**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**ALUMNI ROOM, BROOKHAVEN GYMNASIUM**

**AMMERMAN CAMPUS, SELDEN, NEW YORK**

**JULY 20, 2011**

The meeting was held on Wednesday, July 20, 2011 at 8:00 a.m. in the Alumni Room, Brookhaven Gymnasium, Selden, New York.

PRESENT:

Ernesto Mattace, Jr. Trustee/Chair

Dafny Irizarry Trustee/Chair

Walter Hazlitt Trustee/Vice Chair

Bryan Lilly Trustee/Secretary

Belinda Alvarez-Groneman Trustee

Paul Pontieri Trustee

Patricia McMahon Trustee

Saul Fenchel Trustee

Theresa Sanders Trustee

Anthony Mangual 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 General Counsel

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The meeting of the Board of Trustees was convened at 8:05 a.m.

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Deputy County Clerk Nicole DeLuca, conducted the swearing in of Trustee Theresa Sanders to a new term through June 30, 2018 and Student Trustee Anthony Mangual to a new term through June 30, 2012. Congratulations and welcome was extended to them on behalf of the Board and the College.

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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 9:40 a.m.

Chairman Mattace asked Trustee Sanders, Chair of the Nominating Committee, to commence the election proceedings for the 2011-2012 Board of Trustees Executive Board.

Trustee Sanders thanked Chairman Mattace and announced that the first vote would be for the position of Secretary. There was one candidate, Trustee Bryan Lilly. A motion to approve the appointment of Trustee Lilly to Secretary was approved unanimously. Trustee Sanders stated that the next position was also unchallenged. The candidate for Vice Chair is Trustee Walter Hazlitt. A motion to approve the appointment of Trustee Hazlitt to Vice Chair was approved unanimously. Trustee Sanders stated that the last position being voted on was for Chairman of the Board. The position was contested and the two candidates were the current sitting Chair, Ernesto Mattace, and on the ballot was Trustee Dafny Irizarry.

General Counsel Louis Petrizzo stated that the vote would be by ballot, and that under the Freedom of Information law, all Trustees should date, sign and print their names on the ballot. Trustee Sanders and General Counsel Petrizzo would then tally the ballots and announce the winner.

The votes were cast and tallied. Trustee Sanders announced that the results were four votes for Ernie Mattace and six votes for Dafny Irizarry. Trustee Sanders congratulated and welcomed Dafny Irizarry as the new Chairperson of the Board. Trustee Sanders stated that the meeting would be turned back over to the Chair.

Chairperson Irizarry thanked the Board for entrusting her with their confidence and stated that she looked forward to working in a collaborative manner with the staff, the students, the sponsors, the stakeholders and the public in advancing the mission of this premier institution. Chairperson Irizarry deferred the floor to President McKay for his presentation on the collective bargaining agreement.

President McKay stated that extensive time was spent with Thomas Breeden, the President of the Guild of Administrative Officers, and Jeff Tempera AVP for Employee Resources in negotiating the terms of the new agreement. He asked both Mr. Tempera and Mr. Breeden to join him in giving a summation of the terms of the new agreement.

Mr. Tempera stated that the agreement mirrored the terms that were reached with the Faculty Association in a cost concept. He stated that the Guild Agreement, in following a similar path, calls for a zero percent increase in salaries the first year, zero percent the second year and third year, and in the fourth year of the agreement, it calls for a four percent increase in salaries.

Mr. Tempera commended Mr. Breeden and the members of the Guild on reaching the agreement, and

stated, that we are in very difficult times in all levels of government and this agreement recognizes the difficult times that we are in.

Mr. Breeden stated that this agreement stabilizes costs for the College. He noted that more than half of the Guild’s members are at the top step and are well compensated, but with the new agreement they will receive no raise for the next several years. This almost locks in costs for the middle management group. He stated that he represented everyone from assistant department heads up to the associate deans. He went on to say that while the College and faculty has a large voice in the direction that the institution goes, Dr. McKay and his group of people make the policy choices and it's the Guild's responsibility to carry out those tasks. They do a very good job. He stated that they appreciated the new contract and it goes a long way to stabilize costs and he hoped it would be approved.

