**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**ALUMNI ROOM, BROOKHAVEN GYMNASIUM**

**AMMERMAN CAMPUS, SELDEN, NEW YORK**

**February 21, 2013**

The meeting was held on Thursday, February 21, 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

Saul Fenchel Trustee

Theresa Sanders Trustee

Ann Shybunko-Moore Trustee

Anthony Mangual Student Trustee

Shaun L. McKay 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 4:06 p.m.

Chairwoman Irizarry welcomed all present and thanked the students for attending the meeting.

Chairwoman Irizarry called for a motion to enter into Executive session to discuss personnel and litigation matters at 4:07 p.m. Trustee Hazlitt so moved, Trustee Lilly 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 4:55 p.m. Trustee Mangual so moved, Trustee Fenchel seconded, and motion was approved unanimously.

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Chairwoman Irizarry requested a motion to reconvene the Board of Trustees meeting at 4:59 p.m. Trustee Mangual so moved, Trustee Hazlitt seconded and the motion was approved unanimously.

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Chairwoman Irizarry requested a motion to approve the minutes of the January17, 2013 Board of Trustees meeting. Trustee Sanders so moved, seconded by Trustee Mangual, motion was approved unanimously.

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Chairwoman Irizarry requested a motion to approve College Resolutions 2013.09 through 2013.18. Trustee Mangual so moved, seconded by Trustee Shybunko-Moore, College Resolutions 2013.09 through 2013.18 were approved unanimously.

**RESOLUTION NO. 2013.09 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 $1,966,669.81 for the month of January 2013 (Attachment I) is hereby approved by the Board of Trustees.

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**RESOLUTION NO.2013.10 AUTHORIZING ADDITIONAL FEES TO BE PAID TO BBS ARCHITECTS, LANDSCAPE ARCHITECTS AND ENGINEERS, P.C. FOR THE DESIGN OF ROOF REPAIRS AT THE EASTERN CAMPUS (CP 2137)**

**WHEREAS**, by a resolution duly authorized by the Board of Trustees on January 12, 2012, the College and BBS Architects, Landscape Architects and Engineers, PC (BBS) entered into a Consulting Services Agreement (Agreement), in an amount not to exceed thirty-nine thousand five hundred ($39,500.00) dollars, for the design of roof repairs on the Eastern Campus (CP 2137), which fee was based upon a construction cost estimate of seven hundred twenty thousand ($720,000.00) dollars, and

**WHEREAS**, based upon the recommendation of a duly constituted College design committee, a superior design for roof repairs, with construction costs estimated at three million, six hundred seventy, four hundred fifty-six ($3,670,456.00) dollars, was selected, and

**WHEREAS**, pursuant to the Agreement, BBS is to be paid five percent (5%) of that portion of the construction “hard” costs which exceeds seven hundred twenty thousand ($720,000.00) dollars, and

**WHEREAS**, said construction costs are to be funded through CP 2137 and CP 2149 (infrastructure improvements), and

**WHEREAS**, based upon said revised construction cost estimate, the sum of two million, nine hundred forty, four hundred fifty six ($2,940.456.00) dollars represents that portion of the construction “hard” costs which exceeds seven hundred twenty thousand ($720,000.00) dollars, be it therefore

**RESOLVED**, in accordance with the terms of the Agreement, the Board of Trustees hereby authorizes additional fees to be paid to BBS, in an amount which constitutes five percent (5%) of that portion of the construction “hard” costs which exceeds seven hundred twenty thousand ($720,000.00) dollars, which sum is estimated to be one hundred forty-seven thousand, five hundred twenty-two ($147,522.00) dollars.

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**RESOLUTION NO. 2013.11 AUTHORIZING THE APPOINTMENT OF NEW MEMBERS TO THE BOARD OF DIRECTORS OF THE SUFFOLK CENTER ON THE HOLOCAUST, DIVERSITY & HUMAN UNDERSTANDING, INC.**

**WHEREAS**, the by-laws of The Suffolk Center on the Holocaust, Diversity & Human Understanding, Inc. provide for the Board of Trustees to appoint the members of its Board of Directors, and

**WHEREAS**, there are vacant positions on the Board, and

**WHEREAS**, Shirley Levitt and Thomas Spota have been nominated to fill such vacancies and their credentials have been reviewed, be it therefore

**RESOLVED**, that the appointment of the following persons to the Board of Directors of The Suffolk Center on the Holocaust, Diversity & Human Understanding, Inc., for the terms indicated, is hereby approved:

Name Term

Shirley Levitt February 21, 2013 – September 1, 2015

Thomas Spota February 21, 2013 – September 1, 2016

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**RESOLUTION NO.2013.12 ACCEPTING AN ADDITIONAL SUBAWARD FROM THE RESEARCH FOUNDATION OF SUNY FOR PARTICIPATION IN A PROJECT ENTITLED IRACDA – THE NEW YORK CONSORTIUM FOR THE ADVANCEMENT OF POSTDOCTORAL SCHOLARS**

**WHEREAS**, by a resolution duly adopted on October 18, 2012, this Board authorized the College President to execute a subcontract between the Research Foundation of SUNY (“Foundation”) and the College for participation in a project entitled “IRACDA – The New York Consortium for Advancement of Postdoctoral Scholars” (“the Project”), and

**WHEREAS**, in connection therewith, the College was selected to receive $129,705.00 of a Foundation grant award to support the professional development of College participants in the Project, and

**WHEREAS**, in furtherance of the Project, the College is to be awarded an additional $10,200.00 to fund the provision of additional laptops and logger pro equipment, be it therefore

**RESOLVED**, that the College President is hereby authorized and empowered to execute an amendment to the subcontract between the Foundation and the College, in such form as shall be approved by the College General Counsel, accepting an additional sub-award in connection with its participation in “IRACDA – The New York Consortium for the Advancement of Postdoctoral Scholars.”

