

**SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
CAPTREE COMMONS, MICHAEL J. GRANT CAMPUS
BRENTWOOD, NEW YORK
December 4, 2014**

The meeting was held on Thursday, December 4, 2014 at 4:00 p.m. in Captree Commons at the Michael J. Grant Campus, Brentwood, New York.

PRESENT:

Dafny Irizarry	Chairwoman
Theresa Sanders	Vice-Chairwoman
Bryan Lilly	Secretary
Gordon D. Canary	Trustee
James Morgo	Trustee
Paul V. Pontieri, Jr.	Trustee
Belinda Alvarez-Groneman	Trustee
Denise Lindsay Sullivan	Trustee
Gardy E. Amilcar	Student Trustee
Dr. Shaun L. McKay	President
Louis Petrizzo, Esq.	General Counsel
Jeffery Pedersen	V.P. for Planning & Institutional Effectiveness
Gail Vizzini	V.P. of Business and Financial Affairs

The meeting of the Board of Trustees was convened at 4:04 p.m.

Chairwoman Irizarry welcomed everyone; and proceeded with the introduction of special guests. She called upon Director of Athletics, Kevin Foley, for an introduction. Mr. Foley stated it was an honor to be acknowledging Frank Vitullo. Mr. Vitullo, our soccer coach had coached SCCC to a win in the semi-finals of the national championship in Herkimer, NY defeating the hometown team one nothing in the snow. In the finals, SCCC beat the team from Texas, Richland Community College, a national powerhouse. Mr. Foley stated the College's soccer program is recognized throughout the country as one of the best programs in the Soccer at the Division III level. He noted Mr. Vitullo is a gentleman that gives more than his share to the College, whether in the classroom or as a coach. Mr. Foley stated he admired him as a great practice coach and an excellent game coach. Over the years, Mr. Vitullo has coached young men that come in to the College and he gives them something to reach for, in the classroom and on the athletic field. He has won about ninety percent of all his games over eight years, a great accomplishment in any sport, and he really cares about the people he puts on the field and how

his young men act on and off the field. Mr. Foley thanked the Board and President McKay for allowing him to recognize Mr. Vitullo.

Coach Vitullo thanked everyone for having him there, and said he was honored. Mr. Foley interjected and stated Dr. McKay had reminded him that this was not the first time that Coach Vitullo won a national championship; in 2010 he also won the national championship. Coach Vitullo said that he always tells his team there are three things he believes a man is measured on. One is the accomplishments and the others are the lives you touch and the people that you help. When they leave the College he wants his players to be better athletes, but also better men as well.

Dr. McKay stated Coach Vitullo and his team have been invited by the Town of Brookhaven, to be recognized by the Town Board and also to be recognized by the County Legislature.

Chairwoman Irizarry thanked Coach Vitullo on behalf of the Board of Trustees.

She then noted that Trustee Shybunko-Moore contacted her as well as the Legal office, to inform them that she had a family emergency and would not be in attendance today.

Chairwoman Irizarry requested a motion to adjourn the Board of Trustees meeting and call to order the meeting of the Board of Directors at 4:13 p.m. Trustee Lilly so moved, Trustee Morgo 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 4:16 p.m. Trustee Sanders so moved, Trustee Alvarez Groneman seconded, and motion was approved unanimously.

Chairwoman Irizarry requested a motion to approve the minutes of the October 16, 2014 Board of Trustees meeting. Trustee Pontieri so moved, Trustee Sanders seconded. Before the motion was approved Chairwoman Irizarry asked everyone to refer to page eight of the October 16, 2104 minutes, fourth paragraph. The paragraph on her report about the workshop she attended at NYCCT. One of the workshops she attended was about having housing in the community colleges. She noted that in the last sentence of the paragraph, there was an explicit expressed recommendation to the president's question in terms of what we would like to see a feasibility study carried out. To clarify, she is now referring the issue to the Finance and Budget committee.

Dr. McKay asked for clarification if the motion was for the approval of the minutes or referring to the feasibility study. Chairwoman Irizarry replied it was the motion for the approval of the minutes, and she was referring the issue of a feasibility study to the Finance and Budget committee, so the committee could discuss what they want to do with the issue. With no opposition the motion carried, the October 16, 2014 minutes were approved unanimously.

Chairwoman Irizarry introduced Vice President of Business and Financial Affairs, Ms. Gail Vizzini, to present the College Financial Report. VP Vizzini reported that the College expenditures and revenue were similar to last year; they are in the black early on in the fiscal year. The outside audit team will be at the College in the following week, and should be completing the last two weeks of their fieldwork in preparation of the financial statements for the fiscal year ending August 31, 2014.

Chairwoman Irizarry requested a motion for the approval of College Resolutions 2014.87 to 2014.90 and 2014.92 to 2014.95. She noted that College Resolution 2014.91 had been withdrawn. Trustee Pontieri so moved, and Trustee Morgo seconded, Trustee Lindsay Sullivan abstained from College Resolution 2014.89. The motion carried and was approved.

