to attend the annual meeting, fails to attend two (2) meetings in any year, or fails to attend two (2) of the Corporation's programs for the general public each year, the Board of Directors may, at its discretion, recommend to the Member of the Corporation that such Category B Director be removed. In such case, the Category B Director may be removed by a majority vote at a meeting of the Member of the Corporation.

ARTICLE V

Officers

Section 1. Officers. The officers of the Corporation shall be the Chair of the Board of Directors, the Vice-Chair/Secretary of the Board of Directors, and the Treasurer. The Board of Directors may also appoint additional officers, as the Board of Directors may deem desirable. Such additional officers shall exercise such powers and perform such duties as usually pertain to their respective offices or as are properly delegated or assigned to them from time to time by the Board of Directors.

Section 2. The Chair. The Chair shall set the agenda for meetings and shall preside at all meetings of the Board of Directors. The Chair shall be a member *ex officio* of all committees and shall be entitled to vote at all meetings of the Board of Directors and of all its committees. The Chair shall make recommendations to the Board for the programs and activities of the Corporation and shall make an annual written report to the Board at the end of each fiscal year. The Chair, or his/her designee, shall report to the Member's Board of Trustees on the affairs of the Corporation at least once per year and additionally as the Board of Directors shall require. The Chair shall make such other reports as the Board of Directors may request. The Chair shall have such powers and perform such other duties as the Board of Directors may direct as are reasonably incident to such office.

Section 3. The Vice-Chair/Secretary. The Vice-Chair/Secretary shall perform the duties of the Chair in the Chair's absence and such other duties as the Chair may delegate to the Vice-Chair/Secretary from time to time. The Vice-Chair/Secretary shall issue notices of all meetings to the Directors where notices of such meetings are required by law or by these by-laws. The Vice-Chair/Secretary shall attend all meetings of the Board of Directors and shall keep the minutes thereof and shall fix the Corporate seal to and sign such instruments as require the seal or signature and shall perform such other duties as usually pertain to the office or as area properly required of the Vice-Chair/Secretary by the Board of Directors.

Section 4. The Treasurer. The Treasurer shall have the care and custody of all monies and securities of the Corporation and shall keep full and accurate accounts of all the monies received and paid on account of the Corporation. The Treasurer shall make and sign such reports, statements and instruments as may be required by the Board of Directors or by the laws of the United States or of any state in which the Corporation operates and shall perform such other duties as usually pertain to the office or as are properly required by the Board of Directors. A Category A Director shall not serve as Treasurer.

Section 5. Execution of Documents and Certification. The Chair of the Corporation, or other designated agent, shall have the authority, on behalf of the Corporation, to execute all contracts and other documents necessary or appropriate to the conduct of the Corporation's affairs and shall also have the authority to certify or attest to the official acts of the Board of Directors or the acts of any other officer of the Corporation.

Section 6. Temporary Transfer of Powers and Duties. In case of the absence or illness of any officer of the Corporation or for any other reason the Board of Directors may deem sufficient, the Board of Directors may delegate and assign, for the time being, the powers and duties of any officer to any other officer or to any Director.

ARTICLE VI

Surety Bonds, Insurance and Indemnification

Section 1. Surety Bonds. The Board of Directors may require all officers and employees of the Corporation who administer corporate funds to furnish adequate surety bonds approved by the Board of Directors as to form and coverage. The cost of all surety bonds so required shall be paid by the Corporation. This provision shall be waived until such time as the liquid assets or annual revenue of the Corporation shall exceed \$25,000.

Section 2. Insurance. The Corporation will purchase appropriate insurance for the protection of the Member, Directors, Officers and employees of the Corporation. Such insurance will include General Liability Insurance and such other insurance as the Member of the Corporation or the Directors may determine is necessary for the protection of the Corporation and its respective interests or as may be required by law.

Section 3. Indemnification. To the extent permitted by law, the Corporation shall indemnify and hold harmless the Member. Any person made a party to any action, suit or proceeding by reason of the fact that such person, their testator or intestate, is or was a Director, Officer or employee of the Corporation or of any organization in which the person served as such at the request of the Corporation, shall be defended and indemnified by the Corporation to the full extent permitted by law. Such right of indemnification shall not be deemed exclusive of any other rights to which such Director, Officer or employee may be entitled. Any amount payable by way of indemnity shall be determined and paid in accordance with Section 725 of the Not-For-Profit Corporation Law of the State of New York, unless otherwise directed by the Board of Directors by resolution.

ARTICLE VII

Finances

Section 1. Fiscal Year. The fiscal year of the Corporation shall be from September 1 to August 31.

