**SUFFOLK COUNTY COMMUNITY COLLEGE**

**SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING**

**MONTAUKETT LEARNING RESOURCE CENTER, LECTURE HALL ROOM**

**EASTERN CAMPUS, RIVERHEAD, NEW YORK**

**APRIL 14, 2011**

The meeting was held on Thursday, April 14, 2011 at 9:00 a.m. in the Montaukett Learning Resource Center, Lecture Hall Room, Riverhead, New York.

PRESENT:

 Ernesto Mattace, Jr. Trustee/Chair

 Walter Hazlitt Trustee/Vice Chair

Dafny Irizarry Trustee/Secretary

Belinda Alvarez-Groneman Trustee

Bryan Lilly Trustee

Patricia McMahon Trustee

Paul Pontieri Trustee

Shaun L. McKay President

 George Gatta Executive Vice President

Mary Lou Araneo V.P. Institutional Advancement

 James Amoroso V.P. of Financial & Business Affairs

Nathaniel Pugh V.P. for Planning and Institutional Effectiveness

Marvin Bright Assoc. V.P. Student Affairs

Doriane Gloria Asst. V.P. Employee Resources

 Louis Petrizzo Deputy General Counsel

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The meeting of the Board of Trustees was convened at 9:10 a.m.

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Chairman Mattace welcomed the newly elected Student Trustee Jessica Marchiselli, and congratulated her on her successful campaign. Ms. Marchiselli thanked the Chairman and stated it would be an honor to serve as the new Student Trustee starting July 2011.

President McKay asked Dr. Candice Foley to introduce the STEM scholars in attendance. Dr. Foley stated, that Suffolk County Community College has a record total of 8 NSF S-STEM Scholars who have been awarded ten-week paid research internships at two federal laboratories this summer: Lawrence Berkeley National Laboratory in California and Brookhaven National Laboratory.   She noted that is was a fantastic achievement for our NSF S-STEM scholars and Suffolk County Community College. It reflects well upon our partnerships with Berkeley National Laboratory and also the confidence of the National Science Foundation in the College.   This is the second year that SCCC has the largest cohort of research fellows at BNL from all applicants for these prestigious research internships.   The support for these students' internships is also provided by the National Science Foundation in the form of a supplemental grant of $34,000 to our existing NSF S-STEM grant.

President McKay congratulated the students for their achievements, recognizing their hard work. He thanks Dr. Foley and Nina Leonhardt for working with the students and ensuring that they were being recognized nationally. College Associate Dean Nina Leonhardt then introduced the following students to be recognized: Anya Bagnato; Helen Bagnato; Hesham Nadim; Long D. Phan; Heather Savage; Marie Smulczeski; Ilia Vardishvili (not present); and Nicholas Patterson (not present). President McKay then presented the students with certificates of recognition.

President McKay asked Director of Athletics Sam Braunstein to introduce the College’s National Diving Champion. Mr. Braunstein introduced Dana Greco, a freshman at Suffolk County Community College, who started attending Suffolk in the Fall of 2010. He stated that her dedication, commitment and love of diving became evident very quickly. She exhibited great character by the hard work she put in day after day at practice. The 2010-2011 season was an amazing season for Ms. Greco. She was undefeated for the season on both the one-meter and the three-meter boards and was a key player in some very important relay swimming. Ms. Greco capped off the season by finishing in first place on the one-meter and the three meter diving boards at the NJCAA National Swimming and Diving Championships held this year at Erie Community College in Buffalo New York. The diving competition at this meet was intense but Ms. Greco was able to place Suffolk swimming and diving on the map on a national stage. Mr. Braunstein asked Dana Greco to step forward to be recognized.

President McKay congratulated Ms. Greco on her accomplishments and hard work. President McKay then presented Ms. Greco with a certificate of recognition.

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A motion to enter into executive session to discuss litigation and personnel matters was seconded and approved unanimously.

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A motion to reconvene the Board of Trustees meeting was seconded and approved unanimously at 10:06 a.m.

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 A motion to approve the minutes of the March 17, 2011 Board of Trustees Meeting was seconded and approved unanimously.

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A motion to approve Resolution Nos. 2011.17 through 2011.25 was seconded, with one abstention from Trustee Lilly to Resolution Nos. 2011.24 and 2011.25 approving the settlement of a lawsuit. The resolutions were approved.

