

**SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
BROOKHAVEN GYMNASIUM, AMMERMAN CAMPUS
SELDEN, NEW YORK
January 15, 2015**

The meeting was held on Thursday, January 15, 2015 at 4:00 p.m. in the Alumni Room of the Brookhaven Gymnasium on the Ammerman Campus, Selden, New York.

PRESENT:

Dafny Irizarry	Chairwoman
Theresa Sanders	Vice Chair
Bryan Lilly	Secretary
Gordon D. Canary	Trustee
James Morgo	Trustee
Paul V. Pontieri, Jr.	Trustee
Anne Shybunko-Moore	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
Christopher Adams	V.P. of Student Affairs
Mary Lou Araneo	V.P. of Institutional Advancement

The meeting of the Board of Trustees was convened at 4:21 p.m.

Chairwoman Irizarry welcomed everyone; and proceeded with the introduction of special guests. She introduced Kelly Morris and Tom Russell from the Suffolk County Economic Development Office and welcomed them to the meeting. Chairwoman Irizarry stated that Trustee Alvarez-Groneman would not be present, and that she had contacted the College and the Chairwoman to say she was on vacation. Chairwoman Irizarry indicated the absence was justified.

Chairwoman Irizarry requested a motion to adjourn the Board of Trustees meeting and call to order the meeting of the Board of Directors at 4:22 p.m. Trustee Pontieri so moved, Trustee Lindsay-Sullivan 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 4:26 p.m. Trustee Morgo so moved, Trustee Pontieri seconded, and the motion was approved unanimously.

Chairwoman Irizarry requested a motion to approve the minutes of the November 20, 2014 Special Board of Trustees meeting. Trustee Morgo so moved, Trustee Canary seconded, and the motion was approved unanimously.

Chairwoman Irizarry requested a motion to approve the minutes of the December 4, 2014 Board of Trustees meeting. Trustee Lindsay-Sullivan so moved, Trustee Pontieri seconded, and the motion was approved unanimously.

Chairwoman Irizarry introduced Vice President of Business and Financial Affairs, Ms. Gail Vizzini, to present the College Financial Report. VP Vizzini reported the College expenditures and revenue projections showed the College continued to be fiscally prudent and continued to track to the positive for the 2014- 2015 operating budget. Starting January 20th, the College departments will be making their budget presentations for the 2015-2016 operating budget to department staff and Dr. McKay. The financial affairs office was in the process of updating the budget gap analysis and five-year projections for Dr. McKay to review and then for review by the Budget and Finance Committee. VP Vizzini stated that by March her office should have a draft budget document that will be presented for review by the Executive Committee, as well as the Budget and Finance Committee. She will make herself available to present to the sub-committees as well to address any questions. The 2015-2016 operating budget will be presented for approval of the full Board at the April meeting for submission to the County no later than April 17th.

VP Vizzini stated the County Legislature had determined the membership of their committees and the composition of the Legislature's Education Committee and the Budget and Finance Committee is the same as it had been in the past. She reported the Executive Committee of the Board had asked her to survey and examine the cost, as well as the efficiencies associated with paperless Board meetings as well as the Board's willingness and acceptance of going to a website to review Board materials. This could be done by establishing a dedicated drive for confidential Board of Trustees materials and a modest outlay for tablets for each member. She noted the survey was in the Board packets.

Chairwoman Irizarry asked VP Vizzini if she would be able to e-mail the Board a timeline of the different steps in preparation for the 2015-2016 operating budget, and thanked her for putting together the survey, and noted the Board was committed to cost-effective practices and sustainability.

Chairwoman Irizarry requested a motion for the approval of College Resolutions 2015.1, 2015.2, and 2015.4 through 2015.11. Trustee Canary inquired about item 10, regarding the training grant for Sea Tow Services. He asked what the College was going to do for Sea Tow Services. General Counsel Petrizzo stated it was a customer service training grant to train their customer service operators. The business operates a calling service providing marine rescue and towing services, their operation is a customer service operation, and the College has been training their customer service representatives in Microsoft, Excel, Word and how to deal with emergency situations. He added this would be done through the Workforce Development Department through AVP John Lombardo. Trustee Canary stated it was a much needed service. Trustee Morgo asked if it was similar to an internship. General Counsel Petrizzo stated no, it was training their employees.