Section 2. Funds. The funds of the Corporation shall be deposited in such bank or banks, in such types of accounts and subject to such deposit and withdrawal procedures as may be directed by the Board of Directors by resolution. Upon the request of the Board of Directors, and subject to the consent of the Member and the Suffolk County Community College Association, the Director of Business Affairs of the Suffolk County Community College Association may manage the funds of the Corporation in a manner consistent with these by-laws.

Section 3. Records and Accounts. The Corporation's financial records and accounts of the Corporation shall be kept in a form consistent with generally accepted accounting principles and in compliance with applicable provisions of the New York State Not-For-Profit Corporation Law. All financial records and accounts of the Corporation shall be open to inspection by any Director or by the Member at any reasonable time.

Section 4. Annual Plan. At the regularly scheduled meeting of the Board each year immediately preceding the commencement of the new fiscal year there shall be submitted to the Board of Directors by the Corporation's executive director, for its approval, an annual plan that shall set forth all anticipated revenues and expenditures. The plan will also indicate the following: (a) the current fiscal year, showing approved expenditure levels (including approved changes and estimated income and expenditures through the end of each period; (b) the prior fiscal year, showing actual income and expenditures for such period; and (c) the next ensuing fiscal year.

Section 5. Audit. To the extent that the audit oversight requirements of the New York State Not-For-Profit Corporation Law are applicable to the Corporation and are not otherwise addressed by the Member of the Corporation consistent with the Not-For-Profit Corporation Law, the Board of Directors or a designated audit committee of the Board of Directors shall oversee compliance with such requirements. Where such requirements are not applicable, the Board of Directors or a designated audit committee of the Board of Directors may review and determine whether and if so, how and when, an audit shall be requested or required.

Section 6. Securities. The securities of the Corporation shall be deposited in such bank or other depositories and in such types of accounts as may be designated by the Board of Directors. Subject to the consent of the Member and the Suffolk County Community College Association, the Director of Business Affairs of the Suffolk County Community College Association may manage the securities of the Corporation in a manner consistent with these by-laws.

ARTICLE VIII

General

Section 1. Policies and Procedures. The Board of Directors is authorized to implement its own policies and procedures consistent with the Corporation's Certificate of Incorporation and these by-laws.

Section 2. Non-Discrimination. No person in whatever relationship with the Corporation shall be subjected to discrimination on the basis of race, ethnicity, national origin, religion, creed, color, sex, gender, gender identity or expression, sexual orientation, age, marital status, familial status, pregnancy, predisposing genetic characteristics, military or veteran status, domestic violence victim status, equal pay compensation-sex, criminal conviction or disability.

ARTICLE IX

Miscellaneous

Section 1. Form of Seal. The seal of the Corporation shall be in such form as the Directors shall determine.

Section 2. Counsel. The Member shall be entitled to be represented by legal counsel at all membership meetings and Board of Directors meetings, including any executive session of the Board of Directors and committee meetings.

Section 3. Amendment. These by-laws may be added to, amended or repealed and new by-laws adopted only by the Member of the Corporation. The Member will provide a copy of any proposed amendment to these by-laws to the Board of Directors for advisory review and comment before adoption by the Member. The Board of Directors may also recommend amendments to these by-laws for the Member's consideration. Any recommendations made by the Board of Directors shall be advisory only, and the Member retains the sole authority to add to, amend, or repeal these by-laws.

Section 4. Written Approval Required. The Corporation will take no action that is in the name of the Member of the Corporation unless specific written approval from the Member is on file with the Corporation in advance.

Item 11

RESOLUTION NO. 2018.75 - Appointing a Director to the Board of The Center for Social Justice & Human Understanding, Inc.

WHEREAS, the by-laws of the Center for Social Justice & Human Understanding, Inc. provide for the Board of Trustees to appoint the members of its Board of Directors, and

WHEREAS, there are vacant positions on the Board, and

WHEREAS, Lynda Perdomo-Ayala has been nominated to fill such vacancy by the Board of Directors of the CSJHU, and his credentials have been reviewed, *see Attachment V*, be it therefore

RESOLVED, that the appointment of the following person to the Board of Directors of the Center for Social Justice & Human Understanding, Inc. is hereby approved, for a term ending September 1, 2021.

Name

Lynda Perdomo-Ayala

LYNDA PERDOMO-AYALA

22 Kool Place • Port Jefferson Station, New York 11776 • Lynda.Perdom-Ayala@stonybrook.edu • (516) 445-8770

Executive Management

Strategic Planning • Visionary Leadership • Program Management • Policy Development

Thirty year accomplished, results-producing executive management professional with experience steering and directing all aspects of university operations and policies, administration, fiscal, and student affairs at all levels from undergraduate to post graduate on both the main campus and the medical center. As executive manager I have been successful in organizing multiple projects with competing priorities which require a keen sense of all the contending and competing aspects of the final product. Effectively collaborate and interact with senior management and officials from within and outside the university to achieve objectives.