**RESOLUTION NO. 2011.17 APPROVING BUDGET TRANSFERS**

**WHEREAS**, the Board of Trustees established a policy on the authorization of budget transfers, and

**WHEREAS**, according to that policy the transfers on Attachment I must be authorized by Board resolution, and

**WHEREAS**, the President recommends the transfers on Attachment I as necessary for the operation of the College, be it therefore

**RESOLVED**, that the budget transfers shown as Attachment I are hereby approved.

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**RESOLUTION NO. 2011.18 APPROVING MONTHLY SPONSOR SERVICES FOR SUFFOLK COUNTY COMMUNITY COLLEGE**

**WHEREAS**, the State University of New York Regulation No. 602.7 requires the Suffolk County Community College Board of Trustees to review and approve all Sponsor provided services and their estimated value in advance of the service being rendered, and

**WHEREAS**, the regulation also requires the approval of the payment of each Sponsor Service satisfactorily performed, and

**WHEREAS**, health insurance is considered a Sponsor Service, be it therefore

**RESOLVED**, that the health insurance payment to the County of Suffolk in the amount of $1,616,032.42 for the month of March 2011 (Attachment II) is hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2011.19 APPROVING THE BUDGET FOR SUFFOLK COUNTY COMMUNITY COLLEGE FOR FISCAL YEAR 2011-2012**

**WHEREAS,** the provisions of the New York State Education Law and regulations adopted in accordance with such law direct the Boards of Trustees of New York Community Colleges, subject to the approval of the State University Trustees, to prepare, approve and implement budgets, and

**WHEREAS**, Suffolk County Community College has developed its Operating Budget setting forth the budget total for the 2011-2012 fiscal year, and

**WHEREAS**, the 2011-2012 budget includes necessary amounts for meeting the operational needs of the College, and includes sufficient amounts for collective bargaining agreements, and

**WHEREAS**, the State commitment for base aid per full-time equivalent (FTE) has been reduced from $2,260.00 to $2,122 per FTE,

**WHEREAS**, the College is submitting its Operating Budget for the 2011-2012 fiscal year to the Suffolk County Legislature and the Suffolk County Executive’s office as per the Memorandum of Understanding, and

**WHEREAS**, the College Board of Trustees requests a 4% increase in County support to insure that the College can continue to meet the students needs, and

**WHEREAS**, the Board of Trustees believes that in the event of no increase in County support and a decrease in State aid per FTE student it is necessary to increase tuition to balance the budget, and

**WHEREAS**, it is recognized that the original statutory requirement of one-third equal support from New York State, Suffolk County and our students has not been carried out leaving the students to bear over 45% of the funding burden, and

**WHEREAS**, the increase in tuition should be proportionately adjusted should the County determine that there be an increase in its contribution, be it therefore

**RESOLVED**, that the Board of Trustees hereby approves an Operating Budget for fiscal year 2011-2012 in the amount of $192,486,096 for operations and $2,723,386 for grants, and be it further,

**RESOLVED**, that tuition charges will increase $125.00 per semester for full-time resident students and $11.00 per credit for part-time resident students in the event of no increase in the County contribution, and be it further

**RESOLVED**, that tuition charges will increase $95.00 per semester for full-time resident students and $8.00 per credit for part-time resident students in the event of a 4% increase in the County contribution, and be it further

**RESOLVED**, in the event that the County provides additional financial support less than 4 % for the College’s 2011-2012 operating budget, then the tuition charges will be adjusted proportionately, and be it further

**RESOLVED**, that fees as provided in Resolution No. 2011.20 be included.

 Total Appropriations: $195,209,482

 Operation Appropriations: $192,486,096

 Grant Appropriations: $ 2,723,386

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**RESOLUTION NO.2011.20 AMENDING RESOLUTION NO.2010.22, ADOPTING A TUITION AND FEE SCHEDULE FOR 2011-2012**

**WHEREAS,** by Resolution No.2010.22 the Board adopted a Tuition and Fee Schedule for 2010-2011, and

**WHEREAS**, the College has reviewed its tuition and fee schedules and recommends that, with the following changes, the Tuition and Fee Schedule be approved for the 2011-2012 academic year, be it therefore

**RESOLVED**, in the event that there is no increase in the County contribution, the following tuition schedule be approved:

**Full-time Students**

 Fall Spring

 2011 2012

 Tuition, Residents $2,013 $2,013

 Tuition, Non-Resident $4,026 $4,026

**Part-time Students**

 Fall Spring

 2011 2012

Tuition, Residents (per credit) $169 $169

 Tuition, Non-Resident $338 $338

And be it further

**RESOLVED**, that the student Tuition and Fee Schedule (Attachment III) is hereby approved and adopted for fiscal year 2011-2012.