Trustee Lindsay-Sullivan asked if they would be voting on item 3 at the meeting. Chairwoman Irizarry clarified they were not voting on item three. They were currently voting on items one, two, then from four to eleven. Trustee Morgo motioned to approve College Resolutions 2015.1, 2015.2, and 2015.4 through 2015.11. Trustee Lindsay-Sullivan seconded, motion was approved unanimously.

RESOLUTION NO. 2015.01 - CONFIRMING THE ANNUAL REVIEW AND APPROVAL OF THE PROCUREMENT POLICY

WHEREAS, community colleges must procure goods and services in accordance with Article 5-A of the New York State General Municipal Law in order to ensure the prudent and economical use of public monies, and to guard against favoritism, improvidence, extravagance, fraud and corruption, and

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

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

RESOLVED, that this Board hereby confirms its review of the "Procurement Policy," (Attachment I) adopted on September 13, 2012, and be it further

RESOLVED, that the "Procurement Policy" is hereby approved for use by the College for the calendar year 2015.

RESOLUTION NO. 2015.02 - 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 \$2,006,742.00 for the month of December 2014 (Attachment II) is hereby approved by the Board of Trustees.

RESOLUTION NO. 2015.04 - APPOINTING DIRECTORS TO THE BOARD OF THE SUFFOLK CENTER ON THE HOLOCAUST, DIVERSITY & HUMAN UNDERSTANDING, INC.

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

WHEREAS, there are vacant positions on the Board, and

WHEREAS, Robert K. Sweeney has been nominated to fill such vacancy and his credentials have been received (Attachment IV), be it therefore

RESOLVED, that the CHDHU Board hereby recommends to the College Trustees the appointment of the following person to the Board of Directors of The Suffolk Center on the Holocaust, Diversity & Human Understanding, Inc. for a term ending September 1, 2018, effective upon appointment.

Name

Robert K. Sweeney

RESOLUTION NO. 2015.05 - AUTHORIZING A CONTRACT WITH ACADEMICWORKS, INC. FOR SCHOLARSHIP MANAGEMENT SOFTWARE

WHEREAS, on June 12, 2014, the College issued a request for proposals for Scholarship Management Software which would streamline and simplify the College's scholarship application process, thus better serving the needs of our students, and

WHEREAS, the responses to the request for proposals were evaluated by the College Evaluation Committee, and

WHEREAS, it was determined that the proposal submitted by Academic Works, Inc. will be most beneficial for the College, be it therefore

RESOLVED, that the College President, or his designee, is hereby authorized and empowered to execute a contract, in a form as approved by the College General Counsel, with Academic Works, Inc. for scholarship management software, for an initial term of one year, with one-year renewal terms thereafter, and be it further

RESOLVED, that the cost of said contract shall be \$17,500.00 which includes a one-time implementation fee of \$7,000.00, and an annual maintenance fee presently of \$10,500.00, which maintenance fee may be adjusted based on the number of scholarship funds managed, and be it further

RESOLVED, that in order to offset the annual maintenance cost, the College is authorized to accept \$10,000.00 from the Suffolk Community College Foundation, Inc. in fiscal year 2014-2015, be further

RESOLVED, that the College is further authorized to accept thereafter from the Foundation, for the duration of the contract, renewable each year and subject to approval from the Foundation, reimbursement in the amount of fifty percent (50%) of the annual maintenance cost of the Academic Works scholarship management software.

RESOLUTION NO. 2015.06 - AUTHORIZING A CONTRACT WITH OMNIUPDATE, INC. FOR A CONTENT MANAGEMENT SYSTEM

WHEREAS, on October 30, 2014, the College issued a request for proposals for a Content Management System which would support the development of a new College internet website for public use and an intranet system for use by internal audiences, and

WHEREAS, the responses to the request for proposals were evaluated by the College Evaluation Committee, and

WHEREAS, it was determined that the proposal submitted by OmniUpdate, Inc. will be most beneficial for the College, be it therefore

RESOLVED, that the College President, or his designee, is hereby authorized and empowered to execute a contract, in a form as approved by the College General Counsel, in the amount of \$34,500.00 with OmniUpdate, Inc. to support the development of a new College internet website for public use and an intranet system for use by internal audiences, for an initial term of one year, with one-year renewal terms thereafter.

