**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**BROOKHAVE GYMNASIUM, ALUMNI ROOM, AMMERMAN CAMPUS**

**SELDEN, NEW YORK**

**January 16, 2014**

The meeting was held on Thursday, January 16, 2014 at 4:00 p.m. in the Alumni room of the Brookhaven Gymnasium on the Ammerman Campus in Selden, New York.

PRESENT:

Dafny Irizarry Chairwoman

Walter Hazlitt Trustee/Vice Chair

Brian Lilly Trustee/Secretary

Belinda Alvarez-Groneman Trustee

Arthur Cliff Trustee

Paul Pontieri, Jr. Trustee

James Morgo Trustee

Theresa Sanders Trustee

Anne Shybunko-Moore Trustee

Felipe Espitia-Cetina Student Trustee

Shaun L. McKay President

Mary Lou Araneo V.P. Institutional Advancement

Carla Mazzarelli V.P. of Academic & Student Affairs

Frances Dearing Executive Director Institutional Effectiveness

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 4:01 p.m.

Chairwoman Irizarry requested a motion to adjourn the Board of Trustees meeting and call to order the meeting of the Board of Directors at 4:03 p.m. Trustee Hazlitt so moved, Trustee Alvarez-Groneman seconded, motion was approved unanimously.

Chairwoman Irizarry called for a motion to adjourn the Board of Directors meeting and reconvene the Board of Trustees meeting at 4:10 p.m. Trustee Sanders so moved, Trustee Espitia seconded, and motion was approved unanimously.

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Chairwoman Irizarry requested a motion to approve the minutes of the December 5, 2013 Board of Trustees meeting. Trustee Espitia so moved, seconded by Trustee Shybunko-Moore, motion was approved unanimously.

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Chairwoman Irizarry introduced Vice President of Business and Financial Affairs, Ms. Gail Vizzini to present the College Financial Report. VP Vizzini stated the College had completed one third of 2013-2014 fiscal year. Enrollment was relatively flat and the College continued to be guardedly optimistic for the spring semester. Revenue and expenditures are projecting a similar trend to last year. Revenue is coming in slightly better than the budget anticipated. The College remains diligent and continues to exercise prudent financial management in order to stay on target to end the year in the black. VP Vizzini stated the 2014-2015 budget process began earlier in the week. The College’s operating departments were in the process of presenting their 2014-2015 requests to the Business and Financial Affairs department in concert with President McKay. The requests would be reviewed to determine the extent, to which the requests are consistent with the College’s institutional goals. Then they would be preparing a draft form that will be brought to the Board for review by the appropriate committees in March, and the Board will be briefed in April for approval of the operating budget. VP Vizzini added the operating budget was due to the County sponsor by the third Friday in April.

VP Vizzini highlighted some of the College’s Capital projects. The new Life Sciences building is on schedule. Even with the inclement weather the work continues under the tarps constructed to avoid any delays in schedule. Roof work is scheduled at all three campuses. Construction document review is underway for the Library at Michael J. Grant Campus and the Health and Wellness Facility at the Eastern Campus.

VP Vizzini stated the College was preparing the capital project request to New York State and to the County. She noted included in the request to the State is the STEM building to be placed at the Michael J. Grant Campus for which the College already has the sponsor's commitment. Also included in the request to the County are year four of infrastructure and an update to the College facilities master plan. The last time the College did an extensive master plan was 2002. She stated the capital project requests would be presented for the Board’s approval in February.

VP Vizzini stated she wanted to clarify three items with regard to the budget transfers. There is a $17,000 transfer for equipment. It is for the purchase of a specialized forklift. The forklift will make the transfer and placement of items safer and easier, because the forklift can make turns in small spaces such as in the aisles of the warehouse. The second transfer is from a surplus created in the College’s rental account. The lease payments for the Sally Ann Slack building have reduced this year creating a very small surplus. The surplus is being used to offset two of the transfers; $49,000 for online training in diversity, EEO Laws, discrimination, sexual harassment, HIPPA and other required employee training. The last transfer is $20,000 for replacement furniture for the student services area in the basement of the library. The furniture was damaged by the humidity problem and mold and should be replaced.