Project Director: Dr. Candice J. Foley

No in kind contribution required.

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**RESOLUTION NO. 2013.13 APPROVING THE REQUESTED 2014-2016 CAPITAL PROGRAM AND 2014 CAPITAL BUDGET**

**WHEREAS,** the College has been requested by the office of the Suffolk County Executive to submit capital budget and program requests in accordance with Article IV, Section A4-1, of the laws of Suffolk County, and

**WHEREAS**, the capital program requests (Attachment II) have been solicited from the President, the Executive Vice President, Vice Presidents, Associate Vice President, Campus Executive Deans and Physical Plant Directors, and recommended by the Executive Council and the President, be it therefore

**RESOLVED**, that the Board of Trustees approves the submission of all capital projects in Attachment II, and authorizes the President or his designee to submit the projects for the 2014-2016 capital program and 2014 capital budget.

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**RESOLUTION NO.2013.14 AWARDING A CONSULTANT CONTRACT TO CONDUCT A FEASIBILITY STUDY FOR THE USE OF A PROJECT LABOR AGREEMNT (PLA) FOR THE CONSTRUCTION OF THE NEW LEARNING RESOURCE CENTER ON THE GRANT CAMPUS AND THE NEW HEALTH AND WELLNESS CENTER ON THE EASTERN CAMPUS**

**WHEREAS**, the construction of the New Learning Resource Center on the Grant Campus is being funded from CP 2159, and the construction of the Health and Wellness Center on the Eastern Campus is being funded from CP 2120, and

**WHEREAS**, both of these projects have been approved by Suffolk County and the State of New York, and funds have been appropriated by the Suffolk County Legislature, and

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

**WHEREAS,** the College Evaluation Committee reviewed the responses received and is recommending that the College contract with LiRo Program and Construction Management, PC, and

**WHEREAS**, the services for the negotiation, preparation and maintenance of the PLA will be necessary only if the use of a PLA for these projects is financially justified, be it therefore

**RESOLVED**, that the College President or his designee is authorized to enter into a contract upon such terms and conditions as shall be approved by the College General Counsel with LiRo Program and Construction Management, PC for up to $21,078.00 for the PLA feasibility study, and be it further

**RESOLVED**, that if the College chooses to use a PLA, the College President or his designee is authorized to enter into a contract upon such terms and conditions as shall be approved by the College General Counsel with LiRo Program and Construction Management, PC for the negotiation and execution of the PLA for up to $8,649.00, and be it further

**RESOLVED,** that if LiRo Program and Construction Management, PC is successful in executing the PLA, the College President or his designee is authorized to enter into a contract upon such terms and conditions as shall be approved by the College General Counsel with LiRo Program and Construction Management, PC for the implementation and maintenance of the PLA throughout construction for up to $48,931.00.

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**RESOLUTION NO.2013.15 APPROVING THE AGREEMENT AMONG AND BETWEEN SUFFOLK COUNTY COMMUNITY COLLEGE, THE COUNTY OF SUFFOLK AND THE SUFFOLK COUNTY ASSOCIATION OF MUNICIPAL EMPLOYEES**

**WHEREAS**, the negotiations with the Suffolk County Community College (College), the County of Suffolk, and the Suffolk County Association of Municipal Employees (AME), covering certain terms and conditions of employment for employees represented by the AME College White Collar, College Blue Collar and College Aide bargaining units, have resulted in a Stipulation of Agreement (Agreement) which was executed by all parties on January 18, 2013, and

**WHEREAS**, the Agreement covers the period of January 1, 2009 through December 31, 2012 for the AME employees, and

**WHEREAS,** the members of the AME have ratified the provisions of the Agreement by a majority vote of the members, and

**WHEREAS**, those provisions of the Agreement which require the appropriation of funds pursuant to New York State Civil Service Law §204-a(1) to permit the Agreement’s implementation are subject to the approval of the Suffolk County Legislature, and

**WHEREAS**, the College President recommends to the Board of Trustees the approval of the Agreement, be it therefore,

**RESOLVED**, that the Agreement among the College, the County of Suffolk and AME (Attachment III) be, and the same is, hereby approved.