RESOLUTION NO. 2015.07 - AMENDING THE COLLEGE BUDGET FOR A GRANT AWARD INCREASE FROM THE STATE UNIVERSITY OF NEW YORK FOR A SUNYCHILD CARE PROGRAM

WHEREAS, the 2014-2015 College operating budget provides \$161,700 from the State University of New York for a SUNY Child Care Program, and

WHEREAS, the grant award has been increased by \$8,200, bringing the total amount of the grant award to \$169,900, and

WHEREAS, it is necessary to amend the 2014-2015 College operating budget in the amount of \$8,200 to provide for the increase in the grant award, and

RESOLVED, that the 2014-2015 College operating budget be amended to reflect an increase in the amount of \$8,200, from the State University of New York for a SUNY Child Care Program, and the College President, or his designee, is authorized to execute a contract, and any other required documentation, with the administering agency,

Project Director: Barbara E. Hurst, Director of Business Affairs

Note: No full-time positions
No in-kind contribution required

RESOLUTION NO. 2015.08 - AMENDING THE COLLEGE OPERATING BUDGET TO REFLECT AN INCREASE IN THE GRANT AWARD FOR THE LIBERTY PARTNERSHIPS PROGRAM

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

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

WHEREAS, the 2014-2015 College operating budget provides \$350,000.00, including indirect costs, in anticipation of a grant award from the New York State Department of Education for the LPP, and

WHEREAS, the award is to be increased in the amount of \$10,512.00, including indirect costs, bringing the total amount of the grant award to \$360,512.00, including indirect costs, and

WHEREAS, no matching funds are required, be it therefore

RESOLVED, that the 2014-2015 College operating budget be amended to reflect an increase in the amount of \$10,512.00, including indirect costs, for the Liberty Partnerships Program, and be it further

RESOLVED, that the College President or his designee is authorized to execute any necessary documentation, including a contract amendment, as approved by the College General Counsel,

with the New York State Department of Education, reflecting the increase in the grant award for the Liberty Partnerships Program.

Project Director: Nina Leonhardt

Note: No full-time personnel for amendment

In-kind contribution - none

RESOLUTION NO. 2015.09 - APPROVING BUDGET TRANSFERS

WHEREAS, the Board of Trustees has established a policy on the authorization of budget transfers, and

WHEREAS, according to said policy, budget transfers must be authorized by a resolution adopted by the Board of Trustees, and

WHEREAS, the Vice President for Business and Financial Affairs recommends the budget transfers on Attachment V as necessary for the operation of the College, be it therefore

RESOLVED, that the budget transfers shown on Attachment V are hereby authorized and approved.

RESOLUTION NO. 2015.10 - AMENDING THE COLLEGE BUDGET FOR AN INCREASE FROM THE STATE UNIVERSITY OF NEW YORK (SUNY) FOR A WORKFORCE DEVELOPMENT TRAINING GRANT FOR SEA TOW SERVICES, INTERNATIONAL - PHASE 2

WHEREAS, the 2014-2015 College operating budget provided \$16,038 from The State University of New York (SUNY), for a Workforce Development Training grant for Sea Tow Services, International - Phase 2, for the period of November 24, 2014 through August 11, 2015, and

WHEREAS, the award includes an additional amount of \$7,192, bringing the total amount of the grant award to \$23,230 and

WHEREAS, it is necessary to amend the 2014-2015 College operating budget for the said increase in the grant award, and

WHEREAS, matching funds, in the amount of \$1,782 are provided by Sea Tow Services, International, and

WHEREAS, matching funds in an additional amount of \$538 will be provided by Sea Tow Services, International, be it therefore

RESOLVED, that the 2014-2015 College operating budget be amended to reflect an increase in the amount of \$7,192 from The State University of New York (SUNY), for a Workforce Development Training grant for Sea Tow Services, International - Phase 2, and be it further

RESOLVED, that the College President, or his designee, is authorized to execute any necessary documentation, including a contract amendment, as approved by the College General Counsel, with The State University of New York (SUNY), for a Workforce Development Training grant for Sea Tow Services, International - Phase 2.

