

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF DIRECTORS MEETING
ROOM 114 OF CAPTREE COMMONS
MICHAEL J. GRANT CAMPUS, BRENTWOOD, NEW YORK
OCTOBER 20, 2016

The meeting was held on Thursday, October 20, 2016 at 4:00 p.m. in room 114 of Captree Commons, on the Michael J. Grant Campus in Brentwood, New York.

PRESENT:

Theresa Sanders	Chair
Jim Morgo	Vice Chair
Bryan Lilly	Trustee
Gordon D. Canary	Trustee
Paul Pontieri	Trustee
Denise Lindsay Sullivan	Trustee
E. Christopher Murray	Trustee
Christopher North	Student Trustee
Shaun L. McKay	President
Louis Petrizzo, Esq.	General Counsel
Alicia O'Connor	Deputy Counsel
Jeffery Pedersen	V.P. for Planning & Institutional Effectiveness
Mary Lou Araneo	V.P. of Institutional Advancement
Gail Vizzini	V.P. of Business and Finance
Christopher Adams	V.P. of Student Affairs
Suzanne Johnson	V.P. of Academic Affairs

Chair Sanders called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 4:12 p.m. Trustee Murray so moved, Trustee Lilly seconded, and the motion was approved unanimously.

Chair Sanders called for a motion to approve the Association minutes of the September 15, 2016 meeting. Trustee Canary so moved, seconded by Trustee Pontieri. Trustee Murray abstained. The motion was approved unanimously.

Chair Sanders introduced Dr. Christopher Adams, Vice President for Student Affairs, to present the Association financial report for the period ending September 31, 2016. Dr. Adams said he was happy to report, the Association received the first disbursement from the College for the student activity fee, approximately \$1.6 million. They also received the second disbursement of the student activity fee of \$402,000. That amount will be reflected in the October report that will be delivered at the December meeting because there is no meeting in November. Dr. Adams also

said the Association is operating in the black in all the various accounts. Trustee Murray asked what the fiscal year was for the Association. Dr. Adams replied it goes from September 1st to August 31st and every semester the Association receives a student activity fee disbursement from the College from when the students pay for their tuition and fees.

Dr. Adams then reviewed the four Association resolutions that were being presented for approval. The resolutions are asking to abolish two positions within the Association in the business affairs office, and re-creating out of those positions two new titles and new job descriptions. One is a payroll coordinator and the second is an accounting clerk. Dr. Adams said there was a retirement this past summer and they took the opportunity to do an assessment of the business affairs office. They found that the responsibilities that were in the job descriptions no longer matched and therefore revised the titles and the job descriptions to align with the present duties. The salary schedules for these positions were also revised to be in line with other Association positions. This will be cost neutral.

With no questions Dr. Adams then moved on to answer questions that had been raised at the last Board of Directors meeting. He said Trustee Lilly had asked some questions regarding enrollment at the child care centers. Dr. Adams said he was happy to report that at both the Ammerman and the Grant campus enrollment has increased. There are a few openings in the afternoons for the toddler rooms but, for the most part, enrollment is very strong in our child care centers. He said a question also came up about the Eastern campus, why it doesn't have a child care center. He and Executive Dean Laffin are currently looking at that and working with the Student Government Association on a survey to see if there is a need. He said there was a child care center on the Eastern campus until 2004. The program was ended because there were a number of universal pre-K and Head Start programs that opened in the Eastern campus area, and so it was not cost effective for the Association or the College to continue to support a child care center. In addition, the spacing on the Eastern campus is very limited. He said he would share with the Board the results of the survey to see if there was a need presently for a day care center at the Eastern campus.

Chair Sanders called for a motion for the approval of Association Resolutions 2016.A8 through 2016.A11. Trustee Morgo so moved, Trustee Canary seconded, and the motion was approved unanimously.

RESOLUTION NO. 2016. A8 - ABOLISHING AND CREATING AN EMPLOYEE TITLE

WHEREAS, there is currently an "Accounting Assistant II" position title working in the Suffolk Community College Association, Inc., and

WHEREAS, the Association has revised the title and job description for this position in order to properly reflect additional job duties and responsibilities of the position, and

WHEREAS, the Vice President for Student Affairs recommends these revisions, and the President concurs, be it therefore

RESOLVED, that the title of “Accounting Assistant II” in the Suffolk Community College Association, Inc. be abolished, and be it further

RESOLVED, that the title of “Payroll Coordinator” be created with the revised position description, as reflected in Attachment A-I attached hereto.

RESOLVED, that the titles herein shall be abolished and created, as indicated, effective as of October 20, 2016.

RESOLUTION NO. 2016. A9 - ABOLISHING AND CREATING AN EMPLOYEE TITLE

WHEREAS, there is currently an “Accounting Assistant I” position title working in the Suffolk Community College Association, Inc., and

WHEREAS, the Association has revised the title and job description for this position in order to properly reflect additional job duties and responsibilities of the position, and

WHEREAS, the Vice President for Student Affairs recommends these revisions, and the President concurs, be it therefore

RESOLVED, that the title of “Accounting Assistant I” in the Suffolk Community College Association, Inc. be abolished, and be it further

RESOLVED, that the title of “Accounting Clerk” be created with the revised position description, as reflected in Attachment A-II, attached hereto.

RESOLVED, that the titles herein shall be abolished and created, as indicated, effective as of October 20, 2016.

RESOLUTION NO. 2016. A10 - AMENDING THE SALARY STEP SCHEDULE FOR THE TITLE “PAYROLL COORDINATOR”

WHEREAS, the College Association Advisory Committee has recommended that the Association Business Office Step Schedule for the title “Payroll Coordinator” be amended to include twenty (20) steps, which will align with other Association employee salary step schedules, and

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

RESOLVED, that the Association Business Office Step Schedule for the title “Payroll Coordinator” be amended as reflected in Attachment A-III, attached herein, for the 2016-2017 academic year.

RESOLUTION NO. 2016. A11 - AMENDING THE SALARY STEP SCHEDULE FOR THE TITLE “ACCOUNTING CLERK”

WHEREAS, the College Association Advisory Committee has recommended that the Association Business Office Step Schedule for the title “Accounting Clerk” be amended to include twenty (20) steps, which will align with other Association employee salary step schedules, and

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

RESOLVED, that the Association Business Office Step Schedule for the title “Accounting Clerk” be amended as reflected in Attachment A-IV, attached herein, for the 2016-2017 academic year.

Chair Sanders called for a motion to adjourn the Board of Directors meeting and reconvene the Board of Trustees meeting at 4:18 p.m. Trustee Murray so moved, Trustee Canary seconded, and the motion was approved unanimously.

The meeting of the Board of Directors was adjourned at 4:18 p.m.

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Respectfully submitted,
Bryan Lilly
Secretary