

**SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF DIRECTORS MEETING
CULINARY ARTS CENTER, RIVERHEAD, NEW YORK
June 18, 2015**

The meeting was held on Thursday, June 18, 2015 at 9:00 a.m. in the Media room of the Culinary Arts Center, in Riverhead, New York.

PRESENT:

Dafny Irizarry	Chairwoman
Theresa Sanders	Vice Chair
Bryan Lilly	Secretary
Gordon D. Canary	Trustee
James Morgo	Trustee
Paul Pontieri	Trustee
Anne Shybunko-Moore	Trustee
Gardy E. Amilcar	Student Trustee
Dr. Shaun L. McKay	President
Louis Petrizzo, Esq.	General Counsel
Jeffery Pedersen	V.P. for Planning & Institutional Effectiveness
Gail Vizzini	V.P. of Business and Financial Affairs
Christopher Adams	V.P. of Student Affairs
Mary Lou Araneo	V.P. of Institutional Advancement

Chairwoman Irizarry requested a motion to adjourn the Executive Session and call to order the meeting of the Board of Directors at 10:35 a.m. Trustee Lilly so moved, Trustee Sanders seconded, motion was approved unanimously.

Chairwoman Irizarry called for a motion to approve the minutes of the May 18, 2015 Board of Directors meeting. Trustee Lilly so moved, seconded by Trustee Sanders the motion was approved unanimously.

Chairwoman Irizarry introduced, Executive Assistant Mrs. Carol Wickliffe-Campbell for a special presentation. Ms. Wickliffe-Campbell called upon Student Trustee Gardy Amilcar. She stated that on behalf of the College and Board members, they were presenting him with a token of appreciation for his service to the Board of Trustees over the past year.

Chairwoman Irizarry stated it had been a tremendous honor to have Mr. Amilcar as the Student Trustee and as a colleague. She said they have all been very impressed by his knowledge, commitment, hard work and dedication to College and its students. She added she admired his wisdom, humanity and courage.

Trustee Morgo thanked Student Trustee Amilcar for his service and noted he was instrumental in the discussions regarding the budget. Trustee Pontieri reflected on Student Trustee Amilcar growth over the past year, going from being timid to a strong voice, and thanked Gardy for his service.

Dr. McKay thanked and congratulated Student Trustee Amilcar on behalf of the students, faculty and staff. He said it was a great honor to be with him in Albany representing the College. He said he would have the College's support as he moves forward.

Trustee Canary said to Student Trustee Amilcar, that he made the Board proud, and they wish the College had more "Gardy Amilcar's" at the College. He noted he was an integral part of the Board and the budget proceedings. He thanked Student Trustee Amilcar and wished him well in his future endeavors.

Student Trustee Amilcar said he had been reflecting about who he was a year ago. He had a conversation with Dr. Adams who said to him "you have to figure out what is going to be the theme of your time here". He said the one thing he wanted to make sure was the idea of pride in Suffolk County Community College. He wanted to ensure that other students felt the same way he feels about the institution. He looked at the mission statement of the school, and wanted to make sure that he embodied everything the mission statement says. Student Trustee Amilcar said he hoped over the course of the year that he not only upheld that but also raised the bar a bit. He said he wanted to walk his own line and make sure that he represented himself and his family well. He thanked everyone for the opportunity he was given at the College.

Chairwoman Irizarry introduced Dr. Christopher Adams, Vice President of Student Affairs to present the Association financial report as of May 31, 2015. Dr. Adams said he was very happy to report the Association was doing very well. He noted the first week of June; the college held the annual Shelter Island Student Leadership Retreat as well as several orientations. This will draw down several accounts, and by August 31, 2015 there will be less money in all of the accounts. He also brought to the Board's attention that college-wide Athletics had a banner year. The College ended up third in the country for the Director's Cup, noting Athletic Director Foley was down in Florida receiving the award.