Trustee Morgo asked VP Vizzini if there would be similar issues with this year’s operating budget as last year. VP Vizzini stated yes, the usual issues are how much more is it going to cost the College in the upcoming year than this year, and if it is going to cost more how would the College pay for it, and what is the threshold of the Board in terms of addressing the different sources of revenue.

President McKay stated that part of the budgeting process requires the College to hold meetings in January and to look at what the campus requirements will be. He noted when the enrollment projection is done it is based on an estimates, and during the course of the year things happen on the campuses and the call centers which require changes to be made .

Trustee Hazlitt inquired if the 2013 budget was closed out, and what they anticipated. VP Vizzini the College ended the 2012-2013 fiscal year with a $1.8 million surplus which was a few pennies more than the College used to balance the current budget.

Chairwoman Irizarry asked VP Vizzini if there was a timeline for the completion of the master plan. VP Vizzini clarified the College has a facilities master plan. It is her belief the College is at the point where its current vision and some projects are a diversion from the 2002 master plan and that plan needs to be updated.

Chairwoman Irizarry asked when she anticipated to have the master plan updated. VP Vizzini stated it depended on whether the College could get the funding from the County and the State. It would be a consultant report that takes into consideration a variety of factors. It will be a capital project request for a consultant study. Chairwoman Irizarry asked if the master plan is posted or made public. VP Vizzini stated it is on line.

President McKay added the plan is dated and needs to be updated.

Chairwoman Irizarry stated her concern was that the information that is being shared with the public is updated, accurate, and reflective of what is going on currently at the College. VP Vizzini stated it’s a plan of future construction, not a report of where the College is at with those projects. Chairwoman asked if there were things listed that the College will be doing that haven't happened yet and where could she find the plan. President McKay stated the capital plan for example, says there will be a new childcare center developed behind the Captree Commons building. He noted that was developed back in 2000 but has not happened. President McKay stated most of those projects have to advance to the County and the State to get the 50-50 match, and have to be in alignment to the College’s strategic priorities as the Board approves.

VP Vizzini stated her department would provide the board a copy of the master plan with the budget book for review.

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Chairwoman Irizarry noted there were ten resolutions to be approved and asked if anyone had any questions before going into adopting the resolutions. Trustee Morgo asked if someone could explain the workforce development training program.

President McKay asked Ms. Nina Leonhardt, College Associate Dean for Continuing Education to address the question. Ms. Leonhardt stated this was a grant from SUNY for work force development with a new company partner. The company, BJG Electronics, has been supporting the education of its employees both non-credit and credit courses. The College included the company in its application to SUNY this year, and they will be taking courses in interpersonal skills, management and leadership skills.

With no further questions Chairwoman Irizarry requested a motion to approve College Resolutions 2014.01 through 2014.10. Trustee Hazlitt so moved, seconded by Trustee Morgo, College Resolutions 2014.01 through 2014.10 were approved unanimously.

**RESOLUTION NO. 2014.01 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 $1,730,279.23 for the month of December 2013 (Attachment I) is hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2014.02 ACCEPTING A GRANT AWARD FROM THE NYS ENVIRONMENTAL FACILITIES CORPORATION - GREEN INNOVATION GRANT PROGRAM**

**WHEREAS**, Suffolk County Community College has been granted a Green Innovation Grant Program (GIGP) award from the New York State Environment Facilities Corporation in the amount of $393,043.00, in order to significantly reduce storm water impacts on the Ammerman and Michael J. Grant Campuses by utilizing green infrastructure technologies, and

**WHEREAS**, this Campus Storm water Initiative will result in the reduction of approximately 3,821 cubic feet of storm water runoff, per year, along with corresponding reductions in sediment, phosphorus and nitrogen, and project components will absorb and treat 100% of the water quality volume that falls on the surface area of existing impervious and proposed pervious pavement in the treated areas, and

**WHEREAS**, pursuant to the terms of the grant award, ten percent (10%) matching funds are required, be it therefore

**RESOLVED**, that the College President or the College General Counsel is hereby authorized and empowered to execute a Grant Agreement with the NYS Environmental Facilities Corporation, in such form as shall be approved by the College General Counsel, as well as any and all other contracts, documents and instruments necessary to bring about the project and to fulfill Suffolk County Community College’s obligations under the GIGP Grant Agreement, and be it further

**RESOLVED,** that the Board of Trustees of Suffolk County Community College hereby authorizes an appropriation of a minimum of 10% local matching funds of the total actual project costs, which local share shall not exceed $43,671.00, based upon a total estimated maximum project cost of $436,714.00, as required by the Green Innovation Grant Program (GIGP) for the Campus Storm water Initiative, and be it further

**RESOLVED**, that the source of the local match, and any amount in excess of the match, shall be the College’s operating budget.

