

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF DIRECTORS MEETING
MEDIA ROOM, CULINARY ARTS CENTER
RIVERHEAD, NEW YORK
JUNE 21, 2018

The meeting was held on Thursday, June 21, 2018 at 10:00 a.m. in the Media room of the Culinary Arts Center, in Riverhead, New York.

PRESENT:

Theresa Sanders	Chair
Jim Morgo	Vice Chair
Gordon D. Canary	Secretary
Denise Lindsay Sullivan	Trustee
Gemma deLeon-Lopresti	Trustee
E. Christopher Murray	Trustee
Belinda Pagdanganan	Trustee
Jerome Bost	Student Trustee
Louis Petrizzo	General Counsel/Executive V.P.
Alicia O'Connor	Deputy General Counsel
Ashley Pope	Deputy General Counsel
Jeffery Pedersen	V.P. for Planning & Institutional Effectiveness
Mary Lou Araneo	V.P. for Institutional Advancement
Gail Vizzini	V.P. for Business and Financial Affairs
Paul Beaudin	V.P. for Academic Affairs
Christopher Adams	V.P. for Student Affairs
Shady Azzam-Gomez	V.P. for Information Technology Services
Carol Wickliffe-Campbell	Chief of Staff

Chair Sanders called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 10:15 a.m. Trustee Lindsay Sullivan so moved, Trustee Jerome Bost seconded, and the motion was approved unanimously.

Chair Sanders called for a motion to approve the Association minutes of the May 17, 2018 meeting. Trustee Canary so moved, seconded by Trustee deLeon-Lopresti. 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 May 31, 2018. Dr. Adams said he was happy to report the various cost centers for the Association were operating in the black. He

noted that there was a lot of activity during the month of May, including the College's commencement ceremonies, athletic competitions (where the College's athletic teams competed nationally), and various leadership activities.

Dr. Adams moved forward with the review of the resolutions that were presented for approval. He began with item three approving the 2018-2019 budget of the Suffolk Community College Association. He reviewed how the Association is fully funded by the student activity fee. Students are charged a Student Activity Fee based on the number of credits they take. A full-time student with 12 credits or more, is charged one hundred dollars a semester. If you are a part-time student, you are charged \$8 per credit. The Association covers the child care centers, athletic programs, all student activities, and the theatre program throughout the academic year, including the payroll for the Association employees.

He noted that being consistent with the College and understanding that enrollment is levelling off because of the population trends, there are less student activity fees coming into the Association. Due to this, guidance was given to each of the campuses to reduce their budgets accordingly, including athletics and all of the Association programs.

Dr. Adams then discussed the process of how the budget is put together. The College Associate Deans across the three campuses and the Assistant Deans of Student Services are responsible for the Association budgets on each of the campuses. They work with a committee at the campus level made up of students, faculty and other administrators. They get together and make a recommendation on the budget. It then goes up to the Executive Dean on each of the campuses. The Executive Deans then present the proposed budget to the Vice President for Student Affairs, who then presents it to the President.

Trustee Lindsay Sullivan said he had mentioned a decline in enrollment and asked where the College was for the Fall semester. Dr. Adams replied that enrollment was about 9.8% down. He added that it was still early in the summer. She asked if, compared historically, whether the College down in enrollment similarly last year. Dr. Adams replied yes.

Dr. Adams moved forward with items one and two on the agenda regarding reappointing the Association employees for the 2018-2019 year. As is tradition, they have always given them a 3% increase which is comparable to what a step increase would be in the College.

Chair Sanders called for a motion for the approval of Association resolutions 2018.A2 to 2018.A4. Trustee deLeon-Lopresti so moved, Trustee Murray seconded. The motion was approved unanimously.

RESOLUTION NO. 2018.A2 - 2018-2019 Association Full-Time Title Increase

WHEREAS, it is the recommendation of the Executive Deans and the Associate Deans of Student Services that the Association full-time employees who have reached the maximum step on the employee step schedule be granted a three percent (3%) increase (Attachment A-I) for the 2018-2019 academic year, and

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

RESOLVED, that the Association full-time employees who have reached the maximum step on the employee step schedule be granted a three percent (3%) increase (Attachment A-I) for the 2018-2019 academic year.

