**SUFFOLK COMMUNITY COLLEGE ASSOCIATION**

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

**MEDIA ROOM, CULINARY ARTS CENTER**

**RIVERHEAD, NEW YORK**

**JUNE 21, 2012**

The meeting was held on Thursday, June 21, 2012 at 10:36 a.m. in the Media Room of the Culinary Arts Center in Riverhead, New York.

PRESENT:

Dafny Irizarry Chairwoman

Walter Hazlitt Trustee/Vice Chair

Bryan Lilly Trustee/Secretary

Saul Fenchel Trustee

Ernesto Mattace, Jr. Trustee

James Morgo Trustee

Paul Pontieri, Jr. Trustee

Theresa Sanders Trustee

Anthony Mangual Student Trustee

Shaun L. McKay President

George Gatta Executive Vice President

Mary Lou Araneo V.P. Institutional Advancement

James Amoroso V.P. of Financial & Business Affairs

Louis Petrizzo General Counsel

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The meeting of the Board of Directors was convened at 10:36 a.m.

A motion was made by Chairwoman Irizarry to approve the minutes of the April 19, 2012 Board of Directors meeting, Trustee Hazlitt so moved, Trustee Mangual seconded, motion was approved unanimously.

A motion was made by Trustee Mattace for approval of the Association resolutions 2012.A4 and 2012.A5. Trustee Fenchel seconded, motion approved unanimously.

**RESOLUTION NO.2012.A4 APPROVING THE 2012-2013 BUDGET OF THE SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.**

**WHEREAS,** the 2012-2013 budget of the Suffolk Community College Association, Inc. has been recommended by the Association Advisory Committee on each campus, and

**WHEREAS,** said budgets have been recommended for adoption by the Executive/Campus Deans and the Vice President for Academic and Student Affairs, and the President concurs, be it therefore

**RESOLVED,** that the 2012-2013 budget for the Suffolk Community College Association, Inc., in the amount of $3,795,083.00 for the period covering September 1, 2012, through August 31, 2013 (Attachment A-I), is hereby approved and shall be allocated as follows:

Ammerman Campus $1,928,810.00

Eastern Campus $ 497,470.00

Grant Campus $1,368,803.00

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**RESOLUTION NO. 2012.A5 APPROVING THE APPOINTMENT OF PROFESSIONAL STAFF MEMBER**

**WHEREAS,** there is a vacancy in the Infant Teacher position for the Kids’ Cottage Pre-School Room at the Grant Campus; and,

**WHEREAS,** there is a need for an Infant Teacher to teach the Kids’ Cottage Infant children at the Grant Campus; and,

**WHEREAS,** it is the recommendation of the Associate Dean of Student Services, the Executive Dean and the Vice-President for Academic and Student Affairs that an appointment be granted for the Infant Teacher, be it therefore

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

**Name Position Step Placement Salary Effective Date**

Rose BoufisTeacher Step 12/45 weeks $30,904.00 August 13, 2012

Infant Room

**JUSTIFICATION:** Must have sufficient, qualified teaching staff to meet licensing and accreditation requirements.

**Credentials:**  AAS, Suffolk County Community College, Brentwood, NY

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Chairwoman Irizarry introduces VP Araneo who will give the Association Financial Report. VP Araneo presents the proposed 2012 – 2013 budget for the Suffolk Community College Association. The Association budget impacts all areas of student life across the College including student government, clubs and activities, athletics and the arts, as well as the campus child care centers. Earlier this year President McKay directed that the 2012-2013 Association budget place a priority emphasis on support for student clubs and intramurals. The Association budget also makes the same assumptions the College budget makes, specifically it assumes enrollment for the forthcoming year will decline by 1.5 %. It also includes the 2.5% budget reduction in every department and across the campuses, and no cost of living increase for the Association staff. Based on the budget assumptions when placing the budget revenue categories for the 2011 – 2012 approved budget, next to the 2012 – 2013 proposed budget you see that revenue from student fees declines as a result of the projected decrease in enrollment. Appropriated funds are direct investments made to enhance student services. For example, we are purchasing furniture for the student lounge on the Michael J. Grant Campus from this category. Other revenue includes interest, advertising income, and theatre box office revenue. The decline in advertising revenue reflects a decision to focus student efforts on the journalistic experiences of writing and producing a student paper as opposed to the marketing aspect of selling advertising space for the paper. The bottom line shows a decline of $143,000 or 3.6%. As mentioned earlier, a priority was placed on certain categories within the budget. Funding increases to student clubs, child care and intramural sports were implemented in the amounts and percentages indicated.

Moving on to the financial report for the period September 1, 2012 through May 31, 2012. All the funds are in positive positions. Although it may appear there may be some very large balances in the net profit category, particularly for the student associations and athletics, several major expenditures will come due before the end of the fiscal year. Specifically, the main campus budgets still have bills to pay for payroll and benefits for staff, the orientation program on all three campuses, the recent student government retreat, the theatre brochure for the fall/spring program, supplies, postage, furniture and renovation for the Grant campus student lounge, and the Long Island Shakespeare summer festival. The child care centers and Peconic Cafe all have payroll and benefit obligations for their employees. College-wide athletics will be servicing their vans, purchasing uniforms, equipment and supplies, making the final stipend payments to the spring coaches, and paying for the fall team registrations and transportation.

