**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**ALUMNI ROOM, BROOKHAVEN GYMNASIUM**

**AMMERMAN CAMPUS, SELDEN, NEW YORK**

**January 17, 2013**

The meeting was held on Thursday, January 17, 2013 at 4:00 p.m. in the Alumni room of the Brookhaven Gymnasium of the Ammerman Campus, Selden, New York.

PRESENT:

Dafny Irizarry Chairwoman

Walter Hazlitt Trustee/Vice Chair

Brian Lilly Trustee/Secretary

Belinda Alvarez-Groneman Trustee

Saul Fenchel Trustee

James Morgo Trustee

Paul Pontieri, Jr. Trustee

Theresa Sanders Trustee

Ann Shybunko-Moore Trustee

Anthony Mangual Student Trustee

Shaun L. McKay President

George Gatta Executive Vice President

Mary Lou Araneo V.P. Institutional Advancement

Carla Mazzarelli V.P. of Academic & Student Affairs

Nathaniel Pugh V.P of Planning and Institutional Assessment

Louis J. Petrizzo General Counsel

Gail Vizzini V.P. of Business and Financial Affairs

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The meeting of the Board of Trustees was convened at 4:00 p.m.

Chairwoman Irizarry called for a motion to enter into Executive session to discuss personnel and litigation matters at 4:10 p.m. Trustee Morgo so moved, Trustee Mangual seconded, motion was approved unanimously.

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Chairwoman Irizarry called for a motion to adjourn Executive session and call the Board of Directors meeting to order at 5:35 p.m. Trustee Hazlitt so moved, Trustee Lilly seconded, and motion was approved unanimously.

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Chairwoman Irizarry requested a motion to reconvene the Board of Trustees meeting at 5:43 p.m. Trustee Mangual so moved, Trustee Fenchel seconded and the motion was approved unanimously.

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Chairwoman Irizarry introduced Executive Assistant, Dr. Christopher Adams for the announcement of new employees in public record. Dr. Christopher Adams first introduced the College’s new Executive Director of the Foundation, Richard Guarino. He stated in this position, Mr. Guarino would be developing fundraising, scholarships, major gift, planned giving, annual giving and alumni affairs activities. He will also provide institutional leadership for all fundraising campaigns, programs and activities for the Foundation, including soliciting contributions and other support from businesses, organizations and individuals to ensure the implementation of a comprehensive development program. Dr. Adams stated, Mr. Guarino spent the last eleven years as the Director of Annual Giving for Stony Brook University. He earned his Bachelor's degree in Business Administration from Hofstra University and an MBA from Dowling College.

Mr. Guarino addressed Chairwoman Irizarry and the members of the Board and stated he spent the last eleven years building the development programs at Stony Brook University and was looking forward very much to working with the Suffolk County Community College to advance the mission of the College, to grow the Foundation and enhance all the activities for the College’s students. Chairwoman Irizarry thanked Mr. Guarino, and welcomed him to the College on behalf of the entire Board. She stated they looked forward to future updates on the Foundation.

Dr. Adams then introduced Ms. Gail Vizzini, the College’s new Vice President for Business and Financial Affairs. In this position, Ms. Vizzini will serve as the College's Chief Financial Officer and will be responsible for developing and managing the College's operating and capital budgets which will support the implementation of the institutions strategic initiatives and priorities. He stated her appointment began December 10, 2012, she holds a Master's of Public Administration from Long Island University CW Post and a B.A. in Psychology from Hofstra University. Ms. Vizzini possesses over thirty years of experience in public finance both in operating and capital budgeting. Dr. Adams stated that as director of the legislative budget review for the Suffolk County Legislature, she directed a professional staff with responsibility for review of the two point seven billion dollar annual County operating budget. In that position, Ms. Vizzini was also responsible for the review of the County's four hundred seventeen million dollar capital budget and program, which includes the Colleges capital projects.