Dr. Adams stated he wanted to go over a resolution they would be voting on shortly. This was for the purchase of a virtual orientation software package. The Association feels this is a game changer for the College. It will us to concentrate on student engagement and retention in a software technical way. The Association will be using the student accident insurance that was sitting in a holding account from many years ago to pay for the software. They are using \$60,000 from that account in addition to Title III funding that has to be spent by June 30, 15.

Dr. Adams stated he wanted to also speak about the budget for the 2015-2016 year. He noted that by instituting the budget recommendations to the Board of Directors at the June meeting instead of waiting until the August meeting he was happy to report that the Association began the budgeting process in the spring. The Budget was put forth by the Associate Dean of Student Services to the Campus Association Advisory Committees. He noted there are students on the committees also vetting the budget. It then goes to the Executive Dean of each of the campuses for review and input. From there it goes to Dr. Adams and Ms. Barbara Hurst, Director of Business Operations and lastly to President McKay. This budget was based on a zero growth approach driven by enrollment from the past year. Dr. Adams thanked President McKay, Cabinet members; the Executive Deans, Associate Deans of Student Services, Mary Reese, Meryl Rodgers, Chuck Bartolotta, campus activity directors Lisa Hamilton, Sharon Silverstein and Denny Teason, Barbara Hurst, as well as all the students there were helpful in putting together the budget.

Trustee Canary asked when Dr. Adams thought the virtual program will be finished and ready for implementation. Dr. Adams replied they would be doing some pilots, but it will be up and running for the summer of 2016 for the incoming fall class of 2016.

Chairwoman Irizarry called for a motion for the approval of Association Resolution 2015.A9 to 2015.A13. Trustee Pontieri so moved, Trustee Sanders seconded, motion was approved unanimously.

RESOLUTION NO. 2015.A9 - AUTHORIZING A CONTRACT WITH ADVANTAGE DESIGN GROUP FOR A VIRTUAL ORIENTATION PROGRAM AND ASSOCIATED CONSULTING SERVICES

WHEREAS, on April 30, 2015, a request for proposals (RFP) was issued seeking a company to develop and implement a virtual orientation program with associated training and consulting services in order to deliver information about Suffolk County Community College to new and potential students in an effort to increase enrollment, retention and overall organizational efficiency, and

WHEREAS, one response to the RFP was received and evaluated by an evaluation committee, and

WHEREAS, it was determined that the proposal submitted by CD Advantage, Inc. (doing business as Advantage Design Group) will provide the desired benefits, and

WHEREAS, the cost of the virtual orientation program shall be funded by the Suffolk Community College Association, Inc. and by U.S. Department of Education Title III grant funds, be it therefore

RESOLVED, that the Board of Directors authorizes a contract, upon such terms as shall be approved by the College General Counsel, with CD Advantage, Inc., dba Advantage Design Group, for a virtual orientation program and associate consulting services for an initial term of one year, with four additional one-year terms thereafter, for a cost of \$95,975.00, plus an additional fee of \$4,300.00 per year for licensing renewal and system support.

RESOLUTION NO.2015.A10 - APPROVING THE 2015-2016 BUDGET OF THE SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.

WHEREAS, the 2015-2016 budget of the Suffolk Community College Association, Inc. has been recommended by the Association Advisory Committee on each campus, and

WHEREAS, said budget has been recommended for adoption by the Executive/Campus Deans and the Vice President for Student Affairs, and the President concurs, be it therefore

RESOLVED, that the 2015-2016 budget for the operation of the campus programs by the Suffolk Community College Association, Inc., in the total amount of \$4,979,240 for the period covering September 1, 2015 through August 31, 2016 (Attachment A-I), is hereby approved and shall be allocated as follows:

CAMPUS

Ammerman Campus	\$2,008,000
Michael J. Grant Campus	\$1,386,480
Eastern Campus	\$479,810
Total	\$3,874,290

