**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**ROOM 114, CAPTREE COMMONS**

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

**September 13, 2012**

The meeting was held on Thursday, September 13, 2012 at 9:00 a.m. in room 114 of Captree Commons in Brentwood, New York.

PRESENT:

 Dafny Irizarry Chairwoman

Walter Hazlitt Trustee/Vice Chair

Belinda Alvarez-Groneman Trustee

James Morgo Trustee

Paul Pontieri, Jr. Trustee

Theresa Sanders Trustee

Anthony Mangual Student Trustee

Shaun L. McKay President

 George Gatta Executive Vice President

Mary Lou Araneo V.P. Institutional Advancement

 Charles Stein V.P. of Financial & Business Affairs

 Carla Mazzarelli V.P. of Academic & Student Affairs

 Louis Petrizzo General Counsel

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The meeting of the Board of Trustees was convened at 9:06 a.m.

Chairwoman Irizarry requested a motion to adjourn the Board of Trustees meeting and call the Board of Directors meeting to order at 9:10 am. Trustee Hazlitt so moved, seconded by Trustee Sanders, motion was approved unanimously.

Chairwoman Irizarry requested a motion to reconvene the Board of Trustees meeting at 9:21 am. Trustee Hazlitt so moved, Trustee Alvarez-Groneman seconded and the motion was approved unanimously.

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Chairwoman Irizarry requested a motion to approve the minutes of the August 16, 2012 Board of Trustees meeting. Trustee Morgo stated that on page 16 the reference to Economic Development Commission should have been Commissioner. Chairwoman Irizarry requested a motion to approve the minutes of the August 16, 2012 Board of Trustees meeting with the correction on page 16 as noted by Trustee Morgo. Trustee Sanders so moved, seconded by Trustee Hazlitt, motion was approved unanimously.

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Chairwoman Irizarry requested a motion to approve College Resolutions 2012.75 through 2012.78 and noted they had been revised. Trustee Sanders so moved, seconded by Trustee Alvarez-Groneman, the resolutions were approved unanimously.

**RESOLUTION NO. 2012.75 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 payments to the County of Suffolk in the amount of $1,953,946.04 for the month of August 2012 (Attachment I) is hereby approved by the Board of Trustees.

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**RESOLUTION NO.2012.76 AUTHORIZING AN AGREEMENT WITH SUFFOLK COUNTY FOR THE USE OF COLLEGE FACILITIES DURING EMERGENCIES**

**WHEREAS,** the County of Suffolk has requested the use of certain College facilities as shelters for County residents and their pets during emergencies, and

**WHEREAS,** the College recognizes the importance of providing shelters to community members and their pets during times of crises, be it therefore

**RESOLVED**, that the College President, or his designee, is hereby authorized to enter into a agreement with the County of Suffolk for the use of College facilities as shelters for County residents and their pets during emergencies.

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**RESOLUTION NO.2012.77 ADOPTING A STUDENT RECORDS POLICY**

**WHEREAS,** the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law designed to protect students’ educational records and ensure that institutions of higher education maintain the confidentiality of these education records, and

**WHEREAS**, Suffolk County Community College (College) has adopted a Student Records Policy in accordance with FERPA, and

**WHEREAS**, from time to time the College updates and modifies its Student Records Policy in order to fully comply with FERPA, be it therefore

**RESOLVED**, the College hereby revokes the existing “Student Records Policy” adopted by this Board on June 7, 2001, and be it further

**RESOLVED**, that the College hereby adopts the “Student Records Policy” as set forth in (Attachment II) effective September 13, 2012.

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**RESOLUTION NO. 2012.78 ADOPTING A PROCUREMENT POLICY**

**WHEREAS,** Community colleges and their affiliated associations must procure goods and services in accordance with Article 5-A of the New York State General Municipal Law in order to ensure the prudent and economical use of public monies, and to guard against favoritism, improvidence, extravagance, fraud and corruption, and

**WHEREAS,** Suffolk County Community College (College) desires to update existing policies and implement a comprehensive new policy, together with standard procedures, which will govern the purchase of materials, equipment and supplies, as well as the acquisition of labor, construction, and professional services, in accordance with the General Municipal Law, and

**WHEREAS**, it is appropriate for the Board of Trustees to adopt a policy pertaining to procurement, be it therefore

**RESOLVED,** the College hereby revokes the “Guidelines for the Procurement of Consultant, Concessionaire and Other Services,” adopted by this Board on March 13, 2003, and be it further

**RESOLVED**, the College hereby revokes the “Policy for Change Orders and Amendments Associated with Construction Contracts,” adopted by this Board on March 13, 2003, and be it further

**RESOLVED**, the College hereby revokes the “Guidelines for Selecting Architectural and Engineering Consultants,” adopted by this Board on May 10, 2007, and be it further

**RESOLVED,** the College hereby adopts the “Procurement Policy” as set forth in Attachment III, effective September 13, 2012.

