Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF DIRECTORS
October 29, 2015

RESOLUTION NO.2015.A17 - CREATING A TITLE AND APPROVING A STIPEND FOR THE COLLEGE-WIDE MASCOT/SPIRIT COORDINATOR

WHEREAS, the newly introduced Suffolk County Community College "Shark" mascot is an integral part of the College's athletics program, as well as an active presence at all three campuses and within the greater Long Island community, and

WHEREAS, the Shark mascot's appearances and performances at College and community events must be managed and scheduled during the course of the academic year, 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 Vice President for Student Affairs, and to authorize a stipend for such services, be it therefore

RESOLVED, the title of "College-wide Mascot/Spirit Coordinator," with the duties and responsibilities as reflected on Attachment I, is hereby authorized and approved, and be it further

RESOLVED, that a stipend for the College-wide Mascot/Spirit Coordinator in the amount of $12,000 to manage the Shark mascot's appearances is hereby authorized and approved for the 2015-2016 academic year.

Bryan Lilly
Secretary

Central Administration
533 College Road
Selden, NY 11784-2899
(631) 451-4112

Ammerman Campus
533 College Road
Selden, NY 11784-2899
(631) 451-4110

Western Campus
Crooked Hill Road
Brentwood, NY 11717-1092
(631) 851-6700

Eastern Campus
121 Speonk-Riverhead Road
Riverhead, NY 11901-3499
(631) 548-2500

Suffolk

OFFICE OF STUDENT AFFAIRS

COLLEGE-WIDE MASCOT/SPIRIT COORDINATOR

PRINCIPLE DUTIES

Supervise the Mascot Performer(s) that will be the official costumed mascot for Suffolk County Community College. Supervise the handler(s) that will oversee and provide security for the mascot at all events. The Mascot Performer(s) will be responsible for engaging and entertaining audiences in a non-verbal manner at scheduled on and off campus appearances and events.

RESPONSIBILITIES include, but are not limited to:

- manage annual mascot and handler recruitment/try-outs
- schedule and supervise ongoing practices/training and workouts
- manage mascot event requests, schedule athletic event appearances, collegiate event appearances, special event appearances
- coordinate travel arrangements on and off campus
- manage logistics at each event, i.e. private dressing room to ensure anonymity, safety and recuperation
- serve as the liaison to the Suffolk County Community College Sharks Cheer and Dance Teams during scheduled athletic and collegiate events
- responsible for mascot costume operations including creativity, care, cleaning, maintenance, storage, etc.
- ensure mascot compliance with all NJCAA regulations, as well as sportsmanship and college code of conduct
- work directly with Suffolk County Community College Athletic Game Operations, Community Relations, and Public Relations departments with any promotions necessary
- reports all mascot program related information to the Vice President for Student Affairs

Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF DIRECTORS
October 29, 2015

RESOLUTION NO.2015.A18 - AMENDING THE SEARCH AND HIRING PROCEDURES FOR EMPLOYEES OF THE SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.

WHEREAS, by a resolution dated March 21, 2013, this Board adopted a policy pertaining to the search and hiring procedures for employees of the Suffolk Community College Association, Inc., and

WHEREAS, revisions to such policy have been recommended in order to attract the highest caliber employees from diverse backgrounds to serve the interests of the students of Suffolk County Community College, be it therefore

RESOLVED, that the "Search and Hiring Procedures for Positions in the Suffolk Community College Association, Inc.," as amended, (Attachment II), be, and the same hereby is, approved, and be it further

RESOLVED, that the "Search and Hiring Procedures for Positions in the Suffolk Community College Association, Inc.," adopted by this Board on March 21, 2013, is hereby revoked.

Bryan Lilly
Secretary

Central Administration
533 College Road
Selden, NY 11784-2899
(631) 451-4112

Ammerman Campus
533 College Road
Selden, NY 11784-2899
(631) 451-4110

Western Campus
Crooked Hill Road
Brentwood, NY 11717-1092
(631) 851-6700

Eastern Campus
121 Speonk-Riverhead Road
Riverhead, NY 11901-3499
(631) 548-2500

SEARCH AND HIRING PROCEDURES FOR POSITIONS IN THE SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.

1. FULL-TIME EMPLOYEES

Once approval is granted by the Vice President for Student Affairs to fill a full-time position in the Suffolk Community College Association, Inc., the Vice President for Student Affairs and the Campus Associate Dean for Student Services are responsible to manage and oversee the complete search and hiring process, as outlined in the following procedures.

