

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF DIRECTORS MEETING
MONTAUKETT LEARNING RESOURCE CENTER, EASTERN CAMPUS
RIVERHEAD, NEW YORK
March 19, 2015

The meeting was held on Thursday, March 19, 2015 at 4:00 p.m. in the Lecture Hall of the Montaukett Learning Resource Center on the Eastern Campus, Riverhead, New York.

PRESENT:

Dafny Irizarry	Chairwoman
Bryan Lilly	Secretary
Gordon D. Canary	Trustee
Bergre Escorbores	Trustee
James Morgo	Trustee
Anne Shybunko-Moore	Trustee
Paul Pontieri	Trustee
Denise Lindsay Sullivan	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 Board of Trustees meeting and call to order the meeting of the Board of Directors at 4:30 p.m. Trustee Pontieri so moved, Trustee Canary seconded, motion was approved unanimously.

Chairwoman Irizarry called for a motion to approve the minutes of the February 19, 2015 Board of Directors meeting. Trustee Morgo so moved, seconded by Trustee Shybunko-Moore the motion was approved unanimously.

Chairwoman Irizarry introduced Dr. Christopher Adams, Vice President of Student Affairs, to present the Association financial reports. Dr. Adams stated the Association financial statement was from September 1, 2014 to February 28, 2015. The statement shows all of the individual

budgets for the campuses are trending positively. He reported the Association received its first disbursement of the student activity fee in February and received, this week, the second and last disbursement of the student activity fee. That will be identified in the March financials that will be given at the April meeting.

Chairwoman Irizarry called for a motion for the approval of Association Resolutions 2015.A1 through 2015.A5. Trustee Lindsay Sullivan so moved, Trustee Morgo seconded, motion was approved unanimously.

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.

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.

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.

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.

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.

Chairwoman Irizarry called for a motion to adjourn the Board of Directors meeting and reconvene the Board of Trustees meeting at 4:31 p.m. Trustee Pontieri so moved, Trustee Shybunko-Moore seconded, and motion was approved unanimously. The meeting of the Board of Directors was adjourned at 4:31 p.m.

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Respectfully submitted,

Bryan Lilly
Secretary