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**RESOLUTION NO. 2013.16 AMENDING THE COLLEGE OPERATING BUDGET TO REFLECT AN INCREASE IN THE GRANT AWARD FOR THE LIBERTY PARTNERSHIPS PROGRAM**

**WHEREAS**, the Liberty Partnerships Program (LPP) at Suffolk County Community College represents a cooperative effort between the College and the Longwood Central School District to provide a unique, comprehensive and supportive environment for at-risk students, and

**WHEREAS**, the LPP is funded by a grant from the New York State Department of Education, and

**WHEREAS**, the 2012-2013 College operating budget provides $293,063.00, including indirect costs, in anticipation of a grant award from the New York State Department of Education for the LPP, and

**WHEREAS**, the award is to be increased in the amount of $56,937.00, including indirect costs, bringing the total amount of the grant award to $350,000.00, including indirect costs, and

**WHEREAS**, no matching funds are required, be it therefore

**RESOLVED**, that the 2012-2013 College operating budget be amended to reflect an increase in the amount of $56,937.00, including indirect costs, for the Liberty Partnerships Program, and be it further

**RESOLVED**, that the College President, or his designee, is authorized to execute any necessary documentation, including a contract amendment, as approved by the College General Counsel, with the New York State Department of Education, reflecting the increase in the grant award for the Liberty Partnerships Program.

Project Director: Nina Leonhardt

Note: No full-time personnel for amendment

In-kind contribution – none

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**RESOLUTION NO.2013.17 APPROVING A MAJOR CHANGE ORDER AND AMENDMENT TO THE CONTRACT FOR THE CONSTRUCTION OF THE NEW LIFE SCIENCE BUILDING ON THE AMMERMAN CAMPUS**

**WHEREAS**, J. Petrocelli Contracting, Inc. was awarded a contract (“Contract”) to construct the New Life Science Building on the Ammerman Campus, and

**WHEREAS**, the discovery of additional existing underground drainage structures requires the performance of additional work not anticipated under the Contract or shown on the design drawings, and

**WHEREAS**, the change order provided by the contractor for this additional work was reviewed by the College, and is recommended for approval, and

**WHEREAS**, three prior minor change orders (totaling $13,571.50), together with the major change order identified herein, are within the allocated budged for this construction project, and

**WHEREAS**, this change order exceeds twenty thousand dollars ($20,000.00), thus constituting a major change order as defined in the College’s Procurement Policy, and

**WHEREAS**, pursuant to such policy, all major change orders require the approval of the Board of Trustees, be it therefore

**RESOLVED**, that a change order in the amount of one hundred three thousand, five hundred thirty eight dollars and ninety-one cents ($103,538.91) to the Contract with J. Petrocelli Contracting, Inc. for additional work to be performed for the construction of the New Life Science Building on the Ammerman Campus, is hereby approved, and be it further

**RESOLVED**, that the College President is authorized and empowered to execute an appropriate amendment to the Contract, as approved by the College General Counsel, reflecting the change order and the nature of the additional work so authorized.

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**RESOLUTION NO. 2013.18 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 IV must be authorized by Board resolution, and

**WHEREAS**, the President recommends the transfers on Attachment IV as necessary for the operation of the College, be it therefore

**RESOLVED**, that the budget transfers shown as Attachment IV are hereby approved.

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Chairwoman Irizarry introduced VP of Business and Financial Affairs, Gail Vizzini to present the College Financial Report as of January31, 2013. VP Vizzini stated the 2012-2013 operating budget was trending in a positive direction and because of the leveling off of enrollment; the College is projecting a potential shortfall in revenue of $1.7 million. VP Vizzini stated the College continues to exercise restraint on expenditures to keep the budget in balance. The President is careful in terms of approving vacancies to be filled only in those areas that relate directly to achieving the College’s mission and institutional goals. She stated the business and financial affairs office prepared a budget gap analysis for the 2013-2014 operating budget. The analysis shows expenses rising about 4.5 million dollars, with over $2 million in retirement expenses, $300,000 in health insurance and roughly $3.7 million in contractual salary increases. The College has held roughly $2 million in the current year budget to offset the expected increases. She noted the numbers would change as the College gets closer to answers in terms of aid per FTE, and would probably have to consider some internal efficiencies in order to make the gap a little bit less.

VP Vizzini stated the 2013-2014 operating budget process is almost complete, all departments have presented their requests and her department has conferred with President McKay, and will have a summary for the Trustees at the March meeting to give them the opportunity to deliberate before approving the operating budget for submission to the County on April 19th.

Chairwoman Irizarry clarified that the shortfall in revenues was due to a decline in enrollment of 2.5 percent. VP Vizzini confirmed, yes it was.

President McKay addressed Chairwoman Irizarry and stated the analysis is also showing a larger number of part-time students attending the College on all three campuses. Noting you need at least 30 credit hours to make up one FTE. President McKay stated there would be a presentation on enrollment management and what is being done to help mitigate the decline in full time students. He stated the College was looking forward to what the State is going to come back with in regards to their contribution to FTE, and would inform the Board as soon as the State announces it.

Trustee Fenchel asked if other community colleges were also experiencing a decline in enrollment and decrease in FTE, in particular, Nassau County Community College, and upstate community colleges.

President McKay stated he recently attended a President’s meeting upstate and some colleges were reporting as much as a five to ten percent decline. President McKay noted other factors for the decline in FTE are some students working two and three jobs while going to college, allowing them only to enroll as part time students; and simultaneously more students are looking for the workforce development and the corporate training side.

Trustee Fenchel asked if there are a number of courses being oversubscribed and can the College cater to the needs of some of these students.

President McKay stated the College was not experiencing that at all. The College is looking to find way in which it can support all areas, including its technical programs. He noted the College recently posted several vacancies in a number of disciplines, to strategically meet the enrollment needs of the College.