Chairwoman Irizzary asks how the priorities were determined.

President McKay explains that each campus dean, and a group consisting of students, faculty, staff, and administrators prepare an initial budget that is submitted to a college-wide committee, comprised of similar composition, with recommendations sent to VP of Academic and Student Affairs who meets with President McKay and EVP Gatta. They reviewed priorities in regard to student involvement and engagement. We have on the campuses a number of student clubs and intramurals, which was an area in the report that students indicated they needed to see more involvement across the campuses. In regard to clubs, our clubs and activities have increased tremendously. Due to the size of the campuses, and the diversity of the campuses, we are seeing a number of new clubs that are coming on board which must be funded accordingly.

Chairwoman Irizarry states that she sees the funding increased by percent, but wants to know if you have the amount of what the clubs received last year and what they will receive this year.

President McKay states that the clubs will receive about $300 each. There are two categories that support the clubs, Campus Activities Board and the Student Government Association. When the clubs are out of funding they go back to the Campus Activities Board and make a request for a specific project. There is an allotment on each campus of the Campus Activities Board to help all the clubs on the campus. If a club has a special trip or special project outside of their budget, the request goes to the Board. The Board meets, considers the request, and then assigns appropriate funding level for each activity.

Chairwoman Irizarry asks if last year was $300 and wants to know what it will be this year.

Trustee Mangual states it was $450 last year.

Chairwoman Irizarry asks if all clubs receive the same amount.

Dean Walters explains that at the Eastern Campus the amount is different because it is determined by the level of participation and activity. If the club is out of funding they can go back to the Board and request additional funds. Traditionally, we found that when a club has no money left, the activities would cease. Now with the increase in funding we have the opportunity, at least for some clubs that were very active, to increase their budgets. If you need specifics on each club, I would have to get that information to you.

Chairwoman Irizarry asks if we know what the standing dollar amount will be this year.

President McKay states that they will have to get back to her with that information. It varies because every campus has a different number of students actively participating. So they need to look at the numbers on each campus. Also, Associate Deans have an account that has additional funding, so if CAB cannot afford it, the Dean could possibly pay it. Let’s say if a student wins a national championship and needs to travel and there is no money in the account, they can go to the Dean. There are some clubs that don’t use all the monies. Before the end of the year there is a meeting of the campus groups to look at what was not spent and reapportion or move the balance, so there is a whole process.

Chairwoman Irizarry asks about the student budget for orientation. What does that involve?

President McKay states when new fall students are brought in during the middle of the summer there are activities on the campuses for the new students. There are peer mentors to give tours and run activities. They receive a number of handouts, trinkets and there is food. This is all funded out of that budget. They have breakout sessions for both new students and parents. Ammerman has three, Grant and East have two.

Chairwoman Irizarry asks if these orientations are for students who have already been admitted to the College.

President McKay responds yes.

Trustee Mattace asks that for graduation he noticed we have a surplus, and wants to know if that gets carried over each year?

President McKay states that we are still receiving invoices from commencement. If there is anything left it will carry forward.

Chairwoman Irizarry asks if there are any other questions. She then introduces General Counsel Louis Petrizzo who will give a presentation on the Association Report.

General Counsel Petrizzo states that several months ago, the Board of Trustees charged the Office of Legal Affairs with conducting a selective review of the College Association Report that had been submitted earlier this year. This review is not intended to be a line-by-line critique of the Report, but rather a selective review of the most prominent factual features of the Report to determine whether or not further investigation into the Report is required by the Board of Trustees.

General Counsel Petrizzo explains how the committee functioned. They assigned individual areas to each member of the committee. The areas covered were athletics, student services, theater, culinary, insurance and risk management. General Counsel Petrizzo stated that he had interviewed all the members of the committee. They all agree on certain basic facts: 1) there were no regular committee meetings of this group; 2) there was no group examination of the individual findings, in other words, whatever one member found became the decision of the whole group; 3) the full committee never saw or approved the final report and 4) that the conclusions that are made in the report are essentially the conclusions of the person that wrote that section of the report.

There was some good work, and some faulty work done by the Committee. The good work was the finding that student organizations were under-funded. We just heard some discussion about increasing that funding in this year’s Association budget. Also, that intramurals were not being properly funded or properly staffed, and that was also addressed this morning. Student survey questions came up. Apparently, not every campus operates the same in determining what student activities or student entertainment would be provided. Some survey, some do not. The faulty recommendations were that the Association was operating outside the SUNY guidelines for association related entities. This statement is a misapplication of the Association guidelines. Those guidelines apply only to four-year institutions not to community colleges. They were written 15 years after our Association started operating, so we would be considered “grandfathered” under the prior procedure.