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**RESOLUTION NO.2011.21 AMENDING RESOLUTION NO.2010.22, ADOPTING A TUITION AND FEE SCHEDULE FOR 2011-2012**

**WHEREAS,** by Resolution No.2010.22 the Board adopted a Tuition and Fee Schedule for 2010-2011, and

**WHEREAS**, the College has reviewed its tuition and fee schedules and recommends that, with the following changes, the Tuition and Fee Schedule be approved for the 2011-2012 academic year, be it therefore

**RESOLVED**, in the event that there is an increase of 4% in the County contribution, the following tuition schedule be approved:

**Full-time Students**

 Fall Spring

 2011 2012

 Tuition, Residents $1,983 $1,983

 Tuition, Non-Resident $3,966 $3,966

**Part-time Students**

 Fall Spring

 2011 2012

Tuition, Residents (per credit) $166 $166

 Tuition, Non-Resident $332 $332

And be it further

**RESOLVED**, that the student Tuition and Fee Schedule (Attachment IV) is hereby approved and adopted for fiscal year 2011-2012.

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**RESOLUTION NO.2011.22 APPROVING A MAJOR CHANGE ORDER FOR THE MONTAUKETT LEARNING RESOURCE CENTER, EASTERN CAMPUS, CP 2189**

**WHEREAS**, Capital Project No. 2189 has been approved by Suffolk County and the State of New York for funding, and appropriated by the Suffolk County Legislature, and

**WHEREAS**, the project includes a furniture and equipment budget, and

**WHEREAS,** additional CPU holders are needed to complete the installation of computer desks throughout the building, and

**WHEREAS**, as of April 14, 2011, furniture and equipment costs for the Montaukett Learning Resource Center, CP 2189, are within budget, as shown in Attachment V and

**WHEREAS**, the change order provided by the contractor for this work was reviewed and approved by the project architect, JCJ Architecture, and

**WHEREAS,** this change order exceeds $20,000, thus constituting a ‘major’ change order as defined by Board resolution, and

**WHEREAS**, all major change orders require Board approval, be it therefore

**RESOLVED**, that Change Order No. 1 for Interscape in the amount of $20,139.19 is approved, and be it further

**RESOLVED**, that the College President, or his designee, is authorized to execute the necessary documentation.

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**RESOLUTION NO. 2011.23 ADOPTING A CLASS SIZE PROPOSAL FOR RDG-099**

**WHEREAS**, there are specific class size provisions as set forth in Appendix H of the Collective Bargaining Agreement between the County of Suffolk, Suffolk County Community College and the Faculty Association that charges the Class Size Committee to review and propose class sizes, and

**WHEREAS**, the Class Size Committee convened, reviewed, and has recommended a reduction in the seat limits college-wide for RDG-099 (Reading), and

**WHEREAS**, a survey of other institutions teaching similar courses revealed that for pedagogical and instructional delivery purposes the class size of RDG-099 can be lowered to enable assessments tailored to the individualized and academic needs of the students, and

**WHEREAS,** the recommendation of the Class Size Committee was submitted to the Associate Vice President for Academic and Student Affairs and the College President, and

**WHEREAS,** because current economic conditions present a challenge for the College, the President recommends revising the implementation plan recommended by the Class Size Committee, and

**WHEREAS,** the revised plan will allow for an immediate reduction in the class size from 26 to 25 in Fall 2011, and

**WHEREAS,** a report prepared by Planning and Institutional Assessment indicates that learning outcomes and academic performance in developmental courses require further attention, and

**WHEREAS**, any further reductions will be contingent upon the approval of the necessary funding, be it therefore

**RESOLVED**, that the Board of Trustees hereby adopts the modified Class Size proposal to take effect in Fall 2011.

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**RESOLUTION NO. 2011.24 APPROVING THE SETTLEMENT OF A LAWSUIT**

**WHEREAS,** an individual commenced a civil action against Suffolk County Community College alleging several claims, and

**WHEREAS,** the College denies the claims alleged in the civil action in their entirety, and

**WHEREAS,** the parties, wishing to avoid the burden, uncertainty, delay, expense and distraction of litigation, have reached an agreement for the settlement of the individual’s claims against the College, be it therefore

**RESOLVED,** that the individual’s lawsuit against the College be settled in its entirety for the amount mutually agreed upon by the parties to the action.

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**RESOLUTION NO. 2011.25 APPROVING THE SETTLEMENT OF A LAWSUIT**

**WHEREAS,** an individual commenced a civil action against Suffolk County Community College alleging several claims, and

**WHEREAS,** the College denies the claims alleged in the civil action in their entirety, and

**WHEREAS,** the parties, wishing to avoid the burden, uncertainty, delay, expense and distraction of litigation, have reached an agreement for the settlement of the individual’s claims against the College, be it therefore

**RESOLVED,** that the individual’s lawsuit against the College be settled in its entirety for the amount mutually agreed upon by the parties to the action.

