**SUFFOLK COUNTY COMMUNITY COLLEGE ASSOCIATION**

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

**ALUMNI ROOM, BROOKHAVEN GYMNASIUM**

**AMMERMAN CAMPUS, SELDEN, NEW YORK**

**JANUARY 17, 2013**

The meeting was held on Thursday, January 17, 2013 in the Alumni room of the Brookhaven Gymnasium, on the Ammerman Campus, Selden, New York.

PRESENT:

 Dafny Irizarry Chairwoman

Walter Hazlitt Trustee/Vice Chair

Brian Lilly Trustee/Secretary

Belinda Alvarez-Groneman Trustee

Saul Fenchel Trustee

James Morgo Trustee

Paul Pontieri, Jr. Trustee

Theresa Sanders Trustee

Anne D. Shybunko-Moore 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

 Nathaniel Pugh V.P. of Planning & Institutional Effectiveness

Gail Vizzini V.P. of Business & Financial Affairs

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The meeting of the Board of Directors was convened at 5:35 p.m.

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Chairwoman Irizarry called for a motion to approve the minutes of the December 6, 2012 Board of Directors meeting. Trustee Pontieri so moved, seconded by Trustee Morgo, motion was approved unanimously.

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Chairwoman Irizarry called for a motion to approve Association resolution 2013.A1 and 2013.A2. Chairwoman Irizarry noted the original resolution 2013.A2 was withdrawn and replaced with the appointment of an Interim Director of Student Affairs. Trustee Pontieri so moved, seconded by Trustee Fenchel, motion was approved unanimously.

**RESOLUTION NO. 2013.A1 APPOINTING A DIRECTOR TO THE BOARD OF THE SUFFOLK CENTER ON THE HOLOCAUST, DIVERSITY & HUMAN UNDERSTANDING, INC.**

**WHEREAS**, the by-laws of The Suffolk Center on the Holocaust, Diversity & 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**, Shirley Levitt has been nominated to fill such vacancy and her credentials have been reviewed, be it therefore

**RESOLVED**, that the appointment of the following person to the Board of Directors of The Suffolk Center on the Holocaust, Diversity & Human Understanding, Inc. is hereby approved, for a term ending September 1, 2015, effective upon appointment:

 Name

 Shirley Levitt

**RESOLUTION NO. 2013.A2     APPROVING THE APPOINTMENT OF AN INTERIM DIRECTOR OF BUSINESS AFFAIRS**

**WHEREAS,** there is a vacancy in the position of Director of Business Affairs of the Suffolk Community College Association, Inc.; and,

**WHEREAS,** there is an immediate need for a Director of Business Affairs; and

**WHEREAS,** it is the recommendation of the Vice President of Academic and Student Affairs that an interim appointment be granted for a Director of Business Affairs, be it therefore

**RESOLVED,** that the following appointment be granted on an interim basis pending the completion of a full search:

**Name                                      Position                   Step Placement                  Salary             Effective Date**

John J. Grein                       Director of                Step 4                                    $67,137         12/27/2012

                                              Business Affairs

**JUSTIFICATION:** Vacancy must be filled to ensure program compliance per Board

                                              Resolution.

**Credentials**:   MBA-Finance, New York Institute of Technology

                        BS-Finance/Accounting, CW Post

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Trustee Pontieri made a motion asking the College’s administration to codify a policy on the hiring for association employees. He requested to at least have a draft in place within a month. Trustee Morgo seconded the motion.

President McKay addressed Chairwoman Irizarry and stated the Board had already requested to conduct a full review of the Association regarding benefits and a RFP is in the place. He clarified if the Board wanted to expand the RFP to include a review of the hiring policies in place. President McKay noted there are hiring policies in place for the College.

Trustee Morgo confirmed there was a motion on the table for approval. Chairwoman Irizarry confirmed, yes.

General Counsel Petrizzo stated the RFP and proposals were not back yet and were due on January 24th. The College had to extend the responding time because there did not appear to be a great deal of interest in the proposers that it was sent to. To date the only thing the College received back was an indication from one of the proposers that they will not participate. General Counsel Petrizzo stated they are hopeful that they will get a couple of proposals and will report to the trustees after January 24th.

Trustee Morgo asked General Counsel to clarify if the RFP would include Trustee Pontieri’s motion to codify a hiring policy for the Association.

General Counsel Petrizzo replied no, the RFP, which has been out for some time, is in response to a request the Chairwoman made to study the possibility of converting Association employees to College employees. General Counsel Petrizzo stated the President indicated there could be an extension to the RFP; however is if the proposer agrees to that.

Chairwoman Irizarry stated as a point of clarification, the request is specifically referring to the benefits of Association employees, and to explore the possibility of these employees having similar benefits as College employees. The motion is to provide the Personnel Committee with a codification of the hiring process for the employees of the Association. Motion was seconded by Trustee Morgo, motion was passed unanimously.

Trustee Sanders made a motion for the College to provide the Board of Directors with a procurement policy for review as it relates to the Association. Trustee Lily seconded, motion was approved unanimously.

Trustee Pontieri asked General Counsel Petrizzo if the policies in place for the College, such as procurement policies, do they relate to the Association. General Counsel Petrizzo replied not necessarily.

Trustee Pontieri stated there needed to be a review of the policies as they relate to the Association and make sure they were in conformity with College's policies, as per the Board of Directors discretion.

Chairwoman Irizarry stated it could not be assumes because the Board of Trustees had adopted a code, that they had done so as Board of Directors.

Trustee Mangual asked if there was a Board committee that would specialize in this area and oversee the process of the procurement.

President McKay suggested he could appoint VP Mazzarelli and a few members of his cabinet to work with the Budget and Finance committee to review the entire Association process.

Chairwoman Irizarry requested administration to forward the information and policy to the Budget and Finance committee for review, and recommendation.

Trustee Mangual inquired if there was a timeline. Chairwoman Irizarry stated there would be an update at the next Board meeting.

General Counsel Petrizzo stated there was a preliminary draft procurement policy that could be presented at the next Board meeting. Chairwoman Irizarry stated she was aware the procurement committee already had a date set to meet prior to the next meeting, and asked if they would coordinate that with the preliminary draft. Chairwoman Irizarry asked for all in favor, with no opposition or abstention the motion carried.

Chairwoman Irizarry introduced VP of Academic and Student Affairs, Dr. Carla Mazzarelli, to present the College Association Finance report. VP Mazzarelli noted the last update was not reconciled and since then the Interim Director was appointed and reconciled the reports. She stated for the period September 1, 2012 to October 31, 2012, not much had changed from what was reported at Decembers meeting, most of the funds in the positive position as of October 31, 2012. VP Mazzarelli noted the Culinary Arts Catering budget line was showing a small deficit because it was the early part of the semester and did not have revenue coming in at that time. With no questions from the Board VP Mazzarelli moved onto the November report. VP Mazzarelli stated Novembers report also showed most of the funds in a positive position. She noted there were more expenses due to it was the time in the semester when there are a lot of student activities. College-wide athletics expenditures have in October because the College had many teams that went to nationals and playoffs. VP Mazzarelli stated the student accident insurance, was a pass-through; where the funds come in and then are disbursed to the vendor. She noted there were already some graduation expenses for the purchasing of the folders for graduation, and the Culinary Arts and Catering is now in a better cash position.

Trustee Pontieri asked VP Mazzarelli what the total budget was for the Association. VP Mazzarelli stated she did not have the exact number and would get him the total budget amount.

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 5:43 p.m.

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Respectfully submitted,

Bryan Lilly

 Secretary