



Office of the President

BOARD OF DIRECTORS

August 23, 2007

**RESOLUTION NO. 2007.A4 AUTHORIZING AN AMENDMENT TO THE CERTIFICATE OF INCORPORATION OF THE SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.**

**WHEREAS**, the Downtown Center in Riverhead, New York will include a retail food service facility, and

**WHEREAS**, this food service facility may generate income above the amount needed to operate the facility, and

**WHEREAS**, such surplus income could best serve the Suffolk County Community College community under the direction of and through the distribution by the Suffolk Community College Foundation, Inc., be it therefore

**RESOLVED**, that the Board of Directors hereby amend the Certificate of Incorporation of the Suffolk Community College Association, Inc. by adding the following purposes to the "SECOND" paragraph:

- “5. To establish and operate one or more food service facilities.
6. To provide for the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, all for the purposes set forth in subparagraphs (1) and (2) above.”

and be it further

**RESOLVED**, that the President of the Board execute and file a Certificate of Amendment encompassing the foregoing with the Secretary of State.

  
George Kane  
Secretary

Central Administration  
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Office of the President

BOARD OF DIRECTORS

August 23, 2007

**RESOLUTION NO. 2007.A5 APPROVING THE 2007-2008 BUDGET OF THE SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.**

**WHEREAS**, the 2007-2008 budget of the Suffolk Community College Association, Inc. has been recommended by the Association Advisory Committee on each campus, and

**WHEREAS**, this budget has been recommended for adoption by the Executive/Campus Deans and the College Dean of Students, and the President concurs with these recommendations, be it therefore

**RESOLVED**, that the 2007-2008 budget of the Suffolk Community College Association, Inc., in the amount of \$2,976,129 for the period covering September 1, 2007, through August 31, 2008 (Attachment A-I), is hereby approved and shall be allocated as follows:

Ammerman Campus	\$1,638,704
Eastern Campus	343,657
Grant Campus	993,768

  
\_\_\_\_\_  
George Kane  
Secretary

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**Office of the President**

**BOARD OF DIRECTORS**

**August 23, 2007**

**RESOLUTION NO. 2007.A6 CREATING NEW POSITIONS AND APPROVING SALARY SCHEDULES AND STIPENDS FOR 2007-2008**

**WHEREAS**, the College Association Advisory Committee, the Children's Learning Centers Advisory Committee, and the appropriate administrators have recommended that there be a step plus 3% cost of living increase in 2007-2008 in the salary schedules for full-time Association employees, and

**WHEREAS**, the Advisory Committees and administrators have also recommended a 3% cost of living increase in 2007-2008 for the hourly salaries as indicated for part-time Association employees, and

**WHEREAS**, as the head coach for volleyball, soccer, tennis and softball perform year round duties including recruitment and practice, it is necessary to establish off-season coach stipends in the Athletic Salary Schedule to compensate for these duties, and

**WHEREAS**, First and Second Assistant Coach positions have been eliminated and replaced with four Assistant Coach positions with salary ranging from 20%-60% of the Head Coach salary, and

**WHEREAS**, it is necessary to establish a Wellness and Recreational Assistant position in the Athletic Salary Schedule for the Eastern Campus to implement wellness-related and recreational opportunities, programs, and events, and

**WHEREAS**, the College Dean of Students has approved these recommendations, and the President concurs, be it therefore

**RESOLVED**, that the 2007-2008 salary schedules for employees of the Children's Learning Centers, Association Business Office, and Dining Services (Attachments A-XXIII, A-XXIV and A-XXV respectively) are hereby approved, and be it further

**RESOLVED**, that the 2007-2008 Association salary schedule for Athletics, including the Off-Season Coach salaries and the Wellness and Recreational Assistant salary (Attachment A-XXVI) is hereby approved, and be it further

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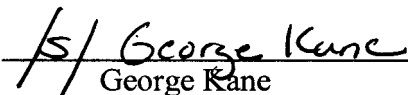
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**RESOLVED**, that the 2007-2008 Association salary schedules in Theatre/Performing Arts and Student Life (Attachments A-XXVII and A-XXVIII respectively) are hereby approved, and be it further