President McKay thanked Mr. Breeden and Jeff Tempera, as well as General Counsel Lou Petrizzo for reaching the agreement. He stated that Mr. Breeden was devoted to ensuring that the new agreement would protect his members and the institution at the same time and thanked him.

Chairperson Irizarry thanked them for the report, and stated that she applauded the effort of all the parties involved and the collaborative manner in which they addressed the challenges of this fiscal year.

Chairperson Irizarry, referred back to President McKay for a presentation by Dini Partners.

President McKay introduced Michelle Buchanan from Dini Partners, and Robert Walther, Chairman of the Suffolk Community College Foundation. He stated that over the past few months he and Chairman Walther spent extensive time traveling around the County meeting with potential donors and that Dini Partners and their team assisted the effort by coordinating the visiting process and screening the prospects. President McKay asked both Mr. Walther and Ms. Buchanan to give an update on the work that has been accomplished thus far.

Mr. Walther stated that at the request and direction of President McKay, the Foundation adopted a resolution to begin a major gifts campaign. The campaign was initiated in November 2010 and is anticipated to run through the year 2015. He stated that the campaign was in the planning stages from November through June 30th and that a prospect list including statistical data had been developed. Mr. Walther noted that he and Dr. McKay had met with individuals throughout the County, such as Kevin Law from the LIA, Frank Boulton from the Long Island Ducks, Ken Meyers from Clare Rose, all of whom were positive about what Suffolk County Community College means to the County of Suffolk and to the community itself. He stated that as Chair of the Foundation, and an alumnus, he has been associated with the College for almost forty-five years and feels very strongly that it is the finest community college in the country.

Mr. Walther announced that under the direction of Mr. Butch Yamali the first Chairman's Council meeting had taken place. He noted that Mr. Yamali is the proprietor of Dover Food Services and many other companies throughout Long Island. Dr. Robert Frey is serving as Honorary Chairman of the Chairman’s Council. Dr. Frey is retired from the Renaissance Technology Group, a company many are familiar with here on Long Island.

Mr. Walther noted how excited he was to be part of this campaign and encouraged the Trustees to get involved, and reach out to other individuals who have the capability to support the Foundation. He emphasized that the goal is to enrich the life of students at the College. Mr. Walther then introduced Michelle Buchanan of Dini Partners.

Ms. Buchanan stated she would be talking about the process of the campaign. She stated that she believes strongly that major gift campaigns generate a lot of energy for institutions that are serious about changing the way they're perceived in the community and how people look at supporting them financially. She stated that this was an opportunity to really set the stage and give a new splash to the college, by not only raising the money and achieving the goal, but by providing the College with the opportunity to recruit more students and be better known in the community.

Ms. Buchanan stated that it's an opportunity for the College to have the faculty, staff, and students think differently about how they are engaged with the institution, whether it be through financially supporting it or volunteering their time to make introductions to prospects. She noted that the goal for Suffolk’s campaign is seven million dollars and that they hope to achieve this support sooner rather than later. A lot of work has been done over the last few months, in terms of sharing the story and making sure everybody understands that the College changes lives and empowers the community. She stated that as with any campaign, it's all about the team. The team is not only Foundation staff, the Board and College leadership—it’s everyone. She asked the Trustees to become part of the excitement, to join the team and help identify prospects to cultivate and ask for the gift and to serve as ambassadors in the community. She asked them to become familiar with the campaign initiatives and financially support the campaign as well. Noting that those campaigns that are the most successful, are those that have the leadership to drive it.

President McKay thanked both Mr. Walther and Ms. Buchanan for their report and commended them on a job well done. He noted that while we are not currently actively asking for donations, we have received an initial donation of one hundred thousand dollars based on the initial presentation. Subsequently, the donor has also given an additional hundred thousand dollars, and over the last few weeks they received another donation of twenty-five thousand dollars.

President McKay noted that a lot of work goes into a major gifts campaign, noting prospect and data mining and coordination work. Stating that Dini Partners and VP Araneo and her team have done all the work so far. President McKay stated that this is an active campaign at this point and that he hopes that the Board will support this Foundation effort.