Chairwoman Irizarry asked if there were any more questions in regards to the financial report. With no further questions Chairwoman Irizarry thanked VP Vizzini for the financial report.

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President McKay introduced Dr. Nathaniel Pugh, Vice President for Planning and Institutional Effectiveness, and Dr. Christopher Shults, Director for Planning and Institutional Effectiveness to give an update on planning and assessment.

Dr. Pugh stated the strategic plan report would be completed in February, and would have it ready for the Board to review at a spring meeting. The Comprehensive Assessment Plan for Institutional Effectiveness (CAPIE) has been submitted to the President and the cabinet for review.

Dr. Shults stated he would review the development of integrated planning, and noted integrated planning is something the accrediting agencies are really focusing upon. Integrated planning ensures the Colleges resources are allocated appropriately based on the assessment data that guides the planning. Dr. Shults stated the College is also aligning its budget and planning cycles to ensure the College can begin full integrated planning institution-wide in the fall. Going forward the College will be developing criteria for success called key performance indicators for each of its Institutional Objectives. Areas such as Academic Affairs, Student Affairs and Title III, will be working to develop plans to change and address their budgets based upon achieving those objectives. This entire process is integrated planning.

Dr. Shults stated the key performance indicators and yearly action plans will be designed to ensure the College is achieving the institutional objectives and when not achieved, the College will use assessments to determine how to better achieve, and will address changing budgets to ensure the College has the recourses necessary to achieve the measurable institutional objectives.

Dr. Pugh noted working groups were developed for standards 2, 3, 7 and 14. Middle States has said the College should approach the standards by examining the elements of each of the standards and do the evidence identification for those elements. Each standard will have a working group, the group will be assigned the elements of their standard. VP Pugh stated he along with Dr. Shults and VP Mazzarelli would be meeting with each working group to help them identify what needs to be done to be in compliance with each standard. He stated the Board would be updated on a monthly basis on the progress of each working group, and reported the College was right on track and would have a lot to share with Dr. Klinman during her visit.

Chairwoman Irizarry asked for clarification if the operational planning was the same as the integrated planning, noting the time line indicated operational planning. Dr. Pugh responded the strategic planning, operational planning and institutional effectiveness, are all part of integrated planning and budget planning.

Chairwoman Irizarry referred to the time line and noted that February was marked for operational planning, and was looking for the update on operational planning. President McKay stated the operational planning is where all the integrated elements of the system will start writing their action plans that will then tie back to the measurable institutional objectives and tie back to the institutional goals. It is an entire integrated process.

Dr. Shults explained the integrated planning is not a stand-alone planning process. It is the process of integrating all of the College’s planning efforts strategically, operationally and in the budget.

Trustee Fenchel confirmed with VP Pugh that all the work being done was to determine the effectiveness of the College and asked if there was any analysis made post-graduation of what happens to the graduating students; do they get jobs, do they go to schools, are they unemployed. Dr. Pugh stated there are tracking systems on what happens to each student that matriculated at the College, whether they went off to graduate school or if they have a job. Dr. Shults stated the College does conduct student follow-up surveys, but unfortunately the response rates are low. Trustee Fenchel stated it seemed the objective of success inside the institution is going to be subordinate to the objective of the success outside the institution.

President McKay agreed with Trustee Fenchel and noted the College did track this type of data within the workforce and corporate training areas. Trustee Fenchel stated he did not have a good sense, of how effective the College or any other community college was in helping people to assimilate into society, job-wise or social wise.

Chairwoman Irizarry asked President McKay if the Board could be provided with the data from the post-graduation surveys. President McKay stated the College does use a SUNY-wide follow-up survey that is sent to all students when they graduate. The issue is the response rate needs to be high enough to show what is happening with those students. Chairwoman Irizarry asked when the data would be ready to be shared with the Board. Dean of Enrollment Management, Joanne Braxton replied the data could be shared by the end of the month.

Trustee Mangual inquired what the response rate was for the post-graduation surveys. President McKay stated it was not high at about seventeen percent.

Trustee Fenchel stated he was amazed at the amount of resources, money and time going into satisfying the criticisms of Middle States. He stated he wondered about the legitimacy of Middle States, which accused the College of being politically oriented. Trustee Fenchel stated he had done some research on Middle States; the accrediting agency comes out of the federal government from the Department of Education and is politically appointed.

Chairwoman Irizarry stated the Board shared Trustee Fenchel’s frustration, however their job was to address the concern of Suffolk residents and Suffolk residents would not like it if the College was not accredited by Middle States, therefore, the College must remain accredited.

Trustee Fenchel stated he found it reprehensible that Middle States, political appointees themselves brought the College under scrutiny because the College was political. He further stated that Long Island was known for being democratic and wondered where the elected representatives were to protect these 26,000 students from losing, their livelihoods, money and time that they put in to their education.

Trustee Shybunko-Moore stated there was a national issue with four-year colleges on how to get objective evidence of four-year degrees with all the number of people that are non-employed. Noting it is quite a task to try and get people after they graduate to give information. She stated there are many graduates with bachelor degrees that can't get jobs and are taking, considerably lower level positions. Trustee Shybunko-Moore stated it was a national problem in all levels of education, two-year, four-year, even master's degree.

