**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

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

**SELDEN, NEW YORK**

**February 20, 2014**

The meeting was held on Thursday, February 20, 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

Belinda Alvarez-Groneman Trustee

Arthur Cliff Trustee

Paul Pontieri, Jr. Trustee

James Morgo 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 4:05 p.m.

Chairwoman Irizarry introduced the Executive Assistant to the President, Dr. Christopher Adams, to recognize special guests in attendance.

Dr. Adams stated it gave him great pleasure to recognize and honor the Speech and Debate Team from the Michael J. Grant Campus who have mastered the art of speech and debate on a regional and national competitive level. The team meets several times-a-week, collectively, and individually to practice and perfect their chosen categories. The team competes in tournaments nearly every weekend over the course of the semester, and trains during the school break. For their efforts the Michael J. Grant Campus Speech and Debate Team has made it to nationals nearly every year since 1999, and have three individual national championships, and two New York State Team Championships to their name. The team from the Grant campus is the only community college to ever win the New York State Team Championship in the 59 year history of the event. The Alumni consists of seven practicing attorneys and four professors, two of which teach at Suffolk County Community College. The current Grant Speech and Debate Team for this academic year have seven active members and five are attending the National Forensic Association National Tournament on April 10th through the 21st at Eastern Michigan University. Dr. Adams stated that at the recent tournament the team won a collective seven trophies with three members placing first in their categories and others placing a respective third, fourth and fifth. The team members beat out Emerson College and Bridgewater College for third overall team, and were the only community college present at the competition. The team will be competing in the upcoming weekend at Nassau Community College and hopes that it can advance the rest of its members to Nationals as well. Dr. Adams introduced the team as, President Jacqueline Pusey, Vice-President Nick Alleyne, Secretary, Nicholas Krauss, Treasurer Amanda Yodice, Public Relations Officer Amanda Koscik, Team Member Fuseeha Naeem, Team Member, Sara Urf, and Felipe Espitia-Cetina. The team has been lead for the last fifteen years by professor, coach and advisor Professor Christopher Holfester.

Dr. Adams invited President McKay and Chairwoman Irizarry to present the team and Professor Holfester with a recognition award from the College. Professor Holfester thanked President McKay, Chairwoman Irizarry and the Board of Trustees for the special recognition. He stated it was an honor to be at the meeting and be acknowledged by the Board of Trustees and the President of the College. Professor Holfester stated it had been an honor and privilege to coach the Speech and Debate team for the last 15 years, and he truly enjoys what he does because he sees the positive effect that it has on students, and how it is able to transform them, and give them critical thinking skills, and improve their articulation and public address.

Professor Holfester stated the students of the Speech and Debate Team work tirelessly. He commended the team for their dedication and commitment, noting they all have full-time jobs, they're all full-time students, and yet found the time to meet three to four-times-a-week, even coming in on President's Day when everyone was off on vacation. Professor Holfester thanked everyone for the tremendous honor and support throughout the years. He mentioned when the team first started Dean Braxton was the Executive Dean of the Michael J. Grant campus, and was extremely influential in setting up the team and giving the support and guidance needed to be successful, and that support continued with President McKay when he was Executive Dean, and continues today with Executive Dean Keen as well as Dean Rogers.

Chairwoman Irizarry presented the captain of the team, Jacqueline Pusey with the plaque and stated “the Board of Trustees and Suffolk County Community College congratulate the Michael J. Grant Campus Speech and Debate Team for a successful achievement at the 2014 New England Forensic Championship. We applaud you, and celebrate your accomplishments that have brought acclaim to Suffolk County Community College. Best wishes for continued success at the national championships. You make us all so proud.”

Student Trustee Felipe Espitia stated the Speech and Debate team would have never accomplished their success had it not been for their coach, Professor Holfester. He stated Professor Holfester’s commitment and encouragement, motivates the team to succeed. Student Trustee Espitia presented Professor Holfester with the plaque and stated “the Board of Trustees and the College is grateful for your expertise, leadership, and service to the Michael J. Grant Campus, the Speech and Debate team. We applaud your outstanding success and celebrate your accomplishments that have brought acknowledgement to Suffolk Community College.”

Professor Holfester stated President McKay had asked if the team could give a brief demonstration of one of the students presenting their event. Professor Holfester introduced the captain of the team Jaqueline Pusey. He stated it was her second year at Suffolk Community College and would be graduating at the end of the semester and hoped to attend Baruch College where she plans to do a dual major in Political Science and Spanish. Professor Holfester stated she would be demonstrating the first event persuasive speaking that qualified for nationals. It qualified early last semester and made it to finals. Out of 16 students she was able to make it to finals, and qualify for the national event. Ms. Pusey moved forward and began her persuasive speaking demonstration.

At the conclusion of her demonstration Chairwoman Irizarry thanked Ms. Pusey and stated the College was extremely proud of her performance and representation of Suffolk Community College. She stated the Board of Trustees continues to pledge its support to the College’s students giving all the opportunities possible, and to the faculty the support needed to continue doing such a great job.