RESOLUTION NO. 2014.87 AUTHORIZING AN INCREASE IN THE HOURLY WAGE RATE FOR PART-TIME RECREATION AIDE EMPLOYED BY SUFFOLK COUNTY COMMUNITY COLLEGE

WHEREAS, due to the increase in New York State’s minimum wage rate to \$8.75, effective 12/31/14, and to \$9.00 effective 12/31/15, the hourly wage rate for part-time Recreation Aides employed by the College should, likewise, be increase, be it therefore

RESOLVED, that effective 12/15/14 wage rates for part-time recreation aides employed by the College be increased as follows:

	<u>FROM</u>	<u>TO</u>
Step 1	\$8.00	\$9.00
Step 2	\$8.45	\$9.45
Step 3	\$8.85	\$9.95
Step 4	\$9.30	\$10.30
Step 5	\$9.75	\$10.75

RESOLUTION NO. 2014.88 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 \$2,175,744.33 for the month of November 2014 (Attachment I) is hereby approved by the Board of Trustees.

RESOLUTION NO. 2014.89 APPROVING A MAJOR CHANGE ORDER AND AMENDMENT TO THE CONTRACT FOR THE CONSTRUCTION OF THE WILLIAM J. LINDSAY LIFE SCIENCES BUILDING ON THE AMMERMAN CAMPUS

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

WHEREAS, work which was not anticipated under the terms of this contract or shown on the design drawings is required, consisting of floor slab moisture mitigation, additional audio/visual data cabling, and additional wall blocking for electronic signage, 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 \$71,807.17 to the Contract with J. Petrocelli Contracting, Inc. for additional work to be performed for the construction of the William J. Lindsay Life Sciences 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.

RESOLUTION NO. 2014.90 ACCEPTING A DONATION OF HVAC EQUIPMENT FROM THE SUFFOLK COMMUNITY COLLEGE FOUNDATION, INC.

WHEREAS, the Suffolk Community College Foundation, Inc. (Foundation) is to receive a donation of Daikin HVAC training equipment valued at \$10,810.94 from Goodman Manufacturing Co., LP, and

WHEREAS, the Foundation wishes to further donate said training equipment to Suffolk County Community College for use in the College’s HVAC program, and

WHEREAS, the College wishes to accept this gift from the Foundation, be it therefore

RESOLVED, that the Board of Trustees hereby accepts the donation of HVAC equipment from the Foundation, with sincere thanks to Goodman Manufacturing Co., LP for this generous contribution to the College, and be it further

RESOLVED, that the College President, or his designee, is hereby authorized and empowered to execute an agreement, upon such terms as shall be approved by the College General Counsel, to facilitate said donation.

RESOLUTION NO. 2014.92 ACCEPTING A GRANT AWARD FROM THE SUNY HIGH NEEDS PROGRAM FOR THE DEVELOPMENT OF A NEW A.A.S. DEGREE PROGRAM IN CYBERSECURITY AT SUFFOLK COUNTY COMMUNITY COLLEGE

WHEREAS, the SUNY High Needs Program provides grant support to SUNY campuses for the expansion or development of professional programs that connect directly to occupations which are crucial to the economic vitality of New York, such as engineering technology and healthcare, and

WHEREAS, Suffolk County Community College has been selected to receive a grant award in the amount of \$72,083 from the SUNY High Needs Program for a project entitled “New Opportunities in Information Technology: Developing an A.A.S. Degree in Cybersecurity at Suffolk County Community College,” and

WHEREAS, the new Cybersecurity program at the College will enable students to earn industry-recognized credentials while gaining academic credits toward an Associate’s degree, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that a grant award in the amount of \$72,083 from the SUNY High Needs Program for a project entitled “New Opportunities in Information Technology: Developing an A.A.S. Degree in Cyber Security at Suffolk County Community College,” 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: Peter Maritato

**RESOLUTION NO. 2014.93 AWARDING A CONSTRUCTION CONTRACT FOR
PARKING LOT SIGNAGE, AMMERMAN CAMPUS CP 2149**

WHEREAS, capital project No. 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, public bids for the Parking Lot Signage Project, Ammerman Campus were solicited and opened on November 14, 2014, and

WHEREAS, these bids were reviewed and the qualifications of the lowest responsible bidder, was checked by the College, be it therefore

RESOLVED, that the College President or his designee is authorized to enter into a contract for parking lot signage with Allied Environmental Signage for \$132,200.00 upon such terms and conditions as shall approved by the College General Counsel.

