**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

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

**EASTERN CAMPUS, RIVERHEAD, NEW YORK**

**MAY 19, 2011**

The meeting was held on Thursday, May 19, 2011 at 9:00 a.m. in the Montaukett Learning Resource Center, Lecture Hall Room, Riverhead, New York.

PRESENT:

 Ernesto Mattace, Jr. Trustee/Chair

Dafny Irizarry Trustee/Secretary

Belinda Alvarez-Groneman Trustee

Bryan Lilly Trustee

Patricia McMahon Trustee

Saul Fenchel Trustee

Angelika Fieseler Student 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

 Louis Petrizzo Deputy General Counsel

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The meeting of the Board of Trustees was convened at 9:00 a.m.

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Deputy County Clerk Nicole DeLuca, conducted the swearing in of Trustee Dafny Irizarry to a new term through June 30, 2018. Congratulations and welcome was extended to her on behalf of the Board and the College.

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 A motion to approve the minutes of the April 14, 2011 Board of Trustees Meeting was seconded and approved unanimously.

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A motion to approve Resolution Nos. 2011.26 through 2011.36. Trustee McMahon questioned Resolution No.2011.36 Creating a Title.

President McKay stated that currently there is an individual who is the Coordinator of Special Programs at one campus, who has extensive experience and will now be the College Director for Special Programs and Events. Essentially, it is abolishing one title, and creating another title. He reaffirmed that it was not a new hire.

With no further questions Resolution Nos. 2011.26 through 2011.36 were approved unanimously.

**RESOLUTION NO. 2011.26 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. 2011.27 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 $1,813,196.87 for the month of April 2011 (Attachment II) is hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2011.28 AMENDING THE COLLEGE BUDGET FOR A SUBAWARD FROM TIDEWATER COMMUNITY COLLEGE FOR A DEPARTMENT OF HEALTH AND HUMAN SERVICES HEALTH INFORMATION TECHNOLOGY PROJECT**

**WHEREAS**, the 2010-2011 College operating budget provides $494,115, including indirect costs, from Tidewater Community College, for year one of a two-year Department of Health and Human Services Health Information Technology (HIT) Project, for the period of April 2, 2010 through April 1, 2011, and

**WHEREAS**, year one of the award has been increased by an additional amount of $4,297, bringing the total amount of the grant award for year one to $498,412, including indirect costs, to cover conference attendance by the two project directors, and

**WHEREAS**, matching funds are not required, be it therefore

**RESOLVED**, that the 2010-2011 College budget be amended to reflect an increase in the amount of $4,297, for the sub award from Tidewater Community College for a Department of Health and Human Services Health Information Technology project, and the College President or his designee is authorized to execute a contract with the administering agency.

Project Directors: Nina Leonhardt

 Diane Fabian

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**RESOLUTION NO. 2011.29 ACCEPTING A FEDERAL GRANT FOR THE 2011-2012 FEDERAL WORK STUDY PROGRAM**

**WHEREAS**, Suffolk County Community College has applied to participate in the Federal Work Study Program (FWSP) authorized under Part C of Title IV of the Higher Education Act of 1965 as amended by the Education Amendments, and

**WHEREAS**, the application has been approved in the amount of $435,510, and

**WHEREAS**, the federal regulations allow the sum of $75,000 or 10 percent of the allocation, whichever is less, to be set aside for the Job Locator & Development Program, and

**WHEREAS**, this federal grant must be matched by a 25 percent contribution, and

**WHEREAS**, amendments to the law became effective in October 1986 allowing five percent administrative expense allowance based on total student expenditures for FWSP, be it therefore

**RESOLVED**, that the Board of Trustees hereby accepts the total federal allotment of 2011-2012 Federal Work Study Program in the amount of $435,510, and be it further

**RESOLVED**, that $43,551 be set aside for Job Locator Program, with the College matching contribution of 20 percent to be provided by in-kind contributions, and be it further

**RESOLVED**, that the Federal Work Study Program’s five percent administrative allowance be charged against FWSP and deposited in the appropriate account, and be it further

**RESOLVED**, that the On-Campus Work Study Program shall continue to be matched by a 25 percent contribution by the College and that the Off-Campus Work Study Program be matched by a 25 percent contribution from the respective participating off-campus agencies, except for the Community Service Employment, and be it further

**RESOLVED**, that the off-campus agencies shall contribute their respective shares of Employer's FICA and Workers’ Compensation except for the Community Service Employment.

