**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**ROOM 114, CAPTREE COMMONS**

**MICHAEL J. GRANT CAMPUS, BRENTWOOD, NEW YORK**

**OCTOBER 20, 2011**

The meeting was held on Thursday, October 20, 2011 at 9:00 a.m. in Room 114, Captree Commons, Brentwood, New York.

PRESENT:

Dafny Irizarry Trustee/Chair

Walter Hazlitt Trustee/Vice Chair

Bryan Lilly Trustee/Secretary

Belinda Alvarez-Groneman Trustee

Saul R. Fenchel Trustee

Ernesto Mattace, Jr. Trustee

Patricia McMahon Trustee

Paul Pontieri 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 9:15 a.m.

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A motion was made by Chairwoman Irizarry to approve the minutes of the September 15, 2011 Board of Trustees meeting, seconded by Trustee McMahon and approved unanimously.

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A motion was made by Chairwoman Irizarry to approve Resolution Nos. 2011.69 through 2011.72 was seconded by Trustee Sanders and approved unanimously.

**RESOLUTION NO. 2011.69 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 $1,619,309.36 for the month of September 2011 (Attachment I) is hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2011.70 ACCEPTING A MODIFICATION TO 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 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 Subaward Agreement has been modified to provide for an increase in the amount of $10,000, bringing the Subaward Agreement to a total of $15,000, and

**WHEREAS**, the program continues to provide 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 modification of the Subaward Agreement, in the amount of $10,000, 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 2011-2012 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. 2011.71 ACCEPTING A GRANT AWARD FROM THE STATE OF NEW YORK, OFFICE OF MENTAL HEALTH, MENTAL HEALTH ASSOCIATION IN NEW YORK STATE, INC. FOR A SCCC-SUNY SPEAKS UP TO SAVE LIVES SUICIDE PREVENTION EDUCATION PROGRAM**

**WHEREAS**, Suffolk County Community College (SCCC) has received a grant award from the State of New York, Office of Mental Health, Mental Health Association in New York State, Inc. (MHANYS) for a SCCC-SUNY SPEAKs Up to Save Lives Suicide Prevention Education Program, in the amount of $3,000, for the period of August 22, 2011 through December 31, 2011, and

**WHEREAS**, the program will provide funds specifically for one Ph.D. consultant, specified in the State of New York-Office of Mental Health grant proposal as Dr. Mansour Banilivy, to obtain “Train the Instructor” training at Living Works, USA in November – December 2011, and

**WHEREAS**, Dr. Mansour Banilivy will become a certified Instructor-Trainer for SPEAK (Suicide Prevention Education Awareness Kit) and volunteer his services as an outside consultant to train staff at Suffolk County Community College to deliver this workshop on all three college campuses, and

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

**RESOLVED**, that a grant award, in the amount of $3,000, from the State of New York, Office of Mental Health, Mental Health Association in New York State, Inc. for a SCCC-SUNY SPEAKs Up to Save Lives Suicide Prevention Education Program, for the period of August 22, 2011 through December 31, 2011, is hereby accepted, and the College President or his designee is authorized to execute a contract with the administering agency.

Project Director: Dr. Hector Sepulveda

Note: No full-time personnel

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**RESOLUTION NO. 2011.72 APPROVING SALARY INCREASES FOR PART TIME PUBLIC SAFETY OFFICERS**

**WHEREAS**, the Division of Public and Fire Safety continues to struggle with providing adequate coverage for the College’s three campuses, and

**WHEREAS**, the part time salary offered by the College for qualified part time public safety officers is not competitive with similar positions within the region, and

**WHEREAS**, the recommended salary increases on (Attachment II) have been approved by the College President, be it therefore

**RESOLVED**, that the salary schedule covering part time Public and Fire Safety officers is hereby approved (Attachment II).

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**RESOLUTION NO.2011.73 ACCEPTING 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 PLA feasibility study by Cashin Associates, Inc. has identified substantial potential savings to be realized by the College by the utilization of a PLA for this project, and

**WHEREAS**, the contract with Cashin Associates, P.C. provides for a fee of up to $10,000 for the negotiation and execution of the PLA, be it therefore

**RESOLVED**, that the Board of Trustees accepts the findings of the PLA feasibility study and the College President or his designee is authorized to proceed with the negotiation and execution of the PLA in such form and substance as shall be approved by the College General Counsel.

Chairwoman Irizarry stated the College Resolution 2011.73 would be deferred for action and approval at the December meeting in order to give the Board members time to review the documentation.

Trustee Mattace stated that Resolution 2011.73 was the second feasibility study at the College. Trustee Mattace questioned how much the original feasibility study cost and whether there was a mandate to conduct a feasibility study on each project at the College.