There was also a faulty conclusion about a large increase in the number of Association employees from 2004 to 2011. This was actually the result of two determinations one by the Association Auditors and one by former President Shirley Pippins. First, the auditors decided that coaches and theater related personnel should not be considered as 1099 contractors, but rather should become employees, greatly increasing the number of employees that the Association had. The second factor, was a decision by former President Shirley Pippins who determined that the Association was a good vehicle to increase student work opportunities. She started making provisions for students to work within the Association under various titles, ambassadors, mentors, orientation leaders, student information desk assistants, etc. This greatly increased the number of employees on the Association books. These were the reasons for the increase in the number of employees, not uncontrolled Association growth.

The findings that were of value had to do with student clubs, intramurals, and student surveys. However, the process utilized here is not to be encouraged. The reason committees are formed with administrators and faculty is to get broad-based consensus on issues. Unfortunately, in this process, there was not a consensus. This is a report with limited value. I do not see any need for the Board of Trustees to look further into this report.

Trustee Fenchel commented to General Counsel Petrizzo that one of the things which was disturbing about the Report is that is seems to be a job creation program. Was it ever approved?

General Counsel Petrizzo states he did not find any authorization or resolution that supports it and that it was a determination of the President of the College at that time to expand employment opportunities in the Association for the students.

Trustee Fenchel asks if there are any definitions of what these positions are.

General Counsel Petrizzo responds yes, mentors, ambassadors, orientation leaders, peer coaches, student center information desk assistants.

Trustee Fenchel asks about salary schedule. What bothers him is, not the job creation. I think that it is a laudable objective today, but there seems to be an air of being arbitrarily established and not necessarily the type of job that is appropriate.

General Counsel Petrizzo stated that a policy decision was made. As the Board of Directors of this organization, if you wanted to review that decision, make amendments to it, it would be within your purview to do so.

Trustee Fenchel would like to at least propose that it be reviewed. What are we reviewing, is there a policy statement, is there a decision?

General Counsel Petrizzo states that we can provide them with the salaries and a full list of titles of those student services activities. The rest you will find in your budgets.

Trustee Fenchel requests to see job descriptions.

General Counsel Petrizzo explains they do not exist in the same fashion as we have for full-time employees, but they would be able to see what there is.

Trustee Fenchel wants to know who hires these students.

General Counsel Petrizzo states that that comes from the campuses.

Trustee Fenchel asks if there is a merit review.

General Counsel Petrizzo states that his understanding of it, is that it is not based on income.

Trustee Mangual explains that on the Grant Campus they review academic standing and involvement on the campus and based on merit, they do the hiring. He is not sure about the other campuses.

Trustee Fenchel states that it seems to be a substantial expense.

Chairwoman Irizarry asks if the positions are posted, or how do students come to acquire these positions?

Trustee Mangual explains that they are posted throughout the College.

Chairwoman Irizarry asks when they are posted; do they describe the skills needed for the position?

Trustee Mangual explains they require GPA, things of that nature. You go and inquire, fill out an application at campus activities.

Chairwoman Irizarry asks if there is an interview process.

Trustee Mangual says he is not sure. Since he is on the Board, he cannot inquire about them.

Trustee Fenchel states that it seems to him the hiring procedure and review procedure should be fairly available to the entire student body and whoever is selected, is selected on some level of merit, income or academics. I’m concerned about arbitrary hiring, random hiring.

Trustee Morgo comments that on the question of random, when General Counsel Petrizzo mentioned some of the failings in his review, he mentioned process. I think the whole process looks pretty arbitrary. If there could be a correction to that. I think that is what Saul is really talking about.

Chairwoman Irizarry asks about the formation of the College committees, are they formed with faculty and administrators. Is there someone overseeing the work of the committee? Is there someone in charge of the committee?

General Counsel Petrizzo states that the committee Chair is the responsible party. The committee is selected with a Chair. They are given their charge in a charge letter and asked to submit their report to Dr. McKay.

Chairwoman Irizarry asks if the Chair is the one monitoring the progress of the committee, not an administrator who is reporting to Dr. McKay’s office.

General Counsel Petrizzo states that the person who formed the committee, who gave the committee its charge would be required to follow up and make sure that they were submitting their documents. They do not sit in on the meetings. This committee was working in isolation because that is the way this committee worked. The report was very late. In partial defense of the committee, the Chairperson apparently took ill and was not functioning for a period of time.

Chairwoman Irizarry asks if the Report was late, wasn’t someone requesting it? Asking what was happening?

General Counsel Petrizzo states he cannot say what was happening. He can say the Report was late, and there were requests for the Report to be completed and submitted.

Chairwoman Irizarry states she has made her point.

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Chairwoman Irizarry called for a motion to adjourn the Board of Directors meeting and reconvene the Board of Trustees meeting. Trustee Mattace so moved, seconded by Trustee Sanders, the motion approved unanimously.

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The meeting of the Board of Directors was adjourned at 11:04 a.m.

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Respectfully submitted,

Bryan Lilly

Secretary