Chairwoman Irizarry requested a motion to adjourn the Board of Trustees meeting and call to order the meeting of the Board of Directors at 4:28 p.m. Trustee Pontieri so moved, Trustee Espitia 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 4:34 p.m. Trustee Morgo so moved, Trustee Hazlitt seconded, and motion was approved unanimously.

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Chairwoman Irizarry requested a motion to approve the minutes of the January 16, 2014 Board of Trustees meeting. Trustee Espitia so moved, seconded by Trustee Hazlitt, 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 2013-2014 operating budget revenue and expenditure projection was trending very similar to last year. The College continues to remain diligent and assert prudent financial management in order to be on target for ending the 2013-2014 year in the black. VP Vizzini stated she and her staff had met with Dr. McKay and will continue to meet to craft the 2014-2015 budget. The Business and Financial Affairs office will have a tentative document to share with the Executive and Budget and Audit committees of the board next month. VP Vizzini stated they would brief the full board at the March meeting, and the vote to adopt the submission to the County would happen at the April meeting.

VP Vizzini highlighted the resolution 2014.18 the adoption of the 2015 capital budget, and the 2015- 2017 capital program submission to the County. She noted the only new project for this year is an update to the College’s master plan. She stated there had been a few questions in regards to that at the last meeting. The plan was last prepared for the College by a consultant in 2000. It was designed as a 10-year plan in terms of facilities and facilities as they relate to the College’s programs. The College’s current plan is at a point where it is actually moving away from it. The College has done about 85 to 90 percent of phase one. VP Vizzini stated it was her recommendation and supported by President McKay that it was time to have an updated document. She noted it was very critical to demonstrate to the College’s sponsor that the College’s requests are included in its overall planning document, the master plan for facilities. With no further questions VP Vizzini concluded her report. Chairwoman Irizarry thanked VP Vizzini and stated the Board looked forward to the updating of the master plan.

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Chairwoman Irizarry asked if any Board member had a question in regards to the eleven College resolutions presented before she requested a motion to approve the resolutions.

Trustee Morgo stated he did not have any questions, however he wanted to point out item two and item ten are follow-ups to previous inquiries and was very glad to see the follow-ups.

Trustee Espitia asked if item 10 was asking approving the support of the legislature or asking for the support of the legislature. Chairwoman Irizarry stated it is a resolution in which the Board is approving the College to ask to not be held to the same regulations as the County in regards to their smoking policy. She asked General Counsel Petrizzo to elaborate. General Counsel Petrizzo stated the resolution is requesting and advising the Suffolk County Legislature that this board is in support of amendments to the county law which will allow the Board of Trustees to make a determination as to whether or not the campuses go tobacco free. He stated right now the County law that exists mirrors the College’s policy, and permits smoking within 50 feet away from the building. In order for the College to go tobacco free and not be in conflict with the County law the College needs to be exempt under that law.

Chairwoman Irizarry stated she wanted to Trustee Morgo and was very pleased to see action following up to the lengthy conversation and discussion at the last Board of Trustees meeting.

With no further concerns, Chairwoman Irizarry requested a motion for the approval of College Resolutions 2014.11 and 2014.22. Trustee Pontieri so moved, seconded by Trustee Hazlitt, the motion was approved unanimously.

**RESOLUTION NO. 2014.11 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 $2,226,409.30 for the month of January 2014 (Attachment I) is hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2014.12 AUTHORIZING THE DEDICATION OF CERTAIN LAND LOCATED ON THE MICHAEL J. GRANT CAMPUS TO THE COUNTY OF SUFFOLK FOR ROAD EXPANSION PURPOSES**

**WHEREAS**, the County of Suffolk has proposed expanding and improving Crooked Hill Road (CR 13) and Community College Drive in Brentwood to facilitate increased traffic volume and new traffic patterns anticipated by the development of the Heartland Town Square at the site of the former Pilgrim State Hospital property, and

**WHEREAS**, the proposed road expansion and improvements of Crooked Hill Road and Community College Drive would include certain land located on the College’s Michael J. Grant Campus, including an approximately 40’ x 300’ parcel along Community College Road and a 4’ – 20’-wide parcel along Crooked Hill Road, and

**WHEREAS**, said improvements, described herein at Attachment II, are designed to increase campus safety, functionality and aesthetics, be it therefore

**RESOLVED**, that the Board of Trustees hereby authorizes the dedication of certain land located on the Michael J. Grant Campus, described herein at Attachment II, to the County of Suffolk for road expansion purposes.