PROGRAMS

Campus Kids - Ammerman Campus	\$381,800
Kids Cottage - Michael J. Grant Campus	\$389,250
Peconic Café - Eastern Campus	\$333,900
Total	\$1,104,950

RESOLUTION NO.2015.A11 - AUTHORIZING A TWO PERCENT (2%) SALARY INCREASE FOR ASSOCIATION FULL-TIME TITLES

WHEREAS, it is the recommendation of the Executive Deans and Associate Deans of Student Services that the attached Association full-time titles be granted a two percent (2%) salary increase in the salary schedule at each step for the 2015-2016 academic year, and

WHEREAS, the College Association Advisory Committee has recommended that all Association full-time titles be granted a two percent (2%) salary increase for 2015-2016, in the salary schedule at each step with the proviso that in the 2016/2017 budget Association employees shall receive no increase in the salary schedule at each step, and

WHEREAS, the Vice President for Student Affairs supports these recommendations, and the President concurs, be it therefore

RESOLVED, that all Association full-time titles are hereby granted a two percent (2%) salary increase in the salary schedule at each step for the 2015-2016 academic year.

RESOLUTION NO. 2015.A12 - REAPPOINTING ASSOCIATION EMPLOYEES

FOR THE 2015-2016 ACADEMIC YEAR

WHEREAS, the following Association employees are presently serving on appointment for the 2015-2016 academic year, and

WHEREAS, it is the recommendation of the Executive Deans and the Associate Deans of Student Services for Student Affairs that these individuals be reappointed for the 2015-2016 academic year, and

WHEREAS, the Vice President for Student Affairs supports these recommendations, and the President concurs, be it therefore

RESOLVED, that the following individuals are hereby appointed for the 2015-2016 academic year, as indicated below.

Name	Title	Step/Work Year
<i>Athletics</i>		
Kerry Swanson	Intercollegiate/Intramurals Coordinator	Step 9/52 weeks
<i>Association Business Office</i>		
Theresa DuQuesnay	Accounting Assistant I	Step 16/52 weeks
Loretta Hope-Ciuffo	Accounting Assistant II	Step 16/52 weeks
Barbara Hurst	Director of Business Affairs	Step 20/52 weeks
<i>Campus Activities</i>		
Josephine Fleming	Event Coordinator	Step 8/52 weeks

Name	Title	Step/Work Year
<i>Campus Kids Day Care Center</i>		
Linda Crispi	Director	Step 19/49 weeks
Linda Szklarski	Teacher/Assistant Director*	Step 20/42 weeks
<i>Suffolk Kids Cottage Day Care Center</i>		
Rose Boufis	Teacher	Step 15/42 weeks
Vickie Calderon	Director	Step 20/49 weeks
Claudia Feliciano	Teacher/Assistant Director*	Step 15/42 weeks
Jeannie O'Connor	Teacher	Step 15/42 weeks
<i>Wellness/Recreation/Orientation</i>		
Christopher Tempera	Wellness/Recreation/Orientation Assistant	Step 8/52 weeks
<i>Dining Services</i>		
Barbara Kelly	Day Manager	Step 12/40 weeks

*Assistant Directors also receive a stipend

RESOLUTION NO. 2015.A13 - ADOPTING THE SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC. FIXED ASSETS ACCOUNTING POLICY

WHEREAS, for the benefit of student programs, Suffolk Community College Association, Inc. purchases and utilizes fixed assets, including equipment, vehicles and computers, and

WHEREAS, such fixed assets must be properly inventoried 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 Fixed Assets Accounting Policy,” (Attachment A-II), effectively immediately.

Chairwoman Irizarry called for a motion to adjourn the Board of Directors meeting and reconvene the Board of Trustees meeting at 10:51 a.m. Trustee Morgo so moved, Trustee Pontieri seconded, and the motion was approved unanimously.

The meeting of the Board of Directors was adjourned at 10:51 a.m.

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Respectfully submitted,

Bryan Lilly
Secretary