**RESOLVED**, that the new salaried positions in Athletics (Attachments A-II, A-III, A-IV, A-V and A-VI) are hereby approved, and be it further

**RESOLVED**, that the 2007-2008 salaries for part-time Association employees (Attachment A-XXIV) are hereby approved.

  
George Kane  
Secretary

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**Office of the President**

**BOARD OF DIRECTORS**

**August 23, 2007**

**RESOLUTION NO.2007.A7 REAPPOINTING ASSOCIATION EMPLOYEES FOR 2007-2008**

**WHEREAS**, the following Association employees are presently serving on appointment for the 2006-2007 academic year, and

**WHEREAS**, it is the recommendation of the Campus Deans and the College Dean of Students that these individuals be reappointed for the 2007-2008 academic year, and

**WHEREAS**, the College Association Advisory Committee and the Children’s Learning Centers Advisory Committee have recommended that all eligible full-time employees be granted a step increase for 2007-08 plus a 3% cost of living adjustment, and

**WHEREAS**, the College Dean of Students supports these recommendations, and the President concurs, be it therefore

**RESOLVED**, that the following individuals are hereby appointed for the 2007-2008 academic year, as indicated below.

<u>NAME</u>	<u>TITLE</u>	<u>STEP PLACEMENT (WORK YEAR)</u>
<u>Campus Kids</u>		
Audrey Hopkins	Director	Step 18/49 weeks
Linda Szklarski	Teacher/Asst. Director <sup>1</sup>	Step 14/42 weeks
Linda McGuire	Teacher	Step 14/42 weeks
Becca Ehrenfeld	Teacher	Step 6/42 weeks
<u>Suffolk Kids Cottage</u>		
Terri Glatzer	Director	Step 18/43 weeks (49wks less 30 Fri=6 wks)
Diane Galante	Teacher/Asst. Director <sup>1</sup>	Step 8/46 weeks
Dalice R. Jones	Teacher	Step 6/45 weeks
Claudia Feliciano	Teacher	Step 7/45 weeks
Kathy DiVenti	Administrative Ass’t.	Step 12/46 weeks
<u>Dining Services (E)</u>		
Barbara Kelly	Day Supervisor-Dining Serv	Step 4/40 weeks
Jay Tanzi	Eve Supervisor-Dining Serv	Step 8/42 weeks

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# Suffolk



COUNTY COMMUNITY COLLEGE

Assoc. Business Office

MaryAnne Ellinger

Kathleen Felice

Bonnie DeFeo

<sup>1</sup> Assistant Directors receive a stipend

Dir. of Business Affairs

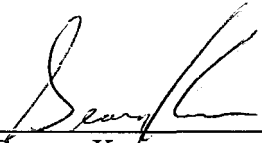
Payroll/Account Clerk

Senior Account Clerk

Step 16/52 weeks

Step 16/52 weeks

Step 13/52 weeks



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George Kane  
Secretary

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Office of the President

BOARD OF DIRECTORS

August 23, 2007

**RESOLUTION NO. 2007.A9 ESTABLISHING AN ASSISTANT TREASURER POSITION FOR THE SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.**

**WHEREAS**, the Business Office of the Suffolk Community College Association, Inc. currently employs a part-time treasurer, and

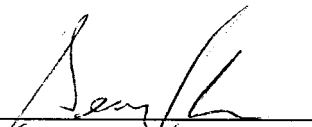
**WHEREAS**, there is a continual need to have vouchers reviewed and checks signed, and

**WHEREAS**, the Director of Business Affairs has recommended that the position of Assistant Treasurer be established to handle this need in the absence of the Treasurer and the College Dean of Students supports this recommendation, and

**WHEREAS**, the Vice President for Academic and Student Affairs and the College Dean recommend this position, and the President concurs, be it therefore

**RESOLVED**, that an Assistant Treasurer position is hereby established with job responsibilities as specified in Attachment A-VII, and be it further