Board of Directors Meeting

June 21, 2018

Attachment A-I

Name	Title	Step/Work Year
Association Business Office		
<i>Barbara Hurst</i>	Director of Business Affairs	Step 20/52 weeks
Campus Kids		
<i>Linda Crispi</i>	Director	Step 20/49 weeks
Suffolk Kids Cottage		
<i>Vickie Calderon</i>	Director	Step 20/49 weeks

RESOLUTION NO. 2018.A3 - Reappointing Association Employees for 2018-2019

WHEREAS, the following Association employees are presently serving on appointment for the 2017-2018 academic year, and

WHEREAS, it is the recommendation of the Executive Deans and the Associate Deans of Student Services that these individuals be reappointed for the 2018-2019 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 2018-2019 academic year, as indicated below.

Name	Title	Step To Move up/Work Year
Association Business Office		
<i>Theresa DuQuesnay</i>	Accounting Clerk	Moving from Step 17 to 18 /52 weeks
<i>Huyen Le</i>	Payroll Coordinator	Moving from Step 7 to 8 /52 weeks
<i>Barbara Hurst</i>	Director of Business Affairs	Step 20/52 weeks – At top step
Athletics		
<i>Gina Caputo</i>	Athletics Coordinator	Moving to Step 8 /52 weeks
Campus Kids Day Care Center		
<i>Linda Crispi**</i>	Director	Step 20/49 weeks - At top step
<i>Leigh Ann Garofalo</i>	Teacher	Moving to 16 /42 weeks
<i>Linda Locovare*</i>	Teacher	Moving to 17 /42 weeks
Kids Cottage Day Care Center		
<i>Vickie Calderon**</i>	Director	Step 20/49 weeks – At top step
<i>Rose Boufis</i>	Teacher	Moving from Step 17 to 18 /42 weeks
<i>Jeannie O'Connor</i>	Teacher	Moving from Step 17 to 18 /42 weeks

Name	Title	Step To Move up/Work Year
Dining Services		
<i>Barbara Kelly</i>	Day Manager	Moving from Step 14 to 15 /40 weeks

* *Assistant Directors also receive a Stipend*

***Directors also receive a Building Stipend*

RESOLUTION NO. 2018.A4 - Approving the 2018-2019 Budget of the Suffolk Community College Association, Inc.

WHEREAS, the 2018-2019 budget of the Suffolk Community College Association, Inc. has been recommended by the Association Advisory Committee on each campus, and

WHEREAS, said budgets have 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 2018-2019 budget for the operation of the campus programs by the Suffolk Community College Association, Inc., in the amount of **\$3,549,650** for the period covering September 1, 2018 through August 31, 2019 (Attachment A-II), is hereby approved and shall be allocated as follows:

Ammerman Campus	\$1,901,000
Michael J. Grant Campus	\$1,198,000
Eastern Campus	\$ 450,650
Total	<u>\$3,549,650</u>

And be it further

RESOLVED, that the 2018-2019 budget for the operation of campus programs by the Suffolk Community College Association, Inc., for the period covering September 1, 2018, through August 31, 2019 (Attachment A-II), is hereby approved and shall be allocated as follows:

Campus Kids – Ammerman Campus	\$384,500
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Kids Cottage – Michael J. Grant Campus \$460,500

Peconic Café – Eastern Campus \$349,000

Chair Sanders called for a motion to adjourn the Board of Directors meeting and reconvene the Board of Trustees meeting at 10:24 a.m. Trustee Morgo so moved, Trustee Lindsay Sullivan seconded, and the motion was approved unanimously.

The meeting of the Board of Directors was adjourned at 10:24 a.m.

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Respectfully submitted,
Gordon D. Canary
Secretary