Trustee Fenchel commented he agreed with Trustee Shybunko-Moore’s statement, of the whole model of associate's degrees, bachelor's degrees, master's degrees being a national problem. He stated the whole educational model in the United States, much less Suffolk County, has to change because it's clear that the graduates being produced, are not being serviced, are not doing a service to the society and are not helping the economy. Trustee Fenchel stated he suggested the College take the lead.

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Chairwoman Irizarry moved onto the Committee reports. Trustee Sanders stated that the Student Services & Academic Affairs committee met on February 13th. The committee commended President McKay and his entire team because what they are hearing in the committee meeting is that people are stepping up to the plate. At the last meeting, the committee was given a presentation on the Title III grant, and how it folds into the planning and assessment. The committee is confident the College will meet the requirements set by Middle States. During the Title III grant presentation the committee was shown the virtual learning commons, and was excited to see the technology being used, how the College’s students were going to be tracked to see what they're learning, to evaluate a lot quicker if they are up to speed and to be able to intervene sooner if they are not.

Trustee Sanders stated the ultimate goal is to get the students to graduate; the Title III grant can assist the College in providing the resources to assist the students to be successful. She invited Trustee Fenchel to the committee’s next meeting on March 13th.

Chairwoman Irizarry stated that as a member of the committee, she believed some recommendations were made in terms of helping students know about the support services that are available to them. The committee encourages the College to find ways to make sure students know about the virtual learning commons as well as all of the support services available to them to help them succeed.

Chairwoman Irizarry moved onto the Personnel Committee, with the absence of Trustee Pontieri there was no report. She then moved onto to the Budget and Audit Committee and noted Trustee Morgo was not present, but had the opportunity to meet yesterday with the committee, Vice President Vizzini and had his report. She stated it was still early in the budget process for 2013-2014, with many unknowns in terms of the state and county contributions. The College is working diligently to continue providing affordable tuition for its students. Based on the proposed budget by the Governor, that state aid remains flat and did not include an increase in FTE aid.

Chairwoman Irizarry moved onto the facilities committee. Trustee Lilly stated he and Trustee Morgo had not met since the last meeting, and hoped to schedule a committee meeting within the next two weeks. Trustee Lilly noted the Board had earlier approved the additional payments for the roof repairs on the Eastern campus, as well as the 2014-2016 capital program. He stated he looked forward to meeting with VP Vizzini who was now overseeing the capital projects. Trustee Lilly noted it had been a pleasure to work with EVP Gatta and hoped to have the same relationship with VP Vizzini.

Chairwoman Irizarry moved onto the Advocacy Committee. Trustee Hazlitt stated the committee had met with the Chairperson of the Education Committee of the Suffolk County Legislature last month and a meeting with the full Education Committee meeting of the Legislature was set up for the 27th of February between the Advocacy Committee and the Student Affairs Committee. Trustee Hazlitt stated he admired Trustee Fenchel for his comments and for having the nerve to say what he really thinks and agreed with him a hundred percent. He commented after fifty years in politics, he learned you can't fight city hall.

Trustee Fenchel thanked Trustee Hazlitt for the recognition of his earlier comments and stated his concern was they had not marched on city hall, and he suspected that if 26,000 students and all the people who are interested in those students march on city hall, there may be a different result.

Chairwoman Irizarry thanked Trustee Hazlitt for his report and stated that on behalf of the Advocacy Committee and the College, letters were sent to New York State Senators and in an effort to keep advocating to make sure the College receives the funding needed to continue providing affordable tuition.

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Chairwoman Irizarry moved onto her report. She stated that on behalf of the Board she thanked Mr. George Gatta, the College’s former Executive Vice President for his many years of service to the institution and wished him well.

Chairwoman Irizarry stated she wanted to share information on the Phi Beta Kappa International Honor Society, and the All New York academic student awards. She stated she recently learned that a number of the Colleges students had been nominated for the All New York academy team, the nominees must be enrolled at a community college through December 2012, have a cumulative GPA of 3.5 or better, have 36 college credits complete by December 2012 or 48 college credits completed by August 2013 and also have a college record free of suspension, probation or disciplinary action. Chairwoman Irizarry announced the following students had distinguished themselves with this prestigious honor. The first team includes Robert Grisafi from the Ammerman campus, Thalia Olaya from the Eastern campus, Christopher Petrosino from the Grant campus as well as student trustee, Anthony Mangual from the Grant campus. She congratulated Trustee Mangual.

Chairwoman Irizarry stated she was also pleased to announce the second and third team nominees are Steven Agnostakios from the Ammerman campus and Amy Andrejack from the Eastern campus. She noted the College was the community college with the most amounts of students making it onto these teams and thanked the students on behalf of the Board.

Chairwoman Irizarry stated within the board packets they would find information regarding the upcoming Foundation Gala on April 5th and looked forward to seeing other Trustees at the gala.

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Chairwoman Irizarry moved on to the President’s report. President McKay introduced Mr. Ben Zwirn, Inter-Governmental Relations Coordinator, to give an overview of their trip to Albany, and what was presented before the Education and Information Technology sub-committee of the Suffolk County Legislature. Mr. Zwirn stated it all began with the Governor's budget of 2013 when he laid out the four core elements of how he saw New York rising, and the third element was to have world class education in New York. Funding was flat, FTE numbers, at 2,272, and there was also a cut of $653,000 in subsidies for child care for the community colleges. The job was to go back and lobby the State Legislature. Mr. Zwirn stated the good news was the chairman of the senate for the Higher education Committee is Ken LaValle and he had been a great friend to the college for decades. He and President McKay travelled to Albany on SUNY day, despite the 30-inch snowfall the previous evening. Mr. Zwirn stated they attended a joint hearing of the Assembly and Senate on Higher Education Committees where the Chancellor testified.

