**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**LECTURE HALL, MONTAUKETT LEARNING RESOURCE CENTER**

**EASTERN CAMPUS, RIVERHEAD, NEW YORK**

**March 21, 2013**

The meeting was held on Thursday, March 21, 2013 at 4:00 p.m. in the Lecture Hall of the Montuakett Learning Resource Center of the Eastern Campus, Riverhead, 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

Ann Shybunko-Moore Trustee

Anthony Mangual Student Trustee

Shaun L. McKay President

Mary Lou Araneo V.P. Institutional Advancement

Carla Mazzarelli V.P. of Academic & Student Affairs

Nathaniel Pugh V.P of Planning and Institutional Assessment

Louis J. Petrizzo General Counsel

Gail Vizzini V.P. of Business and Financial Affairs

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The meeting of the Board of Directors was convened at 5:25 p.m.

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Chairwoman Irizarry called for a motion to approve the minutes of the February 21, 2013 Board of Directors meeting. Trustee Fenchel so moved, seconded by Trustee Mangual, motion was approved unanimously.

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Chairwoman Irizarry called for a motion for approval of the Association resolutions 2013.A3, 2013.A4 and 2013.A5. Trustee Mangual so moved, Trustee Fenchel seconded, motion approved unanimously.

**RESOLUTION NO. 2013.A3 AUTHORIZATION TO PURCHASE EXERCISE EQUIPMENT AND FLOORING FOR the Ammerman Campus weight training room**

**WHEREAS**, the exercise equipment and flooring in the Ammerman Campus weight training room is in need of replacement, and

**WHEREAS**, appropriate exercise equipment is available for purchase through an authorized New York State contract, and rubberized flooring will be procured subject to competitive quotations, and

**WHEREAS**, the Association maintains reserve funds which may be utilized for this purpose, and

**WHEREAS**, the Executive Dean of the Ammerman Campus recommends this purchase, be it therefore

**RESOLVED** that the Board of Directors hereby authorizes the purchase of new exercise equipment and rubberized flooring for the Ammerman Campus weight training room for the amount of $57,655.00, and be it further

**RESOLVED**, that the budget of the Suffolk Community College Association, Inc., be amended, accordingly, to reflect the transfer and expenditure of the funds herein authorized.

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**RESOLUTION NO. 2013.A4 ADOPTING A PROCUREMENT POLICY**

**WHEREAS,** Article 5-A of the New York State General Municipal Law ensures the prudent and economical use of public monies, and guards against favoritism, improvidence, extravagance, fraud and corruption in the procurement of goods and services, and

**WHEREAS,** the primary purpose of the Suffolk Community College Association, Inc. (Association) is to provide co-curricular programs and services which directly benefit the students of Suffolk County Community College, and

**WHEREAS**, it is appropriate, therefore, that the Association promulgate a procurement policy in accordance with the provisions of the General Municipal Law, be it therefore

**RESOLVED**, that the Association hereby adopts the “Procurement Policy,” effective March 21, 2013 (Attachment A.I), and be it further

**RESOLVED**, that the Association hereby revokes “Exchange Account Policies and Procedures,” adopted by this Board on January 25, 1996.

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**RESOLUTION NO. 2013.A5 ADOPTING A POLICY PERTAINING TO SEARCH AND HIRING PROCEDURES FOR EMPLOYEES OF THE SUFFOLK COMMUNITIY COLLEGE ASSOCIATION, INC.**

**WHEREAS,** the Suffolk Community College Association, Inc. (Association) is committed to ensuring that a comprehensive hiring process attracts the highest caliber employees from diverse backgrounds to serve the interests of the students of Suffolk County Community College, and

**WHEREAS**, it is appropriate for the Board of Directors to adopt such a policy, be it therefore

**RESOLVED**, that the “Search and Hiring Procedures for Positions in the Suffolk Community College Association, Inc.” (Attachment A.II) be, and the same hereby is, approved.

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**RESOLUTION NO.2013.A.6 ADOPTING A STUDENT TRAVEL POLICY**

**WHEREAS,** the Suffolk Community College Association, Inc. (Association) believes that the students of Suffolk County Community College can enrich their educational experiences outside the classroom by participating in off-campus travel opportunities, which serve to broaden students’ perspectives and enhance their academic development, and

**WHEREAS**, in order to maximize the myriad benefits associated with such student travel, it is appropriate to adopt specific guidelines and procedures to ensure that such student travel is properly planned, coordinated and effectuated, be it therefore

**RESOLVED**, that the Association hereby adopts the “Student Travel Policy and Procedures,” effective March 21, 2013 (Attachment A.III).

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Chairwoman Irizarry introduced VP of Academic and Student Affairs, Dr. Carla Mazzarelli, to present the College Association Finance report. VP Mazzarelli stated the Association Financial report was for the period September 1, 2012 to February 28, 2013. She noted the January report had been sent previously and she was presenting the February report. The report listed all of the various funds in a positive position. She noted the Culinary Arts Catering budget line was showing a deficit because there was funding that needed to be transferred from the Foundation that was done in March. She stated next month’s report would show the deficit has been removed. She stated the athletics and the childcare transfers for spring would also be made in March, and would appear in the next report.

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

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The meeting of the Board of Directors was adjourned at 5:28 p.m.

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Respectfully submitted,

Bryan Lilly

Secretary