Project Director: Maureen Arma

RESOLUTION NO. 2015.11 - ACCEPTING A GRANT AWARD FROM THE STATE UNIVERSITY OF NEW YORK (SUNY) FOR A WORKFORCE DEVELOPMENT TRAINING PROJECT ENTITLED "LNK PHARAMACEUTICAL - QUALITY PROGRAM"

WHEREAS, Suffolk County Community College has received a grant award in the amount of \$36,250 from The State University of New York (SUNY) for a Workforce Development Training project entitled "LNK Pharmaceutical - Quality Program," for the period of November 24, 2014 through August 11, 2015, and

WHEREAS, this project will facilitate a partnership between LNK International Inc. and Suffolk County Community College to develop a training manual to be implemented at LNK and replicated internally and to other manufacturers of over-the-counter drugs, and

WHEREAS, matching funds in the amount of \$3,415, provided by LNK International Inc. will increase the total to \$39,665, including indirect costs, be it therefore

RESOLVED, that a grant award, in the amount of \$36,250, including indirect costs, from The State University of New York (SUNY) for a Workforce Development Training project entitled "LNK Pharmaceutical - Quality Program," for the period of November 24, 2014 through August 11, 2015, is hereby accepted, and the College President, or his designee, is authorized to execute a contract and any other required documentation with the administering agency, and be it further

RESOLVED, that matching funds in the amount of \$3,415, provided by LNK International Inc., be accepted for the operation of this Workforce Development Training project.

Project Director: Maureen Arma

Note: No full-time personnel
In-kind contribution- LNK International Inc.

Chairwoman Irizarry requested a motion to table item 3 College Resolution 2015.3 to March 2015. She stated they had a copy of the policy proposed, which was a good draft, and beginning, but a committee would be discussing the resolution and Dr. Adams would be in charge of the effort. She asked if Dr. Adams had any comments to share. Dr. Adams stated he decided to put forth a resolution and a draft policy to generate conversation at the committee meetings. A number of the members of the committees had some concerns about the actual policy itself and a couple of questions. He added they would be addressing those concerns and questions and would get back to the Board of Trustees. Dr. Adams asked that if any members of the Board had any additional concerns after reviewing the policy, they let him know as well. Chairwoman Irizarry stated the Board needed to have a better understanding of some of the concerns. There needs to be more clarity in the language when it's referring to smoking in vehicles in the College's parking lot areas. They also want to explore how the compliance issues will be enforced by the College's security. The Board would like to be briefed on the educational piece, where they can see how the policy will be implemented effectively. Chairwoman Irizarry called for motion to table College Resolution 2015.3 to March 2015. Trustee Canary asked if there was a timeframe from SUNY to adopt the policy. Dr. Adams stated the College was not required to adopt the policy by SUNY. It only impacts the State operated campuses, but it has been recommended that community colleges develop a policy. Dr. Adams added the College has worked with the Suffolk County Legislature, in particular, Legislator Spencer, to have Suffolk County Community College opt out of the actual County policy that is in place. He hopes if everything goes well, the policy will be implemented by the first day of classes in the 2015 fall semester. He added there has already been a lot of work done by the legal affairs office in developing the policy. The College has also partnered with the University of Rochester by participating in a study on community college student smoking cessation program, so there will be an educational component that will be part of the enforcement of the policy. Trustee Lindsay-Sullivan stated that it was important to note that this is very important to the school; however, the College should not jump and adopt a policy they don't feel completely comfortable with.

President McKay stated there was movement across the campuses right now in regards to the policy. The College's nursing program is being asked to speak on Smoking Cessation. However, the policy has to follow certain guidelines, and include an educational aspect. The College will have to look at how the employees are going to be brought into this and how the College will adjudicate the violators. Trustee Morgo motioned to table College Resolution 2015.3 to the March Board of Trustees meeting. Trustee Lindsay-Sullivan seconded, motion was approved unanimously.

Chairwoman Irizarry stated that before moving to College Resolution 2015.13, Trustee Canary wanted to address College Resolution 2015.12. Trustee Canary asked to withdraw College Resolution 2015.12. There was a procedural notification question that was brought up at the Governance Committee meeting that was held earlier. Trustee Canary asked to bring it back before the Governance Committee meeting, and expected to have the resolution back before the Board at the meeting in February. Trustee Canary motioned to withdraw College Resolution 2015.12. Trustee Pontieri seconded, and Chairwoman Irizarry abstained, the motion carried.

