

SUFFOLK COUNTY COMMUNITY COLLEGE  
SUMMARY MINUTES OF THE BOARD OF DIRECTORS MEETING  
MEDIA ROOM, CULINARY ARTS CENTER, RIVERHEAD, NY  
AND VIA ZOOM  
JUNE 16, 2022

The meeting was held on Thursday, June 16, 2022 at 10:00 a.m. in the Media Room of the Culinary Arts Center and via Zoom.

PRESENT:

James Morgo	Vice Chair
Shirley Coverdale	Second Vice Chair
Gordon Canary	Secretary
Theresa Sanders	Trustee
Belinda Pagdanganan	Trustee
Kevin O'Connor	Trustee
Gemma deLeon-Lopresti	Trustee
Priscilla Zarate	Trustee
Dr. Edward Bonahue	President
Louis J. Petrizzo	Executive Vice President and General Counsel
Alicia O'Connor	Deputy General Counsel
Alla Brodsky	Deputy General Counsel
Dr. Mark Harris	V.P. for Business and Financial Affairs
Mary Lou Araneo	V.P. for Institutional Advancement
Shady Azzam-Gomez	V.P. for Information Technology Services
Dr. Patty Munsch	Interim Assistant V.P. for Student Affairs
Dr. Lauren Tacke-Cushing	Associate V.P. for Academic Affairs
Kaliah Greene	Interim V.P. / Executive Director, Office of Planning and Institutional Effectiveness
Angelica Rivera	A.V.P. for Employee Resources

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Vice Chair Morgo called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 10:05 a.m. Trustee Canary so moved, Trustee O'Connor seconded and the motion was approved unanimously.

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Chair Murray called for a motion to approve the Association minutes of the May 12, 2022 meeting. Trustee O'Connor so moved, Trustee Coverdale seconded, and the motion was approved unanimously.

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Chair Murray introduced Dr. Patricia Munsch, Interim Assistant Vice President for Student Affairs, to present the Association financial report as of May 31, 2022. Dr. Munsch first thanked everyone for participating in the Commencement ceremony last

month. She especially thanked the Special Events team and the Campus Activities team for bringing Commencement back in person, noting they were able to successfully complete two ceremonies with approximately 1,200 of graduates participating. Dr. Munsch reported the Student Association continues to manage the budget in a deficit. The deficits, as has been discussed, are due to the expected decline in enrollment. The budget was kept the same with the anticipation that the Association would use its reserve funds. All budgets will continue to access the reserve funds through the remainder of the year, and they do anticipate a few more deficits both in athletics and graduation which will be reflected in next month's report. There is approximately \$3.6M in reserve funds, and the Association anticipates it will be using approximately \$201,000 this year to help manage the budget.

Trustee O'Connor said in regards to both of the daycare centers, that the Association financial report seems to reflect a "substantial excess/profits." He asked if there was some way that they could offer more scholarships, or reduced rates. Dr. Munsch replied that the Association does offer subsidies for both of the two campus childcare centers through the Association, and the students then pay a reduced price or no cost based on their income levels because of the State grants that they receive and the different block grants that are received to fund those childcare centers. The funding that Trustee O'Connor is referring to is really based on the grants that were received, not because of the cost that is being incurred by students. Trustee O'Connor asked if there was an opportunity to give more. Dr. Munsch replied that the Grant Campus childcare center is almost completely full, and primarily every student is free who has children in that childcare center. The Ammerman childcare center has been struggling with bringing children into the childcare center. They have approximately 24 children in the center, but most of them are part-time and are children of faculty and staff. The Association has continued to do outreach to students to try and encourage them to come back to campus to have on-campus classes and use the childcare center. This is also part of the reason why there is a higher number at the Grant Campus because they have more children in their childcare center. They do continue to try and keep it free for students or as close to free as possible and continue to advertise to students to encourage them to use the childcare centers to support them.

Dr. Munsch then reviewed the resolutions presented. The first resolution is the annual reappointment for Association employees. She noted that there was an adjustment for the Peconic Cafe dining manager. As discussed, most of this year the Peconic Cafe has been struggling due to lower on-campus student enrollment and use of the Peconic Cafe. A decision was made to reduce the position to 40 weeks. The cafe will then only remain open when students are on campus and classes are in session. The goal for this adjustment is to reduce the cost of the cafe in order to support the 2022-2023 Association budget. The second resolution to provide a modest 2% cost of living increase for two Association employees who are currently at their final step on the salary scale. The third resolution is the 2022-2023 Association budget. The budget is based on a flat or zero enrollment growth for the upcoming academic year. They made some very strategic and tough decisions within the budget to support the areas that had the highest level of student engagement because there was between a 10%-15% cut for

most areas within the budget. The budget also continues to use some of the reserve funds to manage the upcoming budget cycle.

Vice Chair Morgo called for a motion for the approval of Association Resolutions 2022.A2 through 2022.A4. Trustee O'Connor so moved, Trustee Canary seconded and the motion was approved unanimously.