**RESOLUTION NO. 2014.94 AMENDING THE COLLEGE BUDGET FOR A GRANT
AWARD INCREASE FROM THE US DEPARTMENT OF EDUCATION FOR A
STUDENT SUPPORT SERVICES (TRIO) PROGRAM GRANT**

WHEREAS, the 2014-2015 College operating budget provides \$261,787, including indirect costs, from the United States Department of Education for a Student Support Services (TRIO) Program grant, and

WHEREAS, the grant award has been increased by \$14,722, including indirect costs, bringing the grant award to \$276,510, including indirect costs, and

WHEREAS, an additional \$5,000 will be administered external to the grant appropriation budget as grant aid to students, bringing the total amount of the grant award to \$281,510, including indirect costs, and

WHEREAS, matching funds in the amount of \$16,180, provided for in the College operating budget, will be used to provide grant aid to students, and additional supplies and equipment for student support, be it therefore

RESOLVED, that a grant award in the amount of \$281,510 from the United States Department of Education for a Student Support Services (TRIO) Program for the 2014-2015 fiscal year, is hereby accepted, and be it further

RESOLVED, that the 2014-2015 College operating budget be amended to reflect an increase in the amount of \$14,722, including indirect costs, and the College president or his designee is authorized to execute a contract with the administering agency.

Project Director: Lorianne Lueders-Yanotti

RESOLUTION NO. 2014.95 AUTHORIZING A MEMORANDUM OF AGREEMENT WITH THE URBAN LEAGUE OF LONG ISLAND, INC.

WHEREAS, the Urban League of Long Island, Inc. (ULLI) has partnered with the College over the past several years to empower youths and adults with programs such as ULLI College Prep Program, Employment and Training Programs, and Campaign for Achievement, and

WHEREAS, Theresa Sanders is the President and Chief Executive Officer of the ULLI and a Trustee on the College's Board of Trustees, and

WHEREAS, the Board of Trustees Code of Ethics and Conflict of Interest Policy requires all Board members to disclose any potential conflicts of interest and to refrain from participating in the consideration of proposed matters involving the conflict, and

WHEREAS, Trustee Sanders wishes to fully disclose her interest in the ULLI MOA, now therefore be it

RESOLVED, that the President be in the same is hereby authorized to execute attached Memorandum of Agreement with ULLI and the College for the period January 1, 2015 through December 31, 2015 in such form as should be approved by the College General Counsel.

Chairwoman Irizarry moved on to the committee reports beginning with the Student Success Committee. Trustee Sanders stated there was no report. The committee had to cancel their last meeting and would be meeting in January after the New Year.

Chairwoman Irizarry called for the Facilities Committee. Trustee Lilly reported the committee did not have a December meeting. They are scheduling a meeting in January at the Ammerman campus to do a walk-through. He noted that Trustee Canary would like to have an extensive walk-through because he hasn't been through the Ammerman campus.

Chairwoman Irizarry called for the Finance and Budget Committee. Trustee Morgo stated he had mentioned at the last meeting that Presiding Officer Gregory took the initiative to reach out

to them on a sustainable plan for the College's operating budget. He has asked Vice President Vizzini to arrange with the Presiding Officer's office to set up another meeting, at either the end of the month or the beginning of next month. VP Vizzini advised him it would be better in February because the College would have its budget gap analysis by that time.

Trustee Morgo noted that in reviewing last month's minutes, on page eleven the fourth paragraph, last sentence it stated "the college's legal sponsor". It is supposed to be "local sponsor". The point he was making was that they rely on Dr. McKay and Mr. Zwirn for working with the state legislators and with all the community colleges, and we have the most influence on the local sponsor which is why the meeting is so important to emphasize it by repetition.

Chairwoman Irizarry called for the Governance Committee report. Trustee Canary stated the committee had not met and had no report; they will be meeting in January.

Chairwoman Irizarry called for the Personnel Committee report. Trustee Pontieri stated that he would report on the Personnel Committee during executive session.

Chairwoman Irizarry stated since Trustee Shybunko-Moore was not present there was no report from the Advocacy Committee.

Chairwoman Irizarry moved on to her report. Chairwoman Irizarry thanked the Board of Trustees and the institution for nominating her last October as one of Long Island's top fifty most influential women. She thanked Trustee Morgo for nominating her and all the Trustees for giving her the opportunity and privilege to be the chairwoman of such a fine institution. She stated it has been a pleasure working with President McKay, all the administrators, staff and students.

Chairwoman Irizarry stated that coming up is the community college national legislative summit on February 9th through the 12th. She feels it is a great opportunity to advocate at the national level for funding and other issues representing community colleges.

She pointed out the report shared by Dr. McKay, "New York's Community Colleges: Springboard to Success and noted it was great to see Suffolk being highlighted for its work with internships. One of our students who graduated last year, Cassandra Nyati, was selected among four thousand students in the nation for her work in the STEM field. Chairwoman Irizarry stated this spoke volumes about the wonderful things happening at the College.

Trustee Morgo stated he wanted to clarify something. He asked if VP Vizzini would arrange a meeting of the Finance committee before the meeting with Presiding Officer Gregory, particularly to prepare for that meeting and because of the new responsibility that the committee has, looking at the possibility of a feasibility study for student housing. VP Vizzini stated she would prepare something for the committee in January. Trustee Morgo asked her to ensure all the committee members could be there, along with finance and administration.