Project Director: Paul Cooper, Executive Director of Facilities

Note: No additional full-time personnel

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**RESOLUTION NO. 2014.03 ACCEPTING A DISTRIBUTION FROM THE ESTATE OF GLORIA A. VON HAGEN AND AUTHORIZING ITS TRANSFER TO THE SUFFOLK COMMUNITY COLLEGE FOUNDATION, INC.**

**WHEREAS**, by a resolution duly adopted on January 12, 2012, this Board authorized the acceptance of a bequest of $4,500.00 from the Estate of Gloria A. Von Hagen, and the subsequent transfer of said bequest to the Suffolk Community College Foundation, Inc., and

**WHEREAS**, the Estate of Gloria A. Von Hagen has provided for a further distribution to the College in the amount of $1,760.00, and

**WHEREAS**, the College wishes to accept this distribution from the Estate of Gloria A. Von Hagen and transfer said funds to the Suffolk Community College Foundation’s major gift campaign, be it therefore,

**RESOLVED**, that the Board of Trustees accepts a check in the amount of $1,760.00 from the Estate of Gloria A. Von Hagen, and authorizes said funds to be transferred to the Suffolk Community College Foundation’s major gift campaign as an unrestricted gift.

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**RESOLUTION NO. 2014.04 MAKING A SEQRA DETERMINATION FOR THE LONG ISLAND UNIVERSITY MODULAR CLASSROOM BUILDING ON THE MICHAEL J. GRANT CAMPUS**

**WHEREAS**, in accordance with the Memorandum of Understanding between the County of Suffolk and Suffolk County Community College, dated April 16, 2009, the College Board of Trustees serves as Lead Agency for determinations issued pursuant to the State Environmental Quality Review Act (“SEQRA”) (NYS Environmental Conservation Law, Article 8) and its implementing regulations at Title 6 NYCRR Part 617, and

**WHEREAS**, the College has entered into a sublease agreement with Long Island University (LIU) for the use of a 25,000-square foot modular classroom building to be constructed on the Michael J. Grant Campus, and

**WHEREAS**, the College recommends that this project be considered an “Unlisted   
Action,” pursuant to 6 NYCRR §617.2(ak), and

**WHEREAS**, an Environmental Assessment Form (“EAF”) was prepared by the College, as shown in Attachment II, attached hereto, to ascertain the environmental impacts of this project, as per 6 NYCRR §617.6(a)(3), and

**WHEREAS**, this review has indicated that the construction of the LIU modular building on the Michael J. Grant Campus will not have a significant adverse effect on the environment, be it therefore

**RESOLVED**, that the Board of Trustees hereby finds and determines that the LIU modular building to be constructed at the Michael J. Grant Campus constitutes an “Unlisted Action,” pursuant to 6 NYCRR §617.2(ak) , and be it further

**RESOLVED**, that pursuant to 6 NYCRR §617.7(b)(2), the Board of Trustees hereby makes a negative declaration that the construction of the LIU modular building will not have a significant adverse environmental impact for the following reasons:

1. The action will not exceed any of the criteria contained in 6 NYCRR §617.7(c) which sets forth thresholds for determining significant adverse impacts on the environment;
2. The action does not adversely impact surface or groundwater, nor increase erosion, flooding, leaching or drainage problems as the topography remains flat, and the building will be constructed on concrete pilings and be sewered;
3. The action only removes minor secondary growth (i.e., shrubs) and does not impact a significant habitat area;
4. The action does not conflict with the College’s Master Plan;
5. The increased use of electricity and natural gas is not significant relative to the rest of the Michael J. Grant Campus;
6. All necessary State and County approvals will be obtained.

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**RESOLUTION NO. 2014.05 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 use by the College for the calendar year 2014.