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**RESOLUTION NO**. **2011.30** **APPROVING THE ALLOCATION OF THE 2011-2012 FEDERAL WORK STUDY PROGRAM (FWSP)**

**WHEREAS,** Suffolk County Community College is composed of three campuses, and

**WHEREAS**, the Financial Aid Office on each campus offers financial assistance via the Federal Work Study Program, be it therefore

**RESOLVED**, that the following distribution of the 2011-2012 Federal Work Study funds by campus is hereby approved.

Original FWSP Federal Allocation $435,510

Less: Transfer to Job Locator Program -43,551

 Remaining CWSP Federal Allocation $391,959

Less: 5% Admin Expense Allowance of Campus Wages -24,497

Remaining FWS Allocation $367,462

Plus: 25% of Institutional Share of Student Wages +122,487

 Total Student Wages Available $489,949

Campus Wage Distribution of Federal College Work Study Allocation

 Ammerman Campus (46%) $225,377

 Grant Campus (39%) $191,080

 Eastern Campus (15%) $ 73,492

 Total Campus Wage Distributions $489,949

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**RESOLUTION NO. 2011.31 ACCEPTING A FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) FOR 2011-2012**

**WHEREAS**, Suffolk County Community College has applied to participate in the Federal Supplemental Educational Opportunity Grant Program as authorized under Subpart 2, Part A of Title IV of the Higher Education Act of 1965, and as amended by the Education Amendments,

**WHEREAS**, the application has been approved in the amount of $771,758, and

**WHEREAS**, amendments to the law became effective in October 1986 allowing a five percent administrative expense allowance based on total expenditures for FSEOG, be it therefore

**RESOLVED**, that the 2011-2012 Federal Supplemental Educational Opportunity Grant in the amount of $771,758 be accepted, and be it further

**RESOLVED**, that the Federal Supplemental Educational Opportunity Grant allotment be deposited in the appropriate accounts, after reducing that allotment with five percent of FSEOG expenditures as administrative expense being charged to the FSEOG account.

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**RESOLUTION NO.2011.32 ALLOCATING THE 2011-2012 FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM (FSEOG)**

**WHEREAS,** Suffolk County Community College is composed of three campuses, and

**WHEREAS**, the Financial Aid Office on each campus offers financial assistance via the Federal Supplemental Educational Opportunity Grants Program, be it therefore

**RESOLVED**, that the following distribution of 2011-2012 FSEOG funds is hereby approved:

Federal Supplemental Educational Opportunity Grants (FSEOG)

Original FSEOG Federal Allocation $771,758

Less: 5% Administrative Expense for Grants -36,750

Remaining FSEOG Allocation for Student Grant Disbursement $735,008

Campus Distribution of FSEOG Student Grants

Ammerman Campus (46 %) $338,104

Grant Campus (39 %) $286,653

Eastern Campus (15 %) $110,251

Total of College Grants $735,008

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**RESOLUTION NO. 2011.33 ACCEPTING A SUBAWARD FROM THE RESEARCH FOUNDATION OF THE STATE UNIVERSITY OF NEW YORK FOR A PROJECT WIN-WIN FUNDED BY THE LUMINA FOUNDATION FOR EDUCATION**

**WHEREAS**, Suffolk County Community College has entered into a Subaward agreement with the Research Foundation of the State University of New York for a Project Win-Win, funded by the Lumina Foundation for Education, in the amount of $5,000, for the period of September 15, 2010 through August 30, 2013, and

**WHEREAS**, the program provides for identifying former Suffolk County Community College students, no longer enrolled anywhere and never awarded any degree, whose records qualify them for associate’s degrees, and get those degrees awarded retroactively, as well as identifying former students who are academically short of an associate’s degree and seek to bring them back to complete the degree, and

**WHEREAS**, matching funds are not required, be it therefore

**RESOLVED**, that a Subaward agreement, in the amount of $5,000, from the Research Foundation of the State University of New York for a Project Win-Win, funded by the Lumina Foundation for Education, during the 2010-2011 fiscal year, and continuing through the 2012-2013 fiscal year, is hereby accepted, and the College Executive Vice President has executed a contract with the administering agency.

