

**University at Buffalo Child Care Center, Inc,
December 12, 2016 - UBCCC South Campus**

Time: 5:00-7:00 Called to Order by Bittar at 5:13pm. Goodman motioned to adjourn. Hartmann seconded. Meeting adjourned at 6.22 pm.

In Attendance:

Bittar, DiCerbo, Goodman, Hartmann, Heyward, Ludtka, Milizia, Racsummerger, Tjandra, James, Vidal, Banaszak, Bennett, Smith

Absent/Excused:

Balcom, Rothfuss

Topic	Person/ Time	Purpose	Supporting Documents	Dialogue	Outcomes:
Approval of Minutes	Bittar 5:00	VOTE	(1) - Draft of November meeting minutes		Approval - Goodman Second - Heyward All in favor - Abstain - Racsummerger, Hartmann
Program Coordinators Report	Smith/Bennett	Information Update	NO REPORT		
Directors Reports	James/ Vidal	Information Update	(2) North and South Campus report / .pdf	Discussion - looking at possibility of either alternative venues/time frame for future event	
Committee Reports; <i>Executive</i>	Bittar	Information Update	(3) see attached REPORT (forthcoming)	Discussion:- - Scheduling of center holidays -	- Mgt team to update holiday closure "eve" on parent handbook to reflect actual holiday date Next Meeting: Thursday, January 5th, 2017 - Future meeting dates scheduling
Committee Reports; <i>Finance</i>	Balcom	Information Update	(4) see attached REPORT	Updates -	-check with Jeff on the agreed upon committment of CFO solutions

				<ul style="list-style-type: none"> - Mark updating CFO Solutions on center timeline processes - (October 2016summary) Discussion on the scenario if SUNY grant is not made available - Enrollment revenue increased - Retirement plan program update to "Merryl Edge" - Dicerbo inquired about 5500 form which brought up information about IRA account 	<ul style="list-style-type: none"> - Business Manager to go over the new billing scheduling with Gretchen -Mark following up with the "merryl edge" process on retirement program -Mark looking into simplified employee plan vs 401k for non profit (traditional IRA account for small business)
Committee Reports; <i>Strategic Planning</i>	Bittar	Information update	Parent/Staff Survey	<ul style="list-style-type: none"> • Survey Opens: November 28 • Survey Closes: December 9 • January 9th Annual Meeting <ul style="list-style-type: none"> -Staff participation low-moderate - Survey data was fairly positive - 	Committee will meet Tuesday, 12/13 to go over survey data to prepare report
Committee Reports; <i>Audit</i>	Dicerbo	Information Update	NO REPORT	•	Next Meeting:
Committee Reports; <i>By-Laws</i>	Hartmann	Information Update	NO REPORT		Next Meeting:
Committee Reports; <i>Development/Marketing/Enrollment</i>	Milizia	Information Update	NO REPORT	• •	Next Meeting: Monday, January 23, 2017
Committee Reports; <i>Program</i>	Racsumberger	Information Update	NO REPORT	• Tabled from November meeting	Next Meeting:

				<ul style="list-style-type: none"> • - Behavioral issues / disenrollment policy not in the school age handbook • Center does not have clause protecting the center for a child with a <u>documented behavioral issue</u> • Discussion on adopting a no tolerance policy for school age programs (Edu Kids has this policy) • Is the center allowed to ask student/family identify a child having IEP? • 	<ul style="list-style-type: none"> - Cmte to look at the no tolerance policies within their school district to craft behavioral policy and submit to board - Directors to work on getting language gauging IEP into application forms. - Dicerbo and Bittar to send samples of no tolerance policies to Racsummerger -
Committee Reports; <i>Personnel</i>	Goodman	Information Update	NO REPORT	<ul style="list-style-type: none"> • Contract signed with Paychek • Nick O - Paychek contact will meet with Personnel and center directors to go over business needs (handbooks revision, HR) • Paychek will identify chain of communication 	Next Meeeting:
Committee Reports; <i>Leadership Development</i>	Tjandra	Information Update	NO REPORT	<ul style="list-style-type: none"> • Deadline for board nomination extended to after January 9th 	Next Meeting:
Sub-Committee Reports; <i>Facilities</i>	Ludkta	Information Update	NO REPORT	<ul style="list-style-type: none"> • NC building experiencing heat loss from drone image • work orders tally (Jan to Oct 2016) from NC and SC - value about 20k\$ not including grounds work 	Next Meeting:

Miscellaneous	Bittar	Information Update		January 9th Annual meeting <ul style="list-style-type: none">- past year(s) highlights and updates being compiled to be shared at Annual Meeting-	<ul style="list-style-type: none">- Leadership cmte to send out a STD Board Election STD
Executive Session (ALL 12 BOARD MEMBERS REMAIN FOR EXECUTIVE SESSION)	Bittar/ Goodman	Information Update		<ul style="list-style-type: none">-	
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