Chairperson Irizarry thanked everyone for their presentation, and stated that the Board looked forward to collaborating on this exciting campaign.

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A motion to approve the minutes of the May 19, 2011 Board of Trustees Meeting was seconded and approved unanimously.

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A motion to approve Resolution Nos. 2011.51 through 2011.55 was seconded and approved unanimously.

**RESOLUTION NO. 2011.51 CONFIRMING THE ACCEPTANCE OF RESOLUTION NOS. 2011.37 to 2011.50 BY THE EXECUTIVE COMMITTEE ON JUNE 23, 2011**

**WHEREAS,** a regular meeting of the Board of Trustees was scheduled for June 23, 2011 and

**WHEREAS**, several trustees were unable to attend the meeting and a quorum was not present and

**WHEREAS**, pursuant to Article V (F) of the By Laws, the Executive Committee of the Board of Trustees approved Resolution Nos. 2011.37 to 2011.50 subject to confirmation at the next Board of Trustees meeting, with a quorum present, be it therefore

**RESOLVED,** that the conditional approval of Resolution Nos. 2011.37 through 2011.50 by the Executive Committee be confirmed in all respects.

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**RESOLUTION NOS. 2011.37 TO 2011.50**

**RESOLUTION NO. 2011.37 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. 2011.38 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 $1,809,587.09 for the month of May 2011 and $567,565.53 for the month of June (Attachment II) is hereby approved by the Board of Trustees.

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**RESOLUTION NO.2011.39 AMENDING RESOLUTION NO.2011.20 ADOPTING A TUITION AND FEE SCHEDULE FOR 2011-2012**

**WHEREAS,** by Resolution No.2011.20 the Board adopted a Tuition and Fee Schedule for 2011-2012, and

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

**RESOLVED**, the Culinary Arts Program Fee is being amended to reflect a $65 per credit fee on all Culinary Lab courses and the student activity fee is amended to reflect $8 per credit, and further

**RESOLVED**, in the event that there is no increase in the County contribution that the student Tuition and Fee Schedule is hereby amended with respect to the Culinary Arts Program Fee and student activity fee only and approved as amended and adopted for fiscal year 2011-2012.

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**RESOLUTION NO.2011.40 AMENDING RESOLUTION NO.2011.21 ADOPTING A TUITION AND FEE SCHEDULE FOR 2011-2012**

**WHEREAS,** by Resolution No.2011.21 the Board adopted a Tuition and Fee Schedule for 2011-2012, 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**, the Culinary Arts Program Fee is being amended to reflect a $65 per credit fee on all Culinary Lab courses and the student activity fee is amended to reflect $8 per credit, and further

**RESOLVED**, in the event that there is an increase of 4% in the County contribution that the student Tuition and Fee Schedule is hereby amended with respect to the Culinary Arts Program Fee and student activity fee only and approved as amended and adopted for fiscal year 2011-2012.

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**RESOLUTION NO. 2011.41 ESTABLISHING A TUITION POLICY FOR THE EARLY COLLEGE PROGRAM**

**WHEREAS,** the Early College Program is a dual enrollment program that allows high school students to enroll in College courses while still working toward high school graduation, and

**WHEREAS,**  Early College Program courses are taught at the College’s Michael J. Grant Campus in Brentwood and the training expenses incurred by the College for the program are fixed costs that do not vary based on the number of sections taught, and

**WHEREAS,** the College seeks to expand its Early College Program to additional Suffolk County school districts, and

**WHEREAS,** the Board of Trustees wishes to establish a fair and equitable tuition policy for its Early College Program offerings county-wide, be it therefore

**RESOLVED**, that the Board of Trustees of Suffolk County Community College hereby sets the tuition rate for all Early College Program courses at 1/3 of the College’s residential tuition per credit rate, or $50 per credit, whichever is greater, and be it further

**RESOLVED,** that upon the recommendation of the Vice President for Business Affairs and the President, this tuition rate may be subsequently revised by the Board.