Chairwoman Irizarry directed attention to Resolution No. 2015.13, authorizing the execution, submission and implementation of the College's campus plan for designation of tax-free areas under the Start-up New

York Program. She stated a previous resolution asking for the same thing with the County was withdrawn and this was a new resolution and application. She recommended that language be added to the last paragraph to include that this be done with the approval of the Board of Trustees by way of resolution, and asked if there were any comments or concerns. Trustee Shybunko-Moore asked if she could also address the fifth paragraph stating that the College and the County could not agree upon the terms, and asked President McKay to clarify this language and perhaps change the phrasing to ensure a positive relationship between the College and the County Executive.

Dr. McKay explained that the language used must conform to a template and the College is reflecting what exactly transpired. He asked General Counsel Lou Petrizzo and Mr. Ben Zwirn, College Director of Legislative Affairs to explain the process the College went through to get where it is now.

Mr. Zwirn pointed out that Kelly Morris was present from the County Executive's Economic Development office and said their office was very helpful in the College's filing of the original application. He said the College met with representatives from the County Executive's office including Leslie Whatley who is running the program for New York State. He explained that part of the problem was the College didn't have any space on campus, so the County said, for purposes of getting in to Start-up New York, they had ten acres of the sixty-two acres adjacent to the College campus in Selden, as well as Wyandanch Rising which just got a State grant from economic development to construct a building that would give the College 10,000 square feet. He said Lesley Whatley thought the College could get into the program with that property even though it doesn't control the land, but when the College spoke with her representatives, the plan was rejected because it wasn't built on yet, and so this is something that may or may not happen in the future. Mr. Zwirn said the College also had to have a Memorandum of Understanding with respect to the ten acres adjacent to the Ammerman Campus, and there was some confusion over getting the MOU, which was a template, as to whether the College could negotiate that prior to a vote at the last meeting before the Legislature. He said because the College couldn't reach a final agreement, instead of just leaving the very generic template the way it was, the College suggested it be tabled for one cycle in order to work it all out and complete it for the next meeting this February.

Mr. Zwirn explained there was miscommunication, nothing malicious, but everybody was trying to figure out what happened and instead of tabling it; the County Executive withdrew it which was not a problem because it could always be reinstated. He said it is the County Executive's legislation, and he could push it, table it, or withdraw it. The College's thinking was this program is important not only to the County but to the College and to the State, and the College should attempt to find another piece of property, which it would not otherwise have selected, to get into the program before the end of the year. He said facilities was asked to see if they could find a spot on any of the campuses and they found a site just south of the entrance to the Grant Campus, about an eight acre site that is a buffer piece but would meet the criteria for Start-up New York. He repeated the College was thinking this was the way it could get into the program. He said the College had conversations with the Start-up New York people, and they were asked to take a look at the application and tweak it if need be so the College wouldn't have to go through the process and be rejected again, and they did. He stated the last word was that after the 30-day comment period, the Town of Islip and all the other stakeholders would approve the plan.

Mr. Zwirn stated the College does intend to work with the County and he believes there have been conversations with them already. He said he sent e-mails to John Schneider, and told Kelly Morris that if the County Executive comes back and offers 10,000 square feet of Wyandanch with a building on it now, the College is amenable to that. He said the County Executive, the County Legislature, and the State Legislature have been good to the College, and this is a program that may have great benefits not only to the College but for Suffolk County economic growth. He said he believed there was a miscommunication but there are good relations and the College intends to work with the County Executive on this. He explained that part of the College's good faith effort was to try to get this in as fast as possible. He said

that site at Grant will get the College in to the program and after that it can amend the application to other sites. He said there may be other sites that the County would like to see the College promote, and they can work out an agreement with the College without any kind of deadlines. He said he expected everything will work out fine, that the College and the County have always enjoyed a good relationship.

Dr. McKay added that a key part of this was that the Selden property is not a part of the campus. The College needed to get approval from the State as well, which means it either had to lease that property or have some control over that property, but was hoping for that to occur by MOU. He said that property would have had to have improvements, for example, because it is a two-lane road coming to Ammerman Campus that would run towards the property, and the sewer plant would also have to be expanded and improved based on the size and scope of the project.