Intuitive leader inspiring high productivity levels; with repeated success guiding sizeable cross-functional teams as well as training, coaching and motivating staff and students. Established, build and maintain productive relationships with faculty, staff and students to provide support for a variety of concerns. Manage the day-to-day operation of Pharmacology, and participate in various committees in and outside the university. As the executive administrator I have strong strategic, interpersonal and communication skills with a proven ability to analyze complex situations and resolve them by proactively conveying operational needs to senior level management when necessary.

Operations and Management Strengths

- Long Range and Strategic Planning
 - Operations Oversight and Implementation of Plans
 - Partnership Development and Representative
 - Policy and Procedure Development
 - Recruitment and Retention Initiative
 - Supervision of Staff and Projects / Quality Control
 - Major Event Planning and Chair of Special Projects
 - Extensive knowledge of University Policies
 - Cost Analysis and Reporting
 - Counseling / Mentor / Advising Student Organization
-

PROFESSIONAL EXPERIENCE

1992-Present *Department Administrator, Pharmacological Sciences, School of Medicine,
State University of New York at Stony Brook, NY*

- **Academic and Administrative Responsibility:** Administrative Executive responsible for operational management; manage all strategic and long range planning, setting and implementing of policies and procedures; facilitate intradepartmental and interdepartmental communication at all levels and communicate the mission of the department at all levels. Develop and implement plans consistent with the goals of the Chair. Act as designee for the Chair and represent him when necessary. Promote an atmosphere of community within the department. Plan and provide direction for all major projects and events internally and externally. Manage and supervise the facilities and administrative unit assigned to Pharmacology in three buildings. Supervise eleven administrative support staff, work study students, and information technology support staff for the department and evaluation. Handle all facilities management, construction, and space analysis for the department. Direct all administrative matters related to the academic sector. Supervise staff assistants, computer technicians, and facilities personnel.
- **Human Resource Administration:** Coordinate recruitment, appointment, promotion, and retention for all faculty, staff and students. Supervise the administration of all human resources' activities for 170 departmental employees. Advise and provide guidance to staff and faculty regarding the process, policies and procedures relating to various personnel transactions including foreign nationals.
- **Finance Administration:** Oversee planning and development and preparation of all grants, budgets, and submissions of departmental operating budget. Process and handle all philanthropic activities. Manage all Research Foundation accounts, several State Purpose, IFR's and Stony Brook Foundation funds totaling approximately \$14 million dollars. Develop internal fiscal guidelines and procedures for expense activities; identifying and supervising expenditures and staff.

- **Student Administration:** Develop the structure and administrative venue of the Undergraduate Pharmacology Program; administer undergraduate and graduate program offerings, and all interdisciplinary transactions. Involved with recruitment and retention of students, and with fostering and developing a climate of inclusion. Involved in counseling students personally, academically, and administering all student service opportunities to undergraduates and graduates. Work closely with the Registrar, Financial Aid, Academic Advising, Admissions, Disability Support Services, the Medical School, and Graduate School. Act as liaison to the President, Provost, Deans, Institutes, and Centers. Participate in a wide range of university committees developing student opportunities and activities to enhance our student's education and integrating student life and learning. Act as advisor to the Latin American Student Organization developing programs and opportunities that enhance Latino student's opportunities.

1986-1992 *Assistant to Chairman of Economics and Director of the Institute for Decision Sciences - (dual appointment) - State University of New York at Stony Brook, Stony Brook, NY*

- **Student Administration:** Responsible for the development of the undergraduate and graduate fall and spring course schedules. Organized the campus listing of course offerings for the undergraduate and graduate bulletin. Provided academic and personal counseling to undergraduate and graduate students in the department. Serve as Advisor to the Latin American Student Organization, assisted in all student activities and recreation. Provide support to the students on developing workshops focused on topics that enhance their career and educational experience.
- **Academic Responsibility:** Responsible for all project implementation, and administration of the day-to-day management of the second largest major in the university. As Assistant to the Director of the Institute for Decision Sciences I was responsible for the International Summer Conference on Game Theory held annually, for up to 200 game theorist and students. Developed conference itinerary, handled all logistics, stipends, mini-workshops, and other departmental events and supervised the Institute staff member.
- **Human Resource Administration:** This position supervised five departmental staff members, and student assistants.
- **Finance Administration:** Budgeted and allocated financial resources and computer time for faculty and students. Supervised proposal preparation, and created all research budgets for grant applications. Manage accounting and reporting of expenditures on State, Research and Stony Brook Foundation accounts.