A. Preparing for the Search

1. In light of Suffolk County Community College's affirmative action policy and Diversity Goal, efforts must be made to advertise broadly. The Vice President for Student Affairs and the Campus Associate Dean for Student Services will provide a position description to the Assistant Vice President for Human Resources for placement in the following publications and websites:

   www.InsightIntoDiversity.com
   www.NonProfitCareers.org
   The College Website

2. Writing the Advertisements
   a. Advertisements will include the following:
      - Essential functions of position.
      - Knowledge, skills, and abilities required.
      - Education required or preferred.
      - Instructions on how to apply.
      - Request for cover letter and resume.
      - EEO, AA statements.
      - Time frame for the application.

   b. Any such advertisement must contain the following language:

The Suffolk Community College Association, Inc. is a non-profit corporation whose primary purpose is to promote co-curricular programs and services which directly benefit the students of Suffolk County Community College. The Association's Board of Directors manages, controls, and directs the Association's business affairs and activities. Association employees are not College employees and their pay and benefits are as per Association policies.

   c. In order to get the broadest pool of candidates, advertisements will be placed in additional venues, if, in the discretion of the Assistant Vice President for Human Resources in consultation with the Vice President for Student Affairs, such venues are deemed necessary.

B. Conducting the Search

1. The Vice President for Student Affairs, working with the Campus Associate Dean for Student Services and the appropriate administrator of the department in which the vacancy occurs, is responsible for organizing the search and for overseeing the

composition of search committees. Each search committee shall consist of appropriate administrators and full-time employees in the department. The Vice President for Student Affairs will have final approval of the search committee members to ensure the committee is diverse. Once the search committee is determined through the above process, notification will be provided to the Affirmative Action Officer, clearly denoting the chair of the committee.

2. The chair of the search committee shall be appointed by the Vice President for Student Affairs, after consultation with the Associate Dean of Student Services and the Director in whose department the vacancy exists. All members of the search committee will receive, prior to the first meeting, a copy of the College's Diversity Goal.
3. The chair of the search committee will:
    - Act as liaison between the search committee and the Vice President for Student Affairs.
    - Chair search committee meetings.
    - Maintain required records.
    - Correspond with candidates.
    - Schedule interviews and check professional references.
    - Notify all candidates interviewed by the search committee that the process has been completed.
    - Serve as the primary/sole contact person regarding process-related questions and updates.
4. The search committee, in consultation with the Vice President for Student Affairs, the Campus Associate Dean for Student Services, and the appropriate department director, will develop a list of criteria for each position, and screening will be based on the criteria and on a point system.
5. Once the search and interviewing process has concluded, the search committee will make a recommendation of three finalists to be hired to the Vice President for Student Affairs, who will make a recommendation to the Association Board of Directors.
6. A background check will be conducted on the recommended candidate by the Association Director of Business Affairs, in collaboration with the Assistant Vice President for Human Resources, or their designee.
7. Upon the approval of the Board of Directors, the Vice President for Student Affairs will be authorized to offer a position to the recommended candidate.

2. PART-TIME POSITIONS

The Vice President for Student Affairs shall determine whether a search should be conducted to fill a part-time position. If a search is deemed appropriate, the Vice President for Student Affairs, working with the appropriate administrator, is responsible for organizing the search and for overseeing the composition of search committees. Each search committee shall consist of appropriate administrators and full or part-time employees in the department which seeks to fill a position. The Vice President for Student Affairs will have final approval of the search committee members to ensure the committee is diverse. Once the search committee is determined through the above process, notification will be provided to the Affirmative Action Officer, clearly denoting the chair of the committee.

1. Part-time positions may be advertised with the permission of the Vice President for Student Affairs.
2. Any such advertisement must contain the following language:

The Suffolk Community College Association, Inc. is a non-profit corporation whose primary purpose is to promote co-curricular programs and services which directly benefit the students of Suffolk County Community College. The Association's Board of Directors manages, controls, and directs the Association's business affairs and activities. Association employees are not College employees and their pay and benefits are as per Association policies.

3. The director of the respective department which seeks to fill a position will interview the candidate and make the recommendation to the Campus Associate Dean of Student Services.
4. A background check will be conducted on the recommended candidate by the Association Director of Business Affairs, in collaboration with the Assistant Vice President for Human Resources, or their designee.
5. Upon the approval of the Board of Directors, the Campus Associate Dean of Student Services will be authorized to offer a position to the recommended candidate. **No part-time employees may be hired without the prior approval of the Vice President for Student Affairs.**

3. STUDENT EMPLOYEES

1. The purpose of the student part-time employment program is to provide a meaningful work environment in which skills will be acquired, tested and refined, and life values and personal standards can be developed and enhanced.
2. Students wishing to work for the Association must:
    a. Be enrolled in at least three credits. in at least six (6) credits (non-remedial).
    b. Have a minimum overall and semester GPA of 2.0.
    c. Submit an appropriate employment application and attend a personal interview.
    d. Have an activated student email account.
    e. Undergo appropriate employment training and attend staff meetings, as required.
3. The Director of Campus Activities on each campus shall be responsible for soliciting, and evaluating all candidates for student employee positions, and, upon a delegation of authority from the Board of Directors, is authorized to hire student employees.
4. Student salaries shall range from the minimum wage to stipends at rates approved by the Board of Directors, depending upon the nature and duties of the employment position.
5. Student employees shall adhere to all policies and procedures promulgated by the Office of Campus Activities on each campus.
6. Student employees shall be evaluated periodically by appropriate supervisory personnel.
7. Student receiving stipends for leadership positions will be selected/elected through their respective constitutions.