Ms. Vizzini addressed Chairwoman Irizarry and the members of the Board and stated it was a pleasure to be part of the Suffolk Community College team, and an honor to serve the Board. Chairwoman Irizarry thanked Vice President Vizzini and welcomed her on behalf of the Board of Trustees. President McKay also welcomed both Mr. Guarino and Ms. Vizzini to the College.

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Chairwoman Irizarry requested a motion to approve the minutes of the December 6, 2012 Board of Trustees meeting. Trustee Pontieri so moved, seconded by Trustee Fenchel, motion was approved unanimously.

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Chairwoman Irizarry requested a motion to approve College Resolutions 2013.01 through 2013.04. Trustee Hazlitt so moved, seconded by Trustee Sanders, College Resolutions 2013.01 through 2013.04 were approved unanimously.

**RESOLUTION NO. 2013.01 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 $1,756,953.35 for the month of December 2012 (Attachment I) is hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2013.02 CONFIRMING THE ANNUAL REVIEW**

**AND APPROVAL OF THE PROCUREMENT POLICY**

**WHEREAS,** community colleges 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**, by a resolution duly adopted on September 13, 2012, this Board adopted a comprehensive procurement policy, together with procedures, governing the College’s purchase of materials, equipment and supplies, as well as the acquisition of labor, construction, and professional services, and

**WHEREAS**, pursuant to General Municipal Law §104-b, such policy and procedures must be annually reviewed and approved by the Board of Trustees, be it therefore

**RESOLVED**, that this Board hereby confirms its review of the “Procurement Policy,” adopted on September 13, 2012, and be it further

**RESOLVED**, that the “Procurement Policy” is hereby approved for the calendar year 2013.

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**RESOLUTION NO.2013.03 ACCEPTING THE PROJECT LABOR AGREEMENT FEASIBILITY STUDY FOR THE RENOVATION OF THE RIVERHEAD BUILDING ON THE AMMERMAN CAMPUS, CP2138, CP2149, CP2129**

**WHEREAS**, the renovation of the Riverhead Building on the Ammerman Campus will be funded by Capital Project Nos. 2138, 2149 and 2129, all of which have been approved by the County of Suffolk and the State of New York, 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 this project, and

**WHEREAS**, the PLA feasibility study by Cashin Associates, P.C. has identified Five hundred and sixty-two thousand nine hundred and sixty ( $562,960.00) dollars of potential savings to be realized by the College through the utilization of a PLA for this project, and

**WHEREAS**, the contract with Cashin Associates, P.C. provides for a fee not to exceed Eight Thousand ($8,000.00) dollars 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 undertaken for the renovation of the Riverhead Building on the Ammerman Campus (CP2138, CP2149, CP2129), and be it further

**RESOLVED**, that the College President or his designee is authorized to enter into a contract with Cashin Associates, P.C., upon such terms and conditions as shall be approved by the College General Counsel, for the negotiation and execution of the PLA, for a fee not to exceed Eight Thousand ($8,000.00) dollars.

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**RESOLUTION NO. 2013.04 ACCEPTING A GRANT AWARD FOR A WORKFORCE DEVELOPMENT TRAINING GRANT FOR COUNTRY LIFE, LLC**

**WHEREAS**, Suffolk County Community College has received a grant award from the State University of New York, in the amount of $11,954, including indirect costs, for a Community College Workforce Development Training Grant Program for Country Life, LLC for the period of November 23, 2012 through August 5, 2013, and

**WHEREAS,** the program provides for training services in Supervisory Skills, Executive Leadership Skills, English for Speakers of Other Languages, and Diversity Skills for the employees of Country Life, LLC, and

**WHEREAS**, matching funds, in the amount of $2,690, provided by Country Life, LLC, will increase the program total to $14,644, including indirect costs, be it therefore

**RESOLVED,** that matching funds, in the amount of $2,690, provided by Country Life, LLC, 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 $11,954, including indirect costs, from the State University of New York, for a Community College Workforce Development Training Grant Program for Country Life, LLC during the 2012-2013 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 – Country Life, LLC

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Chairwoman Irizarry requested a motion to approve College Resolution 2013.05. Trustee Morgo so moved, Trustee Mangual seconded. College Resolution 2013.05 was approved unanimously.