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**RESOLUTION NO. 2014.06 ACCEPTING A GRANT AWARD FROM THE STATE UNIVERSITY OF NEW YORK, FOR A COMMUNITY COLLEGE WORKFORCE DEVELOPMENT TRAINING PROGRAM FOR COLLEGE RESOURCES FOR EMPLOYER- SUPPORTED TRAINING (CREST)**

**WHEREAS**, Suffolk County Community College has received a grant award in the amount of $12,636, from The State University of New York, for a Community College Workforce Development Training Program for College Resources for Employer-Supported Training (CREST), for the period of November 19, 2013 through August 05, 2014, and

**WHEREAS,** the program will provide staff with on-site courses in teamwork, leadership and management skills training that will create a professional and positive environment for advancement and effective change for the employees of BJG Electronics, Inc. , and

**WHEREAS,** matching funds in the amount of $2,400, provided by BJG Electronics, Inc. will increase the total to $15,036, including indirect costs, be it therefore

**RESOLVED,** that the matching funds, in the amount of $2,400, provided by BJG Electronics, be accepted for the operation of the Community College Workforce Development Training Program, and be it further

**RESOLVED,** that a grant award, in the amount of $12,636, including indirect costs, from The State University of New York, for a Community College Workforce Development Training Program for College Resources for Employer-Supported Training (CREST) during the 2013-2014 fiscal year, for the period of November 19, 2013 through August 05, 2014, is hereby accepted, and the College President, or his designee, is authorized to execute a contract, with the administering agency.

Project Director: Nina A. Leonhardt

Note: No full-time personnel

In-kind contribution – BJG Electronics, Inc.

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**RESOLUTION NO. 2014.07 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 III must be authorized by Board resolution, and

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

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

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**RESOLUTION NO. 2014.08 ACCEPTING A GRANT AWARD FROM THE AMERICAN ASSOCIATION OF UNIVERSITY WOMEN (AAUW), FOR A CAMPUS ACTION PROJECT (CAP) GRANT ENTITILED, “INTRODUCING COMMUNITY COLLEGE STUDENTS TO NONTRADITIONAL STEM CAREERS: CONNECTING THE DOTS FROM COURSES TO CAREERS AND MEETING THE WOMEN WHO’VE DONE IT”**

**WHEREAS**, Suffolk County Community College has received a grant award in the amount of $2,500 from the American Association of University Women (AAUW), for a Campus Action Project (CAP) grant entitled, “Introducing Community College Students to Nontraditional STEM Careers: Connecting the Dots from Courses to Careers and Meeting the Women Who’ve Done It,” for the period of December 13, 2013 through June 18, 2014, and

**WHEREAS,** the project will provide undergraduate women with the opportunity to connect with professionals in STEM fields to positively impact academic and career goals by hosting a panel presentation by women alumna, a panel presentation by the Brookhaven National Lab (BNL) Women in Science team, and opportunity to travel Stony Brook University (SBU) to meet with career counselors and STEM academic representatives, and

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

**RESOLVED,** that a grant award, in the amount of $2,500, from the American Association of University Women (AAUW), for a Campus Action Project (CAP) grant entitled, “Introducing Community College Students to Nontraditional STEM Careers: Connecting the Dots from Courses to Careers and Meeting the Women Who’ve Done it,” for the period of December 13, 2013 through June 18, 2014, is hereby accepted, and the College President, or his designee, is authorized to execute a contract, with the administering agency.

Project Director: Christopher Conzen

Note: No full-time personnel

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**RESOLUTION NO. 2014.09 ACCEPTING A GRANT AWARD FROM THE STATE UNIVERSITY OF NEW YORK, FOR A COMMUNITY COLLEGE WORKFORCE DEVELOPMENT TRAINING PROGRAM FOR SEA TOW SERVICES, INTERNATIONAL**

**WHEREAS**, Suffolk County Community College has received a grant award in the amount of $16,038, from The State University of New York, for a Community College Workforce Development Training Program for Sea Tow Services, International, for the period of November 19, 2013 through August 05, 2014, and

**WHEREAS,** the program will provide staff with on-site courses in teamwork, leadership and management skills training that will create a professional and positive environment for advancement and effective change for the employees of Sea Tow Services, International , and

**WHEREAS,** matching funds in the amount of $2,200, provided by Sea Tow Services, International will increase the total to $18,238, including indirect costs, be it therefore