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**RESOLUTION NO. 2014.13 AWARDING A CONTRACT FOR THE DESIGN OF ROOF REPLACEMENTS ON THE AMMERMAN AND MICHAEL J. GRANT CAMPUSES CP 2149**

**WHEREAS**, Capital Project 2149 has been approved by Suffolk County and the State of New York for funding, and funds have been appropriated by the Suffolk County Legislature, and

**WHEREAS**, proposals for the design and construction supervision of Roof Replacements on the Ammerman and Michael J. Grant Campuses have been solicited and reviewed by the College, and

**WHEREAS**, the College design committee determined that the proposal submitted by Tetra-Tech Engineers, Architects & Landscape Architects, P.C., dba Tetra Tech Architects and Engineers best meets the needs of the College, be it therefore

**RESOLVED**, that a consulting contract in the amount of $110,000.00 for the design of Roof Replacements on the Ammerman and Michael J. Grant Campuses be awarded to Tetra-Tech Engineers, Architects & Landscape Architects, P.C., dba Tetra Tech Architects and Engineers and be it further

**RESOLVED**, that the College President, or his designee, is authorized to execute the necessary documentation upon such terms and conditions as shall be approved by the College General Counsel.

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**RESOLUTION NO.2014.14 MAKING A SEQRA DETERMINATION FOR THE GIGP STORM WATER REDUCTION GRANT ON THE AMMERMAN AND MICHAEL J. GRANT CAMPUSES**

**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 been granted a Green Innovation Grant Program (GIGP) award from the New York State Environment Facilities Corporation, in order to significantly reduce storm water impacts on the Ammerman and Michael J. Grant Campuses by utilizing green infrastructure technologies, and

**WHEREAS**, this project will rehabilitate three individual sites in order to treat and reuse storm water runoff from parking areas and roof drains by utilizing permeable pavers, rain gardens and cistern rain tanks, and

**WHEREAS**, the College has reviewed the list of SEQRA Type II actions identified in Title 6 NYCRR Part 616.5, and recommends that this storm water runoff mitigation project be classified as a Type II Action, pursuant to 6 NYCRR §617.5(c)(2), because it involves the “replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site,” (see, Attachment III), be it therefore

**RESOLVED**, that the Board of Trustees hereby finds and determines that the GIGP Grant storm water management systems to be constructed at the Ammerman and Michael J. Grant Campuses constitute a Type II Action, pursuant to 6 NYCRR §617.5(c)(2), because it involves the replacement, rehabilitation or reconstruction of a facility, in kind, on the same site, and be it further

**RESOLVED**, that as a Type II Action, no further review under SEQRA is required.

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**RESOLUTION NO. 2014.15 AWARDING A CONTRACT FOR THE DESIGN OF THREE GRANT-FUNDED STORM WATER CONTROL INFRASTRTUCTURE PROJECTS ON THE AMMERMAN AND MICHAEL J. GRANT CAMPUSES**

**WHEREAS**, Suffolk County Community College received a GIGP grant for three Storm Water Control Infrastructure Projects (GIGP application number 1048), and

**WHEREAS**, proposals for the design of three grant-funded Storm Water Control Infrastructure Projects have been solicited and reviewed by the College, and

**WHEREAS**, the College design committee determined that the proposal submitted by RDA Landscape Architecture, PC best meets the needs of the College, be it therefore

**RESOLVED**, that contingent upon a contract between the College and the EFC reflecting the award of a GIGP grant for such storm water control infrastructure project that a consulting contract in an amount not to exceed $17,000.00 for the design of three grant-funded Storm Water Control Infrastructure Projects be awarded to RDA Landscape Architecture, PC and be it further

**RESOLVED**, that the College President, or his designee, is authorized to execute the necessary documentation upon such terms and conditions as shall be approved by the College General Counsel.

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**RESOLUTION NO. 2014.16 AWARDING A CONTRACT FOR THE DESIGN OF THE REPLACEMENT OF MECHANICAL AND ELECTRICAL EQUIPMENT COLLEGE WIDE CP 2149**

**WHEREAS**, Capital Project 2149 has been approved by Suffolk County and the State of New York for funding, and funds have been appropriated by the Suffolk County Legislature, and

**WHEREAS**, proposals for the design and construction supervision of the Replacement of Mechanical and Electrical Equipment College Wide have been solicited and reviewed by the College, and

**WHEREAS,** the College design committee determined that the proposal submitted by Emtec Consultants Professional Engineers, PLLC best meets the needs of the College, be it therefore

**RESOLVED**, that a consulting contract in the amount of $298,500.00 for the design of the Replacement of Mechanical and Electrical Equipment be awarded to Emtec Consultants Professional Engineers, PLLC and be it further

**RESOLVED**, that the College President, or his designee, is authorized to execute the necessary documentation upon such terms and conditions as shall be approved by the College General Counsel.