President McKay asked Jon DeMaio, Administrative Director of Educational Facilities, to address Trustee Mattace’s concerns and speak on the relevance of the PLA and the process entailed.

Mr. DeMaio stated that the PLA, the Project Labor Agreement, is a customized Collective Bargaining Agreement with the various building trades. He stated that the report distributed to the Trustees is a recommendation that a PLA for the Science building on the Ammerman Campus, would be beneficial given the cost savings estimated at approximately $1.1 million. This would be about four and a half percent of the total construction cost of the project. Mr. DeMaio further stated, that when a PLA is executed, the College is exempt from Wicks Law which would require the College to have at least four prime contracts bid. He stated this would allow the College to have one prime contract bid, and deal with one contractor during the project. Mr. DeMaio stated that having a PLA executed for the Montaukett Learning Resource Center on the Eastern Campus proved to be valuable from a cost perspective as well as a scheduling perspective. Mr. DeMaio further stated the feasibility report was mandated to show that the College has evaluated the pros and cons including a recommendation from an independent consultant that has looked at the information in an impartial way.

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James Amoroso, Vice President of Financial and Business Affairs, presented the Finance Report as of September 30, 2011. VP Amoroso stated that the department successfully rolled out the 2011/2012 operating budget. He noted that the department continues to work on mitigating the revenue loss that was projected to be $2.8 million if enrollment remained flat, through increased efficiencies. VP Amoroso stated that the department was in the process of rolling out the budget calls and guidelines for the 2012/2013 budget year to departments. They are also working closely with the Office of Planning and Assessment to develop guidelines for departments to use in the future development of their budget and allocations.

President McKay stated that he had received a document from the New York Community College Presidents that discussed the Governor’s office potential plan of a five percent reduction in funding for community colleges within the upcoming year. He noted there was a lot of work to be done moving forward and would be working with Vice President Amoroso and his team to try to find any efficiencies in the system that might help mitigate the costs.

Trustee Mattace questioned what the original cost was for the liability insurance premium for the off campus internship jobs. General Counsel Petrizzo stated the policy cost is currently approximately $52,000, and covers all students in the program.

Trustee Mattace questioned VP Amoroso about the sale and distribution of the surplus computers. VP Amoroso stated that the College has negotiated the sale of the surplus with a company to buy them at $10 a computer. Trustee Mattace asked if the computers being sold were beyond repair and considered scrap. Trustee Mattace suggested donating the computers to a center for children instead of selling the computers. VP Amoroso said that they would look into that as an option.

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Chairwoman Irizarry moved to the committee reports beginning with the Academic Affairs & Student Services Committee, for which she is the Chair. She stated that the Committee had recommended the removal of student social security numbers from the scholarship forms, and noted that had not been removed as of yet. Chairwoman Irizarry stated the committee would meet in the near future to explore issues of recruitment, involvement, review, admission forms, and other issues.

Chairwoman Irizarry moved to the Facilities and Technology Committee, chaired by Trustee McMahon. Trustee McMahon stated that some of the updates had been already discussed earlier. She further noted that at the Grant Campus the design committee for the new Learning Resource Center had reviewed responses to the RFQ from the architects and engineers, and would be submitting design proposals by the end of the year. Trustee McMahon stated the design committee for the new Health and Wellness Center on the Eastern Campus was to begin the process of reviewing possible locations.

Chairwoman Irizarry moved to the Advocacy Committee, chaired by Trustee Hazlitt. Trustee Hazlitt stated he had reviewed all of the press clippings that referred to the College and noted that they were all positive. He recommended for all Trustees to review the press clippings to gain a different insight into College's activities.

Chairwoman Irizarry asked for the Personnel Committee report, chaired by Trustee Pontieri. Trustee Pontieri stated the Committee needed to set up an appointment with President McKay to discuss future evaluations, and deferred the report until after the meeting with President McKay.

Chairwoman Irizarry asked for the Budget Committee report, chaired by Trustee Fenchel. Trustee Fenchel stated the he had in the past expressed his concern that the Committee was not workable with nine members on it. He also suggested the Trustees to direct attention to certain expenses and revenue which are important in order to help streamline the Committee.

Chairwoman Irizarry inquired about the major gift campaign. Trustee Alvarez-Groneman stated that to date the major gift campaign has secured pledges of $225,000. She noted the Chairman Council members fundraising efforts continued. Trustee Alvarez-Groneman stated that there were $200,000 pending in solicitations towards the $ 7 million goal. She further noted that she would be attending a meeting later in the day with another potential donor. Trustee Alvarez-Groneman encouraged full participation of all Trustees and the importance of their participation in the campaign.

Chairwoman Irizarry inquired if a pledge form was available for Trustees to review and consider the gift options. She stated that she hopes to eventually report that there is full participation of all Board members in the major gift campaign.