1985-1986 *Assistant to the Director of HSC-Peru and HCF/LAC projects, Department of Economics
State University of New York at Stony Brook, Stony Brook, NY*

- **Academic Responsibility:** Management officer for two United States Agency for International Development (USAID) projects, namely "Health Sector Analysis of Peru" (HSA-Peru) and "Health Care Financing in Latin America and the Caribbean" (HCF/LAC) with approximately a total of \$3.6 million dollars. I coordinated all international consultants from Belize to Uruguay and any related matters. The first international workshop held on Health Care Financing in Latin American and the Caribbean was held at Stony Brook and all logistics were handled by our staff with my supervision.
- **Student Administration:** Responsible for the development of programs relating to health care financing in Latin America and the Caribbean for graduate students. Provided academic and personal counseling to graduate students in the study.
- **Human Resource Administration:** Supervise three secretarial staff and two research assistants.
- **Finance Administration:** Solely responsible for the development and processing of all grant proposals, and budget preparation for the HCF/LAC projects. Accountable for directly handling all matters related with USAID awards, and two subcontractors in the Caribbean.

Education, Certification and Licensure

BA Adelphi University, Psychology/Nursing course work, 1978
MSW School of Social Welfare, State University of New York at Stony Brook, 1996
Master's Thesis entitled, "AIDS in the Hispanic Community: The Lost Generation"
LMSW Licensed Certified Social Worker, 1997
Certification Dispute Resolution - Cornell University, 1999
Divorce and Family Mediation – Ackerman Institute, 2012

Continuing Education:

"Philosophy and Children in the Classroom" – School of Professional Development, Stony Brook University, 1998
Graduate, Long Island United Way, Project Blueprint - United Way of Suffolk, 1999
Executive Leadership and Cultural Diversity Program, Stony Brook Manhattan, 2004
Green Dot Training – College Curriculum for Instructors on Sexual Assault, 2015-Present

Computer Knowledge:

Microsoft Office (Word, Adobe, Publisher, Excel, and PowerPoint), Netscape Communicator, custom designed personnel and purchase order databases, Mozilla Firefox, Thunderbird, PeopleSoft, Oracle, and SMRT, Walmart, TALEO, Google, SUNY1, and COEUS.

Language: Fluent Spanish

Committees, Advisory and Teaching Positions - Current:

Stony Brook University:

Co-Chairperson, Union Universitaria Latinoamericana de Stony Brook (UUL), 1985 - Present
Mentor, Stony Brook University, 1987 - Present
Advisor, Latin-American Student Organization (LASO) of Stony Brook, 1987 – Present
Member, Hispanic Heritage Month Coordinating Committee, 1989 - Present
Member, Pharmacology Graduate Program Steering Committee, 1993 - Present
Member, Research Administrators' Advisory Working Group, 1993 – Present
Member and Chair, Latin American and Caribbean Studies Advisory Board, 1994 – Present
Member, Pharmacology Undergraduate Program Steering Committee, 1994 - Present
Member, Human Resources Quality Control Board, 1997 – Present
Member, Limited English Proficiency Committee, Stony Brook University Hospital, 2000- Present
Member, Stony Brook University's Five Year Task Force – Office of Diversity and Affirmative Action – 2004-Present
Member, Student Affairs Rape and Sexual Assault Prevention Committee – 2005-Present
Co-Chair, Campus Climate Control Subcommittee on Enhancing Community, 2005-present
Member, VP Administration Divisional Campus Climate Team, 2006-Present
Member, Department of Health and Human Services, Strategic Development of a Mental Health Workforce for Latinos

External Community and Suffolk County:

Vice Chair, Suffolk County Human Rights Commission, 1995-Present
Vice Chair, Suffolk County Women's Advisory Commission 2010-Present
Member, National Association of Puerto Rican/Hispanic Social Workers Executive Board 1995-Present
Member, Advisory Board for Suffolk County Police Commissioner, 1997-Present
Co-Chair, La Vision Youth Conference, Stony Brook University, 2004 – present
Adjunct Professor, Suffolk Community College, 2000-Present
Assertiveness Training, Conflict Resolution, and Executive Management Classes, Spanish for Healthcare
Co-Chair, La Familia Conference, Stony Brook University, School of Social Welfare, June 2007
Member, Victims Information Bureau of Suffolk, Inc - 2000-2012

Committees and Advisory Positions - Past:

Stony Brook University – Main Campus:

Member, Provost Area-Wide EEO Committee, 1989 - 1991
Chairperson, Hispanic Heritage Month Fund-raising Committee, 1990 - 1996
Chairperson, Hispanic Heritage Month Planning Committee, 1993 and 1995
Co-Chairperson, Hispanic Heritage Month Scholarship Luncheon for Latino Scholars and Researchers, 1996-1999
Member, Grants Management Task Force, 1993 – 1994
Consultant Specialist, Human Resources Task Force, 1994
Consultant Specialist, Time and Attendance Task Force, 1994

Stony Brook University – Health Sciences Center:

