

BOARD OF DIRECTORS

May 19, 2016

**ITEM 1 RESOLUTION NO. 2016.A1 - ACCEPTING THE
INDEPENDENT AUDITOR'S REPORT FOR THE FISCAL YEAR
ENDING AUGUST 31, 2015**

**ITEM 2 RESOLUTION NO. 2016.A2 - CREATING AN EMPLOYEE
TITLE**

ITEM 1

RESOLUTION NO. 2016.A1 - ACCEPTING THE INDEPENDENT AUDITOR'S REPORT FOR THE FISCAL YEAR ENDING AUGUST 31, 2015

WHEREAS, Suffolk Community College Association, Inc. contracted with the independent CPA firm of Bonadio & Co., LLP to perform an audit of Suffolk Community College Association, Inc., for the fiscal year ended August 31, 2015, and

WHEREAS, Bonadio & Co., LLP submitted an Independent Auditor's 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 audit report by Bonadio & Co., LLP for the fiscal year ending August 31, 2015.

ITEM 2

RESOLUTION NO. 2016.A2 - CREATING AN EMPLOYEE TITLE

WHEREAS, the Suffolk Community College Association offers over sixty-five (65) student clubs and organizations college-wide which are designed to support the College's academic programs; provide opportunities for leadership development; foster the intellectual, cultural and social development of students; and promote a sense of community among students, faculty and staff, and

WHEREAS, the Office of Campus Activities and Student Leadership Development on the Ammerman Campus requires a professional who will manage and oversee its club programs, including preparing club budgets; planning campus events and activities; assisting in developing programs designed to increase diversity awareness; and coordinating efforts to develop student leadership opportunities, among other duties, and

WHEREAS, it is necessary to create a title within the Association for an employee who will provide these services, under the supervision of the Director of Campus Activities and Student Leadership Development, be it, therefore

RESOLVED, that the title of "Association Coordinator of Club Programs," with the duties and responsibilities as reflected on Attachment I, is hereby authorized and approved, and be it further

RESOLVED, that an annual salary for the Association Coordinator of Club Programs in the amount of \$45,560 plus benefits is hereby authorized and approved for the 2016-2017 academic year.

SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.

Job Title: Association Coordinator of Club Programs

12-month, Full-time Association Coordinator of Club Programs will report to the Director of the Office of Campus Activities & Student Leadership Development on the assigned campus and will be responsible for the following duties:

1. Provide management and oversight to the 65+ club programs that fall under the oversight of the Association.
2. Coordinate the logistics and Association paperwork necessary for student organizations to thrive.
3. Assist with annual and on-going events and activities for the campus that fall under the auspices of the Association
4. Assist in the planning and implementation of New Student Orientation for the fall and spring semesters.
5. Assist in coordinating efforts to develop general student leadership opportunities.
6. Prepare and monitor club and diversity budgets that fall under the auspices of the Association.
7. Assist with the development of programs designed to increase diversity awareness.
8. Serve as a resource to the campus' multicultural and diverse clubs that fall under the auspices of the Association.
9. Set annual goals and assure that student life programs are consistent with institutional priorities and Association goals.
10. Represent the Office of Campus Activities & Student Leadership Development at Association functions.
11. Serve on various Association committees.
12. Perform other duties as assigned by the Director of Campus Activities & Student Leadership Development.

Qualifications:

A master's degree in higher education or college student personnel administration. Event planning skills are required. Ideal candidates for this position will be organized, creative and have excellent verbal and written skills. Two to five years of professional experience related to student activities or equivalent combination of education and experience is preferred.