**RESOLUTION NO. 2013. 05 ACCEPTING A GRANT AWARD FOR A WORKFORCE DEVELOPMENT TRAINING GRANT FOR AMERICAN DIAGNOSTIC CORPORATION**

**WHEREAS**, Suffolk County Community College has received a grant award from the State University of New York, in the amount of $6,188, including indirect costs, for a Community College Workforce Development Training Grant Program for American Diagnostic Corporation for the period of November 23, 2012 through August 5, 2013, and

**WHEREAS,** the program provides for training services in Quality Assurance Basics, Supply Chain Management and Process Improvement for supervisory personnel of American Diagnostic Corporation, and

**WHEREAS**, matching funds, in the amount of $861, provided by American Diagnostic Corporation, will increase the program total to $7,049, including indirect costs, be it therefore

**RESOLVED**, that matching funds, in the amount of $861, provided by American Diagnostic Corporation, 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 $6,188, including indirect costs, from the State University of New York, for a Community College Workforce Development Training Grant Program for American Diagnostic Corporation during the 2012-2013 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 – American Diagnostic Corporation

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Trustee Morgo made a motion to reconsider College Resolutions 2013.02. Trustee Mangual so moved, Trustee Pontieri seconded, motion to reconsider the resolution carried.

Trustee Mangual stated he had a question was for General Counsel Petrizzo to clarify section D, exceptions to public bidding requirements in College Resolution 2013.02. General Counsel Petrizzo stated the General Municipal Law allows the municipality, the College included, to dispense with public bidding under certain circumstances. One of the circumstances defined in the law is a preferred source, for example industries for the disabled, or industries for the blind. He stated when the College makes a purchase off of New York State contracts; it does not have to bid. He stated the College is allowed to purchase outside of a state contract, and a County contract, providing, the bidding and procurement process is done. General Counsel Petrizzo stated there are certain exceptions where the College is allowed to dispense with bidding, but it's only where the statute allows the College to do it in certain particular functions. He noted there is an amendment to the General Municipal Law recently, which allows the College to use, not only its own County's contracts, but any contract within the State of New York and any municipal bid contract in the country. He stated if the College can find a good contract someplace, at a good price, and can get the bidder to honor, the College can purchase off those contracts as well, provided they went through a procurement process. Trustee Mangual thanked General Counsel Petrizzo.

Chairwoman Irizarry made a motion to approve College Resolution 2013.02, Trustee Pontieri so moved Trustee Morgo seconded. College Resolution 2013.02 was approved unanimously.

Chairwoman Irizarry made a motion to table College Resolution 2013.06 until the February 21st Board of Trustees meeting. Trustee Pontieri so moved, Trustee Fenchel seconded. College Resolution 2013.06 was tabled until the February 21st meeting.

Chairwoman Irizarry stated before considering College Resolutions 2013.07 and 2013.08 there would a presentation. President McKay stated Dr. Nathaniel Pugh, VP of Planning and Institutional Effectiveness, along with Dr. Christopher Shults, Director of Planning and Institutional Effectiveness would be giving an update on the Middle States process, and an overview of the work the College has done.

Dr. Pugh stated the strategy is analyzing the resources and the campuses to respond to Middle States Standards 7 and 14. The Monitoring Report Task Force (MRTF), chaired by President McKay, has created a working group for standards 2, 3, 7 and 14. In addition, Vice President Araneo is the Chair for the Communications Strategy Group. Each working group consists of one or two individuals and has been given a charge that will dictate what they do on a monthly basis. Each group is responsible for tracking progress specific to their standard; they will report their progress back to the MRTF each month and will draft a narrative for their standard.

