

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF DIRECTORS MEETING
HELD VIA TELECONFERENCE CALL
JUNE 18, 2020

The meeting was held on Thursday, June 18, 2020 at 10:00 a.m. via conference call.

PRESENT:

E. Christopher Murray	Chair
Jim Morgo	Vice Chair
Shirley Coverdale	2 nd Vice Chair
Gordon Canary	Secretary
Theresa Sanders	Trustee
Belinda Pagdanganan	Trustee
Kevin O'Connor	Trustee
Gemma deLeon-Lopresti	Trustee
Kaitlyn Gambina	Student Trustee
Louis J. Petrizzo	Interim President
Alicia O'Connor	Deputy General Counsel
Ashley Pope	Deputy General Counsel
Dr. Mark Harris	V.P. for Business and Financial Affairs
Dr. Paul Beaudin	V.P. for Academic Affairs
Dr. Christopher J. Adams	V.P. for Student Affairs
Mary Lou Araneo	V.P. for Institutional Advancement
Angelica Rivera	A.V.P. for Employee Resources

Chair Murray called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 10:07 a.m. Trustee Canary so moved, Trustee Pagdanganan seconded and the motion was approved unanimously.

Chair Murray called for a motion to approve the Association minutes of the May 14, 2020 meeting. Trustee Coverdale so moved, Trustee Sanders seconded, and the motion was approved unanimously.

Chair Murray introduced Dr. Christopher Adams, Vice President for Student Affairs, to present the Association financial report. Dr. Adams reviewed the Association Financial report that was as of May 31, 2020. He reported that all of the Association accounts were in the positive with the exception of the Peconic cafeteria at the Eastern Campus. Over the last couple of months, there has been a deficit because there is a full-time manager and there isn't any revenue coming in because of the pandemic. However, there is fund balance that will be used to make that account whole at the end of the fiscal year.

Dr. Adams said he was very happy with how the semester went when the College went remote, as far as all the activities. He was amazed at the number of students that participated in different activities within the Association. With three months left in the fiscal cycle, there will be some expenses that come out of each of the cost centers, such as orientation and other activities that will be happening over the summer session.

Dr. Adams then reviewed the resolutions for the Association that are being presented for consideration. Item one is authorizing the issuance of a partial refund of the student activity fees for the spring 2020 semester. Due to the pandemic and going remote, there were significant balances left in the Student Activity Fee. Dr. Adams, along with the College Association Advisory Committee, the CAAC - which is a recommending body made up of students and administrators within the Association - came up with a plan to authorize a partial refund of the Student Activity Fee for the spring 2020 semester. They looked at how much all of the balances were and came up with what they felt was a doable scenario. There are 15 weeks out of the semester in the spring; they determined that there were three weeks where there were no activities, and backed that out and came up with 20%. The resolution is asking for the Board's consideration of giving a 20% credit to students who will be with the College either in the summer or fall sessions, or a refund for those students who are not returning. The total comes out to \$324,499.50.

The second resolution is authorizing reappointing Association employees for the 2020 – 2021 academic year. The Association has approximately three business office employees, one athletic individual, four Campus Kids employees at the Ammerman campus, three employees, including the director of childcare, at the Grant campus, and a dining services director at the Peconic cafeteria. Chair Murray asked if with the reappointment there was a salary increase. Dr. Adams said yes, annually they have given each person a step. The Association employees are on a step model like with the Guild and Faculty Association. Each of those individuals would receive an increase of whatever the next step is in the cycle. He said he could forward to the Board the step cycles.

Resolution number three is for the approval of the 2020-2021 budget of the Suffolk Community College Association. Dr. Adams said he asked each of the campuses, the childcare centers, the Peconic cafeteria and Athletics to reduce their budget for the next academic year, understanding that enrollment is projected to be down. Each campus has their own individual CAAC. They work with their Associate Dean of Student Affairs at the campus level and the Executive Dean. The budget was then presented to Dr. Adams and Barbara Hurst, Director of the Association. The budget presented came in with a decrease of 8.82% for the 2020-2021 academic year.

Trustee Morgo asked in regards to resolution number one if the refund of 20% had been circulated, and if the students knew this was being planned. Dr. Adams replied no; other than the students that have been on the CAAC and the students that are part of the Student Government Association, they have not advertised that at all. The Association wanted to get approval from the Board of Directors before moving forward.