Trustee DeLeon-Lopresti asked how they determined the 2% increase for the cost of living increase for the two Association employees. Dr. Munsch said they recognized the need for cost of living increases for those two employees; however, they also recognize that the budget was very tight, and they couldn't offer any more than that without moving into the reserve fund. She added that given inflation, it's a modest increase. However, they needed to offer them something, and were trying to minimize any kind of added expenses for the upcoming year. In addition to the enrollment challenge they are having is the issue that the student activities fee had traditionally been \$105. During the pandemic, the Association decided to shift it to \$90, and it has stayed at \$90 which has created a challenge since they are collecting less money from every student. They have had to be very strategic in what they could offer people. The employees are very willing and understanding of the fact of where the Association is with its budget.

**RESOLUTION NO. 2022.A2 - Reappointing Association Employees for the 2022-2023 Academic Year**

**WHEREAS**, the following Association employees are presently serving on appointment for the 2021-2022 academic year, and

**WHEREAS**, it is the recommendation of the Campus Executive Deans and the Associate Deans of Student Affairs that these individuals be reappointed for the 2022-2023 academic year, and

**WHEREAS**, the Interim Assistant 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 2022-2023 academic year, as indicated below.

<u><b>NAME</b></u>	<u><b>TITLE</b></u>	<u><b>STEP PLACEMENT / WEEKS WORKED</b></u>
<u><b>Association Business Office</b></u>		
<i>Theresa DuQuesnay</i>	Accounting Clerk	Step 20 /52 weeks
<i>Barbara Hurst</i>	Director Business Affairs	Step 20/52 weeks
<i>Huyen Le</i>	Payroll Coordinator	Step 13 /52 weeks
<u><b>Athletics</b></u>		
<i>Gina Caputo</i>	Athletics Coordinator	Step 12/52 weeks
<u><b>Campus Kids Child Care Center</b></u>		

<u>NAME</u>	<u>TITLE</u>	<u>STEP PLACEMENT / WEEKS WORKED</u>
Linda Crispi	Director	Step 20/49 weeks
Linda Locovare	Infant Teacher/Asst. Director*	Step 20/42 weeks
Suzanne Mastermaker	Preschool Teacher	Step 18/42 weeks
Andrea Popalardo	Toddler Teacher	Step 17/42 weeks

**Kids Cottage Child Care Center**

Vickie Calderon	Director	Step 20/49 weeks
Rose Twardy	Infant Teacher	Step 20/42 weeks
Grace Suruj-Verastegui	Preschool Teacher/Asst. Director*	Step 18/42 weeks

**Dining Services**

Evangelos Kakaris	Manager	Step 9/40 weeks
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\* Assistant Directors also receive a Stipend

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**RESOLUTION NO. 2022.A3 - Authorizing a Salary Increase for Certain Association Full-Time Titles**

**WHEREAS**, it is the recommendation of the Campus Executive Deans and the Associate Deans of Student Affairs that the attached Association full-time titles at the maximum salary step (Attachment A-1) be granted a two percent (2%) salary increase for the 2022-2023 academic year, and

**WHEREAS**, the Interim Assistant Vice President for Student Affairs supports this recommendation, and the President concurs, be it therefore

**RESOLVED**, that the Association full-time titles at the maximum salary step (Attachment A-1) are hereby granted a two percent (2%) salary increase for the 2022-2023 academic year.

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Board of Directors Meeting  
June 16, 2022  
Attachment A-1

<u>TITLE</u>	<u>STEP PLACEMENT / WEEKS WORKED</u>
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**Association Business Office**

Accounting Clerk	Step 20/52 weeks
Director, Business Affairs	Step 20/52 weeks

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**RESOLUTION NO. 2022.A4 - Approving the 2022-2023 Budget of the Suffolk Community College Association, Inc.**

**WHEREAS**, the 2022-2023 budget of the Suffolk Community College Association, Inc. has been recommended by the Association Advisory Committee on each campus, and

**WHEREAS**, said budget has also been recommended for adoption by the Campus Executive Deans and the Interim Assistant Vice President for Student Affairs, and the President concurs, be it therefore

**RESOLVED**, that the 2022-2023 budget for the operation of the campus programs by the Suffolk Community College Association, Inc. in the amount of **\$3,803,381** for the period covering September 1, 2022 through August 31, 2023 (Attachment A-II), is hereby approved and shall be allocated as follows:

AMMERMAN CAMPUS	\$	1,484,000
MICHAEL J. GRANT CAMPUS	\$	955,000
EASTERN CAMPUS	\$	382,000
CAMPUS KIDS – AMMERMAN CAMPUS	\$	375,746
KIDS COTTAGE – MICHAEL J. GRANT CAMPUS	\$	451,635
PECONIC CAFÉ – EASTERN CAMPUS	\$	155,000
TOTAL	\$	<b>3,803,381</b>

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Vice Chair Morgo called for a motion to adjourn the Board of Directors meeting and reconvene the Board of Trustees meeting at 10:23 a.m. Trustee Zarate so moved, Trustee Coverdale seconded and the motion was approved unanimously.

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Respectfully submitted,  
Gordon Canary  
Secretary