Dr. Pugh introduced Dr. Shults to share with the Trustees the resources involved. Dr. Shults addressed the trustees and stated the binder that was handed out to them contained all the documentation that will be used as a tool to ensure the College submits a successful monitoring report ahead of September 1st. Dr. Shults directed their attention to the planned development document and stated it contained the format of the monitoring report. It has month by month work expectations for each work group; the guidelines for how each of the narratives needs to be written; the master calendar as well as the membership of each working group. Dr. Shults stated the Trustees will be receiving a progress report on a monthly basis showing how much progress the College has made since June 1, 2012. He stated significant progress has been made with standards 7 and 14. Dr. Shults noted some of the key highlights of the progress to compliance. The MIOs have been completed and the strategic plan is currently being drafted. Once the MIO's are approved, the full plan will be drafted and submitted to President McKay for review. President McKay will bring the plan to the Board in the spring for approval. Dr. Shults stated the budgeting materials had been revised and distributed; it connects budgeting and planning more concisely. The Comprehensive Assessment Plan for Institutional Effectiveness (CAPIE) is being revised. The continued development of mission statements, goals and outcomes for the Colleges administrative and educational support (AES) units. Completion of an inventory of student learning outcomes by course. The development of operational planning workshops with the goal of rolling out operational planning at the end of the spring semester.

Dr. Pugh stated part of the next steps would include welcoming to the College Dr. Debra Klinman from the Middle States Commission on Higher Education. The College will update her on the progress being made and her review of it. The next steps include the development of a framework for quality control of progress reports by the working groups; completion and implementation of the 2013 CAPIE; finalization of the 2012-2017 strategic plan; completion and implementation of the organizational plan for 2013; revised budgeting process (alignment with planning and budgeting); annual review of strategic plan and assessment activities by the AAC; progress on other Keys to Compliance as listed in the Planned Development document.

President McKay noted there are fourteen standards, the letter the College received referenced only 7 and 14; however, it is important to maintain the expectations of all 14 standards. The College is placing the same emphasis on 2, 3, 7 and 14 while maintaining what is expected of all the other standards. President McKay commended the institution because it could have been cited on all fourteen standards, noting it had been cited for standards 7 and 14. President McKay stated some of his colleague presidents who were cited on 7 and 14 indicated it took them two or three tries, with one college taking seven tries, to have the warning lifted. He stated the College was moving aggressively, with a wide cross-spectrum across the institution of involvement in the process. He noted the Board would receive an update on the progress every month at the Board meetings as well as weekly within the Friday status reports.

On behalf of the Board, Chairwoman Irizarry thanked President McKay as well as all those involved in the process of addressing the standards. She stated the Board was confident the College had the knowledge and expertise needed as well as the confidence and support of its Board.

President McKay asked for the Board's consideration of approval for College Resolutions 2013.07 and 2013.08. Trustee Hazlitt so moved, Trustee Morgo seconded.

Trustee Morgo stated he felt the work being done was terrific. He asked President McKay to clarify if he heard correctly that every college is cited on standards 7 and 14. President McKay responded not every college, it is common for colleges to get cited for standards 7 and 14, noting that most recently four institutions warnings for standard 7 and 14 were lifted and another five were cited, not including SCCC.

Trustee Morgo asked President McKay if the warning could be lifted after Dr. Klinman’s visit in February. President McKay stated no, the purpose of Dr. Klinman's visit was to answer any questions the College may have, and to inform the College what the Commission considered and their recommendation. Trustee Morgo asked President McKay if the warning could be lifted by mid-summer. President McKay stated no, by mid-summer the College will have a report for the Board’s approval to submit to Middle States.

Chairwoman Irizarry noted College Resolution 2013.07 had been amended, more language was added to goal 6. Chairwoman Irizarry asked if all were in favor to approve the earlier motion of approving College Resolutions 2013.07 and 2013.08. All were in favor, College Resolutions 2013.07 and 2013.08 were approved unanimously.