Dr. McKay continued, saying the College has also worked with thirty other community colleges in the system, conducting a survey to see how many have active programs that were approved and have companies on site right now. He explained the way the original template was written, it applied only to campuses in Upstate New York, then Downstate came into play. He said there is a lot of moving parts involved but believed that with this piece of property and having almost completed the 30 days by now the College has almost exercised and completed its review. He asked Mr. Petrizzo if the thirty days is completed and Mr. Petrizzo answered, not yet. Dr. McKay said regarding the eight-acre property in Brentwood, it is within the timeline, and that several lanes have been expanded and there has been some work on the sewer district in that area so he believes it is suited for the College to engage in that property.

Trustee Shybunko-Moore said her question to clarify the language in the resolution was to ensure that, in regards to relations with the College and economic development, the College maintains a strong and positive relationship. Mr. Zwirn assured there was a positive relationship, and said there was a little bump in the procedure, that in trying to get the plan in very quickly before the holidays and the end of the year, notification came out in a formal matter as opposed to making a personal phone call, which probably would have been helpful. Chairwoman Irizarry asked, in order to continue that productive and positive relationship, if there has been any kind of dialogue or direct communication between Dr. McKay and the County Executive. Dr. McKay answered yes; the College is working on finalizing a date to visit the site at the Grant Campus with some members of the Legislature involved. He said that date will be sent to the Board so they would be aware of it. Chairwoman Irizarry clarified that her question was whether there has been a conversation between Dr. McKay and the County Executive in regards to this issue. Dr. McKay answered no, he spoke to John Schneider.

Trustee Morgo asked Dr. McKay if when he spoke to John Schneider he advised him that the College was going to be submitting the Brentwood property as an alternative site. Dr. McKay said as well as the fact that the College will revisit the discussion about the Selden site. He said the College had a breakfast meeting with Legislator Tom Muratore the week that the discussion came out in the news the paper on Monday morning. He repeated there are a lot of moving parts and the College still has time to submit a proposal to the State and that the College has had discussions with the members of the Legislature and they're aware as well. He said the College is even looking at property in Patchogue, and a lot of discussion is happening but not much is confirmed yet.

Dr. McKay repeated that the land in Selden is still under consideration and explained that the College had a discussion with Presiding Officer Lindsay and those ten acres were set aside for the College. He said Empire State Development secured a piece of that property and there was a long-term plan. He said they had to sell the remaining property to get liquid assets in place for the County, and since that didn't go anywhere it is still on the table and Empire State still believes it can build in that area. He explained also that there were no town hall sessions with the residents of the area to explain the mitigation aspects,

whereas the College is now discussing holding meetings with the residents so they're aware of what will happen when that area is developed and that there is still much work to be done.

Chairwoman Irizarry asked Dr. McKay as part of that work, she would recommend a dialogue take place between the President and the County Executive as soon as possible to assist in this process and these communications. Dr. McKay stated they would meet at the Grant Campus and the College is working on meeting with the County Executive and the Legislature at that site. He said that is a fluid site that has sewer districts, lights, water, and power already. He said the Selden property needs more discussion and will be a longer term project for the College, and the meeting coming up first will be the initial meeting with the County Executive and some elected officials.

Trustee Sanders thanked Dr. McKay and said the heart of the questions and comments was that the Board would like the President to cultivate the repairing of the relationship with the County Executive by simply sitting down over coffee or tea and having a conversation, not about business, so that he feels comfortable with our leadership here at the College.

Trustee Morgo said in regards to the Chairwoman's reference to the last 'resolved' clause that she was suggesting there be collaboration with the Trustees, in discussions with Trustees, before any business is selected or rejected. He said he agreed that would be something they would all want, but that was way down the road.

Trustee Morgo brought up Dr. McKay's comment suggesting that many participating community colleges don't have any businesses that are even located. He said he thought the permanence of a particular parcel being named was the misunderstanding. He said he understood the ten acres, as part of the 62 acres that he noted were, by the way, declared surplus to the County, were designated because the meets and bounds were already surveyed and the County was going to use it for a public purpose with the Selden Ambulance Company or Fire Company. He said since the County was already there, it was a convenience, and was the setting to get the College into the program because the College identified this site. He said that site could absolutely be changed at a later time and that it was not the County's intent to convey the site to the College, and that naming a particular site is a requirement of the program but there is nothing to say if an MOU is signed it can't be changed, as an MOU is not a contract.

