**SUFFOLK COUNTY COMMUNITY COLLEGE ASSOCIATION**

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

**ROOM 114, CAPTREE COMMONS**

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

**December 6, 2012**

The meeting was held on Thursday, December 6, 2012 in room 114 of Captree Commons in Brentwood, New York.

PRESENT:

 Dafny Irizarry Chairwoman

Walter Hazlitt Trustee/Vice Chair

Brian Lilly Trustee/Secretary

Saul Fenchel 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

 Carla Mazzarelli V.P. of Academic & Student Affairs

 Louis J. Petrizzo General Counsel

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The meeting of the Board of Directors was convened at 10:32 a.m.

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Chairwoman Irizarry called for a motion to approve the minutes of the October 18, 2012 Board of Directors meeting. Trustee Pontieri so moved, seconded by Trustee Mangual, motion was approved unanimously.

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Chairwoman Irizarry called for a motion to approve Association resolution 2012.A11 and 2012.A12. Trustee Hazlitt so moved, seconded by Trustee Fenchel, motion was approved unanimously.

**RESOLUTION NO. 2012.A11 DESIGNATING AUTHORIZED SIGNATORIES FOR THE SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.**

**WHEREAS**, recent personnel changes within the business office of Suffolk Community College Association, Inc. necessitates designating new signatories who shall be authorized to execute any required documentation, including savings accounts, checking accounts, and all banking documents, to ensure the continued orderly operation of the Association, and

**WHEREAS**, it is appropriate that such individuals have knowledge and familiarity with all Association activities and functions, be it therefore

**RESOLVED**, that the Vice President of Academic and Student Affairs, and/or his/her designee, are hereby authorized to execute any and all documentation necessary for the efficient operation of Suffolk Community College Association, Inc., and be it further

**RESOLVED**, that the Vice President of Academic and Student Affairs, and/or his/her designee, are hereby authorized to manage all aspects of banking on behalf of the Association, and to serve as authorized signatories for Association checking and savings accounts.

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**RESOLUTION NO. 2012.A12 AUTHORIZING DISTRIBUTION OF EXCESS STUDENT INSURANCE FEES**

**WHEREAS**, because of an administrative oversight, excess fees were collected from students for student insurance over the course of time, and

**WHEREAS**, those fees were invested in interest bearing accounts and have now accumulated to the sum of $137,137.00, plus accrued interest and

**WHEREAS**, in order to equitably distribute these funds an Extra Funds Committee was organized consisting of students from the three (3) campuses and Trustee Anthony F. Mangual, and

**WHEREAS**, based upon the recommendation of the Committee and Trustee Mangual it is the opinion of the Committee that the funds be distributed on a per capita basis to each of the campuses for use by those campuses for campus wide student activities as each campus sees fit, now therefore be it

**RESOLVED**, that the excess student insurance fees in the amount of $137,137.00 plus accrued interest be distributed on a per capita basis to the Associates Deans accounts for each of the campuses for use by the students on those campuses for campus wide student activities as each campus sees fit.

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Chairwoman Irizarry introduced Vice President Carla Mazzarelli, who presented the College Association Finance report for the period October 1, 2012 to October 31, 2012. VP Mazzarelli noted the report was not reconciled due to the departure of the Association Director on November 2nd. The department is in transition and they expect to have a new Director in place soon. VP Mazzarelli stated there would be a financial report from the Association for the months of October, November and December at the next board meeting in January.

VP Mazzarelli reviewed the College Association Finance report and stated the report showed most of the funds in a positive position as of October 31, 2012. VP Mazzarelli noted the Kids Cottage on the Michael J. Grant Campus was showing a deficit. This was due to funds from the State not being received as of yet. The Association expects the funds to be received in the f near future, which would bring the budget line out of the deficit. VP Mazzarelli noted the Culinary Arts Catering budget line was showing a small deficit. It was very early in the semester, where they do a lot of purchases and the receipts for events have yet to come in. She noted the Culinary Arts Catering also expect the revenue will catch up before the next report.

Chairwoman Irizarry inquired if there was an expected date for the hire of the Business Director for the Association. VP Mazzarelli stated they were in the final stages doing background checks, and she expects to be making an offer soon. She stated they would provide the Board with the information for their approval

Trustee Mangual asked if this individual was the only employee in the department that has the authorization to reconcile the report. VP Mazzarelli confirmed the Association office staff at this time is just carrying on the general work of the office. The bank reconciliations will be done by the Director.

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Chairwoman Irizarry called for a motion to adjourn the Board of Directors meeting. Trustee Mangual so moved, seconded by Trustee Fenchel, the motion was approved unanimously.

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The meeting of the Board of Directors was adjourned at 10:38 a.m.

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Respectfully submitted,

Bryan Lilly

 Secretary