**RESOLUTION NO.2013.07 Amending and Approving Suffolk County Community College’s Institutional Goals**

**WHEREAS,** by Resolution No.2012.24 the Board of Trustees approved Suffolk County Community College’s Institutional Goals, and

**WHEREAS**, following a review of said Institutional Goals it appears that Goal Number 6, Diversity, should be amended, and

**WHEREAS,** Goal Number 6, Diversity, as initially approved, provided that the Goal was “To reflect the ethnic and economic composition of Suffolk County”, and

**WHEREAS**, the Board of Trustees wishes to amend this goal so that the goal will read as follows, “To reflect the ethnic, demographic, and economic composition of Suffolk County”, and

**WHEREAS**, except as amended herein all previously approved goals shall remain as adopted, now therefore

**BE IT RESOLVED,** that Institutional Goal Number 6 and the same is hereby amended to read “To reflect the ethnic, demographic, and economic composition of Suffolk County” and all Institutional Goals as recommended by the Strategic Planning Council, approved by the Faculty Governances Boards, and modified and amended by the Board of Trustees be and the same are hereby, reaffirmed, approved, and accepted.

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**RESOLUTION NO.2013.08     APPROVING SUFFOLK COUNTY COMMUNITY COLLEGE’S MEASURABLE INSTITUTIONAL OBJECTIVES**

**WHEREAS**,  the Strategic Planning Council has been engaged in the process of reviewing and recommending updates and revisions to the College’s 2012-17 Strategic Plan, including the College’s Mission and Vision Statements, Institutional Goals, and Measurable Institutional Objectives, and

**WHEREAS,** following a review by the Strategic Planning Council, the College community, and the College President, the College’s Mission and Vision Statements, as set forth in Attachment II, were affirmed during the Fall 2011 semester, and

**WHEREAS**, the College’s Institutional Goals, which are in alignment with the College’s Mission and Vision Statements, were subsequently disseminated to the Faculty Governance bodies on all three campuses, as well as the entire College community, for review and comment, and

**WHEREAS**, by a resolution dated March 15, 2012, the Board of Trustees approved and accepted the Institutional Goals, as set forth in Attachment III, and

**WHEREAS**, the College’s Measurable Institutional Objectives have likewise undergone a review process by the Faculty Governance bodies and the College community, be it therefore

**RESOLVED**, that the Measurable Institutional Objectives, as set forth in Attachment IV, recommended by the Strategic Planning Council, and reviewed by the Faculty Governance bodies on all three campuses and the College community, be and the same are hereby approved and accepted, and be it further

**RESOLVED**, that the College President shall submit to the Board of Trustees, during the Spring 2013 semester, a Strategic Plan for approval.

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Chairwoman Irizarry introduced VP of Business and Financial Affairs, Gail Vizzini to present the College Financial Report as of December 31, 2012. VP Vizzini stated based on what the College had assumed when preparing the current 2012-2013 operating budget, the College is currently projecting a potential shortfall in revenue. VP Vizzini stated the College is on track with expenditures primarily because of its due diligence. In order to mitigate an imbalance at the end of the year, the President was advised to continue to exercise restraint when considering the filling of vacancies. Expenditures need to be controlled in order to avoid any problems at the end of the year.

VP Vizzini reported the Budget and Finance department has begun its budget hearings which lead to the preparation of the 2013-2014 operating budget. She stated the departments were using the modified budget request forms that reflect the College’s institutional goals. She noted the Capital Budget Committee would be meeting next week in preparation for the capital program. The committee will be reviewing the existing capital projects, the availability of state and county funding, as well as assessing the capital needs of the College.

Trustee Pontieri asked VP Vizzini when she noted President McKay was advised to control expenses; was that through class size; had the College increased the number of courses offered. VP Vizzini stated personnel are the College’s largest expenditure, it would be prudent for the College to exercise restraint as retirement, vacancies, and attrition occurs. President McKay stated the College exercises expenditure restraint college-wide, working with the VP of Academic Affairs as well as the Executive Dean’s offices to make decisions based on what is prudent in that moment in time.

