

**BOARD OF DIRECTORS
MARCH 19, 2015**

- ITEM 1 RESOLUTION NO. 2015.A1 - ACCEPTING THE FORENSIC AUDIT REPORT PREPARED BY PARENTEBEARD, LLC FOR THE PERIOD SEPTEMBER 1, 2010 THROUGH AUGUST 31, 2013**

- ITEM 2 RESOLUTION NO.2015.A2 - ADOPTING THE SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC. CREDIT CARD POLICY**

- ITEM 3 RESOLUTION NO. 2015.A3 - ADOPTING THE SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC. CASH ADVANCE POLICY**

- ITEM 4 RESOLUTION NO. 2015.A4 - ADOPTING THE SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC. GAS/CREDIT CARD POLICY**

- ITEM 5 RESOLUTION NO. 2015.A5 - ADOPTING THE SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC. GIFT CARD/CERTIFICATE POLICY**

ITEM 1

**RESOLUTION NO. 2015.A1 - ACCEPTING THE FORENSIC AUDIT REPORT
PREPARED BY PARENTEBEARD, LLC FOR THE PERIOD SEPTEMBER 1, 2010
THROUGH AUGUST 31, 2013**

WHEREAS, the Suffolk Community College Association, Inc. contracted with ParenteBeard, LLC to perform a forensic audit of the Suffolk Community College Association, Inc., for the period September 1, 2010 through August 31, 2013, and

WHEREAS, ParenteBeard submitted a forensic audit report to the Association, and

WHEREAS, the Vice President for Student Affairs has reviewed the report and recommends that it be accepted, be it therefore

RESOLVED, that the Suffolk Community College Association, Inc. accepts the forensic audit report prepared by ParentBeard, for the period September 1, 2010 through August 31, 2013.

ITEM 2

**RESOLUTION NO. 2015.A2 ADOPTING THE SUFFOLK COMMUNITY
COLLEGE ASSOCIATION, INC. CREDIT CARD POLICY**

WHEREAS, Suffolk Community College Association, Inc. ("Association") permits the use of credit cards by authorized employees of the Association and of Suffolk County Community College in order to facilitate purchases underwritten by student activity fees, and

WHEREAS, the use of such credit cards must be properly managed and documented, in accordance with procedures and protocols established by the Association, be it therefore

RESOLVED, that the Board of Directors hereby adopts the "Association Credit Card Policy," (Attachment I), effectively immediately, and be it further

RESOLVED, that the Association *Policy for Credit Card Usage*, adopted by this Board on August 16, 2012, is hereby rescinded.

SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.

ASSOCIATION CREDIT CARD POLICY

The Suffolk Community College Association, Inc. ("Association") permits the use of credit cards by certain employees of the Association and of Suffolk County Community College ("employees") in order to facilitate purchases underwritten by Student Activity Fees. This policy is designed to identify the employees who are authorized to use such credit cards, describe the type of purchases permitted and the documentation required to support the purchases; establish control procedures over the custody of credit cards and the monitoring of their use; and the methods employed to recover moneys from any improper use of credit cards.

1. **Use of Credit Cards by Employees** – The use of credit cards shall be restricted to the following:
 - The Vice President of Student Affairs
 - The Campus Associate Deans of Student Services
 - The Association Director of Business Affairs
 - The Association Directors of Campus Activities and Student Leadership Development, Theatre, Athletics, and Child Care.
 - The Intercollegiate and Intramurals Coordinator(s)
 - Director of Peconic Café Dining Services
 - College-wide Coordinator of Multicultural Affairs
 - The Study Abroad Program Faculty Coordinators*

Such credit cards shall be issued to authorized employees in their own names on behalf of the Association, and shall be held in their personal custody until such time as the individual is no longer recognized as an authorized representative within the Association through which the credit card was originally issued.

***The Study Abroad Program Faculty Coordinators' credit cards must be returned to the Director of Business Affairs at the conclusion of their study-abroad programs.**

2. **Employee Agreement** – Prior to the Association issuing a credit card to an employee, such employee must sign an agreement, acknowledging that he/she has read and understands the policies and procedures governing the use of the Association credit card.
3. **Credit Line** - The credit line for each such credit card shall not exceed \$5,000, unless authorized, in writing, by the Campus Associate Dean of Student Services and the Vice President for Student Affairs.