**RESOLVED,** that the matching funds, in the amount of $2,200, provided by Sea Tow Services, International be accepted for the operation of the Community College Workforce Development Training Program, and be it further

**RESOLVED,** that a grant award, in the amount of $16,038, including indirect costs, from The State University of New York, for a Community College Workforce Development Training Program for Sea Tow Services, International during the 2013-2014 fiscal year, for the period of November 19, 2013 through August 05, 2014, 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- Sea Tow Services, International

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**RESOLUTION NO. 2014.10 ACCEPTING A GRANT AWARD FROM THE NATIONAL SCIENCE FOUNDATION’S DIVISON OF UNDERGRADUATE EDUCATION FOR A FACULTY DEVELOPMENT AND SCIENCE EDUCATION REFORM PROJECT**

**WHEREAS**, Science Education for New Civic Engagements and Responsibilities (SENCER) is a faculty development and science education reform project funded by the National Science Foundation’s Division of Undergraduate Education, and

**WHEREAS**, Suffolk County Community College has been selected to receive a grant award in the amount of $3,000.00 from SENCER to help support the College’s participation in this project, and

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

**RESOLVED**, that a grant award in the amount of $3,000.00 from the National Science Foundation for a SENCER faculty development and science education reform project is hereby accepted, and the College president or his designee is authorized and empowered to execute a contract and any other required documentation with the administering agency.

Project Director: Nina Leonhardt

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Chairwoman Irizarry moved onto the Committee Reports. She called for the Student Success Committee Report. Trustee Sanders stated that most of the discussion at the January 8th meeting surrounded the tobacco-free policy. Including how it will be enforced and the implications for students, faculty and staff on the campus. She also stated that there seems to be a conflict with the county laws. The meeting also discussed clarifying the website regarding information that pertains to in state and out-of-state tuition. Student Trustee Cetina suggested adding a link or a tab that gave information to students having conflicts with out-of-state tuition. Trustee Sanders then stated the last thing discussed was an update on Middle States.

Chairwoman Irizarry asked if there was a timeline for the tobacco free policy. She also stated that other colleges, community colleges, Westchester, Schenectady, and so on, that are moving forward. Dr. McKay stated that the college wide survey was completed and the OPIE Department just pulled together that report. In reviewing that document and looking at both county and state laws, there are certain elements of the tobacco-free policy that need to be looked at. It is not only monitoring and implementation. We want to build it into the academic process. Right now we have a campus policy that you cannot smoke in campus vehicles. We have a policy where you need to be 50 feet away from the building to smoke. Some things are already in place now. We have the data in regard to how the faculty and students and the staff responded to the survey and we can send that out to the full board for your review.

We have to look at the county, a sponsor of the institution and its policies in regard to smoking. Chairwoman Irizarry questioned what the next step would be since the surveys are complete. Mr. Petrizzo pointed out that there are two primary concerns. One being there is a Suffolk County Law that effects county property that would be in conflict with a tobacco-free policy on the college campuses. Since the college land is titled in Suffolk County, step one of the process would be to get the college exempted from the effects of the county law. The county law is substantially similar to what our policy is right now, the 50 feet away from the entrances, et cetera. Mr. Petrizzo also pointed out that if certain laws are legal with the county, the college cannot have it illegal on the campus. The second issue is that one of the college labor organizations has concerns about whether or not the right to smoke is a past practice for employees who have been working here for some time. This is something that Human Resources will have to work out and come to some kind of an understanding. Mr. Petrizzo also stated that these issues require immediate attention.

Chairwoman Irizarry asked if there was an anticipated time when these issues will be addressed and resolved. Mr. Petrizzo explained that the college first needs a sponsor and a bill drafted and passed by the county legislature. The County Executive will need to sign off on it, and then at the same time work with labor organizations. Trustee Hazlitt commented that if the Legislature is successful in passing the bill to change the age of purchasing cigarettes to 21 years of age it may help. Trustee Hazlitt shared that he lost a sister at 54 because she started smoking at 14, and she died a horrible death that he wouldn't want anybody else to witness or experience. Trustee Hazlitt said that he is strongly in favor of making it a smoke-free institution assuming that we can overcome the impediments.