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Chairwoman Irizarry introduced Interim Vice President of Finance, Charles Stein, to present the College financial reports. VP Stein stated that revenue projections as of August 31, 2012 are down approximately, $2,700,000 due to enrollment levels being down. VP Stein noted that the projections are subject to change as the numbers will be finalized by October 31, 2012. Expenditure savings are approximately, $5,500,000 for the year. The projected savings consists predominantly of approximately $3,400,000 on permanent salaries, full-time overload $650,000, as well as fuel savings. As a result, the projected increase in fund balance is approximately $923,000.00.

VP Stein indicated a question was raised at the prior Board of Trustee’s meeting in regarding the College’s bank accounts. In response to that question, he provided one-page document which listed the banks where the College has its cash assets, which are over $60,000,000. VP Stein stated the College would be opening a new bank account over the next few weeks and would reallocate the funds into that account. Chairwoman Irizarry asked if the new account was with Capital One Bank. VP Stein stated the new account would be with Capital One, for deposits. VP Stein noted that to protect our deposits, banks are required to provide third-party collateral for the cash deposits. This means they go out and they buy Treasury securities which serve as the collateral for the deposits. For this reason, the banks limit how much money they'll take from the College as a deposit. He stated the document listed which banks were not accepting any deposits, as well as the investment rates of interest noting that Herald National Bank was offering the highest interest rate of .75 percent.

Trustee Morgo asked where Herald National Bank was located. VP Stein responded the bank had several branches on Long Island. VP Stein also noted that all of the banks listed had been approved for the College and County by the Suffolk County Legislature. VP Stein stated that at the last meeting there was also a question raised regarding the College’s reserve fund balance. He stated the reserves are made up not only of cash but also receivables. The College receives State Aid and funding from the County. He explained the $60,000,000 discussed, is utilized for the College’s expenses until the College receives its quarterly State aid payments and County payments, which begin in May.

VP Stein stated the fund balance is an operating reserve and does not involve capital funds. The fund balance ultimately is from the College’s expenditure savings, excess revenues, where revenues could be from students, County, State, or other areas. He noted because the Capital budget is funded fifty percent by the State and fifty percent by the County, student tuition dollars are not permitted to be used to fund capital projects.

VP Stein stated the College reviews the banks on a continuous basis to see what they are offering on investments. The College contacted the County Treasurer to find out if the Treasurer has information on banks that would provide additional funds. Chairwoman Irizarry asked if VP Stein referred to the County Treasurer as the College Treasurer. VP Stein clarified he was referring to the County Treasurer.

Trustee Pontieri asked if there would be some savings on some of the borrowing since interest rates on bonds and borrowing is very low at this point in time. VP Stein clarified the College does not borrow. VP Stein stated Capital projects are paid for by the County and by the State of New York. There is no operating money at all in Capital projects. Trustee Pontieri asked if there was a benefit to the College to have low interest rates. VP Stein responded it would benefit the County and the State.

Trustee Sanders noted the list excluded Grants and asked if VP Stein could provide the total including Grants. VP Stein noted this was a look at the College’s total cash assets, which would not include Grant funds.

Trustee Morgo stated he was following up on Trustee Pontieri question and asked if the County and State would have to pay more for the Science building since the bids came in higher than estimated. VP Stein responded that in all his years of experience with capital projects, when there was a situation where the bids came in higher than what was budgeted, the choices were to go back and redesign the building to make it fit the budget, ask the bidders to sharpen their pencils, or seek a change in the Capital project from the local sponsor and then the State; the last being highly unlikely to occur.

VP Stein referred to a situation with the Smithtown Science building some years ago when there was a partial roof collapse. This occurred midyear and the College asked the County if it could utilize some reserve funds for the repairs. The County responded “absolutely not”, and the College had to stop spending on everything else in order to repair the damage to the roof using operating revenues. Chairwoman Irizarry asked VP Stein if it would be seen as not good practice to use the reserve funds for a Capital project. VP Stein stated there are guidelines that are established for maintenance of reserves that come from the National Government Finance Officers' Association, and suggested the Trustees think long and hard before going down that road.