Member, Advisory Board of Health Initiatives for Underserved Communities, Health Sciences Center, 1993 - 2002
Member, Middle State Accreditation Task Force, 1993
Member, Association American Medical Colleges (AAMC) Steering Committee - Project 3000/2000, 1993 - 2000
Medical School Subcommittee, 1993 – 1999; High School Coordinating Subcommittee, 1993 – 1999 and
Medical School Brochure Subcommittee, 1993
Member, Women's Health Initiative, 1994 - 1999
Chairperson, School of Medicine Equipment Repair Group Committee, 1995
Mentor, University at Stony Brook Mentor for the Shadow Week Program, 1995
Member, Search for Chief Information Officer, University Medical Center-School of Medicine, 1995 -1996
Member, Amgen Minority Fellowship Committee, 1995 - 1997
Member, School of Medicine Workforce Diversity Committee, 1995 – 1997
Member and Coordinator, Undergraduate Pharmacoeconomics Program Think Tank, 1996
Member and Presenter, Undergraduate Pharmacology Self-Study, 1998

External Community and Suffolk County:

Co-Chair, Health Committee - National Conference of Puerto Rican Women – 1st Long Island Hispanic Summit, 1993
Co-Chair, Policy Comm. - National Conference of Puerto Rican Women: 1st Long Island Hispanic Student Summit, 1995
Board Member, Mission 2000, RIG/Patient Services, American Cancer Society, Huntington Township, 1997-2002
Member, Aspira National Health Careers Program, 1997-1999
Member, Hermansky-Pudlak Syndrome Network, National Institute of Child Health and Human Development,
National Institute Health- 1998
Member, Brentwood School District Recruitment and Retention of Minority Faculty Committee, 1998-1999
Co-Chair - “*La Familia Conference*” - 2001, National Association of Puerto Rican/Hispanic Social Workers
Board Member, County Executive Robert J. Gaffney’s Suffolk County Hispanic Advisory Board, 1999-2004
Chair, 28th Annual Convention - National Conference of Puerto Rican Women’s, Inc.-“*The State of the State of
Latina’s Health*”- 2000
Chair, Alumni Association, Project Blueprint Program - a blueprint for board of director & diversity – 2000-2002 Board
Member, County Executive Steve Levy’s Suffolk County Hispanic Advisory Board, 2002-20005
Co-Chair, Dinner Committee, Victims Information Bureau of Suffolk, Inc. 2000-2008
President, Board of Directors, Victims Information Bureau of Suffolk, Inc. 2005-2009

Teaching and Development:

Adjunct Faculty Member, Suffolk Community College 2000 – Present

Assertiveness Training Class, Conflict Resolution, and Executive Management Classes and Spanish for Healthcare Professionals

Stony Brook University, 2007-present

SBU 101: fall 1988, fall 1989 - Course designed to acquaint students with general university systems and basic skills
Developed Undergraduate Pharmacology Program, 1993
Developed Comsewoque High School’s - Internship Program at Stony Brook School of Medicine, 1995 - 1999
Lead the Undergraduate Pharmacoeconomics Program Think Tank, 1996
Co-Taught, HWC 506 - Social Work in Health, fall 1997
Developed Sexual Harassment Training Program for High School Seniors, trained Comewoque and Sachem, 1997 - 2000

Spanish to handle conversational Spanish with patients, School of Nursing, 2000-2001
Conflict Resolution, School of Social Welfare, June, 2007