4. **Monitoring Credit Card Usage** – The Association Director of Business Affairs shall be responsible to monitor the use of credit cards, and to seek full compliance with this policy.
5. **Card Payments** – Payments, late fees and interest related to unauthorized or undocumented charges shall be the responsibility of the employee.
6. **Violations of Credit Card Policy**
 - Employees authorized to use a credit card shall be deemed to consent to accept financial responsibility for any inappropriate use of the credit card by that individual.
 - Any improper or unauthorized use of credit cards by any employee may subject such employee to appropriate disciplinary measures, including, but not limited to, termination of employment and/or restitution to the Association.

ITEM 3

RESOLUTION NO. 2015.A3 - ADOPTING THE SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC. CASH ADVANCE POLICY

WHEREAS, in limited circumstances, Suffolk Community College Association, Inc. (Association) permits cash advances to employees in support of programs and events underwritten by student activity fees, and

WHEREAS, any such cash advances must be properly managed and documented, in accordance with procedures and protocols established by the Association, be it therefore

RESOLVED, that the Board of Directors hereby adopts the "Association Cash Advance Policy," (Attachment II), effectively immediately.

SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.

CASH ADVANCE POLICY

A. INTRODUCTION

In limited circumstances, Suffolk Community College Association, Inc. (Association) permits cash advances to employees in support of programs and events underwritten by student activity fees. While it is always preferable to reimburse receipts rather than advance money in support of approved student activities, the Association recognizes that cash advances are sometimes necessary and are, at times, the best available option. Any such cash advances must be carefully documented and tracked, and procedures and protocols established by the Association must be strictly followed in order to ensure accountability and compliance with all applicable federal and state laws, rules and regulations.

B. CASH ADVANCES FOR TRAVEL/MEALS

Cash advances are permissible for travel and meals in order to facilitate approved activities underwritten by student activity fees with a start and end date. Cash advances are to be made by check and must be reconciled within ten (10) days of the activity end date.

C. CASH ADVANCES FOR GIFT CARDS/ CERTIFICATES

A cash advance requested to purchase gift cards/ certificates requires appropriate documentation, in compliance with the Association Gift Card/Certificate Policy and procedures.

D. NONCOMPLIANCE WITH CASH ADVANCE POLICY

If the recipient of a cash advance fails to adhere to the procedures established by the Association by properly substantiating expenditures or accounting for the return of any unspent monies, it will result in a forfeiture of future cash advances and the requirement that the cash advance be paid back, in full, to Suffolk Community College Association, Inc.

ITEM 4

RESOLUTION NO. 2015.A4 - ADOPTING THE SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC. GAS/CREDIT CARD POLICY

WHEREAS, Suffolk Community College Association, Inc. ("Association") permits the use of gas/credit cards when authorized employees of the Association or Suffolk County Community College utilize Association-owned motor vehicles to conduct approved activities underwritten by student activity fees, and

WHEREAS, any such use of said gas/credit cards must be properly managed and documented, in accordance with procedures and protocols established by the Association, be it therefore

RESOLVED, that the Board of Directors hereby adopts the "Association Gas/Credit Card Policy," (Attachment III), effectively immediately.

SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.

GAS/CREDIT CARD POLICY

Suffolk Community College Association, Inc.'s ("Association") permits the use of gas/credit cards when authorized employees of the Association or Suffolk County Community College utilize Association- owned fuel-powered motor vehicles to conduct approved activities underwritten by student activity fees. Only those employees who are authorized to use an Association gas/credit card may do so under the procedures and protocols established by the Association.

ITEM 5

RESOLUTION NO. 2015.A5 - ADOPTING THE SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC. GIFT CARD/CERTIFICATE POLICY

WHEREAS, Suffolk Community College Association, Inc. ("Association") permits the purchase of gift card/certificates with student activity fees in limited circumstances, and

WHEREAS, any such purchase must be properly managed and documented, in accordance with procedures and protocols established by the Association, be it therefore

RESOLVED, that the Board of Directors hereby adopts the "Gift Card/Certificate Policy," (Attachment IV), effectively immediately.

SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.

GIFT CARD/CERTIFICATE POLICY

A. INTRODUCTION

Suffolk Community College Association, Inc. ("Association") permits the purchase of gift card/certificates with student activity fees in limited circumstances. Any such purchase must be properly documented, in accordance with procedures and protocols established by the Association.

B. GENERAL GUIDELINES

- Gift cards/certificates may be given to students as prizes, recognition awards or tokens of appreciation.
- Gift cards/certificates may be given to students, including student employees, who participate in student surveys or approved student activities.
- Gift cards/certificates should be valued at \$50 or less, unless otherwise approved by the Campus Associate Dean of Student Services.
- No Association or College employee may receive a gift card/certificate purchased with student activities fees.
- All gift cards/certificates purchases or disbursements must be documented and tracked, in accordance with procedures established by the Association.