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Chairwoman Irizarry continued onto the Committee reports. Trustee Sanders stated Student Services & Academic Affairs committee would be meeting later in the day. Chairwoman Irizarry stated Trustee Lilly was not present and therefore there was no report for the Facilities and Technology Committee.

Chairwoman Irizarry moved to the Advocacy Committee. Trustee Hazlitt stated that over the years, he has noticed that without the cooperation of the County Legislature, the College would have really difficult times. He stated he felt the Board's relationship with the County Legislature should be a lot closer than it presently is and recommended the Board make arrangements to meet with the County Legislature. Trustee Hazlitt expressed his concern over the 50% percent contribution that students are paying for tuition, and his concern that it would eventually become almost financially impossible for students to afford the College’s tuition.

Chairwoman Irizarry thanked Trustee Hazlitt for his report and recommendation. She stated the Board would look into scheduling meetings with members of the County legislature. Chairwoman Irizarry stated that the College has done a great job in keeping tuition down over the last two years, stating there was was a decrease in tuition last year, and no increase for the current year.

President McKay stated that around New York State, colleges had to raise tuition and fees, some up to eight percent. He stated that SUNY and CUNY Presidents have formed a working committee of which he is a member, where they are working together to advance a five year proposal asking the Governor and the State for regular funding increases for the next five years. He stated there has never been a collective working group as such with both CUNY and SUNY Presidents. President McKay stated the Suffolk County Executive Bellone has said not to expect any support from the County until 2015. He agreed with Trustee Hazlitt that it will take more advocacy and work on everyone’s part to keep tuition down for students.

Trustee Morgo recollected that when he was a County Legislator, he recalled the Chairperson of the Legislature's Education Committee would have receptions for Legislators on the Ammerman Campus. He noted at the reception, the Legislators would get a briefing on where the College was and what was expected of the Legislators. He stated the College might want to consider hosting such an event for Legislators.

President McKay stated currently the College appears before the Legislature’s Education Committee to present the status of the College. He stated he also travels to each of the district offices and meets with Legislators one-on-one as part of the College’s advocacy to see exactly if we are aligned with regard to their vision. President McKay stated the College could certainly add another approach as Trustee Morgo mentioned.

President McKay stated the past year in Suffolk County was difficult. The College was being told that there was no money, and there were huge deficits. He stated the College decided to meet one-on-one with Legislators individually to really engage and talk to them. President McKay noted the budget group was one of the most difficult ones to work with because they were trying to fill a gap that was projected. Fortunately, the College was asking them to approve the budget with no increase from the County.

Trustee Pontieri asked who in administration takes the responsibility for contact with the Legislators. President McKay stated it depended on the issue, and that someone from his cabinet attends every meeting with the Legislature’s Education Committee, whether or not the College has something on their agenda.

Trustee Hazlitt stated that when he was in the Legislature, the total County budget was $298,000,000 of which 52 percent was Social Service and the police. Today, the deficit is $298,000,000. He commended the former Chairman of the Education Committee Legislator Wayne Horsley and for his work and association with the college.

President McKay stated that when the College appears before them, the Legislators speak very highly of the College on the record. The College updates them on Workforce Development information, information on special programs, partnerships, and student success. He stated the College has also started to include the Legislature on the College’s press release distribution, so they can see all that's happening at the College.

Trustee Hazlitt asked President McKay what the College attributes the decline in enrollment to. President McKay stated that the non-returning student survey the College conducted showed that some of the reasons students did not return was difficulty with financing. He stated that some students come in Spring, then do not return in the Fall but come the following Spring semester. President McKay stated the College continues to study the trends. Chairwoman Irizarry stated the number of high school graduates has decreased; which will also impact the College’s enrollment. President McKay agreed that this was also a factor and stated that it is projected by 2019 the high school graduation rate will decline by 3.5 percent.

Chairwoman Irizarry moved onto the Personnel Committee. Trustee Pontieri stated the committee needed to set up a meeting with President McKay to review the President’s evaluation. Chairwoman Irizarry confirmed with Trustee Pontieri that he would contact the President’s office and set up the meeting.

Chairwoman Irizarry moved onto to the Budget Committee. She stated that Trustee Fenchel was not present, but as a member of the Budget Committee would advance a recommendation to Trustee Fenchel to call for a meeting with the financial team and Mr. Stein to address some issues and concerns. Chairwoman Irizarry stated that at the last meeting she had extended an invitation to Board members to join a committee for those who had not yet joined a committee. Trustee Morgo stated he would like to join the Budget Committee. Chairwoman Irizarry welcomed Trustee Morgo to the Budget Committee.

