**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**ROOM 114, CAPTREE COMMONS**

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

**DECEMBER 1, 2011**

The meeting was held on Thursday, December 1, 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

Ernesto Mattace, Jr. 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 9:10 a.m.

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

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At the conclusion of the Executive Session at 10:37a.m., the meeting resumed and a motion was made by Chairwoman Irizarry to adjourn the meeting and call the Board of Director meeting to order*.*

A motion was made to by Chairwoman Irizarry to adjourn the Board of Directors meeting at 10:50a.m. and reconvene the Board of Trustees meeting.

A motion was made by Chairwoman Irizarry to approve the minutes of the October 20, 2011 Board of Trustees meeting, seconded by Trustee Mattace and approved unanimously.

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Chairwoman Irizarry requested a motion to table Resolution No. 2011.77, approving payment of Sponsor Services for the College, pending justification of the Worker’s Compensation billing, seconded by Student Trustee Mangual and approved unanimously.

A motion was made by Chairwoman Irizarry to approve Resolution Nos. 2011.75, 2011.76, 2011.78, 2011.79, 2011.80 and 2011.81. Motion was seconded by Trustee Alvarez-Groneman and approved unanimously.

**RESOLUTION NO. 2011.75 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. 2011.76 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 $1,809,348.37 for the month of October 2011 (Attachment II) is hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2011.78 ACCEPTING A GRANT AWARD FOR A WORKFORCE DEVELOPMENT TRAINING GRANT FOR ONESOURCE DOCUMENT MANAGEMENT, INC.**

**WHEREAS,** Suffolk County Community College has received a grant award from the State University of New York, in the amount of $11,183, including indirect costs, for a Community College Workforce Development Training Grant Program for OneSource Document Management, Inc. for the period of October 6, 2011 through August 15, 2012, and

**WHEREAS**, the program provides for train-the-trainer services in Medical Record Components, Handling Claims Files, Requesting Files Legally, HIPAA (Health Insurance Portability and Accountability Act) Authorization and HIPAA/Health Claims Control Systems for selected employees of OneSource Document Management, Inc., and

**WHEREAS**, matching funds, in the amount of $2,500, provided by OneSource Document Management, Inc., will increase the program total to $13,683, including indirect costs, be it therefore

**RESOLVED**, that matching funds, in the amount of $2,500, provided by OneSource Document Management, Inc., be accepted for the operation of the Community College Workforce Development Training Grant Program, and be it further

**RESOLVED**, that a grant award, in the amount of $11,183, including indirect costs, from the State University of New York, for a Community College Workforce Development Training Grant Program for OneSource Document Management, Inc. during the 2011-2012 fiscal year, is hereby accepted, and the College President or his designee is authorized to execute a contract with the administering agency.

Project Director: Maureen Arma

Note: No full-time personnel

 In-kind contribution – OneSource Document Management, Inc.

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**RESOLUTION NO. 2011.79 ACCEPTING A GRANT AWARD FOR A WORKFORCE DEVELOPMENT TRAINING GRANT FOR A CONSORTIUM OF THREE COMPANIES: AUDIOVOX, GPSI AND WILBAR INTERNATIONAL**

**WHEREAS**, Suffolk County Community College has received a grant award from the State University of New York, in the amount of $43,908, including indirect costs, for a Community College Workforce Development Training Grant Program for a Consortium Project: Audiovox, Generic Pharmaceutical Services, Inc. (GPSI), and Wilbar International for the period of October 6, 2011 through August 15, 2012, and

**WHEREAS**, the program provides for a unique matrix of training classes aimed at developing the consortium internal talent in the areas of Microsoft Office Skills, Business Writing Skills, Basic Math Skills, Supervision/Management, Quality Asssurance and English Language Skills, and

**WHEREAS**, matching funds, in the amount of $6,000, to be shared equally by each of the three consortium companies, will increase the program total to $49,908, including indirect costs, be it therefore

**RESOLVED**, that total matching funds, in the amount of $6,000, provided equally by Audiovox, GPSI, and Wilbar International, be accepted for the operation of the Community College Workforce Development Training Grant Program, and be it further

**RESOLVED**, that a grant award, in the amount of $43,908, including indirect costs, from the State University of New York, for a Community College Workforce Development Training Grant Program for a Consortium Project: Audiovox, GPSI, and Wilbar International during the 2011-2012 fiscal year, is hereby accepted, and the College President or his designee is authorized to execute a contract with the administering agency.