Trustee Morgo noted the enrollment percentage was down from the update he was given last Thursday. President McKay stated the College has spent time reviewing the enrollment management process, from advertising, outreach to the school systems, to try to boost enrollment.

Trustee Shybunko-Moore asked VP Vizzini if there was a line item for adjunct faculty. VP Vizzini stated yes, the College budgets for full-time, adjunct and overload together. She noted when the budget was put together the College didn't anticipate the demand in the growth for part-time students, so that is directly correlated to the fact that within the personnel area, the salaries for adjuncts, part-time faculty there is anticipation of a shortfall.

Chairwoman Irizarry thanked VP Vizzini for the financial report.

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Chairwoman Irizarry moved onto the Committee reports. Trustee Sanders stated that the Student Services & Academic Affairs committee met on October 18th. Trustee Sanders stated the committee had met the day before; it was a productive meeting reviewing the Middle States reports and process. She noted the committee was very impressed with the details that go into the process and how it is all folding into the institutional goals. Trustee Sanders commended President McKay and his entire team for the progress with the Middle States reports. Trustee Sanders stated the committee reviewed and discussed the number of students taking developmental courses. The committee is concerned and discussed if there are enough resources available to support faculty and staff that are charged with the number of students at the College in developmental courses, and how they can move them forward towards graduation.

Trustee Mangual stated the committee discussed the reallocation of resources in support of faculty and staff.

President McKay stated the College has been reviewing the number of students in development courses for reading, writing, and math. He referenced the Title III grant that looks at the areas in which students are getting D's, W's, and F’s. He noted only thirty-nine percent of students taking developmental courses persist and graduate. Students taking more than one development course will have a lower persistence and graduation rate. A student enrolled in six developmental courses has a persistence and graduation rate of five percent. President McKay stated there were some community colleges that had reported ninety percent or higher of their students requiring remediation. He stated the College does not celebrate the fifty-eight percent of its students requiring remediation, and acknowledges more can be done. However, he noted the College does have students that are doing very well in science, technology, engineering math and liberal arts, with transfer rates at forty percent. President McKay stated one of the goals within the institutional objectives is to look at the seamless opportunities of students from high school to college and graduation. President McKay noted to Trustee Sanders the committee would receive monthly reports and thanked her for raising the issue.

Trustee Pontieri asked if the College offered any career counseling, or redirecting of students who are unsuccessful and are up to four remedial courses. President McKay stated the College does have career counseling centers at each of the campuses and offers technical programs. He noted that some students within the technical programs have been placed into the field. President McKay stated students in the manufacturing program as well as the automotive program are frequently assisted from high school into a program at the College and later into their respective field.

President McKay stated a students who does not persist and gets into an academic probation situation must then meet with a counselor. The counselors will assist them working through the situation, whether it be academic counseling or financial aid counseling. Within the career counseling centers students have the opportunity to meet with faculty who can advise them how to write resumes, how to interview, and address their situation.

Trustee Sanders stated during the Academic and Student Affairs Committee meeting they had discussed the Hostos Community College model. Hostos Community College has many students that come into their college and go through a lot of remedial courses. Hostos College has a mentoring model where these students are assigned a mentor that moves them through their system, such as a high school guidance counselor. The goal of their program is to move them through, whether the student transfers or moves into another program.

Trustee Pontieri stated it would seem the College would be better servicing the students that are failing remedial courses by counseling them into career opportunities rather than moving them into more remedial courses.

Chairwoman Irizarry moved onto the Facilities and Technology committee. Trustee Lilly stated the committee had not met again since their last meeting and had nothing new to report.

Chairwoman Irizarry moved onto the Advocacy committee. Trustee Hazlitt stated the committee had been very busy the last several weeks. He stated the relationship as far as the community college is concerned is a triangle, with the county on one side, the state on the other, and the college itself. It is important that all three are in sync. The committee met with Inter-Governmental Relations Coordinator, Ben Zwirn, to bring them up to date on the College’s relationship with the county.