Dr. McKay confirmed the College’s commitment to pursue the directions of the Board, and to make sure to report back what is happening with regard to the county and the local labor relations situation. Chairwoman Irizarry acknowledged that the health of our students, faculty and everybody who comes into the institution is a priority and that is why we want this to take place as soon as a possible with the cooperation of all of the constituents that we need. Trustee Morgo asked if the labor issue referred to one of the bargaining units of the college and if outside construction workers, etc. working on capital projects would be covered under a smoke free policy. Mr. Petrizzo confirmed that it is one of the bargaining units and that the outside workers would technically be covered. He also stated that the issues being struggled with in writing the law is the enforcement issue. That is also a concern of the labor organizations. Enforcement is going to be an issue that is going to require a great deal of effort, and it’s going to require encouragement, peer support, and education. It's going to require us to provide alternatives to smoking and provide some help for folks who want to quit smoking. We're trying to write a law that can be enforced and yet understanding that the enforcement of this is not going to be easy. With regard to contractors, Dr. McKay added that it needs to be looked into whether or not we can legally put something in an RFP or RFQ so when the firms are bidding it clearly states we're a smoke-free environment.

Trustee Shybunko-Moore stated that Nassau Community College and others have implemented this and inquired if the college is partnering with them in terms of consistent and efficient documentation and procedures. Mr. Petrizzo advised that the College is not partnering with anyone since local laws and labor organizations differ. He also stated, “We have a number of tobacco-free policies that we're using as templates in considering our policy.” Dr. McKay pointed out that only portions of templates apply to our institution and the rest would have to be negotiated. Mr. Zwirn is working with the legislature to advance this as an item on their docket to get the support from the county, and we're looking simultaneously with the internal labor union to see how we can get this to move forward since this is a priority for the college based on the survey and based on the board's statements.

Chairwoman Irizarry asked to be continually updated on the progress to which Dr. McKay agreed. Chairwoman Irizarry asked if there are currently any types of education about the risks and harms of smoking whether on an educational or campus level. Vice President Mazzarelli informed Chairwoman Irizarry that health services do have frequent education programs. The nursing offices on all three campuses run education programs; they bring in guess speakers to talk about the dangers of smoking. Also, there are smoking cessation clinics on the campuses. VP Mazzarelli suggested talking to the student activities offices on the campuses to see how they may contribute. Chairwoman Irizarry expressed that this would be a great opportunity regardless where we end up in terms of policies that more education take place on the campuses about the risks, harms and dangers of smoking.

Student Trustee Cetina questioned how it will be addressed if students resort to smoking in their cars. Chairwoman Irizarry pointed out that the school policy says tobacco-free institution which would include no smoking in cars. Trustee Sanders added that another thing discussed at the committee meeting was that the sponsor for the legislation is a doctor which brings a wider prospective of smoking as an addiction. It’s not just that the College wants to ship people to other places so that nonsmokers are not bothered. It is how we can help people that do have an addiction problem. Chairwoman Irizarry agreed.

Chairwoman Irizarry asked for a report from the Buildings and Technology committee. Trustee Lilly stated they have not had a meeting but they were going to request a walk through for all current projects. Chairwoman Irizarry called for the Personnel Committee Report. Trustee Pontieri stated the Personnel Committee would be discussed during Executive session.

Trustee Hazlitt had no report for the Advocacy Committee but thanked everyone for celebrating his 88th birthday at the last meeting.

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Chairwoman Irizarry moved onto her report. Chairwoman Irizarry spoke about Advocacy Day in Albany. More specifically that she would like a group that consists of students, faculty, administrators and trustees to attend together and feels it is a very effective approach to show what the college is all about. Dr. Adams is checking into the date for Advocacy Day. Trustee Cetina questioned whether Advocacy Day was part of the ACCT National Legislature Students conference taking place in Washington and expressed that he would like to attend the event on February 13, 2014. Chairwoman Irizarry told him it was not the same and went on to explain the differences of national and state level forums.

Chairwoman Irizarry requested a report with graphics on diversity from President McKay to see percentages since there were a number of hires from September. She also suggested that Christina Vargas, the College’s Affirmative Action Officer meet with the Personnel Committee to help them understand her assessment of this institution in terms of their goals and share some recommendations that can help them move the institution forward.

Chairwoman Irizarry also mentioned that there was concern from a student regarding textbook policies which will be looked into along with procedures so the Board will have a better understanding and to see how they can address the concerns of the students when it comes to these areas.