Project Director: Maureen Arma

Note: No full-time personnel

 In-kind contribution – Consortium companies

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**RESOLUTION NO.2011.80 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.

**RESOLUTION NO. 2011.81 ACCEPTING A DONATION FROM THE ESTATE OF KATHLEEN DEBELLIS**

**WHEREAS,** Suffolk County Community College has been named as a beneficiary of the Estate of Kathleen DeBellis, and

**WHEREAS**, Ms. DeBellis has bequeathed the sum of $69,054.08 to the College, and

**WHEREAS**, it is the desire of the College to accept this gift from the Estate of Kathleen DeBellis, be it therefore

**RESOLVED**, that the Board of Trustees hereby accepts the check for $69, 054.08 with sincere appreciation to Ms. DeBellis for this generous donation to the College.

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James Amoroso, Vice President of Financial and Business Affairs, stated that the annual audit for the 2010-2011 fiscal year was in the process of commencing. The audit report should be available by May 2012. VP Amoroso presented the Finance Report as of November 30, 2011. He stated that the report reflects a net positive in excess of $22,000 for the year to date despite revenue shortfalls of approximately $2.1 million. VP Amoroso stated that as a result of achieving ongoing efficiencies, the College expects to have $2.6 million in expenditure reduction. He stated the College is also implementing a number of utility and energy savings plans that will save the College approximately $1.4 million.

Trustee Mattace inquired if VP Amoroso had looked into the donation of the computers no longer in use for children. VP Amoroso stated that the computers were currently being sold for about $10 each. Trustee Mattace expressed his interest to donate the computers for children to use at school. VP Amoroso stated he would work with the IT department to look into what could be done to donate the computers.

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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 no report at this time.

Chairwoman Irizarry moved to the Facilities and Technology Committee, chaired by Trustee McMahon. Trustee Lilly indicated that he would give the report in the absence of Trustee McMahon. Trustee Lilly stated that he, along with Trustee McMahon had met with Executive Vice President George Gatta and President McKay the previous week to get an update on upcoming projects. He noted that the Montaukett Learning Center was on the cover of Choice magazine.

Trustee Lilly stated that while on their visit they were able to see some of the work that was being done with the funding that President McKay and his administration worked so hard to get from the both the State and the County. He stated it was a pleasure to see that the funding was being used in a timely manner. Trustee Lilly stated that he and Trustee McMahon had also suggested the use of student interns within some of the facilities projects, so that the students could gain hands on experience by going out into the field with professionals, and assisting in certain projects instead of just learning in a classroom.

Chairwoman Irizarry moved to the Advocacy Committee, chaired by Trustee Hazlitt. Trustee Hazlitt noted that the College was very effective with its promotional ads. He stated he complimented the College for being effective in getting the proper image of Suffolk County Community College before the public. Trustee Hazlitt inquired if the College had any new program or advertising spots planned.

President McKay thanked Vice President of Institutional Advancement Mary Lou Araneo and her entire team, including Associate Dean Drew Fawcett for their hard work in the promotional campaigns of the College. He noted that the newly funded EMT program is now also featured on the College’s homepage. President McKay further noted that the College’s Career Focus Magazine is mailed out to over 500,000 homes. He noted the College would continue with a multi-media type of approach for its promotions.

Chairwoman Irizarry stated that the Chairs for the Personnel Committee and Budget Committee were not present and asked for the College Fund report.

Trustee Alvarez-Groneman stated that the Foundation continues to set up meetings with potential donors on an ongoing basis. She stated that to date, the College had received $370,000, with over a million-plus out in pledges. Trustee Alvarez-Groneman stated that there was a donation from an individual in the amount of $70,000 to the College

Chairwoman Irizarry stated that she would be meeting with VP Araneo in the upcoming week to

see how they can cultivate and solicit some pledges from the Trustees in order to have one hundred percent participation by the Trustees in the major gifts campaign

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Chairwoman Irizarry moved to her report. She stated that on November 3rd the Board of Trustees held their retreat hosted by SUNY General Counsel Dona Bulluck. She stated Ms. Bulluck reviewed New York State Education Law and Community College Regulations. Chairwoman Irizarry stated she thought the retreat was very productive, and that the survey results shows that the majority of the Board members were interested in having a follow-up session in the Spring.