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Chairwoman Irizarry moved onto her report. She stated that she had originally planned to attend the New York Community College Trustee Conference, but would no longer be attending due to a visit from her father who was coming in from Puerto Rico.

Chairwoman Irizarry stated the Board’s retreat was scheduled for November 29th, from 9:00 a.m. to 1:00 p.m. in room 113 and 114 of Captree Commons on the Michael J. Grant campus; and asked all members to mark their calendars accordingly. She noted the first hour of the retreat would address Foundation issues.

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Chairwoman Irizarry moved onto the President’s report. President McKay stated he was pleased to announce that another one of the College’s students, Mr. Christopher Petrosino from Dix Hills, a Phi Theta Kappa student, won a major national award, and received a $2,500 scholarship again.

President McKay stated that Executive Assistant Dr. Christopher Adams and Vice President of Institutional Advancement Mary Lou Araneo had appeared before the Legislative Education and Information Technology Committee to present the out-County survey results which had been already shared with the Board at the last meeting. He stated the reason for presenting the out of county survey to the Legislators was that the discussion was taking place across the entire state. He stated the Legislature indicated they have paid over $12,000,000 to other Counties for students that are going to other County Colleges. The survey results showed there are prevailing factors that the College cannot mitigate.

President McKay stated hospitals are now saying requiring nursing students to have a Bachelor degree. Since the College offers an Associates Degree, it would benefit the College’s nursing students for the College to work with the four-year partners to get our nursing students a four year degree and work with the nursing industry at the same time. He stated Adelphi will be looking at partnering with us at the Sayville location where they will take our students who graduate from the nursing program directly into their four-year program, and then they can get into jobs. President McKay stated the College met with North Shore LIJ several times, and have been told they are paying for current employees with an Associate’s degree, to go back to school and get their Bachelor’s degree,.

President McKay reported the College was asked to join an Astronomy consortium for which the College obtained a telescope for $2,000 with the help of Professor Mike Inglis. The College was the only community college that was asked to join this consortium and now the College’s students will be using the same Astronomy telescope equipment as MIT and other institutions.

President McKay reported that Professor Scott Mandia was invited to Washington to be on a panel for the Climate Science Rapid Response Team. President McKay stated that Professor Mandia had been selected to be on this panel as a speaker involved in discussions on global warming. President McKay announced that similarly, Dr. Candice Foley had been asked to be the keynote speaker for the National Science Foundation. He noted these were huge accomplishments for the Professors; he congratulated them and thanked them for bringing acclaim to the College.

President McKay stated that on August 24th, the College had its new employee orientation on the Ammerman Campus, where the College welcomed 30 new employees. The orientation focused on the College’s history, policies, and included speakers from the unions and members of faculty governance.

President McKay stated that on Monday, August 27th the College had its first Academic Convocation on the Ammerman Campus. President McKay noted that Student Trustee Mangual was scheduled as a speaker in the program but unfortunately was in a car accident. He stated he was glad to see Student Trustee Mangual was safe and in good health. Student Trustee Mangual thanked President McKay. Chairwoman Irizarry stated that Student Trustee Mangual’s speech was read during the convocation.

President McKay stated the Convocation was well attended by approximately 300 individuals. He noted that normally the College would plan a Professional Day; however after polling the faculty they indicated they wanted a Convocation. President McKay stated it was an important day for the College; the speakers included Chairwoman Irizarry and SUNY Chairman Dr. Carl McCall. The event recognized the Chancellor's Award winners, Professor Emeritus winners, and Sister Mary Ann Borello who received the NYCEP State-wide award. The convocation was followed by a barbecue that was enjoyed by all who attended and was overall an extremely proud day for the College.

President McKay reported the Foundation’s Vision 2015 campaign, is moving along very well; and was pleased to announce that as of today he had 100 percent participation from his entire cabinet. President McKay applauded all of his colleagues for joining him in being committed to helping the College’s students. President McKay stated the campaign has rolled out several phases; there is now an Alumni Council and a Chairman's Council. He stated that to date, there was approximately $1,300,000 in active pledges, half of which was already received.