Chairwoman Irizarry moved to her report. She stated that on September 16th and 17th,  she along with Student Trustee Mangual, attended the New York Community College Trustees Conference. Chairwoman Irizarry stated there were several presentations, and noted that one of the most interesting presentations was on the major concern for all community colleges regarding financial issues. She summarized the presentation as today is okay, tomorrow is uncertain. Chairwoman Irizarry stressed the importance of educating the community, legislators, elected officials, and students on the impact and importance of education. She stated student’s current contribution of 51 percent was not acceptable.

Chairwoman Irizarry stated that she also had the opportunity to attend the ACCT Annual Congress meeting in October. She stated there was a lot of emphasis on the responsibilities as Trustees, the budget, and the importance of advocating for students to ensure they succeed. Chairwoman Irizarry stated another topic of discussion was the Pell Grant and the proposed bill in Congress to reduce the Pell Grant.

Chairwoman Irizarry stated the College would be hosting the first ever Long Island Manufacturers Symposium at the Grant Campus, on Friday October 21st, from 9:00a.m. to 3:00p.m. She encouraged all Trustees to attend stating it was would be a great opportunity to share with students, vendors, business groups, community and State leaders the powerful role that the College plays on Long Island. Chairwoman Irizarry stated the Board Retreat would take place at the Grant Campus, Room 114, on November 3rd from 9:00 a.m. to 1:00 p.m. She informed the Trustees that the presenter for the retreat would be SUNY General Counsel Dona Bullock and asked them to forward any topics/issues they would like to add to the agenda.

Chairwoman Irizarry stated the Association of Community College Trustees National Legislative Summit would take February 13th-16th,2012. She asked if anyone who was interested in attending to let her know and distributed the information.

Chairwoman Irizarry moved to the President’s report. President McKay stated that in attendance was the College’s new Vice President for Academic and Students Affairs, Dr. Carla Mazzarelli. He stated that the Dr. Mazzarelli was visiting each campus (the schedule for her visit was distributed by Chairwoman Irizarry). President McKay asked Ms. Sandra O’Hara, Assistant to the President, to read the College’s announcement of Dr. Carla Mazzarelli’s appointment. He further asked Dr. Mazzarelli to stand and be acknowledged and welcomed her to the College.

Dr. Carla Mazzarelli thanked President McKay and the members of the Board the Trustees for selecting her for the position. She stated she looked forward to being a member of the team and serving the institution.

Chairwoman Irizarry thanked Dr. Mazzarelli for joining and welcomed her to the College on behalf of the Board.

President McKay stated that as Chairwoman Irizarry had mentioned the College would be hosting its Long Island Manufacturing Symposium the following day and invited all to attend. He stated that among those expected to attend were Chancellor Nancy Zimpher, Congressman Steve Isreal as well as the Minister of Public Administration for Trinidad and Tobago, the Honorable Rudrawatee Nan Ramgoolam. President McKay further added the panel would also include Presiding Officer, William Lindsay, Legislator Jon Cooper and Legislator John Kennedy. President McKay stated it was an exciting time at the College and looked forward to the event.

President McKay stated he also attended the Association of Committee College Trustees annual meeting, and presented on the Alliance Grant, with Johanna Duncan-Poitier, Dr. Andrew Matonak, President of Hudson Valley Community College and Mr. Dusty Swanger, Trustee from Fulton-Montgomery. He stated that the Alliance Grant was the first time thirty institutions had come together to develop a grant to totaling $51 million. President McKay thanked Dr. Troy Tucker, from the College’s Grant Department, who was instrumental during the coordination of the grant and participated in the presentation as well.

President Mckay stated that the College was looking at it’s Vision and Mission statements, by asking the College community to look at the existing Vision and Mission and affirm if it was still relevant to who we are today and moving forward. He stated that Middle States Standard 1, requires the College to consult with the College community to ask if the mission is still intact and if the College reaffirms. President McKay stated the next phase would be developing institutional goals for the College. He stated he would present the recommendations to the Trustees.

President McKay stated he had received a letter informing him that the National Science Foundation would be featuring the College’s STEM program on a national platform. He stated this would be an honor for the College to be featured as a successful institution in the STEM program.

President Mckay asked Dr. Steve Epstein,Associate Professor of Communications to give an update on the College’s Early College Program.

Dr. Epstein began his presentation by stating that the Early College Program is one end of the bridge that is part of The Power of SUNY initiative that brings students from high school to our College and then launches them to four-year schools. He stated the Early College Program allowed the College to reach students in their junior and senior year of high school, get them to come to the College, experience SCCC’s excellence, and move them to the Stay on Long Island Initiative and to four-year colleges on Long Island. He stated the SOLI initiative awarded fifteen students, full tuition scholarships, and another twenty-six students received significant partial scholarships. The total amount in scholarships was over $1 million in the first year.