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**RESOLUTION NO. 2011.42 ACCEPTING A GRANT SUB-AWARD FROM TIDEWATER COMMUNITY COLLEGE FOR YEAR TWO OF A DEPARTMENT OF HEALTH AND HUMAN SERVICES HEALTH INFORMATION TECHNOLOGY PROJECT**

**WHEREAS**, Suffolk County Community College has received a sub-award from Tidewater Community College as a member of a consortium of community colleges for year two of a two-year Department of Health and Human Services Health Information Technology (HIT) Project in the amount of $308,458, including indirect costs, for the period of April 2, 2011 through April 1, 2012, and

**WHEREAS**, year two funding will increase the total project funding from $495,115 to $802,573, including indirect costs, and will extend the end date by twelve months, and

**WHEREAS**, the program will continue to provide for developing and implementing training programs that create, manage and maintain portable electronic medical records, and

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

**RESOLVED**, that a grant sub-award, in the amount of $308,458, including indirect costs, from Tidewater Community College, for year two of a two-year Department of Health and Human Services Health Information Technology (HIT) Project, for the period of April 2, 2011 through April 1, 2012, is hereby accepted, and the College President or his designee is authorized to execute a contract with the administering agency.

Project Directors: Nina Leonhardt

Diane Fabian

Note: Full-time personnel: 1 Professional Assistant 0, 12 month

2 Professional Assistants 1, 12 month

Year 1 and year 2

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**RESOLUTION NO.2011.43 AWARDING A CONTRACT FOR THE PROJECT LABOR AGREEMENT FEASIBILITY STUDY FOR THE AMMERMAN CAMPUS SCIENCE, TECHNOLOGY AND GENERAL CLASSROOM BUILIDNG, CP 2174**

**WHEREAS**, Capital Project No. 2174 has been approved by Suffolk County and the State of New York for funding, and appropriated by the Suffolk County Legislature, and

**WHEREAS**, the College issued a request for proposals for a Project Labor Agreement (PLA) feasibility study for Capital Project 2174, and

**WHEREAS,** the College Evaluation Committee reviewed the responses received and is recommending the College contract with Cashin Associates, P.C. and

**WHEREAS**, the services for the negotiation, preparation and maintenance of the PLA will be necessary only if the College chooses to use a PLA for CP 2174, be it therefore

**RESOLVED**, that the College President or his designee is authorized to enter into a contract with Cashin Associates, P.C. for up to $15,000.00 for the PLA feasibility study, and be it further

**RESOLVED**, that if the College chooses to use a PLA, the College President or his designee is authorized to enter into a contract with Cashin Associates, P.C. for the negotiation and execution of the PLA for up to $10,000.00, and be it further

**RESOLVED,** that if Cashin Associates, P.C. is successful in executing the PLA, the College President or his designee is authorized to enter into a contract with Cashin Associates, P.C. for the implementation and maintenance of the PLA throughout construction for up to $88,500.00.

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**RESOLUTION NO. 2011.44 AWARDING A CONTRACT FOR THE DESIGN AND CONSTRUCTION OF AN EXTERIOR LED SIGN ON THE EASTERN CAMPUS**

**WHEREAS**, proposals for the design and construction of an exterior LED sign on the Eastern Campus have been solicited and reviewed by the College, and

**WHEREAS** an evaluation committee determined that the proposal submitted by Data Display U.S.A. Inc. best meets the needs of the College, be it therefore

**RESOLVED**, that the design and construction contract in the amount of $ 34,538.11 for the design and construction of an exterior LED sign be awarded to Data Display U.S.A. Inc., 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. 2011.45 AUTHORIZING A CONTRACT FOR EXECUTIVE SEARCH SERVICES**

**WHEREAS,** Suffolk County Community College issued a Request for Proposals for a consultant to provide executive search services for a Vice President of Academic and Student Affairs, and Associate Vice President for Academic Affairs, and

**WHEREAS**, the College received proposals from four firms, and

**WHEREAS**, an evaluation committee reviewed the proposals and determined that the proposal submitted by the Association of Community College Trustees (ACCT) best meets the needs of the College, be it therefore,

**RESOLVED**, that the College President, or his designee, is hereby authorized to enter into a contract with ACCT for executive search services in the amount of $60,000 together with disbursements as provided by the contract.