Chairwoman Irizarry called for the President's Report. Dr. McKay called upon Ben Zwirn, College Director of Legislative Affairs for a legislative update. Mr. Zwirn stated they had a conference call with SUNY last week. The call was to discuss what they plan to ask the Governor's Office for in his budget, which will be released in January. He reported SUNY is going to ask for two hundred fifty dollars per FTE. He noted they had asked for that same increase for the last several years.

Mr. Zwirn stated they would be travelling to Albany and work with the State Senate and State Assembly, including Senator LaValle, the chair of the education committee, and Assemblyman Engelbright. He stated that in the first week of January there will be a reorganization meeting of the County Legislature.

Mr. Zwirn also reported that the College was working with the County on the Start-Up New York program. He stated the County Executive has proposed a piece of legislation asking the County Legislature for the authority to negotiate with the College for ten acres adjacent to the Ammerman campus in Selden for the Start-Up New York program. He added the College does not have much vacant real estate. A meeting was held with the director of the Start-Up NY program, Leslie Wadley, who made it clear that the College should have some land it can offer into the program. Mr. Zwirn reported the County Executive is moving forward with his Resolution and it would be with the Education committee the following Tuesday and most likely be up for a vote of the Legislature on December 15th. Mr. Zwirn added the College is working with other SUNY institutions in Suffolk County. Stony Brook sent some individuals to the College, and the College is sending people to Stony Brook for a particular type of company they want to work with. Mr. Zwirn stated he would be up in Albany the following week when the regional economic council issues its awards.

Trustee Morgo asked Mr. Zwirn if he could talk a little bit more about the land transfer. He asked if it would be a straight deed conveyance or would the College have to do deeds. The property that has been designated is a ten acre parcel that originally had been designated to go to the Selden Fire Department for a training facility. The Fire Department does not have the funds for it, so they are no longer fighting for the property. Mr. Zwirn spoke to Legislator Muratore, whose district it sits in, the Legislator Muratore has no objection. It would not be an outright grant to the College and would be held for the Start-Up New York program. Trustee Morgo asked if it would be a 72-H. Mr. Zwirn replied it may be, but at the present time it is going to be open to a negotiation between the College and the County.

General Counsel Petrizzo stated it was more of an affiliation type of agreement to say that if somebody is interested in the land, then the College could go back to the County and talk about the terms of the actual transfer. Trustee Morgo stated it was like an expression of interest or MOU. Trustee Morgo asked if there were covenants and restrictions on the land. General Counsel Petrizzo stated they hadn't gotten that far. It has been in the County's hands for some time, and he was sure that they have had title searches on it. He added the College would take a look at that before that transfer happens and so would the companies coming in. Mr. Zwirn stated the community and the Board of Trustees would have input, in the process. When it's just

land that means somebody has to make an investment in building something. There has to be infrastructure. For a ten year program, it's very tricky. In the downstate area, he is not aware of anybody that had a successful new building application so far. Mr. Zwirn added that Stony Brook has a number in the pipeline, and they have had four hundred inquiries. It's been stated in the newspaper they have over a hundred thousand square feet available. Mr. Zwirn stated the program, while it has received tremendous press and has potential; it has encountered some difficulty getting off the ground on Long Island. Mr. Zwirn stated the program itself is fluid.

Dr. McKay called upon Mr. Nick Palumbo to give an update on sustainability efforts at the College. Mr. Palumbo introduced himself to the Trustees and began his presentation on sustainability with a short video, which he explained is accessible from the home page of the College's new website launched this week. He stated it was intended to encourage faculty, staff and students to get involved in the College's sustainability efforts. In defining sustainability, Mr. Palumbo said most people have a tendency to think about the environmental side, but it is really about rethinking about all the College's practices with the idea of benefiting not only the environment, but the people that work, study and teach, as well as looking at the economic bottom line, by evaluating all the College's processes to make sure it is as efficient as it can be in all areas. He gave the definition as: meeting the needs of the present without compromising the ability of the future generations to meet their own needs.

Mr. Palumbo said the program uses a framework developed by a group called the University Leaders for a Sustainable Future, and he pointed out the seven dimensions outlined, starting with institutional mission, structure, and planning and working all the way to research and scholarship. He said some of the elements of the institutional mission dimension are formal written statements of mission and purpose of sustainability, positions that exist which reinforce sustainability, and giving broad visibility on campus in the sustainability and environmental issues. He said the Board passed a resolution early this semester supporting the College's new energy performance contract, an example of written statement of mission and purpose.

Mr. Palumbo named some of the organizations involved with sustainability and potential programs the College is looking at, including the Association of American Sustainability in Higher Education, the President's Climate Challenge, and ASHE which developed the STARS program, a grading program that benchmarks sustainability on college campuses. In the area of faculty and staff development, Mr. Palumbo stated there is a program called GPRO specifically for people in the maintenance and operations area. He said the College is working very closely with the American Association of Community Colleges in their SEED Center which supports sustainability efforts on the campus, and partnered us with Lane Community College in Oregon to work with them on the development of new curriculum.