Project Director: Anna Flack

Note: No full-time personnel

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**RESOLUTION NO. 2011.34 ACCEPTING A GRANT AWARD FROM THE NATIONAL SCIENCE FOUNDATION FOR A SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS SCHOLARSHIPS PROGRAM (NSF STEMS II)**

**WHEREAS,** Suffolk County Community College has received a grant award from the National Science Foundation for a five-year NSF Science, Technology, Engineering and Mathematics Scholarships Program (NSF STEMS II), in the amount of $600,000, for the period of September 1, 2011 through August 31, 2016, and

**WHEREAS**, the program will provide $54,000 for salaries and the associated fringe benefits, travel, materials and supplies, and consultant fees, and $546,000 for scholarships for economically disadvantaged, underrepresented students in the STEM disciplines, and

**WHEREAS**, the scholarship funds, in the amount of $109,200 annually, will be administered external to the College operating budget as financial aid, and

**WHEREAS**, matching funds are not required, be it therefore

**RESOLVED**, that a grant award, in the amount of $600,000, from the National Science Foundation for a five-year NSF Science, Technology, Engineering and Mathematics Scholarships Program (NSF STEMS II), for the period of September 1, 2011 through August 31, 2016, is hereby accepted, and the College President or his designee is authorized to execute a contract with the administering agency.

Project Director: Dr. Candice Foley

Note: No full-time personnel

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**RESOLUTION NO. 2011.35 AMENDING THE COLLEGE BUDGET FOR AN AMENDMENT TO THE NATIONAL SCIENCE FOUNDATION SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS SCHOLARSHIP PROGRAM (NSF S-STEM)**

**WHEREAS**, the Suffolk County Community College has received a grant award from the National Science Foundation for a Science, Technology, Engineering and Mathematics Scholarship Program, in the amount of $522,800, including $14,950 for program administration for year five of a five-year grant, for the period of September 1, 2006 through August 31, 2011, and

**WHEREAS**, the award has been increased by a supplemental amount of $34,500 for student stipends and travel, bringing the total amount of the grant award to $557,300, and

**WHEREAS**, matching funds are not required, be it therefore

**RESOLVED**, that the 2010-2011 College budget be amended to reflect an increase in the amount of $34,500, for an NSF S-STEM Program grant, and the College President or his designee is authorized to execute a contract with the administering agency.

Project Director: Dr. Candice Foley

Note: No full-time personnel

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**RESOLUTION NO. 2011.36 CREATING A TITLE**

**WHEREAS,** the President recommends creating the following title, and

**WHEREAS,** the changes are needed to align the College’s structure, be it therefore

**RESOLVED**, that the title listed below be created effective May 19, 2011 with the qualifications, duties and responsibilities as described in the position description in Attachment III,

**Titles to be Created Spec# BU Category**

College Director for Special 9113 4 II

 Events and Programs

and be it further

**RESOLVED,** that the title and position description be submitted to the Chancellor of the State University of New York for approval in the professional service.

Position Description: College Director for Special Events and Programs

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James Amoroso, Vice President of Financial and Business Affairs, presented the Finance Report as of April 30, 2011. He stated that the College is estimating revenues above the adopted budget of $572,319. Expenditures are estimated to be below budget by $1 million. The remaining amount outstanding on the $1.7 million structural deficit we began the year with is $154,139.

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Chairman Mattace moved forward with the Committee Reports and asked if any of the committees had anything to report.

Trustee McMahon stated that the Facilities and Technology Committee had discussed with EVP Gatta having an infrastructure meeting (in June) after the Capital budgets are approved.

Chairman Mattace noted that the budgets are officially appropriated after August.

Chairman Mattace asked Trustee Lilly if the Presidential evaluations were being worked on. He asked anyone in the room who had received a Presidential evaluation and not yet submitted it to Trustee Bryan Lilly, to please do so.

Chairman Mattace moved forward with the Chairman’s report. Chairman Mattace announced that the ACCT National Conference is scheduled for October 12-15, 2011 in Dallas, Texas. He asked anyone interested in attending to please notify him as soon as possible so we can register early.

Chairman Mattace stated that ACCT presents annual awards at this conference. He noted that he was working with Lori Taggart to put together an informational package regarding the awards for the Board members to review in June in anticipation of nominating some individuals/programs for the national award.