President McKay stated the Foundation continued to work with an external group, and had also selected Co-Chairs for the internal campaign. Each campus will have two Co-Chairs working with the Executive Deans to launch the campus campaigns. President McKay commended Ms. Jeanine Reynolds, Director of Development for the Foundation, and the entire team for a job well done.

President McKay stated that following the board meeting, he was heading to Vienna, Virginia. He announced he was one of two individuals in the State of New York selected to be on the Implementation Steering Committee for the American Association of Community Colleges. He noted this was going to be similar to the Truman Commission from 1947 and was the first time that a national group would be looking at higher education in and of itself; the curriculum, access, its mission.

President McKay stated that on Saturday, both he and Trustee Sanders were selected as honorees for the NAACP ACT-SO award. President McKay congratulated Trustee Sanders.

President McKay announced the Foundation Board held its elections for their Executive Committee, and congratulated Trustee Belinda Alvarez-Groneman who was voted in as the First Vice President of the Foundation. President McKay also announced the new Chairman of the Foundation was Mr. Ed Boughal, Mr. Eric Martinez was the Treasurer, and Dr. Robert Frey was voted in as Secretary.

President McKay also announced that Dr. Randolph Manning, who has been at the College for over 40 years and is now retired, is now the Chair of the Chairman's Council. He noted that Mr. Eric Martinez was the former Chair of the Alumni Council, but now moves over to the Treasurer's role at the Foundation.

President McKay asked AVP of Employee Resources, Mr. Jeffrey Tempera to give an Employee Resources update. AVP Tempera stated the board members would now receive a Personnel Transaction Summary sheet as part of their board packet each month. He stated the search for the Assistant Vice President for Student Affairs was ongoing and moving forward. The College was reaching out to different trade groups for candidates for the position of the Associate Dean of Nursing position. AVP Tempera stated the College was also looking into different avenues to try to get the word out for candidates through trade publications and colleges. Current searches include the VP for Business and Financial Affairs, Executive Director of the Foundation and Director of Alumni Development. President McKay stated the he commended his staff and faculty across the College that serve on these search committees; noting that while they are sitting on the committees they continue to fulfill their responsibilities.

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Chairwoman Irizarry moved onto the Roundtable session. She stated that on October 26th, the Long Island Latino Teachers' Association, in which she serves as President, will be having a Women's Conference on the Michael J. Grant campus for approximately 300 female high school students. The conference is intended to inspire them and motivate them to graduate from high school and pursue higher education. She noted the same kind of initiative will be repeated for the male high school students on November 16th. 2012. Chairwoman Irizarry stated that last year the conferences were attended by many of the faculty and staff from Suffolk County Community College serving as mentors to inspire students to continue their education.

Trustee Hazlitt stated that he wanted to amend his earlier recommendation of establishing a relationship with the County Legislature. He stated the effort should not exclude the State Senators or local Assemblymen who are equally as important.

President McKay stated he agreed with Trustee Hazlitt stated that Senator Dean Skelos had recently visited the campus for the first time. He noted the meeting included leaders from business and industry, research and development, as well as other academic institutions and the Economic Development Commissioner. He stated it was an opportunity to bringing them here to learn about the College and its programs.

President McKay stated that he had neglected to mention in his report that at the next meeting, there would be a presentation from John Lombardo, Associate Vice President of Workforce Development. AVP Lombardo will give an update on Workforce Development not only within the region, but across the state and country. He will also discuss how he is working with business and industry to advance economic development efforts.

Trustee Sanders thanked President McKay for his earlier acknowledgment the NAACP's ACT-SO event. She stated the event highlights young people who have achieved academically and socially, and raises scholarship money for them. Trustee Sanders and invited everyone to attend the event on Saturday, or to consider supporting the event.

Trustee Alvarez-Groneman stated she could not attend the event because she had to go to Saratoga Springs for her daughter’s field hockey game, but would like to make a donation and assist a student to in attending event. She congratulated both Trustee Sanders and President McKay on being selected as honorees. Trustee Sanders thanked Trustee Alvarez-Groneman for her contribution and support.

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Chairwoman Irizarry called for a motion to adjourn the Board of Trustees meeting at 10:25 a.m. Trustee Mangual so moved, seconded by Trustee Sanders, the motion was approved unanimously.

The meeting of the Board of Trustees was adjourned at 10:25 a.m. The Board of Trustees next meeting is October 18, 2012 at 9:00 a.m. in room 114 of Captree Commons of the Michael J. Grant Campus in Brentwood, New York.

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Respectfully submitted,

Dafny Irizarry

 Chairwoman