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Chairwoman Irizarry called for the President’s Report. President McKay asked Dr. Jeffrey Pedersen to update the Board on the Middle States progress. Dr. Pedersen reported that the weekly reports on the progress of the monitoring report are being received regularly, and that the first draft of the report is underway, with the introduction and Standard 14 response already written. He said that the Standard 7 response will be written next and the report will be presented for review to Dr. McKay on February 10th, and to the Board on February 13th. The resolution to accept the report and send it to Middle States will be presented at the Board meeting February 20th, and the report will be sent out on February 28th.

Dr. Pedersen explained that this is a big project because the report will contain a lot of evidence and material to satisfy Middle States requirements. He said that evidence is currently being gathered and will be hyperlinked in the report. He reviewed how the process works: the Standard 14 Academic Assessment web pages are now constructed and are being populated after the assessments are reviewed by the Standard 14 committee, with nearly 50 assessments from 50 different programs submitted to date. He said that all program reviews from last year have been submitted and those from this year are underway. He said that the due date for all academic assessments was February 1st.

Dr. Pedersen stated that, for the Standard 7 response, 34 of 35 units are on track to be completed by the due date. He reported that as part of the review process, our first onsite external review was conducted yesterday in the Continuing Education unit, coordinated by Director Dearing. He praised and congratulated Nina Leonhardt.

Continuing his review, Dr. Pedersen reported that the AES Assessment web pages are under construction and should be operational soon, and that he and Dr. Schults had met with Vice President Vizzini to review how assessment evaluations are used in resource allocation and on the web. He reported that VP Vizzini had already provided evidence for her program. He stated that, in preparation for the small team visit in April, responsibilities have been allocated and that his team will meet with staff and faculty to help prepare them for the questions the team may address.

Dr. Pedersen then proceeded to demonstrate the use of the academic assessment website, and said that the former problem of accessing evidence would be addressed with Dr. Schults’s help. He explained step by step how to access the Academic Assessment pages, and how to navigate the tools and templates page, as well as the self-study, programs of study, and general education courses sections. He gave a brief synopsis of what types of information could be found in or uploaded to each section. He explained that the programs study page will be populated for every program at the college once the reviews are completed by the Standard 14 committee, and that the committee has all the programs in hand now.

Dr. Pedersen stated that up to this point, some of the information on the web pages will be accessible by the general public, but that once one gets to the curriculum map, a log in will be required. He demonstrated how to access the curriculum map and what information it contains.

Dr. Pedersen pointed out the link to the 2013-2014 Annual Assessment Program, showing what the program wants us to do and how we are going to do it, and then how to see the assessment report. He reminded the Board that Middle States had asked us to front load assessments for each program, and he demonstrated the one that accounting had prepared in the fall, saying that assessments for all programs should be up on the site within the week and accessible by all reviewers, faculty and staff. He stated that this site will contain examples, rubrics, exams, and other materials that will facilitate tracking and help develop an assessment of what’s working and what examples to use. He then asked if there were any questions.

Student Trustee Espitia asked if the curriculum section would be accessible to students and suggested it might be helpful for career tracking. Dr. McKay answered that all syllabi and course related information was available on the College website, and Dr. Pedersen reinforced that the web pages he was demonstrating were particularly for assessment.

Dr. McKay informed the Trustees that once the site is completely populated, the Board members will be given a special log in, and will be assisted in navigating and understanding the site before the team visit. He underscored that this is a working document to be used to drive decisions and enhance the operations of the College and ultimately, student success, exactly what Middle States wants us to do. He further stated that a similar site for the Academic and Educational Support units would also be presented to the Board and that he had suggested sharing this with the student success committee to obtain their feedback.

Chairwoman Irizarry thanked the President and asked him who came for the external review. Dr. Pedersen asked Nina Leonhardt to address the question. Ms. Leonhardt answered that it was Dr. Veronica Henry from Farmingdale State College and Ms. Patricia Malone from Stony Brook University. The Chairwoman asked if they gave any feedback, or will write a report or submit recommendations. Ms. Leonhardt replied that a brief oral report was given and was very complimentary and supportive and that a formal report from each of them would be coming in about two weeks.