Organizations and Honors

Mentor Appreciation Award, 1987 - 1997
Member, 1st Vice President (96/97-97/98), National Conference of Puerto Rican Women, LI Chapter 1990 - Present
Nominated, President's Award for Excellence in Professional Service, 1991
Recipient, Hispanic Heritage Month Award, Stony Brook University, 1991
Recipient, Las Madras Award, Hispanic Heritage Month, Stony Brook University, 1993
Presented Certificate of Appreciation - Latin-American Student Organization, 1994, 1998
Nominee, Governor's Minority Health Office Advisory Board, 1994
Honoree, Latin American and Caribbean Studies Center, 1994
Presented with Certificate of Appreciation by Student Union and Activities, 1994 - 1998
Honoree, Leadership and Dedication to Hispanic Community, Suffolk County Executive Robert Gaffney, 1995
Presented Certificate of Appreciation by Minority High School Student Research Apprenticeship Program, Sum 1995
Member, National Association of Puerto Rican/Hispanic Social Workers, 1995 - Present
First Honorary Member of Sigma Iota Alpha Sorority, Inc., 1995 - Present
President, National Conference of Puerto Rican Women, Inc., 1995 - 2000
Co-Chair of La Familia Unida Community Board for Infant Jesus Church, 1996 - 1998
Recipient, Student Life Award, Vice President for Student Affairs Office, 1996
First Vice-President, National Conference of Puerto Rican Women, Inc., 1996-1998
Recipient, Outstanding Service to National Conference of Puerto Rican Women Award, Washington, 1997
Recipient, Woman of the Year, National Conference of Puerto Rican Women, 1998
Recipient, Certificate of Appreciation Award, Latin American Student Organization, 1998
Recipient, Certificate of Achievement, "Honoring Latina's," Hermandad de Sigma Iota Alpha, Inc. 1999
Recipient, Outstanding Service and Community Commitment, Bethel AME Church of Setauket, 1999
Recipient, "Woman of Distinction Award," Union de Mujer Americana - Ponce, Puerto Rico - February 27, 2000
Recipient, Social Worker of the Year, National Association of Puerto Rican/Hispanic Social Workers, 2000
Recipient, President's Award for Excellence in Diversity and Affirmative Action, 2001
Recipient, Certificate of Appreciation -Office of Diversity and Affirmative Action at Stony Brook University, June 2000
Recipient, Distinguished Alumni for University Service, Stony Brook University, 2002
Recipient, New York State Social Worker of the Month, March 2004
Recipient, Sister Margret Ann Landry Lifetime Achievement Advisor Award, 2006
Recipient, Bank of America, 2006 Local Hero Award, 2006
Recipient, Woman of the Year, Zonta International Club of Suffolk, 2006
Recipient, Service Award, Stony Brook University, 2006
Recipient, Distinguished Social Worker, National Association of Social Workers, Latino Social Work Task Force, 2007
Recipient, First Caribbean Award, Top 50 Latino Leader on Long Island, 2009
Recipient, Long Island Hispanic Chamber of Commerce Women of Distinction Award, 2011
Recipient, Adelante of Suffolk County for Outstanding Community Service, 2011
Recipient, VIBS Lifetime Service Award, 2012
Recipient, SUNY Chancellors Award for Distinguished Professional Service, 2013
Nominee, Town of Brookhaven Outstanding Women, 2016 - *awaiting decision*

Conferences, Seminars and Reviews: Presenter and Conference Chair, and Invited Lecturer

Presenter, Long Island Educational Coalition, 1990
Presenter, Suffolk County, Council Career Awareness Program, 1990-1998
Association of American Medical Colleges (AAMC), Project 3000/2000 Conference - Washington, D.C. -1993
Training and Organizational Development Program: Problem Solving in Difficult Situations - 1994;
Managing Multiple Priorities - 1994
National Institute of General Medical Science (NIGMS), National Minority Research Symposium- Atlanta - 1994,
Washington - 1995, Miami - 1996, New Orleans - 1997, New York - 1998

Lynda Perdomo-Ayala - Resume, Page 6

Reviewer, Massachusetts Institute of Technology's - Office of Minority Education Program, 1994

Participant, Counseling and Treating People of Color, Stony Brook University Medical Center, 1994-1998,
 Member of Subcommittee on Health and People of Color

Presenter, Infant Jesus Hispanic Familia Unida Community Board, Summer 1995

Presenter, *Policy Issues and Latino Students in Higher Education* - National Conference of Puerto Rican Women,
 November, 1995

Presenter, *Minorities in Medicine*, 1994 and 1995

Presenter, PRIME Program, 1995

Lecturer, "*Latina Women in the Community*," Woman's History Month, Sigma Lambda Beta Fraternity, March, 96

Lecturer, "The Psychology of Women in a Dominant Culture," Sigma Iota Alpha, March, 1996

Keynote Speaker, "Discrimination of Latina Women", Latin Week at State University of New York at New Paltz - Sponsored
 By the Latin-American Student Organization, April, 1996

Reviewer, University of Illinois at Chicago College of Medicine, Hispanic Center of Excellence, 1996

Participant, 73rd Annual Meeting of the American Orthopsychiatric Association, 1996

Coordinator, National Conference of Puerto Rican Women's 25th Anniversary Youth Workshops on Health, Empowerment,
 Education, Culture and Traditions, 1997

Participant, Hermansky-Pudlak Syndrome Fifth Annual Conference, January 1998, January 1999

Commentator for WPKN Radio, Bridgeport, CT, Hermansky-Pudlak Syndrome, January, 1998

Writer and Researcher for WPKN Radio, Bridgeport, CT, Women's History Month, March, 1998

Chair, Aids Workshop, Health Initiatives for Underserved Communities Conference, October, 1998

Chair, Youth Workshops, Health Initiatives for Underserved Communities Conference, October, 1998

Co-Presenter, La Vision Youth Conference - Domestic Violence/Sexual Harassment, October 1998

Presenter, National Conference of Puerto Rican Women-National Convention, Hermansky Pudlak Syndrome, Chicago, 1998

Organizer, Studies at the Interface of Chemistry and Biology, Department of Pharmacological Sciences, SBU, October 1998