Chairman Mattace handed out to each Trustee a flyer on “Train the Trainer Course” for Disaster Response Workers, that he was working on with OSHA. He stated that it was important for individuals to be prepared and be able to train other individuals. Chairman Mattace stated that it was an area the College should look into, and asked anyone who was interested to let him know.

Trustee Irizarry questioned if the College would be sending personnel to be trained for this.

President McKay stated that he would have EVP Gatta take the lead in reviewing the training.

EVP Gatta stated that College would be sending at least on individual from each campus, and one from central administration.

Chairman Mattace stated that he had asked Trustee Sanders to chair the Board of Trustee Officer Nominating Committee. The election for the following year will take place at the next Board meeting in June. Chairman Mattace stated that Trustee Sanders would be contacting the Executive Board to see if they had an interest in running again in their current positions, as well as the rest of the Board to see if anyone was interested in running.

Chairman Mattace concluded his report by noting that next month’s Board of Trustees Executive Session meeting may run longer than usual and to plan schedules accordingly.

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President McKay stated that he would have three to four presentations as part of his President’s report. President McKay invited Eastern Campus Executive Dean Evon Walters to report on the SUNY Delhi agreement.

Executive Dean Walters stated that the College is currently engaged with SUNY Delhi University at establishing a two-plus-two articulation agreement with the College. Negotiations with faculty and administrators are under way. The articulation agreement targets the Culinary Arts and Baking School students. Upon successful completion of their Associate’s degree, the students will be able to pursue a Bachelor’s Degree of Business Administration with a concentration in Culinary Arts Management from SUNY Delhi, completing that program at the Eastern Campus.

Dr. Walters noted that SUNY Delhi has a similar agreement with Onondaga Community College and Schenectady. He stated that they expect to have the articulation agreement formalized later this summer, pending review of the senior administrators and approval from the President. Dr. Walters stated that the program would use a part-time coordinator to assist in the recruiting and academic guidance that will be needed for the program. The part-time coordinator is already an employee of the Culinary Arts Center. The pool of adjunct faculty will be tapped to cover the needs of the additional courses. It is hoped that the program will start in the Fall with a cohort of 15 students.

Chairman Mattace questioned how the program will be advertised to the public.

Executive Dean Walters noted that efforts have already taken place with an Open House session in which SUNY Delhi representatives visited and met with faculty and students.

Trustee Irizarry asked if the current staff that would be used for these additional courses would need training.

Executive Dean Walters stated that SUNY Delhi will be handling the recruitment of the adjunct faculty. SUNY Delhi would review their curriculum and assess which of our adjunct faculty are qualified to teach the courses, and make recommendations as to which Professors should teach their courses.

President McKay invited Assistant Dean Mary Reese and Professor Cheryl Every-Wurtz to give the Board an update on the Counseling Task Force. Assistant Dean Reese, stated that Counseling was an extensive area at the College, covering areas that deal with enrollment and student retention. The purpose of the Counseling Task Force was to look at areas such as Admissions, Career Services, Internships, Disability Services, and support programs for at-risk students, review where they are, how they are doing and what improvements need to be made.

Dean Reese stated that the charge the task force received from the President states that the team of 14 people from around the College maintain a practical but visionary focus on developing a college-wide counseling service model that adopts best practices. The review will include current counseling, delivery system analysis and functions, as well as duties and responsibilities of counselors.

Professor Every-Wurtz stated that the report they handed out to the Trustees identified the specific charge questions and the Task Force goals. She stated that there are different subgroups across all three campuses, including Deans and counselors working on the charge. The Task-Force has set up a timeline to accomplish answering the charge questions. The timeline is broken up into 90-day increments, leading up with an expectation to having the final report completed by January 2012.

President McKay publicly thanked both Ms. Reese and Ms. Every-Wurtz for taking on this additional responsibility and noted that they were not receiving any additional compensation for all the additional hours of work. He noted the complexity of the assignment and stated that he looked forward to the results of the committee’s work.

President McKay stated that Dr. Marlene DuBois, an English Professor at the Michael J. Grant Campus has taken the lead on the Title III project, would update the Trustees regarding progress on the grant.

Dr. DuBois stated that the project has had a quick succession of milestones. She noted the high level of participation at Professional Development Day on March 22nd, which was dedicated to the Title III project. The speakers that were invited to Professional Development Day were experts in different fields that would assist with our Title III implementation.