Mr. Palumbo's focus on the student dimension of sustainability centered on transportation, in particular a student survey and research into different modes of public transportation, with the goal to reduce the impact of the environmental footprint that transportation has on the College, and to increase convenience and reduce costs for the students. He stated the College is looking at the possibilities of inter- or intra-campus shuttles. He reported the College participated this year for the first time in the Car Free Day, organized by New York Ride Share, a not-for-profit group, and had 250 students and faculty sign up for it. He explained that on that day those 250 were at

least supposed to get to campus without their cars. Trustee Canary asked how they did that, and Mr. Palumbo replied he wasn't entirely sure, but possibly ride sharing or carpooling by signing up on New York Ride Shares' web based tool.

Mr. Palumbo stated mass transit in the form of bus transportation is an important element and the College is working with Suffolk County Transit. Chairwoman Irizarry said it would be a good idea to track what the students' usual mode of transportation is to get to the College. Mr. Palumbo replied that is the intent of the transportation survey, which is currently active. He explained the survey was actually prompted by one of the students, who is having difficulty commuting because the bus schedules didn't line up with his class schedule. He stated the College is working with Suffolk County Transit to better align the two.

Trustee Morgo reported that he was at the Suffolk County Planning Commission the day before on a different matter, and the DPW made a presentation on bus rapid transit. He said the Grant and the Ammerman campuses are two key locations. Mr. Zwirn confirmed that, saying the College had sent a letter of support at the County Executive's request, asking for funds from the state for the transportation study. Mr. Palumbo said it's a tremendous opportunity for the College.

Trustee Canary stated that on the previous Monday he and Senator Boyle had a regional meet and greet with the director, Joe Brown, and went over a lot of the transportation issues in the 4th District. He said wearing his Trustee hat he discussed that the College is very interested in and strongly supports the Route 110 corridor bus program as well as Nicolls Road, and they were excited about trying to help out. Mr. Palumbo added the County Executive is progressive in his thinking so the College is in close alignment with him on that.

Mr. Palumbo continued the presentation with the curriculum dimension. He said for the STEM center, which is partially funded at this point, they are about to begin the design effort on what will be a key component, developing the curriculum with Lane Community College, modelled on their internationally renowned program on energy management, and those new programs of study will be based on the Grant campus on the site adjacent to the workforce development center.

Mr. Palumbo stated the College is trying to infuse sustainable thinking into all its program content by working with the faculty and providing models for them to look at. He cited the Culinary Arts program as a great example, incorporating the ideas of organizations like the Blue Ocean Institute and Slow Food East End into instruction to make sure students understand it is important to source locally and to be environmentally responsible in their food choices.

The Chairwoman asked if the College has student associations or clubs that directly address sustainability issues, and Mr. Palumbo answered there are student organizations at each campus as well as faculty organizations. He stated there is a lot of interest in this across the College, and part of his job is to bring the groups together and provide organizational structure for what they're doing. The Chairwoman asked if there are internships provided for students for experiences regarding sustainability. Mr. Palumbo replied not at this point, but it is certainly something that they are working toward and he said he believed there will be more opportunities

for that with the new energy management program. He said in development of curriculum, the College wants to use the campuses as a living laboratory for that kind of instruction.

Dr. McKay stated once the STEM building is up and running, there will be more of those internships in the STEM fields. He said for students working two and three jobs, the College has to align their studies and internships with their transfer pathways. He stated there will be more internships partnering with institutions like NYIT, a trajectory that is going to happen naturally and the funding is in place for that more at the local and state level. Mr. Palumbo agreed there are a lot of opportunities for students to get involved in those types of efforts, with the College having a big environmental footprint. Chairwoman Irizarry added there are opportunities also for the institution to benefit directly from those efforts.

Mr. Palumbo explained one academic department is looking into the possibilities for students to take advantage of courses that already have some element of sustainability in them and group them together into a certificate which would say that they now had grounding in sustainability studies. He said they are looking into the possibility of a freshman seminar that would focus on sustainability as well.

Mr. Palumbo stated the operations area has been a focus of the College's sustainability efforts for a while. Among the projects and accomplishments he mentioned were one building on the Grant campus that is LEED certified; two others designed and constructed to LEED standards that the College hopes to achieve certification for at some point in the future; renewable energy technologies on all of the campuses, particularly solar; LED lighting as a huge technology breakthrough that provides real efficiency gains that are cost effective and have a return on investment of three to four years at this point; electric vehicle charging stations which the College hopes to get moving forward sometime in the new year; and additional metering for the buildings as part of the energy performance contract with Cenergistic. He said the College signed a contract this summer, a shared savings arrangement with Cenergistic which specializes in this kind of thing with colleges and universities, and projections are for an estimated \$13.5 million in energy savings over the next ten years. He explained the College shares in that savings with them for the first five years of the program.