Presenter, Hermansky Pudlak Syndrome, Counseling and Treating People of Color Conference, Puerto Rico, Nov. 1998

Nassau/Suffolk County Hispanic Task Force, "Somos el Futuro" January 1999, Albany New York, March 1999

Presenter, Nassau/Suffolk Hispanic Task Force, January 1999

Presenter, Latino Greek Forum - hosted by Sigma Iota Alpha, "Activism in the Latino Community, January 1999

Presenter, National Association of Puerto Rican/Hispanic Social Workers, Woman History Month - "Woman *Herstory*" -
 The Executive Ladder," March 1999

Presenter, "*Latinos and Mental Health*," Interns of the Counseling Center, SUNY@ Stony Brook, October 1999

Panelist, "*First Generation Latinos*," - HHM Planning Committee and Hermandad de Sigma Iota Alpha, October 1999

Organizer, *Advances in Metabolic Regulation*, Department of Pharmacological Sciences, Stony Brook University, May 1999

Presenter, Nassau/Suffolk County Hispanic Task Force, "*Somos el Futuro*" Jan. 1999, Albany, New York, Jan. 2000

Presenter, *La Vision Youth Conference - Sexual Harassment in the Halls*, October 2000 and 2004

Writer, Latin Long Island Magazine, 1999-2000

TV Guest, *Women of the New Century*, Councilwoman Pamela J. Greene Show, October 2001

Grand Marshal, Stony Brook University, Graduation Ceremony, December 2001

Moderator, "*Crossing Class Boundaries*," How Class Works Conference, SBU, the Study of Working Class Life, June 2002

Participant, *Partners United to Stop Hatred*, December 2002

Presenter, Bilingual Program-parent/student on services & resources available, Mulligan Elementary, CI District, 2002

Participant, Gathering of Science Scholars Conference and Research Symposium, April 2004

Presenter, *Holocaust Day of Remembrance*, Suffolk Center on the Holocaust, Diversity & Human Understanding, Inc.,
 Suffolk Community College, Selden Campus, May 2004

Moderator, "*Crossing Class Boundaries*," How Class Works Conference, SBU, the Study of Working Class Life, June 2004

Presenter, *Reducing Prejudice: A Matter of Education*: Ann. Conf. by the Council for Prejudice Reduction - October 2004

Organizer, Symposium on Molecular Carcinogenesis, Department of Pharmacological Sciences, SBU, June 2004

Presenter, *Influential Latinas*, Sigma Iota Alpha Sorority, Beta Chapter, Stony Brook University, October 2004

Presenter, *Getting to Know You Breakfast*, Comsewogue High School District Professional Program, 2005

Presenter, *Working Woman, Myths and Reality*, St. Johns University, 2006

Presenter, *Working Woman, Myths and Reality*, Hofstra University, 2007

Presenter, *La Familia Annual Dinner*, La Union Latina Student Organization, Adelphi University, 2007

Presenter, Department of Health and Human Services, Strategic Development of a Mental Health Workforce for Latinos,
 2008-2010

Presenter, "*The SB Community and the Struggle for Latino Immigration Rights*," at Latin American and Caribbean Studies
 Center, 2010

References

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Assistant Dean for Eastern Long Island Sites
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Item 12

RESOLUTION NO. 2018.76 - Appointing a Director to the Board of The Center for Social Justice & Human Understanding, Inc.

WHEREAS, the by-laws of the Center for Social Justice & Human Understanding, Inc. provide for the Board of Trustees to appoint the members of its Board of Directors, and

WHEREAS, there are vacant positions on the Board, and

WHEREAS, Arlene Jennings has been nominated to fill such vacancy by the Board of Directors of the CSJHU, and his credentials have been reviewed, *see Attachment VI*, be it therefore

RESOLVED, that the appointment of the following person to the Board of Directors of the Center for Social Justice & Human Understanding, Inc. is hereby approved, for a term ending September 1, 2021.

Name

Arlene Jennings

ARLENE JENNINGS

Telephone: (914) 316-0138 - Email: AMJhome@aol.com

Equally comfortable interfacing with diverse groups and all levels of management. Logical, action oriented and proactive administrator able to organize resources to achieve goals. With over twenty year's diversified experience, spanning International Development, Healthcare and Higher Education, adept at managing shifting priorities in complex organizations and translating possibilities into plans. Proven ability in public administration, development operations and research, and project management.