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**RESOLUTION NO. 2011.46 AUTHORIZING A CONTRACT FOR INTERNET SERVICES**

**WHEREAS,** Suffolk County Community College issued a Request for Proposal for Internet services, and

**WHEREAS**, the College received proposals from one firm, and

**WHEREAS**, an evaluation committee reviewed the proposal and determined that the proposal submitted by Light Tower Fiber Long Island meets the needs of the College, be it therefore,

**RESOLVED**, that the College President, or his designee, is hereby authorized to enter into a contract with Light Tower Fiber Long Island for Internet services in the amount of $8,285 per month.

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**RESOLUTION NO.2011.47 APPROVING A CONTRACT AMENDMENT FOR THE DESIGN OF THE PARTIAL RENOVATION OF THE PECONIC BUILIDNG, EASTERN CAMPUS, CP 2181**

**WHEREAS**, Capital Project No. 2181 and Capital Project No. 2127 have been approved by Suffolk County and the State of New York for funding, and appropriated by the Suffolk County Legislature, and

**WHEREAS**, students services located on the first floor of the Peconic Building will be relocated to the second floor as a result of this renovation, and

**WHEREAS**, additional design services are required to renovate the spaces on the first floor so that they can accommodate student activities, student health and public safety functions, and

**WHEREAS**, there exist two restrooms on the second floor of the Peconic Building which need to be upgraded to comply with current Americans with Disabilities Act (ADA) requirements, and

**WHEREAS**, additional design services are required to upgrade these restrooms, and

**WHEREAS**, the College has received and reviewed proposals for these additional design services from LiRo Architects + Planners, P.C., and

**WHEREAS**, the additional design services needed for the first floor total $5,000 which falls within SUNY guidelines for consulting fees, and

**WHEREAS,** the additional design services needed for the second floor bathrooms total $15,542 which falls within SUNY guidelines for consulting fees, and

**WHEREAS**, there exists funding in the College operating budget to procure the additional design services for the first floor, and

**WHEREAS**, there exists funding in CP 2127 – ADA Compliance College Wide to procure the additional design services for the second floor bathrooms, and

**WHEREAS**, contract amendments that exceed $20,000 require Board approval, be it therefore

**RESOLVED**, that Amendment No. 1 for LiRo Architects + Planners, P.C. in the amount of $20,542 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. 2011.48 APPROVAL OF AN AD HOC COMMITTEE FOR PRESIDENTIAL EVALUATION PURPOSES**

**WHEREAS**, the Guiding Principles for the Presidential Evaluation Process require that the Personnel Committee of the Board of Trustees shall be the responsible Committee to receive all questionnaires and prepare a composite of the results of the Presidential Evaluation Forms, and

**WHEREAS**, the By-Laws of Suffolk County Community College authorize the Chair of the Board of Trustees to establish Ad hoc committees by Resolution or Resolutions of the majority of the Trustees of the Board, and

**WHEREAS**, the Chair has selected an Ad hoc Committee to receive the Presidential Evaluation Questionnaires and to prepare a composite of the results and perform the duties assigned to the Personnel Committee, now therefore, be it

**RESOLVED**, that the Board of Trustees of Suffolk County Community College approves the creation of an Ad Hoc Committee for Presidential Evaluation purposes for the Presidential Evaluation to be conducted in 2011 only and further confirms that future Presidential Evaluations shall be handled pursuant to the Board of Trustees Guiding Principles for the Presidential Evaluation Process.

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**RESOLUTION NO.2011.49 APPROVING THE AGREEMENT AMONG THE COLLEGE, THE COUNTY OF SUFFOLK AND THE GUILD OF ADMINISTRATIVE OFFICERS**

**WHEREAS**, the negotiations of the College and the County of Suffolk with the Guild of Administrative Officers have resulted in a Memorandum of Agreement for a labor contract from September 1, 2011 to August 31, 2015 and

**WHEREAS,** the members of the Guild of Administrative Officers have ratified that agreement through a voting process, and

**WHEREAS**, the College President recommends the approval of the contractual agreement, be it therefore,

**RESOLVED**, that the agreement among the College, the County of Suffolk and the Guild of Administrative Officers (Attachment III) is hereby approved.