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**RESOLUTION NO. 2014.17 AMENDING THE COLLEGE BUDGET FOR A COORDINATED LIBRARY COLLECTION PROGRAM**

**WHEREAS**, the 2013-2014 College operating budget provided $19,344 in anticipation of an award from The State Education Department, The University of the State of New York, for a Coordinated Library Collection program, for the period of July 1, 2013 through June 30, 2014, and

**WHEREAS**, the award includes an additional amount of $901, bringing the total amount of the grant award to $20,245, and

**WHEREAS**, it is necessary to amend the 2013-2014 College operating budget for the said increase in the grant award, and

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

**RESOLVED,** that the 2013-2014 College operating budget be amended to reflect an increase in the amount of $901, from The State Education Department, The University of the State of New York, for a Coordinated Library Collection program, and be it further

**RESOLVED,** that the College President, or his designee, is authorized to execute a contract, upon such terms as shall be approved by the College General Counsel, with the administering agency.

Project Director: Rebecca Turner-Wallace

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**RESOLUTION NO. 2014.18 APPROVING THE REQUESTED 2015-2017 CAPITAL PROGRAM AND 2015 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 IV) have been solicited from the President, Vice Presidents, Associate Vice Presidents, 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 IV, and authorizes the President or his designee to submit the projects for the 2015-2017 capital program and 2015 capital budget.

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**RESOLUTION NO.2014.19 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**, at the time of the contract award, a College standard system for hardwired swipe card door access was still in development, and

**WHEREAS**, it was always the intent to include a swipe card access system in the new Life Science building, and

**WHEREAS**, the door hardware installation associated with a swipe card access system is already included in the awarded contract to J. Petrocelli Contracting, Inc., and

**WHEREAS**, the software, wiring, programming and training associated with the now selected swipe card access system represents anticipated additional work, and

**WHEREAS**, the selected swipe card access system will be the model for all new construction at the College, and

**WHEREAS**, all prior approved change orders were within the allocated budget for this construction project as indicated in Attachment V, and

**WHEREAS**, at this stage of the construction the College estimates that sufficient contingency funding remains in the project budget, and

**WHEREAS**, including the additional work described herein increases the contract with J. Petrocelli Contracting by more than 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 $141,989.91 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 the necessary documentation, 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. 2014.20 EXPRESSING SUPPORT FOR THE ENACTMENT OF LEGISLATION BY THE COUNTY OF SUFFOLK WHICH WOULD ALLOW SUFFOLK COUNTY COMMUNITY COLLEGE TO ADOPT A TOBACCO-FREE POLICY**

**WHEREAS**, tobacco-use on college campuses is a serious public health issue in New York State and throughout the United States, and

**WHEREAS**, in June 2012, the State University of New York (SUNY) Board of Trustees adopted a resolution to support a “Tobacco-Free SUNY” policy and the enactment of New York legislation that bans the use of tobacco on grounds and facilities and in vehicles owned, leased or controlled by SUNY, and

**WHEREAS**, SUNY has recommended that community colleges in New York that are not state-operated also consider taking appropriate steps to adopt tobacco-free policies, and

**WHEREAS**, in accordance with existing County law, Suffolk County Community College currently prohibits smoking in all College buildings and facilities, and within 50 feet of any College facility, and

**WHEREAS**, any further restriction on smoking and tobacco-use on the grounds of Suffolk County Community College may be in conflict with existing County law, be it therefore

**RESOLVED**, that the Board of Trustees supports County of Suffolk legislation which would allow Suffolk County Community College to adopt a tobacco-free policy, prohibiting smoking and tobacco-use on all grounds and in all buildings and facilities owned by the County of Suffolk which are controlled and managed by the College, and used for the purposes of the College.

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**RESOLUTION NO. 2014.21 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 VI must be authorized by Board resolution, and

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

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

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**RESOLUTION NO. 2014.22 AUTHORIZING THE APPROVAL OF SUFFOLK COUNTY COMMUNITY COLLEGE'S MONITORING REPORT RESPONSE TO THE MIDDLE STATES COMMISSION ON HIGHER EDUCATION**

**WHEREAS,** on September 1, 2013, the College submitted a Monitoring Report to its accrediting body, the Middle States Commission on Higher Education (Commission), and, thereafter, a team of reviewers visited the College and summarized its analysis in a report that was then forwarded to the full Commission for consideration at its November 2013 meeting; and

**WHEREAS,** upon conclusion of the November meeting, the Commission made the determination to place Suffolk County Community College on warning, based on items related to two areas: Standard 7 - Institutional Assessment, and Standard 14 - Assessment of Student Learning; and

**WHEREAS,** the College’s President asked Dr. Jeffrey Pedersen to lead the College community in developing the institutional response, working with the Office of Academic and Student Affairs and the Office of Planning and Institutional Effectiveness; and

**WHEREAS,** working groups were formed and tasked with evaluating assessment activities to document that the College meets the fundamental elements of each standard cited; and

**WHEREAS,** during the course of the fall 2013 semester, members of the College community:

- Performed assessment activities for a broad scope of academic programs and administrative and educational support (AES) units

- Developed academic and AES assessment webpages to report the findings of these assessments

- Implemented its budget process with linkages to planning and assessment, and

- Updated the Comprehensive Assessment Plan for Institutional Effectiveness; and

**WHEREAS,** the College community and the Board of Trustees have been kept informed regarding progress in the drafting of this response document, and the monitoring response has captured and presents evidence to document Suffolk County Community College’s efforts in regard to the Middle States request, be it therefore

**RESOLVED,** that the monitoring report response is hereby approved and the College’s President be and he hereby is authorized to submit the College’s approved monitoring report response to the Middle State Commission on Higher Education in substantially the form as presented to the Board of Trustees.