Trustee Hazlitt stated the committee, which included Chairwoman Irizarry and Trustee Mangual had the distinct opportunity of meeting with Legislator Sarah Anker, the chairperson of the Education Committee. He noted her interest in the College exceeded what one would expect of a relationship between a legislator and college. She was concerned, primarily about jobs and what the College is doing with regard to making and creating individuals who would be eligible for different types of activities when they finish at Suffolk County Community College. Legislator Anker asked for a complete list of all the relationships the College has with private companies throughout the county. She is concerned with the reduction in enrollment and pledged her total support of the College. Trustee Hazlitt stated it is important for the College to maintain its relationship with Legislator Anker, in order have a voice within the County. He noted she invited the Advocacy Committee to meet with the full legislative Education Committee, which would be schedule in the near future.

Trustee Hazlitt informed the Board that SUNY’s Advocacy Day in Albany will be held on February 11th, and recommended all members if available to take the opportunity to meet with their assemblymen and senators on a one to one basis in support of the College. Trustee Hazlitt noted

American Community Colleges Trustees (ACCT) was having its Community College Legislative Summit starting February 11th through February 14th, which was another opportunity for the Trustees to attend an advocate on behalf of the College.

Trustee Morgo stated he felt the Advocacy Committee and as well as all of the committees of the Board really benefit from the work of Ben Zwirn. He noted Mr. Zwirn’s relationship with the Suffolk County legislature as well as New York State legislature is very good.

President McKay stated he also commended the work of Mr. Zwirn, who has been very busy attending legislative hearings, and committee meetings. Mr. Zwirn will join President McKay on his trip to Albany for SUNY Day and to meet with state elected officials to advocate for support toward FTE aid.

Chairwoman Irizarry asked for the Personnel Committee update. Trustee Pontieri stated the update was given during executive session which could not be discussed during the open meeting session.

Chairwoman Irizarry moved on to the Budget Committee update. Trustee Morgo stated the finance and budget committee met for the first time on January 10th, the full committee was in attendance along with VP Vizzini, General Counsel Petrizzo, and Dr. Adams.

Trustee Morgo shared with the trustees a handout from their committee meeting that was given by VP Vizzini. He reported the Business and Financial Affairs office is beginning their budget hearings in preparation for the 2013-2104 budget. At the conclusion of the hearings the trustees will be briefed and will vote on the budget that administration submits on or before April 18th. Trustee Morgo noted the College, must submit its budget to the County Executive’s office by April 19th. Trustee Morgo stated the Budget and Finance committee would be meeting monthly from now until the budget is approved and sent to the County Executive’s office.

Trustee Morgo reported the College's operating budget is approximately a hundred ninety-four million dollars. The first quarter projections, September 2012 through December 2012, were right on target. There may be a shortfall in tuition received depending on enrollment trends. As of January 9th, enrollment is below what was projected, revenue is down by four hundred fifty thousand dollars. Trustee Morgo stated the committee reviewed expenditures, where eighty-seven percent goes to salary and benefits. Trustee Morgo stated the largest share of revenue is forty-seven percent which comes from tuition. The tuition for FTE's is currently three thousand nine hundred ninety dollars, which stayed the same in 2011 and 2012. Part-time students pay a hundred sixty-seven dollars a credit. State aid share is currently twenty-four percent. Trustee Morgo reported state aid did increase for the current budget year by a hundred fifty dollars per FTE. He noted SUNY’s plan calls for another increase of two hundred five dollars for FTE for the coming budget year 2013-2014. Suffolk County share is twenty-one percent, which does not include capital projects. Trustee Morgo noted capital projects are bonded half by the state, half by the county.