Chairwoman Irizarry stated that the Board had received from ACCT, the opportunity to submit a grant proposal, called a Trust Fund Board Grant. The award is $10,000. She stated that President McKay and his team assisted in putting together a proposal and asked for an update.

Ms. Lori Ann Taggart, Director of External Affairs & Strategic Partnerships stated that the grant was an annual grant sponsored by ACCT. Ms. Taggart stated that ACCT was looking for projects that incorporate three components; innovation, impact, and scalability. She stated that the proposal is for a web-based site for access by the Board members. It would be a secured site that would centralize three major components. It would allow access to professional development opportunities, centralized college-related resources, such as the bylaws, and access to the College budget, as well as anything that the Board may need to reference in its work on behalf of the College. The site would also provide social networking capability to enhance communication and interaction among Board members between the monthly meetings. She stated the Board would be able to share dialogue and documents among each other. Ms. Taggart further noted that the College is looking to work with the New York Community College Trustees Organization to bring the model statewide to all of the members of the all the Community College Boards in the state. Ms. Taggart stated the proposal was due the following day.

Chairwoman Irizarry stated that she felt this would be a great opportunity for the Board and the College. The site would allow for the communication needed to be fully informed. Chairwoman Irizarry thanked both President McKay, Ms. Taggart and the rest of the team that worked on the proposal. She asked the Board members to review the proposal and return their comments/approval by noon the following day.

Chairwoman Irizarry stated that on October 21st the College, again, had another pioneer moment. The College hosted the first ever Long Island Manufacturing Symposium. She further stated the event was hosted on the Michael J. Grant Campus and was well attended.

Chairwoman Irizarry stated that the ACCT 2012 National Legislative meeting is scheduled to take place February 13th, 2012 to February 16th 2012 in Washington D.C. and any Trustees interested in attending should let her know.

Chairwoman Irizarry stated she was passing around a State Senate Learning Network Newsletter, in which the College had another proud moment where it was featured for its National Science Foundation work under the Department of Education

Chairwoman Irizarry wished everyone a happy and safe holiday and thanked everyone for their collaborative spirit. Chairwoman Irizarry ended by also wishing Trustee Hazlitt a happy birthday.

Trustee Hazlitt thanked Chairwoman Irizarry for the birthday wishes. Trustee Hazlitt thanked President McKay, and stated that he had survived three and a half presidents, and commended the job President McKay and his administration have done to bring the institution to where it is today. He congratulated the President and his administration for a job well done.

President McKay thanked Trustee Hazlitt and stated that on behalf of the College community, he thank Trustee Hazlitt for his service to the College as well.

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Chairwoman Irizarry moved to the President’s report. President McKay informed the members of the board that he had concluded a series of Town Hall meetings at each campus. He thanked Ellen Schuler Mauk, Kevin Peterman and Tom Breeden for working together collaboratively with the College during the year. President McKay noted that the College was entering a very difficult budget cycle. He noted that this year for the first time all Community Colleges would be working as a unified group in lobbying in Albany.

President McKay asked Philip Christensen, College Associate Dean for Curriculum Development to give an update on the College’s Period Review Report.

Mr. Christensen stated that the College is accredited by the Middle State's Commissioner of Higher Education. That accreditation both ensures the integrity of the College’s programs, degrees, certificates as well as the eligibility of students for federal funding for Financial Aid and various grant programs. He stated that in 2007 the accreditation team visited the College. Mr. Christensen noted that the College had received accolades and that in June of 2012, the College would be required to submit a midpoint report. The next accreditation visit for the College is in 2017. He stated the midpoint report is an opportunity to assess how the College has been doing in the last five years, particularly in the areas of concern or recommendation that were first voiced during the team visit. The College is asked to look at its current operations, and take a prospective look at where the College would like to be in five years.