Chair Murray called for a motion for the approval of Association Resolutions 2020.A2 through 2020.A4. Trustee O'Connor so moved, Trustee Coverdale seconded, and the motion was approved unanimously.

RESOLUTION NO. 2020.A2 - Authorizing the Issuance of a Partial Refund of Student Activity Fees for the Spring 2020 Semester

WHEREAS, due to the COVID-19 pandemic and resulting mandated closure of the College's campuses and transition to remote instruction during the Spring 2020 semester, there was an interruption in campus student activity programming for approximately three (3) weeks of the fifteen (15) weeks of the Spring 2020 semester, and

WHEREAS, the College Association Advisory Committee has, by unanimous vote, recommended a 20% credit or refund, as appropriate, of Student Activity Fees paid by enrolled students during the Spring 2020 semester, which represents an amount proportionate to the loss of student activity programming during the Spring 2020 semester, as outlined more fully in **Attachment A-I**, hereto, and

WHEREAS, the Vice President for Student Affairs supports this recommendation, be it therefore

RESOLVED, that the Suffolk Community College Association, Inc. is authorized to effect a credit or refund, as appropriate, of the Student Activity Fees paid by enrolled students in the Spring 2020 semester in an amount equal to 20% of the Student Activity Fee paid by each individual enrolled student, as outlined more fully in **Attachment A-I**.

RESOLUTION NO. 2020.A3 - Reappointing Association Employees for the 2020 – 2021 Academic

WHEREAS, the following Association employees are presently serving on appointment for the 2019-2020 academic year, and

WHEREAS, it is the recommendation of the Campus Executive Deans and the Associate Deans of Student Services that these individuals be reappointed for the 2020-2021 academic year, and

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

RESOLVED, that the following individuals are hereby appointed for the 2020-2021 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 19 to 20 /52 weeks

Name	Title	Step To Move up/Work Year
Huyen Le	Payroll Coordinator	Moving from Step 9 to 10 /52 weeks
Barbara Hurst	Director of Business Affairs	Step 20/52 weeks – At top step

Athletics		
Gina Caputo	Athletics Coordinator	Moving from Step 9 to 10 /52 weeks

Campus Kids Day Care Center		
Linda Crispi**	Director	Step 20/49 weeks - At top step
Linda Locovare*	Teacher	Moving from Step 18 to 19 /42 weeks
Suzanne Mastermaker	Teacher	Moving from Step 15 to 16 /42 weeks
Andrea Popalardo	Teacher	Moving from Step 14 to 15 /42 weeks

Kids Cottage Day Care Center		
Vickie Calderon**	Director	Step 20/49 weeks – At top step
Rose Twardy	Teacher	Moving from Step 19 to 20 /42 weeks
Grace Suruj-Verastegui	Teacher	Moving from Step 15 to 16 /42 weeks

Dining Services		
Evangelos Kakaris	Manager	Moving from Step 6 to 7 /52 weeks

* Assistant Directors also receive a Stipend
 **Directors also receive a Building Stipend

RESOLUTION NO. 2020.A4 - Approving the 2020-2021 Budget of the Suffolk Community College Association, Inc.

WHEREAS, the 2020-2021 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 Interim President concurs, be it therefore

RESOLVED, that the 2020-2021 budget for the operation of the campus programs by the Suffolk Community College Association, Inc., in the amount of **\$4,323,079** for the period covering September 1, 2020 through August 31, 2021 (**Attachment A-II**), is hereby approved and shall be allocated as follows:

AMMERMAN CAMPUS	\$ 1,695,500
MICHAEL J. GRANT CAMPUS	\$ 1,105,250
EASTERN CAMPUS	\$ 423,600
CAMPUS KIDS – AMMERMAN CAMPUS	\$ 362,159
KIDS COTTAGE – MICHAEL J. GRANT CAMPUS	\$ 414,770
PECONIC CAFÉ – EASTERN CAMPUS	\$ 321,800
TOTAL	\$ 4,323,079

**Suffolk Community College Association, Inc.
Proposed
2020 – 2021
Budget**

This document is 61 pages long and is a separate attachment.

Chair Murray called for a motion to adjourn the Board of Directors meeting and reconvene the Board of Trustees meeting at 10:19 a.m. Trustee Morgo so moved, Trustee Canary seconded and the motion was approved unanimously.

The meeting of the Board of Directors was adjourned at 10:19 a.m.

Respectfully submitted,
Gordon Canary
Secretary