**RESOLVED**, that the annual stipend for this position during the 2007-2008 academic year be set at \$1,000.

  
George Kane  
Secretary

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Office of the President

BOARD OF DIRECTORS

August 23, 2007

**RESOLUTION NO. 2007. A10 APPROVING BUDGETS FOR THE CHILDREN'S LEARNING CENTERS FOR 2007-2008.**

**WHEREAS**, the 2007–2008 budgets for the Children's Learning Centers have been recommended by the Children's Learning Centers' Directors on the Ammerman and Grant Campuses respectively, and

**WHEREAS**, these budgets have been recommended for adoption by the Executive/Campus Deans and the College Dean of Students, and the President concurs with these recommendations, be it therefore

**RESOLVED**, that the 2007–2008 budgets for the Children's Learning Centers on the Ammerman and Grant Campuses (Attachments A-VIII and A-IX, respectively), for the period covering September 1, 2007 through August 31, 2008, are hereby approved



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George Kane  
Secretary

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**Office of the President**

**BOARD OF DIRECTORS**

**August 23, 2007**

**RESOLUTION NO. 2007.A11 APPROVING A FEE SCHEDULE FOR THE CHILDREN'S LEARNING CENTERS FOR 2007-2008**

**WHEREAS**, the College Children's Learning Centers Advisory Committee has recommended an increase in the tuition fees, and

**WHEREAS**, the College Children's Learning Centers Advisory Committee has recommended a ten dollar increase in the registration fee for fall and spring, and

**WHEREAS**, the College Children's Learning Centers Advisory Committee has recommended combining the faculty and staff and alumni (student) category, eliminating the Community tiers and including a notation for nonstudents, and

**WHEREAS**, these recommendations have been approved by the College Dean of Students, and the President concurs, be it therefore

**RESOLVED**, that the fee schedule, in (Attachment A-X), is hereby approved for the 2007-2008 academic year.

  
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George Kane  
Secretary

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**Office of the President**

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**August 23, 2007**

**RESOLUTION NO. 2007.A12 APPROVING THE BAKER'S WORKSHOP BUDGET FOR 2007-2008**

**WHEREAS**, the Baker's Workshop budget for 2007-2008 has been recommended by the Associate Dean of Student Services on the Eastern Campus, and

**WHEREAS**, this budget has been recommended for adoption by the Campus Dean and the College Dean of Students, and the President concurs with this recommendation, be it therefore,

**RESOLVED**, that the Baker's Workshop budget (Attachment A-XI) for 2007-2008 is hereby approved.



George Kane  
Secretary

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Office of the President

BOARD OF DIRECTORS

August 23, 2007

**RESOLUTION NO. 2007.A13 ESTABLISHING POSITIONS FOR THE BAKER'S WORKSHOP**

**WHEREAS**, the Baker's Workshop has been created in conjunction with Suffolk county Community College's Culinary Arts Program, and

**WHEREAS**, several positions and a salary schedule must be created to facilitate this food service facility, and

**WHEREAS**, the College Dean of Students approves this recommendation and the President concurs, be it therefore

**RESOLVED**, that the positions listed below are hereby established with their job responsibilities as specified in Attachments A-XII, A-XIII, A-XIV, A-XV, A-XVI, A-XVII, A-XVIII as follows

- General Manager
- Assistant Manager
- Line Cook
- Baker
- Counter Server
- Salad Server
- Buspersion

and be it further

**RESOLVED**, that the attached salary schedule is hereby approved (Attachment XIX).



George Kane  
Secretary

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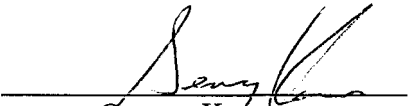
August 23, 2007

**RESOLUTION NO. 2007.A14 APPROVING THE DINING SERVICES BUDGET FOR 2007-2008**

**WHEREAS**, the Dining Services budget for 2007-2008 has been recommended by the Dining Services Advisory Committee and the Associate Dean of Student Services on the Eastern Campus, and

**WHEREAS**, this budget has been recommended for adoption by the Campus Dean and the College Dean of Students, and the President concurs with this recommendation, be it therefore,