Dr. McKay stated that there will be many of these external reviews and reports to come, independent of the continuing work we do, and that we will use them to strengthen our work force and continuing education programs. He then announced that he had received notice via email that the Middle States small team visit would take place April 23rd through the 25th, and that they would be meeting with the Board and any groups they want to meet with on the 24th, giving an oral exit report on the 25th. He said that the members of the team would be Dr. Margaret McMenamin, President of Union County College in New Jersey, who is also the Middle State's Commissioner and who will chair the visit, Dr. Ceil Connolly-Weida, Associate Dean of Planning and Assessment from Lehigh College, Dr. Deborah L. Moeckel and Dr. Klinman.

Trustee Morgo asked if they would be attending the gala. Dr. McKay replied that the small team would be writing that evening for the exit report the following morning but he hoped all the Board members would attend to support the students, and asked George Tvelia to reserve the Babylon Student Center for the exit report the morning of the 25th. With that the President concluded his report.

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Chairwoman Irizarry moved onto the Roundtable session. Chairwoman Irizarry stated the board now has a policy on Trustee Self- Assessment which should be completed by next February and discussed at the March Board of Trustees Meeting. This is part of the bylaws and the board needs to be in compliance. Trustee Pontieri shared that he was at Bellport High School and spoke to some students who were undecided about coming to Suffolk or going away to college. Trustee Hazlitt said that he would like to be included as a member of the Advocacy Committee for the trip to Albany.

Trustee Alvarez-Goneman congratulated Kevin Peterman for being honored at a Martin Luther King breakfast sponsored by the Urban League where he received the award for Excellence in Education and she thanked President McKay for attending. Trustee Sanders pointed out that at the breakfast adults commented that they are impressed with Suffolk County Community College. Dr. McKay pointed out the visibility of the College, its marketing efforts and advertising efforts and the fact the College is changing and evolving as the dynamics around the College are. He noted the College has added a women's lacrosse team on the campus because there wasn’t a place to play on Long Island. Trustee Lilly added that the formation of the girl's lacrosse team will probably have Suffolk considered one of the top favorites in the country. He has heard that the women’s lacrosse coach is top notch. Girls that will be coming to this program are coming to boost their academics and then going forward the schools that will be vying for them are going to be top notch schools. You're going to expose Suffolk Community. Long Island is a powerhouse when it comes to lacrosse and having this program will create an influx, and in two years you're going to see transfers to some pretty impressive institutions. Dr. McKay thanked Trustee Lilly for his comments and thanked Interim Athlete Director Kevin Foley for working closely with the College to turn this around through a faculty that worked with the athletic programs these students are doing their work and they are maintaining their GPA's. He stated the College has excellent academic programs first, and has built the athletic programs second. They work in tandem, celebrating both aspects of the development, the academic and the athletic side of it.

Trustee Hazlitt stated that he has been exposed to the college since 1970 and has seen a transition from what was considered a trade school to something that members, board members or faculty can be academically proud of. Trustee Morgo added that long ago when he taught high school, Suffolk Community College was considered an extension of high school - if you can't get into any place else you go to Suffolk Community College. It's not considered that anymore. Trustee Espitia stated that from a student's prospective he can see that other schools want students from Suffolk. Chairwoman Irizarry pointed out that our transfer students are welcome at other schools and they are well prepared to the four-year institution.

Trustee Alvarez-Groneman brought up that the Foundation is very visible and thanked Rick Guarino. Trustee Sanders asked if the College is seeing and tracking if there are spikes in terms of social media. Dr. McKay advised that it is tracked as well on Cablevision and Newsday. Vice President Araneo explained the URL on a Suffolk ad has tracking so the College is able to see the number of hits and capture student information so the College can follow up with them if they've expressed an interest and they are steadily communicated with.

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With no further comments Chairwoman Irizarry called for a motion to enter into executive session to discuss the employment history of a particular college employee. Chairwoman Irizarry stated there would be no further action taken after executive session and the meeting was adjourned. Trustee Espitia so moved, seconded by Trustee Alvarez-Groneman, the motion was approved unanimously.

The meeting of the Board of Trustees was adjourned at 5:15 p.m. The Board of Trustees next meeting is February 20th, 2014 at 4:00 p.m. in the Alumni Room, of the Brookhaven Gymnasium, on the Ammerman Campus, in Selden, New York.

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Respectfully submitted,

Bryan Lilly

Secretary