Mr. Zwirn stated they spent the day talking to State Senators lobbying for additional FTE funding. The Senators were very supportive, and some were even optimistic that there could be some increase. Amendments to the Governor's budget are due in by the end of the day today, and the College should know if it will receive additional funding within two weeks. Mr. Zwirn stated besides meeting with Senator LaValle, they also met with Senator Fuschillo who represents both Nassau and Suffolk community colleges in his area, and Senator Skelos. He noted President McKay was selected by the Chancellor to meet with a very small select group to meet Carl McCall, the Chairman of the SUNY Board of Trustees. Mr. Zwirn stated they also met with Assemblyman Morrell, the majority leader with the State Assembly and Jim Yates, counsel for Speaker Silver. All indicated they were and have been strong supporters of the community colleges.

Mr. Zwirn stated President McKay emphasized on balanced additional funding so that every year the College receives some money and can forecast and budget better. He noted the State Legislature added $150 per FTE last year meant an additional $3 million to Suffolk. Mr. Zwirn stated when they went before the Education Committee on the county level, they were told flat out to not expect any additional local maintenance from Suffolk County. He stated Suffolk County was in really tough shape and didn’t expect to see any options from them this year, and the College would have to try and manage on its own. Mr. Zwirn noted they also met with Assemblyman Sweeny, Dean of the Suffolk delegation and Assemblyman Engelbright, who is on the Higher Education Committee. Assemblyman Engelbright was particularly interested in learning about the Colleges capital programs, especially the renewable energy building. Mr. Zwirn stated the College would submit its capital program on March 8th to the County Executive’s office and hopefully the County Legislature would be as supportive of the college's capital program as it had been in the past.

Chairwoman Irizzary thanked Mr. Zwirn for his report and noted they were well aware of the difficult economic situation the County was going through. Nevertheless, she and the Board expect the College and Mr. Zwirn to advocate as much as possible to make sure the College’s students get some funding from the county.

President McKay agreed and stated he would be scheduling a meeting before the Budget Subcommittee and discussions before the full legislature to discuss the issue of students contributing fifty one percent for the cost of the College’s operation. President McKay assured Chairwoman Irizzary the College would be advocating and asking for additional funding from the County on behalf of its students.

Mr. Zwirn noted that on February 26th, the Education Committee of the county would be meeting at 1:00 p.m. and there were two workforce grants that will be discussed in which the College is working with two local companies. John Lombardo will be there to explain the grants; he added the College receives contributions from some local companies to train employees to work at those companies.

President McKay introduced Ms. Nina Leonhardt, to give an update on the non-credit STEM and STEM related programs. STEM is science, technology, engineering and math which Suffolk is very much involved in both locally and nationally. Ms. Leonhardt stated STEM Hub referred to something that was developed by the Long Island Regional Economic Development Council. Beyond Long Island, there is also a New York State STEM learning network of which the College is a charter member, and STEM X is a national group that the College is a part of as well.

She stated the College has a footprint on the national level with STEM and STEM is where the connection can be seen with the training and jobs. The College has zeroed in on a few specific areas, the first is renewable energy and energy efficiency which ties into the new proposed building in the capital program. Ms. Leonhardt stated the first program was called Power. Power is a program funded by the US Department of Labor and the College is in its last year of it and has applied for a no-cost extension. To date, the program has trained 259 people which were more than the College was asked to serve. One hundred seventy five of those trained are already employed locally. Another program is the Lights program, which is an NSF program. She stated the College is using what it learned with the Power program to develop a curriculum in the engineering arena.

Ms. Leonhardt reported the College also had the Step and Liberty Partnership programs. Those programs are for young people in grades seven through twelve. They are learning a lot of the same things, but at a suitable level for them, so that when they arrive at the College they will have the appropriate skills necessary. Ms. Leonhardt stated another area identified as important is the health care arena. The College has several programs in the health industry that lead to immediate jobs upon completion. Those areas are: pharmacy tech, ophthalmology tech and health IT which train people in support of the Affordable Health Care Act. The College also receives money from SUNY to work with the health care industry and prepare people for leadership positions in health care and with the developmental disabled. She stated the programs work with approximately 870 adult completers over a three-year period, 1,920 young people over a three-year period, and there is $5 million worth of grants over the three-year period.

Ms. Leonhardt stated there were ceremonies coming up on April 6th, May 2nd and May 9th for the Step, Liberty and C Step programs, and would be sending out the invitations to the Board shortly.

Chairwoman Irizarry asked Ms. Leonhardt if the resolution that was just approved in regards to the community partnership program, was just with the Longwood School District. Ms. Leonhardt confirmed the partnership was currently just with the Longwood School District. Chairwoman Irizarry asked how long has the partnership been in existence. Ms. Leonhardt stated the College has had the Liberty Partnership Program since 1989 and originally included many other school districts, such as Brentwood, Central Islip, and Riverhead. However, the state asked the College to concentrate its efforts on only one district. Chairwoman Irizarry asked Ms. Leonhardt if there had been any considerations to have a dialogue with the state and expand the opportunity to other high schools. Ms. Leonhardt stated the issue had to do with funding. The College was receiving the maximum amount of funding it could receive and it was only enough to serve one district.