Trustee Morgo stated the committee discussed the charge backs for students who attend out of county community colleges that live in Suffolk County. Trustee Morgo reported in 2011, four thousand one hundred sixty-three students attended community colleges outside of Suffolk County. Two thousand five hundred thirty-one attended Nassau County Community College; seven hundred twenty-two attended the Fashion Institute of Technology, costing Suffolk County thirteen point eight million dollars. Trustee Morgo stated there is a considerable discussion on the College's lost revenue and loss of students, and will continue to be analyzed by the committee.

Trustee Mangual noted the Advocacy Committee had also discussed with Legislator Anker the out of county chargebacks issues at their meeting with the legislator.

Trustee Morgo stated the Budget and Finance committee had also spent time discussing the reporting of assets and liabilities on capital projects. He noted capital projects are funded through bonding, half by New York State, and the other half by the Suffolk County's bonding capabilities and is not part of the College’s budget. Trustee Morgo reported New York State asked if going forward the liabilities occurred by bonds not be listed as a liability with the College, and list just the assets for the buildings that are bonded. Trustee Morgo noted the County comptroller was not in support of that idea, and felt it gave a distorted picture where the College was only listing the assets, and not the liabilities. Trustee Morgo stated legally the liabilities are not the College’s, however the County comptroller would like for the College to continue to list the liabilities on its financial statements. This has been discussed with the College’s auditors and it was agreed the liabilities will continue to be part of the College’s financial statement for the county, not for the state.

Trustee Sanders asked if that would require two separate financial reports, one for the Suffolk County and one for New York State. VP Vizzini clarified what was being discussed was the financial statement, not the College’s budget. On a stand-alone basis, the College has financial statements that include the College and smaller entities. She stated Trustee Morgo was presenting that the comptroller identified the state duplicated showing assets and liabilities and the sponsor and/or the community college would show them as well. So the state decided to minimize any duplication and change the manner in which the assets and liabilities are to be shown on the College's financial statements.

Trustee Morgo stated the external financial statement clearly states the liability is not the College’s liability; it is the county's liability. VP Vizzini stated the reason was based on an verbal agreement the College has with the county from 2002.

Trustee Morgo stated the committee voted on two things it wished to recommend to the full Board. Chairwoman Irizarry confirmed the committee did not vote as committees do not vote. Trustee Morgo stated it was the sense of the committee that absent some extraordinary circumstances, the tuition for the 2013-2014 fiscal year remains the same as the tuition for 2012-2013. Chairwoman Irizarry noted the Budget and Finance committees’ recommendation.

President McKay stated the full fiscal state of the College was currently under review in preparation for the 2013-2014 budget recommendation. The recommendation which will have the best interest of all parties involved would then be forwarded to the Board of Trustees for approval.

Chairwoman Irizarry clarified the committee’s recommendation.  She stated the Budget and Finance Committee’s recommendation not to increase tuition was not a directive or a resolution, but rather to share the same hope as the Colleges not to increase tuition for students.

Trustee Morgo stated the second recommendation the committee wanted to put forth was for administration to detail its efforts to increase student success and completion, and detail the percentage of expenditures in the direction of student success and completion.

Chairwoman Irizarry stated that as it had been mentioned earlier standard 2 also refers to the allocation of resources and expenditures towards student success and initiatives, in which the College is already working on. She asked Trustee Morgo to continue to update the trustees on the issue.

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Chairwoman Irizarry moved onto her report, and stated there was nothing to add as it had been already discussed during the committee reports.

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

Chairwoman Irizarry moved on to the President’s report. President McKay stated his report was covered during the update on Middle States.

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

Chairwoman Irizarry moved onto the Roundtable session, with no further comments she called for a motion to adjourn the Board of Trustees meeting at 6:59 p.m. Trustee Pontieri so moved, seconded by Trustee Mangual, the motion was approved unanimously.

The meeting of the Board of Trustees was adjourned at 6:59 p.m. The Board of Trustees next meeting is February 21, 2013 at 4:00 p.m. in the Alumni Room of the Brookhaven Gymnasium of the Ammerman Campus in Selden, New York.

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Respectfully submitted,

Bryan Lilly

Secretary