Dr. McKay asked Mr. Palumbo to go back to the slide on the water stations and Mr. Palumbo explained they are called hydration stations, an alternative water source to water fountains and disposable plastic bottles. He said one can bring their own water bottle onto the campus and refill it at the hydration station, and stated there are several on each of the campuses. He cited as an example in the Peconic building 17,000 plastic water bottles were saved by installing the stations a year and a half ago. In answer to the Chairwoman's question Mr. Palumbo said the College offers it as a free service. He added, as with a lot of things sustainable, there are ways to finance the investment, for example, one of the companies that sell the stations offers a bottle sale, to be sold in the bookstores to generate the funds to get the hydration stations.

Mr. Palumbo continued his presentation with community service and outreach as an important part of the College's sustainability initiative. He said part of his job is to interface with the many groups throughout the county that are looking at sustainability, mentioning LIRACHE, the International Green Skills Network, Start Up New York and Smart Communities. He said he sat

on the committee which put together the original greenhouse gas plan for Long Island, and the STEM center was identified as the cornerstone project for that effort for this region which should bring good support for that project to the College.

Next he addressed the research and scholarship dimension, explaining a lot of that is tied into the renewable energy center which the College will begin designing soon. He said he has been having a conversation with the National Oil Heat Research Alliance about bringing their research facilities to the campus, either in the Workforce Center or in the new building, that they could really provide some nice internships for the students, especially students studying in that area. He finished by asking if there were any questions.

Trustee Lilly asked if the College has a program to recycle glass and paper on all campuses. Mr. Palumbo answered yes and explained that our existing contracts just have it carted off campus in bulk, but with no landfills on Long Island, the contractors themselves bring it back to their recycling facilities and sorts the material there, so ultimately, the waste is being recycled. He said while the College is not part of that effort under the current arrangement, he would offer that it would benefit the College to be more heavily involved in doing the recycling or that source separation upstream on the campuses with a potential there for real cost savings. He stated the other important element of that is it becomes more visible then, and would help promote sustainability effort. He said it's a challenge to get the infrastructure in place to bring all the parties together, to restructure existing contracts, and get word out to faculty, staff and students on how to recycle. He stated right after energy that is his primary focus, to look at the College's waste stream and how to be more environmentally responsible for that.

Chairwoman Irizarry thanked Mr. Palumbo and agreed that the College should be more active in the sorting process, and that she has been approached about the College not having specific containers for recycling glass. She said it raises awareness. Mr. Palumbo repeated that the material is being recycled, just not on campus, as it is in the waste industry's interest to do so.

Dr. McKay addressed the Chairwoman and members of the Board, and brought their attention to the confidential packet at their stations. He stated there were some elements of the packet that pertained to personnel matters that would not be discussed in public session. He said the first document, Seamless Transfer/FCC Response Timeline, gives a timeline of when the College was first notified, when the resolution was passed by the SUNY Board of Trustees, December 2012, and brings it up to date to where the College is currently. He said the College will continue to update it.

Dr. McKay said the next document, regarding all the College Briefs on seamless transfer and the pathways sent out to the entire college, were to show the Board how much communication there is with the college community, both for transparency and to avail the college community of resources and directions about the seamless transfer initiative. He said both these documents were for the Board's future perusal.

The President then brought out the third document, and explained it attempts to show the Board the status of the programs in relation to the 64 credit goal. He explained the three categories: those under the 64 which were within the requirements of seamless transfer, but would still be

reviewed by their disciplines; those at 64.5 and currently under review; and the last two, programs currently working on revision and programs with letters of intent submitted. He said he received one letter of intent revision the day before, which he shared with the executive board. He said it showed the campuses are working, and gave as an example Freshman Seminar, a 1.5 credit course that was reduced to 1.0 by all three of the governing bodies, and when all the 64.5 credit courses pass all of the governing bodies and the .5 is removed and they are all in compliance.

Dr. McKay directed the Board to the legend on Page 4, showing the color coding designating campuses and status of programs, which would make clear what, was on the chart. He stated there are 77 program options, 10 of which are in compliance with the SUNY mandate, and one program that is slated for discontinuance. He said this brings the number of programs needing revision to about 66.

Dr. McKay said in one category, programs that from inception have exceeded the 20 credit limit change must be sent back to SUNY for review and revision. He said there are a few programs in that category, and they will be sent forward. He said the remaining 49 programs fall into a minor revision category that do not need to go to Albany, but it is the College's responsibility to correct the minor local changes to bring them into compliance. He stated there are three programs with four options that require major revisions, one of them being Construction Technology where the College completed the changes locally, forwarded them to SUNY which approved the changes, and now sent them to SED for review and approval.