Dr. DuBois stated that she and Dr. Zhang had the opportunity to attend the Title III Project Directors conference in Washington, D.C . She noted that they were able to witness different projects showcased at the conference and was pleased to find that the College’s compared very well with those being highlighted.

Dr. DuBois then reviewed the goals of the Title III project. She stated that the current focus is on enhancing the student experience during enrollment and advising, which is related to how we bring students into the College and also the advising area which is related to counseling. Dr. DuBois stated that Title III intends to work closely with the counseling Task Force to ensure that both efforts are not redundant.

Dr. DuBois stated that the second goal is to increase academic support for gateway courses, which are the courses that most freshman students take when they first come into the College. The project hopes to improve the success rate in the number of A’s, B’s, and C’s, in contrast D’s, W’s, and F’s. To assist in accomplishing this, the grant will develop online mini tutorials known as learning objects. She stated that the pilot for this will start in the fall, and students will be able to go online and find these tutorials when they need help understanding a particular concept.

Dr. DuBois stated that the third goal for the project is to establish a virtual learning commons, which would be a place where students can access the online tutorials as well as other student services. Dr. Dubois noted that the College’s interim report would be sent to the Federal Government on May 6th.

President McKay also publicly thanked Dr. DuBois and her staff for the work they have accomplished, noting again that it was another example of members of the College staff stepping forward and assuming a high level of responsibility for major projects at the College.

President McKay thanked VP Mary Lou Araneo, who has been working with he and the Chairman of the Foundation Board in conducting discovery meetings related to our major gifts effort across the Island. He stated that a few weeks ago they received the first campaign pledge $200,000.

President McKay thanked and complemented Executive Dean Evon Walters and the Eastern Campus for hosting the Honors Convocation a few weeks ago. The event was well organized and attended by at least 650 people.

President McKay congratulated Angelika Fieseler in receiving a Stay on Long Island Scholarship of $30,000 a year to attend Hofstra University. He stated that she was one of over 25 considered for an award. President McKay noted that all student finalists were eligible to receive some form of merit award.

President McKay reminded everyone that the College’s commencement would take place on Sunday and he looked forward to seeing everyone there.

President McKay stated that he had held Spring Town Hall meetings with faculty, staff and students at each campus, and would continue to host such meetings in the Fall.

President McKay asked Executive Vice President Gatta to update the Board of Trustees on the Capital Budget. EVP Gatta distributed three documents to the Trustees. He stated that the College submits its Capital Budget request for the next three years to the County in February of each year. The County Executive then sends a proposed budget to the Legislature for consideration. The College received that proposed budget two weeks ago.

EVP Gatta stated that since receiving the proposed budget, the President’s office has been sending communications to the Legislature that identifies the importance and the significance of each project to the College, as well as the impact if it were not to move forward. EVP Gatta further stated that they have also attended joint meetings with the Higher Education and Energy Committee of Suffolk County, in which students participated as well. The Legislature was very pleased to see that there was a healthy contingent of students showing support and speaking on the importance of the projects to their campus.

EVP Gatta summarized the handout that was given to the Board of Trustee’s. He stated that the first three projects, the Learning Resource Center at Grant, the Health and Sports Facility at East, and renovations to the Sagtikos Building, had been discontinued in the proposed budget. He noted that in two of those projects, the Learning Resource Center at Grant and the Health and Sports Facility at the Eastern Campus, the design funds had already been appropriated. Design will progress on those projects. In regards to the third project, renovations to Sagtikos, funds have not been appropriated for planning, however all three of those projects, including Sagtikos, are in the State Capital Program.

EVP Gatta stated that the College and the County would stand to lose the $26.8 million of state matching funds that are already approved in the SUNY plan.

EVP Gatta stated that the next project would be parking expansion at the Ammerman Campus. There have been several attempts to improve the parking dilemma on the Ammerman Campus, such as implementing different class scheduling options. The College has spread out the schedule to maximize both the instructional space and the parking to the greatest degree possible. However, there is still a parking problem. There are approximately 15,000 students at the Ammerman Campus with only 3,700 parking spaces. This project was not included in the Capital Program going forward. The College is hopeful that with the support of the Legislature it will be approved.