President McKay stated through LIRACHE and the office of Academic Affairs, the College is working with several school districts throughout Long Island. It is a discussion among the 18 LIRACHE presidents, as well as superintendents of all the districts across Nassau and Suffolk County. He noted the College does have pilot programs and some initial results were very promising in regards to the feedback.

Chairwoman Irizarry asked how many students the College was servicing through the program in the Longwood School District and did the College track data of the effectiveness of the program. Ms. Leonhardt stated three hundred students were in the program, and starting this year the State Department of Education has new database in which all of that type of data is being tracked. Ms. Leonhardt noted when students reach eleventh grade in the program; they can start taking a college prep course and then start taking the college courses. The fact the students are prepared to take college courses and then do well in the college courses indicates the students who had been considered at risk at one point seem to be performing. The College has also had a number of students go over to Brookhaven National Laboratory as interns and be very successful.

President McKay thanked and commended Ms. Leonhardt publicly for the work she’s done within her areas. Chairwoman Irizarry thanked Ms. Leonhardt for her report.

President McKay introduced Mary Lou Araneo, Vice President for Institutional Advancement to give an update on the College’s enrollment management efforts. VP Araneo thanked President McKay and addressed the members of the Board. She stated the College’s marketing efforts in support of the enrollment management function would commence to coincide with the March, April college acceptance notifications that are received by area graduates and high school seniors. They found the most effective media is focused and centered on cable television and radio. In addition to television and radio ads there will also be a small direct mail campaign as well as the cinema advertisements in the movie theaters. VP Araneo stated media placement would begin next week and run through the months of March and April.

Trustee Mangual asked VP Araneo to clarify what she meant by the marketing would coincide with the March and April college acceptance notification. VP Araneo stated in the past the College had focused its marketing efforts a little later, but a suggestion was made to look into a different approach this time. The College is doing a modification, and starting its marketing efforts sooner, trying to make sure people are aware of Suffolk County Community College when they are making their choices.

Chairwoman Irizarry asked VP Araneo if the students would be getting their information from Suffolk at the same time they are getting information from other colleges. VP Araneo stated high school students would have all of the information to consider on the College earlier as opposed to a delayed presence in the marketplace as in the past. Chairwoman Irizarry asked when the marketing efforts began in the past. VP Araneo stated in the past, the College typically looked to begin its marketing efforts at the end of May and throughout the summer.

Trustee Mangual asked VP Araneo why the College had not considered starting its marketing process a month prior to when high school graduates start receiving their acceptance letters, or about when the same time when the scholarship deadlines begin. He noted when he was enrolling at the College; he was not aware of the enrollment deadline and had difficulty finding the date.

VP Araneo stated that recently people have become more educated about the value of attending a community college, and there has been a change in how people apply to the College. Ten years ago, most of the applications came during the summer. Now the College is seeing more people interested sooner, and this is the reason for adjusting the marketing strategy to begin earlier.

Chairwoman Irizarry stated the College should not aim to be the students second choice as was done in the past, rather focus on being the student’s first choice. VP Araneo agreed and stated the College’s marketing theme has been focusing on accessibility and affordability as common themes throughout its advertising.

Trustee Sanders stated if the College was promoting to be a student’s first choice, wasn’t it still promoting too late, students are receiving their rejection notices from other schools when they start to get information on Suffolk County Community College. Trustee Sanders asked VP Araneo if it was part of the long-term strategy to move the marketing efforts to commence even earlier in the year. VP Araneo agreed and stated there were other internal processes that were linked to having the influx of people applying. There is a transition occurring, where the College is ensuring that the back office is available to handle the shift, the campuses can schedule the testing and advising earlier, and the students can register earlier and can get schedules once they complete the steps of the enrollment process.

Chairwoman Irizarry asked what the deadline was for the new students' school application. VP Araneo stated it varied, and believed it was in May. Chairwoman Irizarry asked if the deadline date and the scholarship program information would be included in the advertising campaign. This would give the students reasonable time to get them interested and take advantage of the available scholarships. VP Araneo confirmed the information would be included in the additional marketing efforts.

President McKay noted the transition to start the marketing efforts earlier was prompted by the review of the scholarships program.

VP Araneo shared with the Trustees they had received overwhelmingly positive feedback from the focus groups that were conducted, especially related to the sweatshirt ad. This past September the College added the newest version of the sweatshirt ad which focused and targeted graduating high school seniors. In addition, a new print campaign will be launched in April to support awareness of the College’s workforce training programs and leadership in filling skills gaps. The campaign will highlight different kinds of manufacturers and share how those organizations are continually improving their productivity and efficiency as a result of leveraging the academic programs and workforce programs at the College. Each ad will focus on a particular company and tell a different story of how the organization has improved as a result of leveraging their experience at the College, whether through hiring the College’s students or using the College for training in some of the soft skills areas. VP Araneo stated a new branding ad will be developed that will highlight the value of the community college and all that the College delivers to the County and its residents. The ad will, include information on scholarship availability, some of the internship opportunities as well as academic and training program information.