Trustee Morgo gave some background about the discussion saying when he went to the Education Committee at the request of the County Executive's office to speak in favor of these ten acres, he met with Ben Zwirn, Kelly Morris and Lou from the County beforehand and they all agreed it was not something written in stone and it could be changed. He said when several Legislators suggested using the ten acres to alleviate the parking problem at the campus, the College then thought about that and about getting it conveyed. He said that was how he understood it and he had some documentation. He stated that he agreed with Trustee Shybunko-Moore and everyone else that the relationship has to be repaired. He said the contract requires us to work with Suffolk County Economic Development so this is not the end of the world, and it can be repaired but to call it a bump is an understatement, it was a pothole, but potholes can be repaired. If you look at John Schneider's memo there was discontent for so many reasons. The College has to have a good relationship with the County Executive and our local sponsor. Trustee Morgo said he also agreed that there should be some collaboration, but again said that is way down the road, and the College has the final say if a business is going to be accepted or rejected.

Chairwoman Irizarry returned the discussion to paragraph five, and asked Trustee Shybunko-Moore to suggest different language other than "could not agree upon the terms of an affiliation." She asked how everyone felt about leaving that language. Trustee Morgo asked what the reason was for that 'whereas' clause at all. Trustee Shybunko-Moore said she thought the language had a negative tone that the College really doesn't want to have between the College and the County. Chairwoman Irizarry stated that

paragraph five is withdrawn. She pointed out another application which included several letters where different people were notified and she asked if the State contacted these people to note if they're in support and whether that plays a role. Mr. Zwirn explained the College sends out a notification letter as prescribed by the Start-up New York Program by New York State, and there are certain stakeholder groups that have to be notified, different IDAs, the Town IDA, the local boards, and in the absence of a Supervisor, the Islip Town Deputy Supervisor. He said the County is notified, and part of the problem was the College went through how it is described by law, but it was between the time the resolution was withdrawn, including the property in the Selden Campus, and the College didn't have a chance to reach out personally to touch base with individual legislators or Town board members. Chairwoman Irizarry asked if whoever at the State is going to receive this application was going to contact these people who have been notified, including the County Executive. President McKay answered no and said by State law it's a requirement of notification.

Trustee Morgo respectfully suggested that because both Brentwood and Riverhead had been suggested by the County to the College way back when Kelly Morris and others were working in Brentwood, and were told Brentwood was not an appropriate site at that time, that perhaps a phone call from Dr. McKay to Steve Bellone should have been made to inform him the College was doing this. He agreed with Trustee Sanders that right now a cup of coffee or tea was an excellent idea to mend fences. Dr. McKay replied that because of the Pine Barrens Commission and the development the College is trying to pursue, that these are much more in-depth processes, and that it took years to get the Montaukett Learning Resource Center in that area. He said having a cup of coffee wouldn't change the requirement in that area, and it is important to look at logistical things that the College has to comply with in those particular areas.

Dr. McKay explained the Selden area has been zoned for certain things as well, and the residents are saying they want the College to take acquisition of the property now. He stated the College is working with Legislator Tom Muratore, and will need a hearing with the County and with the residents. He said Ben Zwirn and Drew Biondo are talking with the County Executive's people and General Counsel Petrizzo is speaking to Dennis Brown and others in the County on all the legal matters, and it is a back and forth process with edits and changes to the documents, and the College will continue the process. He repeated that the College just needs to identify the best parcel of land to get into the program and then can focus on expansion.

Trustee Morgo stated that he was aware of the issues Dr. McKay brought up and was simply saying because the College had these long on-going conversations, and worked substantially with Kelly and Lou on parts of the application and talked about Brentwood, that when the College came up with the seven-plus acres Dr. McKay might have given the County Executive or the Economic Development Commissioner a call to let them know. He said he knows they were notified, just as every other municipality and the unions were notified, but was suggesting in the future Dr. McKay make a phone call for better relations. Trustee Morgo said as chairman of the Budget and Finance Committee, he had other reasons for wanting to have the County Executive with the College.

Mr. Zwirn added that what happened was because of the timeframe. The College didn't have time. He said everyone thought the County would be pleased that the College was getting into the program, and with this property being under the control of the College, it was easier for them and for the program. He said Start-up New York said it was great that the College found something on the campus as it is a lot easier for them to look at it and approve it. Trustee Morgo interjected that once we get approved, that might not even be the case and Mr. Zwirn agreed, but said if the College ever has an opportunity in the future, it would make sense to let people know. Trustee Morgo said he understood it was the holiday season too and Mr. Zwirn stated it was a remarkable job to get all the paperwork done and out just before Alicia O'Connor was going away.