**RESOLVED**, that the Dining Services budget (Attachment A-XX) for 2007-2008 is hereby approved.

  
George Kane  
Secretary

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Office of the President

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August 23, 2007


**RESOLUTION NO. 2007.A15 ADOPTING THE NJCAA COACHING EXCELLENCE CONTRACT FOR THE ATHLETIC PROGRAM**

**WHEREAS**, Athletic Coaches continues to represent Suffolk County Community College after the season ends, and

**WHEREAS**, the Athletic Directors recommend adopting the NJCAA Coaching Excellence Contract and the NJCAA Coaching Ethics Code to address this responsibility, and

**WHEREAS**, the College Dean of Students approves this recommendation and the President concurs, be it therefore

**RESOLVED**, that the NJCAA Coaching Excellence Contract as detailed in (Attachment A-XXI) and the NJCAA Coaching Ethics Code (Attachment A-XXII) are hereby adopted.

  
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George Kane  
Secretary

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**BOARD OF DIRECTORS**

August 23, 2007

**RESOLUTION NO. 2007.A16 APPROVING STUDENT ACCIDENT INSURANCE  
COVERAGE THROUGH THE WALSDORF INSURANCE AGENCY, INC. OF  
HUNTINGTON, NEW YORK**

**WHEREAS**, the College requires student accident insurance coverage for all full-time students, as well as for part-time students enrolled in field placements, internships, cooperative education programs, and physical education activity courses, and

**WHEREAS**, bids were solicited from several reputable insurance brokers in order to continue its accident insurance program for the coming year, and

**WHEREAS**, the College Dean of Students has reviewed the bids and recommended the plan proposed by the Walsdorf Insurance Agency, Inc., and administered by Marshall and Sterling AIG, with no additional cost to students, and

**WHEREAS**, the President concurs with this recommendation, be it therefore

**RESOLVED**, the plan proposed by the Walsdorf Insurance Agency, Inc. and Marshall and Sterling AIG, is hereby accepted, effective August 27, 2007 and renewable annually up to four additional years.

  
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George Kane  
Secretary

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Office of the President

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August 23, 2007

**RESOLUTION NO. 2007.A17 AUTHORIZING COLLEGE OFFICIALS TO SIGN CHECKS FOR THE SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.**

**WHEREAS**, it is necessary that the authorization for check signing be modified to accommodate new appointments and title changes, be it therefore

**RESOLVED**, that checks issued in payment of vouchers, duly authorized by current account procedures, and/or all withdrawal authorizations, must be signed by any one of the following College officials:

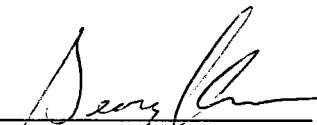
- President
- Executive Vice President
- Vice President
- Associate Vice President
- Association Treasurer
- Association Assistant Treasurer
- Executive Dean/Campus CEO

and be it further

**RESOLVED**, that all checks and/or all withdrawal authorizations in excess of \$2,500 will require two signatures, one of which must be the President, a Vice President, or an Associate Vice President, and be it further

**RESOLVED**, that the college officials signing a check must be different than the official who initiated or signed the voucher, and be it further

**RESOLVED**, that the Director of Business Affairs/Suffolk Community College Association, Inc., is hereby authorized to establish bank accounts and accounts with financial institutions in the name of the Suffolk Community College Association, Inc., in accordance with the payment procedure established hereby.

  
George Kane  
Secretary

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**Office of the President**

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**August 23, 2007**

**RESOLUTION NO. 2007.A18 AUTHORIZING AN AGREEMENT WITH SUFFOLK COUNTY COMMUNITY COLLEGE FOR THE USE OF COLLEGE FACILITIES**

**WHEREAS**, the Baker's Workshop has been created in conjunction with Suffolk County Community College's Culinary Arts Program, and

**WHEREAS**, this food service facility will be housed in a building leased and operated by the College, and

**WHEREAS**, it is necessary to have an agreement between the Association and the College setting forth the terms and conditions pursuant to which the Association will be able to use this building, be it therefore

**RESOLVED**, that the Association is hereby authorized to enter into an agreement with the College for a ten year term and setting forth the terms and condition pursuant to which the Association will operate the Baker's Workshop in a College-leased facility.

  
\_\_\_\_\_  
George Kane  
Secretary

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