Dr. Epstein stated that the rationale for the Early College Program was to recruit talented students. The program was designed by working closely with high school personnel to meet the high school’s scheduling needs, as well the College’s needs. He stated the program allowed for the high school students to experience campus life while taking an honors class. The requirements now are an 85 average to take College classes and a 90 average to take honors classes at the College. He stated that within the program, the student receives SCC credit, transferability as well as letters of recommendation written by the College’s faculty.

Dr. Epstein stated that within the program the students are required to sign a Federal Education Privacy Act (FERPA) waiver. The waiver ensures the students privacy right regardless of age. Dr. Epstein distributed a brochure with the details he had presented on the program.

Chairwoman Irizarry thanked Dr. Epstein for his presentation and asked about the option of having the students take the classes at their high school, and what time of day are those classes offered.

Dr. Epstein stated that the program was designed so the classes would not interfere with their high school schedule, and are offered after school to avoid any issues with the union as well.

Chairwoman Irizarry stated that she felt the program was transformational in the way the College is interacting with the high schools and thanked Dr. Epstein.

Trustee Pontieri asked if any of the classes the seniors high school students are taking can be used for graduation credits.

Dr. Epstein stated that competitive colleges will not transfer credits if the class is offered in the high school for dual credit and taught by a high school teacher.

Trustee Mattace stated it was his understanding that the US Department of Labor T.A. Grant went to Kingsborough and asked President McKay when the next consortium would be getting together and who would be part of the consortium. President McKay stated that all thirty community colleges within the SUNY system would participate in the next round, as well as the technical colleges. President Mckay stated the Federal Government would be issuing a report on the grant and the consortium would study the areas that needed to addressed

Chairwoman Irizarry moved to the Roundtable session. Student Trustee Mangual indicated he had a report to share from his trip to the NYCCT conference. He stated the conference was very informational and shared that some of the topics of discussion were broad from the collection of data, enrollment, and how community colleges actually help the local economy in building and strengthening the community. He stated this was a great experience for him as a student Trustee.

Student Trustee Mangual stated that the best part of his experience was the acknowledgement that the President does an outstanding job as a representative of the College. He stated it gave him a great sense of gratification in knowing that the College does have a strong leader in the trenches and was supported by the Board.

President McKay stated that as being the largest college in the State of New York, it is important to attend these conferences in order to speak with other Trustees and Presidents. He stated that Walter Bumphus of ACCT spoke very highly of his time with the Trustees at last year’s retreat, and shared with other trustees around the country, that certainly Suffolk County Community College has a Board that actually cares about the College. President McKay thanked Chairwoman Irizarry, Trustee Alvarez-Groneman and Student Trustee Mangual for their attendance at the conferences.

Trustee Mattace stated that he attended the LEED Recognition Ceremony for the Workforce Development Center, and shared it was an excellent event. Trustee Mattace stated he also attended All College Day with Student Trustee Mangual as well as the SUNY showcase at Stony Brook University. He suggested other Trustee’s to also get on the email list serve for the Culinary Center, in order to be informed of their excellent programs and events.

Trustee Sanders stated the she was excited the College would be hosting the regional prescreening for CNN's Black in America Part 4; on November 9th. She thanked President McKay his staff for assisting in the coordination of hosting the event. She stated this was a regional project, and CNN was going around the country to do the screening. The idea behind the screening of the episode addressed one of the concerns that a lot of the entrepreneurs that are coming up were young, white and male. CNN immersed about eight under-represented individuals into a two-month study, followed them and documented their experience. Trustee Sanders stated that at the end they came out, became entrepreneurs, and created jobs. She further stated one of the issues is how can we replicate that on Long Island. Trustee Sanders once again thanked the College for hosting this event that would also highlight the importance of the College in the region.

Student Trustee Mangual stated that in an effort to gather some of the students together from the Student Government Association as well as all of the clubs, he was coordinating with the help of Sister Mary Anne Borrello a food drive the Sunday before Thanksgiving by way of a 5k Turkey Trot. He stated he would share further details shortly.

Trustee Lilly stated that on Sunday, October 23rd, he would be attending a walk for the Juvenile Diabetes Fund at the Eastern Campus and encouraged all to donate and attend if possible.

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Chairwoman Irizarry motion to enter into Executive Session to discuss litigation and personnel matters. Trustee Lilly seconded and the motion was approved unanimously.

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The meeting of the Board of Trustees was adjourned at 10:12 a.m. The next Board of Trustees meeting is December 1, 2011 at 9:00 a.m. in room 114 of Captree Commons at the Michael J. Grant Campus.

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Respectfully submitted,

Bryan Lilly

Secretary