VP Araneo stated working in union with the Director of Enrollment Management, Ms. Joanne Braxton, they have prepared a direct mail letter that will also be part of the campaign and will be mailed at the beginning of April to graduating high school senior households. The message will focus on affordability, accessibility and transferability. In addition, the enrollment management office has scheduled on-site acceptance events at high schools. VP Araneo stated the enrollment management office has modified their spring open house, which will be held on April 25th. The open house will serve as a multipurpose event where students who have already been accepted to attend the College in the fall, as well as graduating juniors and seniors can have questions answered and receive additional information. VP Araneo noted the College had also changed the timing for accepting its incoming nursing class for the fall and has already completed selecting the next incoming class. VP Araneo asked Dean Braxton if there was anything additional she wanted to share with the trustees. Dean Braxton stated the College did have an overall communication plan and it was twofold. One is for the students who make an inquiry into the College and the College sends out information to them encouraging them to come to Suffolk County Community College, as well as a communication plan once a student has been accepted. The April campaign was just one of the initiatives the enrollment management team worked on.

President McKay introduced Mr. Paul Cooper, Executive Director of Facilities/Technical Support to give an update on the College’s capital programs. Mr. Cooper stated the health and wellness facility that will be constructed on the Eastern campus has an auditorium with a swimming pool similar to the one on the Grant campus. It has bleacher seating for 200; a gymnasium that will have a sports floor that can accommodate basketball games as well as other sports such as volleyball, and badminton. The facility includes a nursing classroom and a nursing lab; an aerobics room, and a strength training room that has a 35-foot high rock climbing wall. He noted the design funds for the project had been appropriated and the construction funds are in the County's program for 2014.

On the Michael J. Grant campus, the next project is the Learning Resource Center. The Learning Resource Center has all the tradition library features, a circulation desk, the reference desk, group and individual study rooms, computer classroom, tutoring and testing rooms, a writing center, a reading lab, and an information commons. The Learning Center will also have an outdoor roof garden that has space for the education technology unit as well as a Board of Trustees conference room. Mr. Cooper stated the funding for the project has also been appropriated for design and construction.

On the Ammerman Campus the new Science and Technology building is currently being constructed. The building has three anatomy and physiology labs, two flexible lecture halls with a movable wall that could break it into two separate lecture halls, a flexible biology lab which means numerous courses could be taught in it, a microbiology lab, two marine biology labs, two general classrooms, a computer classroom, two chemistry labs, two general bio labs and general classrooms. The funding for this project has been appropriated.

The last project Mr. Cooper described was the renovation of the Riverhead Building on the Ammerman campus. The building was built in the early '70s and will be renovated over two summers. Mr. Cooper stated this coming summer the College will begin to renovate the top two floors. All the furniture, IT equipment and staff belongings will be moved down to the lower two floors. The building will have new ceilings, new lighting, new doors, new exterior doors, new carpet, new floor tiles, a new air-conditioning system, a new roof, and will be painted. The following summer the College will renovate the two floors bottom floors. The work for this building is funded from several capital projects and has been appropriated.

Chairwoman Irizarry thanked Mr. Cooper for his informative report. President McKay thanked Mr. Cooper for all the work being done across the campuses and stated that completed the President's report.

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Chairwoman Irizarry moved onto the Roundtable session. Trustee Hazlitt stated he received an e-mail earlier in the week, announcing the intended retirement of the President of the Faculty Association. Trustee Hazlitt stated in the sixteen years he has been associated with Ms. Schuler-Mauk, she had performed her responsibilities par excellent and commended her for her outstanding years of service.

Ms. Schuler-Mauk thanked Trustee Hazlitt for his comments and stated that Suffolk County Community College had been the love of her adult working life. She noted the College had been a very special place to work, in part because of the people she worked with. Ms. Schuler-Mauk stated she had been very happy to represent the Faculty Association as their union President. Ms. Schuler-Mauk noted she had come to the College from Kentucky after finishing graduate school. She had no intention of staying here beyond five years, however quickly realized the College was a very interesting place to work. She stated the community college was probably more exciting than university experiences in terms of the vitality of it, the students and the energy. Ms. Schuler-Mauk stated now forty three years later it was sad for her to leave, but believed it was the right time. She feels comfortable with the work she accomplished with President McKay, and is sure he will continue doing great things for the College. She stated she believed the union was very much part of the fabric of the institution and was proud to have been part of that.

President McKay commented he had done his first contract with Ms. Schuler-Mauk in 2005, the negotiation ended at 3:00 a.m. because Ellen brought the best that she had and has always been fair and professional, and always puts the institution first. He stated on behalf of all the faculty, and staff they appreciate all she has done in her forty three years of service.

With no further comments she called for a motion to adjourn the Board of Trustees meeting at 6:31 p.m. Trustee Hazlitt so moved, seconded by Trustee Mangual, the motion was approved unanimously.

The meeting of the Board of Trustees was adjourned at 6:31 p.m. The Board of Trustees next meeting is March 21, 2013 at 4:00 p.m. in the Lecture Hall of the Montaukett Learning Resource Center of the Eastern Campus in Riverhead, New York.

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Respectfully submitted,

Bryan Lilly

Secretary