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**RESOLUTION NO. 2011.50 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. 2011.52 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. 2011.53 ACCEPTING THE INDEPENDENT AUDITOR’S REPORT FOR THE FISCAL YEAR ENDING AUGUST 31, 2010**

**WHEREAS**, the State Comptroller requires Suffolk County Community College to annually file an Independent Auditor’s Report on its financial statements, and

**WHEREAS**, Suffolk County contracted with the independent CPA firm of O’Connor Davies Munns and Dobbins, LLP, through its Bennett Kielson Starch DeSantis Division, to perform an audit for the College for the fiscal year ending August 31, 2010, and

**WHEREAS**, O’Connor Davies Munns and Dobbins, LLP, submitted an Independent Auditor’s Report and management letters to the College, and

**WHEREAS**, the Vice President for Business and Financial Affairs has reviewed the report and management letters and recommends that they be accepted, be it therefore

**RESOLVED**, that Suffolk County Community College accepts the Independent Auditor’s Report and the management letters for the fiscal year ending August 31, 2010.

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**RESOLUTION NO. 2011.54 ABOLISHING A TITLE**

**WHEREAS,** the President recommends abolishing 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 abolished effective July 1, 2011.

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

Campus Director of Special 9113 4 II

Events and Programs

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**RESOLUTION NO. 2011.55 REQUESTING THE COUNTY OF SUFFOLK TO EXECUTE AN ASSIGNMENT TO THE TRUSTEES OF THE SUFFOLK COUNTY COMMUNITY COLLEGE FOR THE USE OF CERTAIN PROPERTY OWNED BY THE COUNTY OF SUFFOLK**

**WHEREAS**, the County of Suffolk is the owner of approximately 9.9 acres of land located adjacent to the Ammerman Campus of Suffolk County Community College in Selden, New York and known by Suffolk County Tax Map District 0200, Section 538.00, Block 05.00, Lot 001.002, and

**WHEREAS**, the College has a need to expand upon this land in order to increase the educational opportunities of the students of the College, and

**WHEREAS**, use of this property by the College would be in harmony with the surrounding community as it has developed in that educational use of the premises would be preferable to any commercial or more intensive use of the property, now therefore be it

**RESOLVED**, that the Trustees of Suffolk County Community College do hereby request that the County of Suffolk execute an Assignment to the Trustees of the Suffolk County Community College of the use of all the approximately 9.9 acres on the site know as Suffolk County Tax Map District 0200, Section 538.00, Block 05.00, Lot 001.002 located at Selden, Suffolk County, New York.

**BE IF FURTHER RESOLVED**, that said Assignment shall, in form and content, be permanent so long as and provided that said property is used for the purpose of the Suffolk County Community College and shall be in such form as maybe approved by the County Attorney and the State University of New York.

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James Amoroso, Vice President of Financial and Business Affairs, presented the Finance Report as of June 30, 2011. He stated that the remaining amount outstanding on the $1.7 million structural deficit we began the year with, has been paid down successfully. He stated that the College is waiting to learn the amount of the budget contribution from the County, which we will know by early August.

Trustee Pontieri inquired about the budget transfers. VP Amoroso stated that the College received a rebate from the State health plans.

Trustee Mattace asked for the Trustee budget report. VP Amoroso stated that it was being worked on and would be forwarded via e-mail.

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Chairperson Irizarry thanked VP Amoroso for his report and moved forward with the Committee Reports.

Chairperson Irizarry started with the Academic Affairs & Student Services committee, for which she is the Chair. She reported the committee: Trustees Sanders and Alvarez-Groneman, along with former Student Trustee Fiesler, met at the beginning of the year. They reviewed practices and policies related to the accessibility and dissemination of scholarship opportunities for new and continuing students, with the purpose of enhancing opportunities for the College’s students to succeed. Since then, the committee received a number of documents from the College, which have been reviewed and some recommendations were shared with the College. Further information and documentation was requested. The committee looks forward to receiving that information before the next meeting so that they can give a full report to the Board. President McKay stated that Vice President Araneo will respond to the committee so that they can complete their work in that area.

