**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**ROOM 114, CAPTREE COMMONS**

**MICHAEL J. GRANT CAMPUS, BRENTWOOD, NEW YORK**

**September 13, 2012**

The meeting was held on Thursday, September 13, 2012 at 9:00 a.m. in room 114 of Captree Commons in Brentwood, New York.

PRESENT:

Dafny Irizarry Chairwoman

Walter Hazlitt Trustee/Vice Chair

Belinda Alvarez-Groneman 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

Charles Stein V.P. of Financial & Business Affairs

Carla Mazzarelli V.P. of Academic & Student Affairs

Louis Petrizzo General Counsel

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The meeting of the Board of Directors was convened at 9:08 a.m.

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A motion to approve the minutes of the August 16, 2012 Board of Directors meeting was moved by Trustee Pontieri, seconded by Trustee Mangual and approved unanimously.

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Chairwoman Irizarry stated there were no resolutions. General Counsel Petrizzo stated the original two resolutions that were sent out in the packets had been withdrawn. The health insurance resolution will not appear again. The Procurement resolution, will be amended, and resubmitted the for the October meeting.

Chairwoman Irizarry introduced Vice President Carla Mazzarelli who presented the College Association Finance report for the period September 1, 2011 to August 31, 2012. VP Mazzarelli reviewed the College Association Finance report and stated it was preliminary report, since the August bank and credit card statements had not yet arrived. The preliminary report showed all our funds in a positive position as of August 31, 2012. VP Mazzarelli stated the balance in the College-wide Athletics account is actually due to the way we budget and the need to provide sufficient funds if our spring athletic teams go to playoffs. Chairwoman Irizarry asked if anyone had any questions VP Mazzarelli. With no response, she thanked VP Mazzarelli, and stated VP Mazzarelli would also be reporting on the Association Student Employment as a response to a question that was raised at the last meeting.

VP Mazzarelli reviewed the Association Student Employment presentation. She stated that employing students is a win-win situation. Students not only benefit financially, through student employment, they also receive opportunities to apply what they learn in the classroom to specific work settings. It fosters their growth and development by clarifying their career goals, skills, interests, and it helps them learn about becoming a member of the workforce.

VP Mazzarelli reported there are six primary goals for student employees which vary by campus. The Association hires peer mentors on all three campuses, orientation leaders on the Ammerman and Grant campus, as well as orientation assistants on the Ammerman campus. The Eastern Campus employs students as peer tutors and coaches.

VP Mazzarelli sited for example, the Ammerman campus, employs students for their various activities and the Eastern campus, has a graphics group that does all of their digital signage. Each position is paid an hourly rate; however the orientation leaders are paid a stipend. The Ammerman campus pays $546 in the Fall, the Grant campus pays $358. VP Mazzarelli stated the pay is lower in the Spring semester because there is less to do in terms of orientation in the Spring. VP Mazzarelli stated all of the salaries are set by the Association Board of Directors. The rates presented were set in 2010, and since then, there have been no cost-of-living increases.

VP Mazzarelli stated the Association is planning a review of the salaries and plan to recommend some changes for next year. VP Mazzarelli added that each campus President, Vice President, Secretary and Treasurer of Student Government receive a stipend as well as a percentage of pay in tuition. Student newspapers on the campuses have an editor-in-chief and a managing editor that receive partial payment in tuition. The literary magazine editor receives 25 percent tuition payment.

VP Mazzarelli stated each position has a formal job description and in some cases, minimum qualifications require a GPA of 2.5 or above depending on the nature of the position. The students are recruited through campus advertisements, personal mailings, e-mail, and posters throughout the campuses. She reported that in each case, students complete an application specific to the position that they're seeking, through the Office of Campus Activity and interviews are conducted for the each position. VP Mazzarelli indicated there are both group interviews with applicants and other students as well as staff counselors conducted in addition to individual interviews where students are selected similar to the College’s search process. The applicants are selected by their peers, or in the case of student government, they are selected by the students. VP Mazzarelli stated that students can also be recommended and selected by faculty depending on the position. For example in the case of the digital signage team on the Eastern campus; those students need particular graphic skills and are recommended and selected by faculty. Peer mentors and tutors are also recommended by faculty because those students, must excel in a particular discipline. In all cases, training is required and students are paid for their training as well as the work they do.

VP Mazzarelli reported the number of students that are employed, as stipend paid student leaders on the Ammerman campus is on average elven; on the Eastern campus three students, and on the Grant campus eight students. Peer mentors hired on the Ammerman campus are up to 15 students; on the Eastern Campus, six to eight students, and on the Grant Campus up to 50 students. VP Mazzarelli indicated that the Eastern Campus uses their peer mentors as orientation. The average number of orientation leaders hired on the Ammerman campus is 39, and 50 on the Grant campus. Orientation assistants are an Ammerman campus position, and peer tutors and coaches is limited to the Eastern Campus.

Chairwoman Irizarry stated there was Orientation leaders listed for both the Ammerman campus and the Grant campus, and asked who takes on that responsibility on the Eastern Campus?

VP Mazzarelli explained the Eastern Campus hires their peers mentors as orientation leaders as well. Each campus has a slightly different job description but they have similar roles on each campus.

Chairwoman Irizarry asked why the Grant campus student activities budget was larger than the Ammerman campus even though it was a smaller campus than the Ammerman campus. VP Mazzarelli stated they choose to use more orientation leaders; they have up to 50 orientation leaders.

Chairwoman Irizarry asked if the Campus Director of Student Activities was the one to decide on the staff needs. VP Mazzarelli confirmed it was the Campus Director that determined the needs of the student staffing needs of the campus, and the numbers had been pretty constant over the years.

Chairwoman Irizarry asked if students needed to fill out an application for these positions and go through an interview process. VP Mazzarelli confirmed students did need to fill out an application, as well as go through an interview process. She stated in some instances there were faculty recommendations.

President McKay asked if Executive Dean of the Grant campus wanted to add to the statement. Executive Dean James Keane stated the campus also hired student employees in counseling. As student counselors they assist their peer students; with building schedules, in admissions, they work in different offices throughout the campus, and assist with orientation. Chairwoman Irizarry thanked Executive Dean Keane for his response and VP Mazzarelli for her presentation.

With no further questions, Chairwoman Irizarry requested a motion to adjourn the Board of Directors meeting. Trustee Hazlitt so moved, Trustee Alvarez-Groneman seconded, the motion was approved unanimously.

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The meeting of the Board of Directors was adjourned at 9:17 a.m.

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Respectfully submitted,

Dafny Irizarry

Chairwoman