STONY BROOK UNIVERSITY

4/16 – present

Senior Director of Prospect Management and Research

- Provide leadership in support of the strategic vision and planning for the University's fundraising donor/prospect research efforts with particular emphasis on support for major gift development and the University's \$600M comprehensive campaign initiatives.
- Developed and instituted the University's first prospect management program supporting University and Medical Advancement (20+ fundraising staff) fundraising goals and programmatic efforts. Oversee ongoing assessment of newly implemented prospect management and research activities (Grateful Patient, Parent, and other specialized appeals).
- Developed and systemized a comprehensive donor/prospect analytics program to increase donor/prospect pools, including, but not limited to: the incorporation of augmented intelligence (AI) technologies, data mining and benchmarking, gift officer portfolio reports and audit/balancing, pipeline management, and other methodologies.
- Support senior management by producing analyses and reports on ongoing fundraising history and current performance, prospect pool status, pipeline forecast reporting and other business intelligence used to inform the strategic management of Advancement operations.
- Oversee portfolio management for major gift team (20+). Direct the day-to-day operations of the Research Services department, a team of three. Prepare, administer, monitor, and evaluate annual work plans, budgets, and goals.

Deputy Director, Prospect Development and Strategy

3/10 – 3/16

U.S. FUND FOR UNICEF (UNITED NATIONS CHILDREN'S FUND)

- Managed the analysis, evaluation, and final production of prospect research data to support the Development Division (35+ fundraising staff) in the accomplishment of defined fundraising objectives (\$40M+ annually) and strategies. Developed and executed prospect research and management projects, practices and systems that sustained and increased major gift pipeline and prospect pools.
- Designed and executed the first divisional-wide specialized prospect research projects to proactively identify emerging prospects (multi-cultural and targeted program campaigns). Co-developed and systemized project planning, protocols, and report deliverables.
- Initiated and completed the first departmental prospect research and data security manual to better safeguard organizational data assets and donor privacy in accordance with industry code of ethics and best practices. Served as a research expert by participating in donor strategy meetings and facilitated prospect research training to appropriate staff.
- Directed the day-to-day operations, department response to daily inquiries (approximately 500 incoming requests for development services/products annually), prioritized workflow and work distribution for 6-member staff. Ensured the timely completion of assignments, e.g. customized analytical reports, program funding materials, customized donor proposals and reports. Managed, evaluated, and reported departmental performance and outcomes.

- Managed departmental \$20M dollar revenue pipeline tracking and reporting. Developed and presented analytical and financial progress reports. Improved internal gift monitoring process, ensured cost efficiencies with the management of the expense OTPS departmental budget, including monitoring of procurement contracts, supervision of consultants and temporary staff.
- Led departmental operations and administration including fiduciary management, departmental cross-functional requests, and project timelines. Served as department liaison (both internal and external UNICEF global departments). Represented department on task forces and cross-departmental special projects. Developed performance metrics, enhanced tracking technologies and quality control processes resulting in improved departmental performance and service delivery.

Development Consultant

2/08 – 2/10

EVAN B. DONALDSON ADOPTION RESEARCH INSTITUTE, INC.

- Provided operational support with the planning and implementation of development initiatives to support the Institute's overall revenue and programmatic goals. Collaborated with the Director of External Affairs to design, implement and communicate development plans.

Campaign / Grants Manager

10/04 – 12/07

SARASOTA MEMORIAL HEALTHCARE FOUNDATION, INC.

- Managed the development operations and implementation of the Foundation's first capital campaign plan to support a multi-million-dollar capital project to expand the Emergency Care Center of Sarasota Memorial Health Care System. Developed positive working relationships with an array of healthcare stakeholders and volunteers. Provided stewardship in identifying allies, strategic partners, and others willing to support project goals.
- Managed prospect research and wealth screening activities, coordinated prospect follow-up by others. Organized and executed donor cultivation, solicitations, and recognition events. Developed campaign Naming Opportunities and promotional collateral. Assisted in developing campaign budgets and monitored project expenditures and revenue pipeline.
- Managed the development and preparation of funding awards of grant proposals for special projects (Cardiology and Neurology), life saving technologies and specialized appeals. Managed both grant submission and awards to various hospital departments. Managed reporting and compliance requirements of funding entities to include the Foundation's first sponsored Continuing Medical Education (CME) program.
- Prepared campaign and grant matrix performance reports, acted as co-development liaison to board of trustees, development and grant committee, and volunteers.

EDUCATION

Master of Public Administration (2009)
Specialization: Program Planning and Evaluation

Pace University - White Plains, New York
Dyson College of Arts and Sciences

- Pi Alpha Alpha (National Honor Society for Public Affairs and Administration)
- International Study Abroad - Comparative Government & Public Management, Rome Italy
- Capstone Thesis - Public Entrepreneurship

Bachelor of Arts
Major - Organizational Studies

Eckerd College - St. Petersburg, Florida

TECHNICAL

Proficiency in: MS Word/Excel Office, Donor Direct (Blackbaud CRM), Raiser's Edge, Public Interest Data, SharePoint, LexisNexis, WealthX, Research Point, WealthEngine, IWave, Relsci, Hoovers, Noza, LiveAlumni, Foundation Center, BoardEx.