Dr. McKay stated Nursing, day and evening programs, was submitted to the college-wide curriculum committee and they will be reviewing it on the 18th. He said the nursing accreditation body will be here in January, and said it is important for that to be approved by Curriculum and submitted to Albany and SED. The President stated Automotive, a single campus program, follows the same protocol as Construction Tech.

Dr. McKay gave an overview of the programs with major and minor revisions, explaining some of them are not registered properly either at the College or in Albany. He said letters of intent for Liberal Arts & Sciences have been submitted with minor revisions, and there are 49 programs within that area. He explained 26 program options are single campus programs, like Culinary which is at East only, or Automotive at Ammerman only, and these follow the local campus approval process. He said 23 program options are multiple campus programs, jointly registered programs on all three campuses, and those are the ones that need review and revision.

He continued with the final page showing letters of intent were submitted for Accounting, Administration, etc. He explained the document is to show the Board that the College is tracking what it is doing, and mapping out a footprint at the same time so progress can be followed seamlessly. He said the next step in the process, getting approvals back from state education and SUNY, will create a new category on the sheet, the category of approvals. He stated this document is up to date as to where the College is in the process, and is what Fred Hildebrand and Jason Lane are expecting on December 15th along with a cover memo as to the status and whether there are any outstanding issues. He said the College is well on its way to meeting its

requirements and Dr. Hildebrand actually asked if SUNY could use this document as a model for other campuses.

Trustee Lindsay Sullivan asked if it was okay if the College is working on revisions, and Dr. McKay replied yes, what they are looking for is that there is a plan in place and significant progress is being made. He said the fact that the College has 49 letters of intent in place shows that the academic disciplines have been working really hard to get the programs through. He stated it is a very detailed process with what content matter must remain.

Dr. McKay continued, saying the changes then have to be implemented in time for the summer going into the fall so the communication from Student Affairs and Admissions will match the new program requirements for students being advised and registering for fall 2015. He explained there is a grandfathering option where students who are registered can choose to remain in the track or go into a new track, but the new students definitely have to go into the new track. He said the College will keep the Board informed of its strategy going forward.

The Chairwoman thanked Dr. McKay and said the Board was very pleased to hear that the College is meeting the deadline and accomplishing the task in a collaborative manner. Dr. McKay pointed out another document in the folders, a presentation given by the State University of New York containing very important information from Dr. Lane, which he said the Board members could take a look at in their own time. He said he shared this document with the academic affairs office and the academic chairs to provide guidance accordingly.

Dr. McKay said the final document, from the math academic chairs, was included to show the Board what they were dealing with in their disciplines, including about 60% of students requiring math remediation. With that Dr. McKay concluded his presentation, expressing that he hoped the Board was assured that the College is working intensely on meeting the deadline.

Trustee Morgo agreed with the Chairwoman that the effort is analogous to Middle States, where the President made a broad, comprehensive, detailed report and said he appreciated it. He asked if he might have missed something because when this issue first came up, he remembered talking about physical education requirements, and about fitness, wellness and obesity and the importance of physical education, but now he did not see any physical education courses on the document. Dr. McKay answered, as he said from the very beginning, that the faculty within the disciplines will determine that. He stated if the discipline requires it must have P.E., a two credit course, they can put it in, adding that the local requirements must not take the degree program above 64. Trustee Morgo said perhaps he was misunderstanding but when it was first introduced to the Board, it appeared that Physical Education(P.E) was going to be over the 64, however, the disciplines got together and arranged the program so they were in compliance. Dr. McKay said yes, that was about what happened, and explained if the program was above 64, the faculty has to work within the requirements and determine what within the course construct would remain that would meet the SUNY basic education requirement. He repeated what Fred Hildebrand said-- first meet SUNY and SED requirements and then back into what is wanted in the program. He stated the faculty must also make sure that all changes also address outside with the accreditation agencies that they are completing what's required, and it is they who make the determination and recommendations going forward.

Chairwoman Irizarry asked Dr. McKay to clarify if P.E. is now part of the programs or is it not any longer a requirement if it was kept as a local requirement or was it part of the 64. Dr. McKay replied no, Phys Ed is a local requirement, which is considered an option. He explained again if the program is under 64 credits and wants to consider it as a local requirement, it can. The Chairwoman asked if it was considered and kept in most of the programs or was it cut because of being above the limit. Dr. McKay answered that the programs are still going through reviews, and local requirements are not mandated or required for a degree. He said there is a cluster of courses below 64 that can be tapped into if the department and discipline vote to do that, and then it goes to Governance and Curriculum to review and make sure it meets the general education requirements.

Trustee Morgo said apparently the Phys Ed department decided to do that, if a student wanted to take a two credit Phys Ed course they can as long as it doesn't compromise the 64. Trustee Amilcar asked if it's optional at this point in terms of the degree program. Dr. McKay said no, if a department within that 64 elects to put two credits in and it stays below 64, then it's good to go, and if it chooses to go above that in its own free will it can choose the two credits anyway. Trustee Morgo said but then it wouldn't be a seamless transfer, and Dr. McKay agreed. The Chairwoman asked if there is financial credit for the two credits and Dr. McKay stated if the program is below that then there is an issue with that.