Chairperson Irizarry asked for the Facilities and Technology committee, chaired by Trustee McMahon, to give their report.

President McKay stated that he and EVP Gatta would pick a date for a second meeting with the Facilities and Technology Committee.

Chairperson Irizarry asked for the Personnel Committee report, chaired by Trustee Pontieri. Trustee Pontieri stated the committee had other tasks to perform before they could give a report.

Chairperson Irizarry asked for the Budget Committee report, chaired by Trustee Fenchel. Trustee Fenchel asked that the report be deferred to the next meeting.

Chairperson Irizarry moved forward to the Chair’s report. She thanked everyone again for the opportunity to serve as Chair and stated that she looked forward to working with every member of the College. She stated that this Board strongly believes in the transformative power of this institution and would support the President, the faculty and staff as the College continues providing exemplary services and academic opportunities to all our students. Chairperson Irizarry also thanked Trustee Mattace for his leadership and his service during his tenure as Chair.

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President McKay stated that on behalf of the college community, our over twenty-six thousand students and three thousand individuals who work here and the one point six million residents living on Long Island, he thanked Chairman Mattace for his work on the Board this past year. He stated he looked forward to working with the new chairperson, and that there was a lot of work to do.

President McKay noted that the faculty and, Guild contracts are in place until 2015. Deferred maintenance projects are in place, with work set to begin on them. Construction is happening on every campus.

President McKay asked AVP William Connors to stand and be recognized for his forty-four years of service to the College. He thanked Mr. Connors for his years of admirable service to the College and wished him well as he begins his retirement.

Chairperson Irizarry moved forward with the Roundtable session.

Trustee Mattace thanked everyone on the board and everyone at the College for their support over the years. He stated that he and Bob Walther stepped foot on the campus in September 1966. He noted that anybody who has a chance to talk to someone who graduated from or passed through here, will learn that they have fond memories. He noted his son and daughter both graduated from the College and he met his wife at the College. He stated, however, that it's time to move on, but the College will always be part of his home and he thanked everyone.

Trustee Sanders made a formal request regarding investigating the directors and officers policy and is interested in knowing what currently exists and if there are any official recommendations regarding that policy that may exist, for both the Board of Trustees and for the Foundation.

Trustee Mattace suggested the Board vote on it. Chairperson Irizarry made a motion for approval, which was seconded and approved unanimously.

Trustee Fenchel stated he had an inquiry regarding one of the resolutions that had been approved earlier: Resolution two zero one point forty-five, authorizing a contract for executive search services, which authorizes sixty thousand dollars for that purpose. He stated that he could understand the need for the search services, but that it seemed that sixty thousand dollars for such a search was quite a bit of money. He also asked why the College couldn’t promote from within for that purpose.

President McKay stated that a full search was conducted for the Vice President's position last year. The search committee included college-wide representation by faculty and staff. He noted that this process takes an inordinate amount of time to get through. The process involves getting the applications in, going through the formation of committees, applicant screening, and applicant interviews. Unfortunately, the last search seeking to fill the Vice President for Academic and Student Affairs was unsuccessful. The process took from January through the end of June. Simultaneously, AVP William Connors indicated that he would be retiring, which would leave the College with no one leading the academic division. He stated that a bid was put out nationally. ACCT was one of the two lowest bidders in the process, committing to a price of thirty thousand dollars per search. ACCT is eminently qualified. The other responding firm had only completed searches up to the financial aid director position. ACCT does Presidential and Vice Presidential searches. President McKay noted that the College’s fall semester begins on August 29th, and there is a need to move forward in filling these vacancies. The College cannot afford to have a failed search at this point.

Trustee Fenchel, further stated that it seemed to him that there has to be duplication of effort in conducting two searches. He did not understand why the price would be two times thirty thousand. He felt there should be some reduction in the amount because there has to be duplication of effort.

President McKay stated that the bid process yielded two other firms--one asked for almost ninety thousand dollars and a third firm only specialized in financial aid searches. He noted that there was a bid selection committee at the College that included members of the cabinet that reviewed all the proposals and subsequently made the recommendation to select ACCT.