EVP Gatta stated that there will be a meeting next month to discuss the infrastructure College wide. The appropriating resolution for the $5 million in the State’s budget has been sent to the County Executive’s office. The College is waiting for it to move forward to the Legislature. As soon as that resolution is moved forward and passed, the College can then begin spending the first $10.3 million College wide on infrastructure renewal. He further stated that, renovations to Kreiling Hall, have been delayed by one year. The College reviewed the construction schedule and because Kreiling Hall will be renovated once all the labs move from Kreiling to the new Science Building, it was agreed that construction could be delayed by one year.

EVP Gatta stated that if we look at the County's investment it is almost $42 million in all of our projects. The impact of that to the regional economy using a Federal US Department of Commerce Econometric Model, shows that money is circulated and increases output in the regional economy by more than 4 times to about $175 million. That translates into almost 700 jobs in construction, design and technical services, and almost another 700 in the secondary impact across all sectors. The College believes these projects are very important not just to us, but to the region.

Chairman Mattace questioned if the College would be looking into Project Labor Agreements (PLA’s) for all these projects.

EVP Gatta stated that yes, for any project above several million dollars. The law requires that the College perform an analysis, in which the College would use a consultant to look at the cost and the benefits associated with a PLA. On all major projects those recommendations have come back positive. There are savings to the College both in terms of labor cost and in terms of assuring the project will be completed on time and within budget.

Trustee Fenchel asked, how long does the allocation stay in the State's budget?

EVP Gatta answered that the allocations stays in the State budget as long as the project is not deleted from the Capital Program. SUNY can come back and claim that money and reallocate it to other Colleges, which has happened in the past.

President McKay thanked EVP Gatta for his presentation, and asked Dr. Nathaniel Pugh, VP for Planning and Institutional Effectiveness to give the Board an update on the Strategic Planning Committee.

Dr. Pugh stated that on May 6th the Strategic Planning Council was launched. It was well attended as 81 percent of the membership was present and 75 percent of the ex-officio members showed. Dr. Pugh stated that President McKay wanted them to review the mission and vision statement and report back at the next meeting on June 2nd. In addition, during the meeting there were four surveys that were under construction and development. Those surveys are now being shared with the members of the Executive Council. Dr. Pugh stated that President McKay would be holding a meeting for all Executive Council members to review mission and vision and to go over a workshop on strategic planning and assessment.

Dr. Pugh stated that Dr. Phil Christensen and Donna Ciampa of Eastern Campus have a similar team under leadership of Dr. McKay and that committee has been charged with putting together a Periodical Review Report, which is due to Middle States of June 1st, 2012. Two areas of interest are Standard 7, which deals with institutional assessment and Standard 14 is concerned with student learning outcomes. Dr. Pugh noted that this was very critical to the College moving forward with regard to institutional effectiveness.

President McKay thanked Dr. Pugh for his report, and noted that all of the reports show there is a lot of activity at the College. President McKay concluded his report by thanking Vice President Araneo, Lori Ann Taggart, John Lombardo and the rest of the design team for their work on the SUNY Alliance Grant. He stated there were about seven members on the team that were writing the $15 million grant application that would be submitted to the Federal Government. The College should know by July as to whether or not we were successful. Dr. McKay noted that this is the first time that such a grant has been written for an entire state. There are 30 institutions across the state that are part of this grant. The College was selected as the principal investigator of that grant, which means that our team will have full oversight and responsibility state wide over the other 29 institutions.

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

Chairman Mattace asked Ms. Taggart to send the bullet points to all the Trustees on possible award categories.

Trustee Alvarez-Groneman stated she would not be able to attend the upcoming Commencement ceremony, or ESL ceremony because she needed to attend her daughter’s World Series game in Cortland. She thanked the Foundation for supporting the Pronto gala and noted that she was appointed to the Foundation Board.

Trustee Alvarez-Groneman stated that she had a conversation with Trustee Walter Hazlitt earlier that morning and he asked her to mention that his grandson Christopher Emmerson was just accepted to West Point.

Chairman Mattace noted that he would be attending the Student Awards at the Eastern Campus as well at the ESL ceremony.

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

The meeting of the Board of Trustees was adjourned at 10:01 a.m. The next Board of Trustees meeting is June 23, 2011 at 9:00 a.m. at the Culinary Arts Center.

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Respectfully submitted,

 Dafny Irizarry

 Secretary