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James Amoroso, Vice President of Financial and Business Affairs, presented the Finance Report as of February 28, 2011. He stated that the College is estimating revenues above the adopted budget of $182,000,000. Expenditures are estimated to be below budget by $1 million. The remaining amount outstanding on the deficit we began the year with is $207,000. Mr. Amoroso stated that they are seeking approval for two transfers related to the ARRA grant totaling $114,000. He further stated that funds will be moved between the IT accounts to cover the cost of a replacement storage unit, totaling $288,000 with an additional $31,000 for maintenance. Mr. Amoroso indicated that the trustees would have two scenarios to consider for the 2011 College Operating budget. Option one would include an increase of County support of 4%, bringing their contribution to $41.7 million. The annual student tuition would increase by $190 for full-time students and $8 per credit for part-time students. The second scenario assumes an increase of County support of 0%. The annual student tuition would increase by $250 for full-time students and $11 per credit for part-time students.

Chairman Mattace asked what the student share would be if the County did not increase their contribution. VP Amoroso indicated that the student contribution would increase to 51.3%.

Vice Chairman Hazlitt inquired if there was an appeal process once parking tickets are given out to students. He stated that since parking space is limited on campus, consideration should be given to the students before or after issuing the ticket. President McKay stated that there is an appeal process, however much consideration is given to the students before issuing a ticket. This year, tickets are only being given when the student has parked in a fire zone or in a reserved or handicap space.

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President McKay asked VP for Planning and Institutional Effectiveness Dr. Nathaniel Pugh to present to the Board of Trustees the analysis he did on areas of remediation at the College. Dr. Pugh asked the Board to refer to the report that was included in their packets. The report shows that the more developmental courses a student takes, the less likely they are too succeed at the College; as the number of developmental courses increases per student, their graduation rate decreases and their transfer rate decreases. Interestingly, the persistence rate increases, as does the attrition rate, and the number of D’s, W’s and F’s. Factors that need to be looked into are, whether the content in developmental courses aligns with the gateway courses, and if we should offer special training for faculty on how to handle students who are extremely unprepared to do college-level work.

Trustee Pontieri felt that some students who go to Suffolk County Community College may be pushed by their parents for several reasons, they want their children to go to College, they need to continue the students health insurance. He stated there are students that no matter how much assistance is provided to them, they might be better off getting out into the workforce. Trustee Pontieri stated that we live in society that says every kid has to go to college. He raised the question does every kid need to go to college?

Trustee Hazlitt noted that he believed that the College is so diverse, even those people Trustee Pontieri refers to can find their niche at Suffolk County Community College.

Dr. Pugh stated this is just the beginning of the analysis his area will conduct on this topic and that the College wants to ensure they are serving all students well.

President McKay stated that this is the first analysis of the data. He has asked Dr. Pugh to continue to collect data. The Executive Council has met and reviewed the data as well and they provided additional questions for Dr. Pugh to examine. President McKay stated that this is one of the efforts that is being put forth in order to serve the students better. He noted that this data analysis, along with the Title III Grant effort and the College’s Counseling Task force review, will help us get to the core of how to better serve our students.

Trustee Irizarry stated that she felt this was a great effort, applauded the initiative and looked forward to receiving updates on this topic.

Trustee Hazlitt stated that it is an unfair burden to the community colleges, when high schools do not prepare their students appropriately.

President McKay stated that he delivered the College’s Status Report to the Economic Development, Higher Education and Energy Committee of the Suffolk County Legislature yesterday. He publicly thanked members of his administration, along with Ellen Schuler Mauk and Kevin Peterman for also being present and for their continued support of the College. President McKay reviewed the College’s Status Report with the Board of Trustees. *(The College’s Status Report can be supplied upon request. Please contact the President’s Office)*.

Vice Chairman Hazlitt noted that the financial difficulties are seen everywhere, and he does not know how the College will continue to serve its students well with continued reduction in aid.

President McKay stated that his message to the students continues to be to spread the word about their experience at the College with their elected officials and community members. Student assistance is needed in communicating to the legislators and other elected officials the importance of the community college and how it is transforming the entire Suffolk region.

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Chairman Mattace moved forward with the Roundtable session and asked if anyone had anything for the good of the order.

Chairman Mattace asked if the Events calendar that is handed out in the board packets can be sent out a month prior to the events. This would make it helpful for the Trustees to arrange their calendars in order to attend important campus events.

Trustee Irizarry inquired about Professional Development Day. President McKay stated that the event went very well. It was well attended by our faculty and administrators. Speakers from other institutions of higher education delivered presentations with relevance to our Title III project. The keynote was delivered by Dr. Kathy German, who assisted in the writing of SCCC’s Title III grant. A follow-up survey was sent out to attendees, and their response has been positive. Once all of the surveys have been returned and compiled, Dr. McKay will present a summary to the Board.

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The meeting of the Board of Trustees was adjourned at 10:54 a.m. The next Board of Trustees meeting is May 19, 2011 at 9:30 a.m. at the Eastern Campus.

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Respectfully submitted,

 Dafny Irizarry

 Secretary