Trustee Pointieri asked if some of the issues that are dealt with are the contractual salary or the dollars offered for the position that makes the position unattractive to internal candidates.

President McKay stated that the problem is, in the exempt category, there are about twenty exempts, and there are limitations in terms of benefits. The College tried to neutralize that to make it more attractive. However, for faculty to give up faculty rights when they have tenure in order to go into an exempt position when there is no tenure, that is not an attractive plan for members of this College seeking to move up.

Trustee Fenchel asked if at some point the Board, will be shown the last candidates for these high positions so they can give their input.

President McKay stated that there are public forums where the college community will have the opportunity to meet the candidates. The Board will be apprised of dates and times at each campus and all are welcome to attend any of the forums. He stated that the next phase, is an initial screening by ACCT. Two committees have been formed, one will go for the VP of Academic and Student Affairs and one for the AVP for Academic Affairs. When that gets to the point where final candidates are invited to each campus, there will be a College Brief issued. He stated that the Board would be sent the Brief indicating the date, time and locations for the forums. Following the forums, the Board will receive an update from the President regarding the finalists.

Trustee Fenchel stated that he felt the Board should be intervening a little earlier than just the public forums.

President McKay noted that the only time three finalists are going to be on campus, will be when they are scheduled to be here for the forums. If they are out-of-state candidates, when they come here, they visit all three campuses the same day. He noted that if the Board wanted to meet the candidates, then they needed to consider the additional cost it would take to keep the candidates overnight. He added that this was the process that was already in place, and felt that it was the best way to see the candidates responding to faculty, administrators and students, addressing concerns publicly.

Trustee Fenchel stated that he didn’t want to eliminate the process already in place, and was asking to

see some of the documentation supporting finalists.

President McKay agreed that the documentation could be provided to him, and would ensure that the committee members and chairs of the committees would get that information to the Board members.

Trustee Fenchel requested that they see only the finalists’ resumes, transcripts of their academic qualifications as well as the confirmations of the recommendations, and confirmation of their employment, as stated on their resume.

President McKay stated that the background check for these positions, would come from ACCT. The documentation would include a composite of all that has been done by the professional firm checking credentials on the resume and qualifications.

Chairperson Irizarry confirmed that the documents would be provided to the full Board. President McKay agreed.

Trustee Mattace stated that he agreed, and added that the documentation the committee gets should cover the whole broad spectrum for the finalist. He stated that as a board, they are all responsible for the end result. He stated that President McKay had the authority to hire the individuals, but that things could happen, and it’s the Board’s responsibility to help protect each other.

Trustee Fenchel suggested that a resolution be entered stating that any hires in the exempt category requires, prior to any hiring or announcement of any hiring, that the Board receive reasonable documentation so that they could review the hire, and the merits of the hire, and give their input. He stated whether or not the President chooses to accept the input it is his prerogative, but as a Board they should give their input.

President McKay stated that he has sent the Board members resumes and a summative layout of candidates and he has received comments from the Board and has acted upon the comments. He did not feel a resolution was needed.

Trustee Fenchel respectfully disagreed and cited the one example which Trustee

Mattace pointed out was a situation where a person the Board was not given the documentation for was already announced and only after a Board member checked into the background by coincidence, was it determined that the person had not correctly stated his credentials. Trustee Fenchel therefore felt a resolution was needed.

Chairperson Irizarry proposed a motion to adopt a resolution that asks for the Board to receive information on exempt finalists including resume, transcripts and confirmation of employment.

Trustee Sanders added confirmation of background checks.

The Chairperson asked for a motion. Trustee Fenchel made the motion. Trustee Mattace seconded. The motion was approved with no abstentions.

\* \* \* \* \* \* \* \* \* \*

The meeting of the Board of Trustees was adjourned at 10:40 a.m. The next Board of Trustees meeting is August 18, 2011 at 8:30 a.m. in the Alumni Room of the Brookhaven Gymnasium at the Ammerman Campus.

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Respectfully submitted,

Dafny Irizarry

Chairperson