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Chairwoman Irizarry moved onto the Committee Reports. Chairwoman Irizarry stated there are five committees which are: Facilities & Technology, Finance & Budget, Budget & Audit, Personnel and Advocacy. Each committee has a chair and cannot have more than five members. We do have students of six committees. She went on to name the members of each committee as follows: The Chair for the Students is Trustee Sanders and the members are Trustee Espitia, Trustee Groneman and Chairwoman Irizarry. The Facilities & Technology committee chair is Trustee Lilly and the members are Trustee Morgo. Budget & Finance committee chair is Trustee Morgo and member, Chairwoman Irizarry. Personnel committee chair is Trustee Pontieri, members Trustee Moore, Trustee Groneman, Trustee Espitia and Chairwoman Irizarry, and the advocacy committee chair is Trustee Hazlitt, and the members are Trustee Espitia and Chairwoman Irizarry. Chairwoman Irizarry asked the trustees if any of them were interested in joining any of the committees. Trustee Morgo informed the board that Trustee Cliff is interested in joining the budget and audit committee. Chairwoman Irizarry agreed and also suggested that Trustee Cliff also be a member of the Facilities & Technology committee. Trustee Cliff agreed and Chairwoman Irizarry continued with the committee reports.

Since Trustee Sanders was not in attendance Chairwoman Irizarry reported on her behalf. The Student Success Committee met last Wednesday, February 12th and discussed the tobacco resolution that the board approved. They also discussed student trustee's elections that are coming up and became aware that there are at least four candidates interested in running for student trustee positions. The committee also discussed Trustee Advocacy Day, and the important actions the College is adopting to inform employees on how to assist students who might be eligible for these different actions. Chairwoman Irizarry stated that Dr. Adams will continue to update the board on that progress. She then asked Trustee Morgo to give the Facilities & Technology report.

Trustee Morgo reported the committee met on February 6th which consisted of a walking tour of the Ammerman campus and a follow up meeting with the Chairwoman, Trustee Cliff, President McKay and several members of the administration. Trustee Morgo stated they toured the Life Science Bldg. which is framed and structurally sealed and is expected to have the Certificate of Occupancy by August of next year and classes will begin in the spring. Trustee Morgo also stated that he was impressed with the state of the art heating and cooling systems and the general environmental improvements being made at the different buildings which will save the college money. He also spoke of the preview they had with the observatory. Trustee Morgo felt that a low point of the tour was Kreiling Hall, the oldest building on campus which is in antiquated shape. He stated that although some renovations have started he felt the chemistry labs were 1940's vintage and the building really does need significant maintenance and renovation. Trustee Morgo continued on to the committee meeting with Vice President Vizzini that followed the tour in which VP Vizzini went over the capital program and there was discussion about Governor Cuomo’s budget cuts to many of the college’s capitol programs, namely the S.T.E.M. building on the western campus and the Energy STEM Center on the Grant Campus which became the committees highest priority. He stated the Chairwoman asked the Board of Trustees to write to state representatives regarding the resubmittal of the college’s capital program. Also discussed were the performance space and financing, where both community colleges and four-year colleges are judged, and their ability to access funds based on the performance of their graduates obtaining employment and the pay of that employment on the state level. The federal department of education is looking at the same thing. Trustee Morgo stated that this is an area of concern for the college because many students are transferring to a four-year college, but that would not be judged as success under the job links. He also mentioned Stony Brook is concerned about trying to base funding on a one size fits all. Chairwoman Irizarry thanked Trustee Morgo for his report and agreed that the tour and committee meeting were worthwhile.

The Chairwoman then spoke about a letter drafted by Vice President Araneo from President McKay and Chairwoman Irizarry on behalf of the Board of Trustees asking for an increase of state aid for the upcoming budget along with support for the construction of the all energy stem center system on our Michael J. Grant campus, the completion of the 500 update additional installments. $10.3, 000,000 for college construction projects, and urging them to support the restoration of 653,000 to the community college child care center. She also stated that the college will continue to advocate in any way shape or form possible so that these priorities are heard in Albany. Both the Finance & Budget and Personnel committees did not have anything to report.

