

**University at Buffalo Child Care Center, Inc,
October 10, 2016-UBCCC South Campus**

Time: 5:00-7:00 Called to Order by Bittar at 5:00pm. Goodman motioned to adjourn. Ludtka seconded. Meeting adjourned at 6.28 pm.

In Attendance:

Balcom, Bittar, DiCerbo, Goodman, Heyward, Ludtka, Milizia, Wilcox, James, Vidal, Bennett, Smith

Absent/Excused:

Banaszak, Hartmann, Racsummerger, Rothfuss, Tjandra

Topic	Person/ Time	Purpose	Supporting Documents	Dialogue	Outcomes:
Approval of Minutes	Bittar 5:00	VOTE	(1) - Draft of September meeting minutes		Approval - Heyward Second - Wilcox Abstain - Balcom, Goodman
Program Coordinators Report	Smith/Bennett 5:05	Information Update	(2) Center Floats (.pdf) / (.ppt)	<p>Balcom - thoughts on floats vs subs</p> <p>James - floats allows facilitation of planning times outside classroom, covering teachers break times, training on TSG</p> <p>Smith - flow of scheduled floats distorted by callins</p> <p>Mark is keeping track of floats/subs \$\$ expenses</p> <p>Goodman - a "center float" vs. a 'scheduled-targeted' float as originally planned</p> <p>Ludtka - absentee problems amongst teacher?</p> <p>DiCerbo - suggestion to setting up scenario plays for when situation arises to refer to</p>	Documentation /Archiving / Case scenarios :- management team documentation of situations for future reference - for consistency in communication

				<p>Ludtka - what is the threshold communicated to teachers on calling in</p> <p>James - Floats are informed and appointment letters do state their "FLOAT" status between both campuses</p> <p>8 floats in the budget -</p>	
Directors Reports	James/ Vidal 5.45	Information Update	(3) North and South Campus report		Directors to compile dept contacts/events for center partnerships
Committee Reports; <i>Executive</i>	Bittar	Information Update	NO REPORT - Did not meet in October	<p>Special cmte taskforce planning document on strategic planning</p> <ul style="list-style-type: none"> - Bittar(chair), Heyward, Milizia - steering strategic plans and assigning short/long term timeline 	<p>Next Meeting: November 7th, 2016</p> <ul style="list-style-type: none"> - Future meeting dates scheduling
Committee Reports; <i>By-Laws</i>	Hartmann	Information Update	NO REPORT		
Committee Reports; <i>Finance</i>	Balcom	Information Update	NO REPORT - Did not meet in October		-
Committee Reports; <i>Audit</i>	Dicerbo	Information Update	(4)see REPORT	*REPORT will be provided at the meeting	Next Meeting:
Committee Reports; <i>Development/ Marketing/Enrollment</i>	Milizia	Information Update	(5) see attached REPORT	<ul style="list-style-type: none"> - Center computers; licensing and IT support - OWL and application fee - UBCCC giving 	Next Meeting: Monday, October 17, 2016

Committee Reports; <i>Program</i>	Racsummerger	Information Update	NO REPORT		Next Meeting: October 27, 2016
Committee Reports; <i>Personnel</i>	Goodman	Information Update	NO REPORT - Did not meet in October		Next Meeting:
Committee Reports; <i>Leadership Development</i>	Bittar	Information Update	(6) see attached REPORT	<ul style="list-style-type: none"> - Call for new members flyer - outreach/meeting parents at the Nov 4 center potluck mixer <p>move annual parent board meeting to Oct effective fall 2017</p>	Next Meeting:
Sub-Committee Reports; <i>Facilities</i>	Ludkta	Information Update		<p>Updates</p> <ul style="list-style-type: none"> - levels of maintenance and cleanliness - NC improvement project submitted by K.James - 	<p>Ludtka to meet with directors on center improvement projects</p> <ul style="list-style-type: none"> - identify incremental expenses for finance cmte
Executive Session (ALL 12 BOARD MEMBERS REMAIN FOR EXECUTIVE SESSION)	Bittar/ Goodman	InformationUpdate			