Mr. Christensen stated that President McKay formed a Period Review Report committee and charged them with looking at all of the recommendations that came from Middle States, as well as the concerns and recommendations that came internally. Mr. Christensen stated the first part of the Periodic Review Report to be completed is a summary of the process of going through and responding to each of those concerns and recommendations. He stated that later in the week President McKay would be sending an invitation to all members of the College community to visit the MySCC home page on the College website, to view a draft of this document. Mr. Christensen also stated that the committee would be hosting a forum next week in the Distance Learning classrooms at all three campuses as well as visiting each campus governance session to gain feed back in the draft report.

Mr. Christensen stated that the other parts of the report would be completed in the Spring, with sections on planning and budget development and on finance and enrollment. He further stated there would be a final review by President McKay and the Board of Trustees before submitting the report to the Middle State Association on June 1, 2012.

President McKay stated that this was a very pivotal document for the College nationally involving the whole discussion of student persistence, student success, what colleges are being faced with financially. He stated that it gave the College an opportunity to assess and evaluate what can be done to strengthen the institution. President McKay commended Mr. Christensen and Donna Ciampa, as well as the entire team for their work on the Report.

President McKay also thanked and commended the Ammerman Campus math team for placing first in a statewide math competition. He stated that it was a major award for the students as well as the College.

President McKay noted that the College was also featured on the National Science Foundation front page for the work that's being done in the STEM program at the College.

President McKay noted that Vice President of Student and Academic Affairs, Dr. Carla Mazzarelli had started last week and welcomed her once again to the College.

President McKay stated that ACCT is still working with the College to hire the Associate Vice President for Student Services. He stated that that Academic calendar from now through the Fall of 2014 was complete and had been a college-wide collaborative effort. He thanked all involved and stated the calendar would appear in the College’s catalogue.

President McKay noted that the Strategic Planning Committee would be having a meeting later that afternoon and that later in the Spring he would be presenting a draft of Institutional Goals from the work of the committee. President McKay concluded his report by wishing everyone a happy and safe holiday.

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Chairwoman Irizarry moved to the Roundtable session. Student Trustee Mangual stated that the food drive he helped coordinate took place on November 20th, and was a very successful event. He stated that the student participation was impressive and was supported by various student clubs and 40 volunteers. Student Trustee Mangual thanked all the members of the Board who came and supported the event as well as the President, members of his cabinet as well as faculty members.

President McKay asked John Lombardo, Associate VP Workforce & Economic to give an update on the event he had just attended on the behalf of the College.

AVP Lombardo stated that he had just returned from Oheka Castle where he attended the annual Long Island Equal Opportunity Day where the College, along with Nassau County Community College, Fidelities, Inc. and The Bank of America were honored for their partnership and participation in the Urban League events. He further stated the event was well attended and thanked the Urban League of Long Island on behalf of the College.

Trustee Mattace stated that he had also attended the Manufacturing Symposium on October 21st along with Trustee Hazlitt and Student Trustee Mangual. Trustee Mattace stated he was very impressed by the symposium and please that it showed what the College could do for its students and the community as well. Trustee Mattace stated he was also able to attend the CNN Black in America No. 4 that was hosted at the Michael J. Grant Campus on November 9th adding that was a very informative session and applauded Trustee Sanders for her presentation.

Trustee Mattace expressed his concern about having all nine board members on the Budget Committee. He stated that the committee could not have more than five members, and he would like to volunteer to be on the Budget committee.

Chairwoman Irizarry thanked Trustee Mattace, and stated that the Budget Committee is the only committee that all ten trustees are to be part of as per the By-Laws.

Trustee Lilly stated that he wanted to recognize the resolution that accepted the donation from the Estate of Kathleen DeBellis in the amount of $70,000.

Trustee Alvarez-Groneman stated that she wanted to applaud Student Trustee Anthony Mangual on his work with the food drive. She further noted that there was going to be a holiday concert at Pronto later that evening and invited all to attend. Trustee Alvarez-Groneman wished everyone a happy holiday and thanked everyone for their continued support of Pronto.

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The meeting of the Board of Trustees was adjourned at 11:30 a.m. The next Board of Trustees meeting is January 12, 2012 at 9:00 a.m. in the Alumni Room of the Brookhaven Gymnasium on the Ammerman Campus.

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Respectfully submitted,

Bryan Lilly

 Secretary