Trustee Hazlitt then gave a report on the Advocacy Committee. He first stated that March 5th, Advocacy Community College Day at the State Legislature in Albany is a perfect opportunity for the Board of Trustees and the students to be heard and he urged all groups from the college to attend. He praised the Suffolk County Legislature and County Executive over the past years for continuing to aid the college. Chairwoman Irizarry acknowledged that she, Trustee Hazlitt and Trustee Espitia were joining the delegation and that the faculty association will be going another day with the same priorities of the Board. President Peterman of the Faculty Association stated that Wednesday, the 26th of February, is New York State United Teacher's Higher Ed Lobby Day. All higher institutions that belong to NYSA, the CUNY, etc. will be there. They have appointments with every senator and assembly person from Suffolk County scheduled to discuss how the budget affects Suffolk,

President McKay introduced Ben Zwirn and asked that he address the Board. Mr. Zwirn stated that he has been in Albany meeting with our state delegation particularly Senator Lavalle who is the Chair of the Higher Education Committee in the State Senate, a powerful ally for this college and education, in general. He also pointed out that Dr. McKay met with Senator Lavalle yesterday, with Kevin Peterman, and they discussed additional aid to hold tuition steady, and to get our renewable energy STEM building back in the capital budget. Mr. Zwirn reiterated that the SC Legislature is a powerful ally to the college and he also spoke of the upcoming trip to Albany and urged people to join the college on March 5th. Chairwoman Irizarry concurred that she would love to have more student leaders join them in Albany.

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Chairwoman Irizarry moved onto her report. Chairwoman Irizarry stated she hoped to receive from the Board of Trustees the self-assessment forms. She noted she would be collecting them and they would be discussed at the next board meeting in March. Chairwoman Irizarry stated she had the privilege to attend the nursing graduation on January 17th as well as the ESL graduation on January 24th. Noting Trustee Espitia was also in attendance.

She reminded the Trustees, that on March 3rd, the College was having a ceremony called First Light Ceremony to unveil the new observatory and demonstrate to the community at large the wonderful new science and research tool at the College on the Ammerman Campus in Selden.

Chairwoman Irizarry stated that on March 19th at 3:00 p.m. there will be a public hearing notice in Albany. The purpose of this public hearing is for Trustees to share testimony on statements from concerned individuals about university issues. Chairwoman Irizarry reminded that The Association of Community College Trustees (ACCT) is on March 20th to the 22nd in Salt Lake City, Utah, but would not be able to attend.

Chairwoman Irizarry stated the board had been scheduled to have a board retreat last November. Unfortunately, the presenter Dona Bulluck, SUNY Acting Counselor for Community Colleges had a family emergency and had to cancel. Chairwoman Irizarry stated she would like to discuss at the next meeting a reschedule date for the retreat for perhaps sometime in the summer when there is no regularly scheduled board meeting.

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Chairwoman Irizarry called for the President’s Report. President McKay began by praising the Board and the entire College community for working hard and coming together to advance the Middle States Monitoring Report. He particularly commended Dr. Pedersen and the entire team, acknowledging how far all the teams have come since the last visit, and how thorough the report is, with over 80 pieces of evidence presented. He stated the report will make everyone proud of the institution, and the entire College community now understands the value of assessment and the use of evidence to enhance the College’s outcomes. The President asked for a round of applause for Dr. Pedersen and asked Dr. Jeffrey Pedersen to update the Board on the Middle States progress.

Dr. Pedersen proceeded to outline how the monitoring report was crafted to respond to and meet Middle States expectations. He described the report as being 16 ½ pages long with almost 90 pieces of evidence attached, and the narrative streamlined to highlight this evidence, as the visiting team had emphasized their interest in explicit evidence of compliance. He explained that, in response to the Middle States team’s suggestion, we focused on assessment, with 70 academic programs performing assessments and submitting reports, and all 35 AES units engaged in assessment activities with many submitting action plans.

Dr. Pedersen continued to detail how the report addressed the Middle States team’s specific concerns regarding assessment, including coordination of activities, reporting procedures, Academic Program review, training of faculty and staff in the nature of assessment, and how assessment is used in planning, budgets and resource allocation. He said the report provides evidence that we are using evaluation via reports made to the President on achieving goals, one of which will be due next week. He added that the report gives examples of activities for closing the loop and for more robust action planned in the future. He said it shows how engaging in assessment has led to adjustments in our planning templates, timelines, and the CAPIE itself.

Dr. Pedersen stated that there will be a few minor adjustments to the report based on recommendations by SUNY Vice Chancellor Moeckel, who asked us to be a bit more explicit about SUNY requirements for the benefit of two reviewers who are not from New York. He said also that we will continue to add any additional evidence submitted in the next 10 days. He concluded by saying that any additional information received after submitting the report will be compiled for the small team visit in April, and that he and his team will continue working with faculty and staff to ensure that they will be well prepared for that visit. He then asked if there were any questions.

Chairwoman Irizzary asked as well if there were questions or concerns, and stated that, having read the report and referring to notes she took when she met with Middle States, she felt we had exceeded their expectations and that we are ready for their visit. She said she is looking forward to taking our college to a good standing status and thanked everyone for their hard work in giving Middle States more than they expected and for giving the college a new way of thinking.