Trustee Lindsay Sullivan asked when all the programs are finished being reviewed, if the Board would be informed as to what was cut from each program. Ms. Laffin answered approximately 50% of the programs that were reviewed and are close to being completed have included some Phys Ed in them. She said she understood that some have only one credit, some have two, and some have no Phys Ed. She said at this point the decision was made by the departments collegially to include it because they believe in the importance of health and fitness and wellness.

Trustee Amilcar said he understood adding Phys Ed is pending approval. The Chairwoman said it is departmental rather than across all the programs. Trustee Lindsay Sullivan said it would depend upon the degree program, some programs might not have it and others may. Dr. McKay agreed. Chairwoman Irizarry said it is encouraging to know that at least 50% of the departments value that type of activity and instruction and have decided to keep it. Trustee Morgo stated now that he understood it he felt it was encouraging that there is some flexibility. Trustee Lindsay Sullivan shared that she offered a student who graduated from her high school last year a job opportunity in her elementary school, but the student told her she had to take gym Tuesday and Thursday mornings at six a.m. which took an hour and a half each day, so she couldn't take the job. Dr. McKay explained the difference is that it is currently required in every degree program and every department, but going forward the student is going to have an option to remain within the current structure or chose the new option.

Dr. McKay passed around a handout on Middle States with a calendar and timeline beginning January 15th. He stated by November 1st the College is going to give its next report to Middle States, and the calendar shows the dates and times for what the College intends to do, including when there will be a review, getting documents to the Board and uploading documents to the website. He said with this being the last meeting of the year the College wanted to make sure the

Board had this information. He concluded by wishing the best of holidays on behalf of all faculty, staff and students, saying this has been a year everyone will remember and that he was grateful for the Board's contribution to this institution.

Trustee Sanders thanked the Board for nominating her to go on the ACCT leadership conference, and said it helped her see that the College is doing fairly well compared to a lot of the other community colleges and there were a lot of positive vibes as opposed to some where the workshops end up being gripe sessions. She thanked Eileen Regina for making the travel arrangements on short notice so she could represent the College there. She explained there was a one day session for board members and presidents and what came out of that is those colleges that are making progress have very healthy relationships between their college presidents and their boards. She said she attended a workshop on completion of agenda and seamless transfer and learned there are a lot of innovative strategies in terms of funding. She said in one of the pieces, the Student Success Transformation Plan, JP Morgan Chase has taken a lead in financing a lot of this, between JP Morgan Chase and Gates Foundation, and the College may want to look at getting some additional support. She said she would share a package with Dr. McKay, who could disseminate it to the rest of the staff and faculty.

Trustee Sanders gave a brief overview on the workshops and speakers at the conference, featuring concepts such as using Pell grants to promote completion, Chuck Norwood's idea of using generational training and the need to look at the millennials and interaction with them, achieving success during the change in the environment and preparing students for seamless transfer. She said she thought about Gardy Amilcar because one of the model programs highlighted was with the HBCUs and it talked about these transfer and mentoring programs. She said the keynote speaker, Linda Johnson Rice, president of Johnson Publications, talked about making available to community colleges an American history and social conversation series that is being archived, which might benefit students who can tap into it for research. Trustee Sanders thanked everyone again for allowing her to represent the College and the Board at the conference.

Chairwoman Irizarry thanked Trustee Sanders and asked if there was anything else to be discussed. Dr. McKay said based on what Trustee Sanders reported, it is quite heartening to see from the reports from St. Joseph's, Adelphi, and others, our students transferring in are out-performing their full time students that started there, and it says a lot about our faculty and what they are doing. He stated it made him aware while our partners are doing their best to support the College it is inadequate and the College really needs to have the requisite resources to accomplish what it is doing here as an institution. He said with 27,000 students the College can make a greater impact if it has the level of support. He stated the Stay on Long Island scholarship is approaching over \$4 million in scholarships awarded, and the students return to the College working in part-time situations. He added the valedictorian at LIU's last commencement came from this campus, and the College is transforming lives in different ways. He said certainly it can do better and he thanked Trustee Sanders and said he looked forward to receiving her packet.

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Chairwoman Irizarry requested a motion to go into executive session to discuss the employment history of a particular person or persons for a matter of litigation at 5:59 p.m. Chairwoman Irizarry stated there would be no further business after the executive session. Trustee Morgo so moved, Trustee Pontieri seconded, the motion was approved unanimously.

With no further action, the meeting of the Board of Trustees was adjourned at 7:20 p.m. The Board of Trustees next meeting is January 15th, 2015 at 4:00 p.m. in the Alumni Room of Brookhaven Gym, on the Ammerman Campus, Selden, New York.

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Respectfully submitted,

Bryan Lilly
Secretary

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