Trustee Espitia thanked the Chairwoman, and on behalf of the students thanked the administration for taking the right road and exceeding Middle States expectations after the stress of the first visit.

Dr. McKay concluded the Middle States report by thanking the Board on behalf of the faculty and staff and all involved for their confidence and for allowing the College to take the time to respond to the Middle States Team. He agreed with the Chairwoman in being very confident in the amount of work and material put together to present to the middle states team on their visit.

President McKay introduced Christina Vargas, Affirmative Action Officer to Chairwoman Irizarry and the Board of Trustees. Ms. Vargas addressed the board in regard to the goals that are in the Strategic Plan and that it is a priority for the College. She went on to explain that diversity refers to individual differences such as personalities, learning styles and experiences as well as social differences which include race, gender, ethnicity, national origin, culture, and affiliations. Ms. Vargas explained the goal is to make sure diversity is integrated in every priority the College has. She stated that the first area of focus was on establishing a mission which will include advertising, outreach and networking within communities and academic disciplines creating different types of positions.

Ms. Vargas ensured there is equity at every single stage of the hiring process and she advised there is an opening meeting with the AVP of Employee Resources for every search committee to ensure the committee understands the diversity goals. The College will provide ongoing education and training to everyone involved in the selection process and make sure they have the appropriate resources and they understand the legal responsibilities. Ms. Vargas continued to explain her role as affirmative action officer in the hiring process. Ms. Vargas reported that nearly 20 percent of the new hires in 2013 were from underrepresented groups that cover all three campuses and various disciplines.

President McKay asked AVP Jeff Tempera to discuss the web-based training the College has just initiated for all of the College employees. AVP Tempera notified the board the College has signed a contract and will move forward to provide online training which will consist of seven categories. The first series will address harassment and discrimination prevention. The other is on Title 9; Gender Discrimination Prevention for faculty and staff. AVP Tempera also stated a college brief went out notifying all of the faculty and staff of these requirements and that all of the unions will have a preview as well. Their individual union information will be available on the site to address any questions that may arise. AVP Tempera informed the board that these training classes will continue over the next three semesters. Chairwoman Irizarry expressed she is very happy to see the College is exploring other ways of training and education for the faculty and staff.

President McKay addressed make up days for the snow closures and stated the calendar committee met and came up with four snow days. President McKay stated it is difficult to make up a time block and he has asked Lou Petrizzo and other individuals to look into other institutions within NYS to see how they are handling the closures. The response from fourteen schools was that they do not make up the days but have a study week in the event that they need that week for the semester. President McKay informed the board the College will continue to explore other options and report back to the board.

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Chairwoman Irizarry moved onto the Roundtable session mentioning she had asked General Counsel Petrizzo to explore conflict of interest or other concerns with former members of the Board of Trustees or Foundation Board members who apply for jobs at the College so the Board could address these issues if necessary. She said the Board will be receiving a memo from General Counsel at the appropriate time.

Trustee Espitia thanked the Chairwoman and gave a synopsis of his trip to the ACCT (Association of Community College Trustees) meeting in Washington D. C. the week before. He said he met with Senator Schumer who advocates for Pell Grants for students, and said he felt that advocating for federal aid should be a priority as there was going to be a reduction in the next two years. He said that this topic and also advocating for enhanced federal funds for community college students were the three most important things he wanted to discuss with the Senator.

Trustee Espitia went on to say that he had also met with the NYCCT Chair and discussed the importance of accreditation being used to look at colleges. He said the Chair is very interested in the College and might be able to visit us. Trustee Espitia reported that Senators Rubio and Alexander also joined them at the conference and were committed to the community colleges, as well as 1200 trustees from all over the nation, and it was a great experience.

Chairwoman Irizarry thanked Trustee Espitia on behalf of the Board of Trustees for representing the College and advocating for the students and resources. She asked if there were any other items to discuss.

Trustee Morgo said he had two follow-up questions. He asked Dr. McKay if there was any further action on the Start-Up New York project, saying he realized there was no deadline. Dr. McKay answered that it is an ongoing process, with the proposal going back and forth. He also reminded the group that at a meeting at Kevin Law’s office the Commissioner had been asked if land one mile out but held in trust for the College can qualify and she had said yes, so that had become part of the proposal as well.

Dr. McKay reported that we have had inquiries from perhaps four organizations interested in the project. Trustee Morgo asked if these were businesses and Dr. McKay replied that they were. He added they would be appearing before the education subcommittee the following Tuesday to talk about this item and also the capital program. He said the project hadn’t advanced as fast as it should but there is a lot of necessary back and forth. He asked Ben Zwirn to elaborate on Start-Up New York.

Mr. Zwirn explained that the program was originally designed for upstate college campuses but to get statewide support they had to include downstate schools. He said that we are very limited in what we can do in that we do not have office space readily available for interested parties. He stated that our 62 acre proposal was in discussion with the county’s economic development group working closely with Joanne Minieri, the Commissioner, and that we should be able to file our plan within a day or so. He explained that it is such a new program, that they just came out with a kind of template, and that he thinks only 12 schools have filed so far as they try to figure out how the program will work.

Trustee Morgo noted that Stony Brook filed, and that it is good that the state is not imposing a deadline so colleges can make a good plan. Mr. Zwirn stated that we have to work with the county because the property adjacent to the Selden campus is county owned. Trustee Morgo asked if we have the sewer capacity. Dr. McKay responded that there are so many variables at this point, and that we were advised to file a plan as generic and broad as possible because we will have the ability to add to it later. He said that the governor had listed around 20 areas to focus on for Long Island but that was within a broader scope and doesn’t limit what we can do. He said we don’t have anything planned or detailed yet but we will be filing a plan shortly. He then detailed the many steps that have to be followed before development can begin including acquiring the land if it is held in trust, and the chain of protocol for reviews and signatures. He acknowledged that it is a long process but that we’ve been told we have until 2020 to get to that point. He concluded by saying that once we put forward a plan for a corporation, then the plan starts from that point forward with that partnership.

Trustee Morgo expressed that he was glad the process was being pursued as it was an opportunity for our students, for employment and for economic development for the county. He then asked his second question, regarding a resolution that was brought up sometime around last April dealing with the Board of Trustees having its own Counsel. He said that Counsel Petrizzo had pointed out that that would only be feasible in isolated and unusual circumstances of perceived conflicts of interest, or if special expertise were needed. He then said that he believed it was the Board’s conclusion that they wanted to pursue getting their own counsel with that qualification -- only under those isolated or special circumstances -- and that the Board wanted a response to that. He said he believed that was how the discussion was concluded. Dr. McKay asked Counsel Petrizzo to respond.

Mr. Petrizzo thanked Mr. Morgo for clarifying the expectation, as he had been waiting for clarification from the Board. He reminded the Board that Deputy General Counsel Alicia O’Connor wrote a letter last spring or early summer to the Board outlining the issues involved. He recalled that in the June 2013 Board of Trustees meeting in Executive Session various issues were discussed and there was some misunderstanding involved. He stated that it was his understanding at that meeting that he was to await further action from the Board and asked that, if that is what the Board wants to implement, that it be put on the record as direction to the Counsel’s office, that they were awaiting further direction.

Trustee Morgo agreed that that was his understanding. Chairwoman Irizarry said that her recollection was that after discussion with Donna Bullock and the memo from Alicia O’Connor, the Board intended to pursue the RFP. Mr. Petrizzo regretted that there were no minutes of that meeting and stated that Counsels understanding was that they were awaiting direction from the Board based on the memo and the discussion. Trustee Morgo asked if Counsel would like Trustee Pontieri, who made the original motion, to amend his motion with that clarification. Mr. Petrizzo agreed he should do that or as an alternative, amend his motion with the language that Mr. Morgo used that was stated rather clearly. Mr. Morgo agreed but said he was not going to say it again. He moved to amend Trustee Pontieri’s motion on the Board’s counsel with the two qualifications he made. Chairwoman Irizarry asked which they were. Trustee Morgo stated the qualifications were in cases of a perceived conflict of interest, and in cases of a need for special expertise, and pronounced the motion so moved. Trustee Pontieri seconded the motion, Chairwoman Irizarry asked if all were in favor, and Trustees Espitia and Groneman concurred. The Chairwoman asked for oppositions or abstentions and as there were none, pronounced the motion carried.

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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 5:35 p.m. Trustee Morgo so moved, seconded by Trustee Pontieri, the motion was approved unanimously.

Chairwoman Irizarry resumed the meeting at 6:05 p.m. with Chairwoman Irizarry announcing they were back on the record and they needed to finalize the evaluation by putting on public record the Board had completed the President’s evaluation for 2013. The recommendation was for President McKay to receive what he is entitled to contractually. She added the Board was deeply appreciative and grateful for the President’s hard work and dedication, they looked forward to the years to come and they thanked Dr. McKay.

Dr. McKay, thanked the Board for their confidence in him, his work and his staff, and said he also looked forward to working with the Board in years to come to advance the mission and vision of the institution.

Chairwoman Irizarry thanked him and made a motion to adjourn the Board of Trustees meeting, Trustee Hazlitt so moved and Trustee Groneman seconded, the motion was approved unanimously.

The meeting of the Board of Trustees was adjourned at 6:10 p.m. The Board of Trustees next meeting is March 20th, 2014 at 4:00 p.m. in the Lecture Hall, of the Montaukett Learning Resource Center, on the Eastern Campus, in Riverhead, New York.

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Respectfully submitted,

Bryan Lilly

Secretary