Trustee Lindsay Sullivan said the Board members all understood that there was a rush to get something done before the new year, but again stated that, having received an e-mail that showed that there was discomfort on the side of the County Executive's office, and they would like that repaired. Chairwoman Irizarry agreed with Trustee Lindsay-Sullivan's suggestion to have a cup of coffee with the County Executive. Trustee Shybunko-Moore said while some communication can be delegated, however, the Board was asking Dr. McKay not to delegate this, but to call the County Executive one-on-one and assure the Trustees that the relationship was solid. Dr. McKay stated they heard the message.

Trustee Canary noted that Islip Councilwoman, Trish Bergin-Weichbrodt, had expressed her concerns in a Newsday article, and he asked that the College communicate with both her and Senator Tom Croci to allay their concerns and let them know that this may not end up being the site at all, that it may be just be a place holder right now. Mr. Zwirn said he would take care of that.

Trustee Morgo brought the discussion back to the resolution, asking if language was to be added to the last 'resolved' clause. The Chairwoman stated the Board was asking for a motion to change resolution 2015.13 with paragraph five to be withdrawn and the last paragraph to have language that says "...with the approval of the Board of Trustees by a way of resolution", at the end. Trustee Morgo asked what the language at the end of the resolution was and the Chairwoman clarified that it would read "Resolved, that the College President is further authorized to amend, as necessary, the Campus Plan, and to designate, if warranted, any additional campus property to be proposed as Tax-Free Areas and execute, submit and implement any such "Campus Plan(s) for Designation of Tax-Free Areas" with the approval of the Board of Trustees by way of resolution".

Trustee Shybunko- Moore suggested rather than eliminating paragraph five, that it be changed to read "The College and the County are in discussions regarding a resolution authorizing an affiliation agreement with the College". The Chairwoman agreed that since the Board received assurance that discussions are still going on, it would be appropriate. Trustee Morgo recommended the language end there and not mention the ten acres or other issues. Chairwoman Irizarry asked Dr. McKay if the discussion still going on with the County is in regards to the ten acres itself or another possible location. Mr. Zwirn answered that for purposes right now, the College wants to get into the program and this is the fastest way. He said the College has to be approved first and then have discussions with the County Executive, economic development, and IDAs. He stated that the College has told the five or six companies that have expressed interest that once the program is approved, the College will reach out to them. He explained if the community objects to this location, if Senator Croci's constituents say, or Legislator Stern says this is a bad location, the College is going to work with them. He repeated this is the quickest way to get into the program supportive of the College, and after that if somebody comes in and needs IDA help, they can use the County, the Town of Islip IDA, even the Town of Brookhaven IDA. He said somebody will get in touch with them, and the College's intention is to work with everybody.

Trustee Morgo agreed with Mr. Zwirn if the program can work that is the way to proceed, but noted that in addition to the 'whereas' clause that Trustee Shybunko-Moore indicated being negative, the 'whereas' clause above it reading "thereafter the County of Suffolk withdrew the proposed location in Wyandanch and the County of Suffolk unilaterally reduced the portion of the County owned land in Selden" also had rather negative connotations. He said he thought the use of the word unilaterally is unnecessarily confrontational, that it says there was no consultation, no collaboration. Trustee Morgo said he was not sure either of these clauses were needed, that it would be better to keep these resolutions as simple as possible, emphasizing the College wants to proceed and to work with the County. He said more importantly, the College wants to be on the inside of this program, not the outside, and suggested the resolution go from the third 'whereas' clause to "whereas the College has identified a vacant portion of land..." because that is what is important now, and will identify where the College is now.

Trustee Morgo clarified to the Chairwoman he suggested keeping clauses one, two and three, eliminate four and five, and go into the 'whereas' clause just mentioned. Chairwoman Irizarry noted that the beginning clause is like a history of what transpired. Trustee Morgo asked for confirmation the Board was passing the resolution as amended without those two 'whereas' clauses and with the language that the Chairwoman suggested at the end. The Chairwoman asked if everyone was clear on that and if there were any questions or concerns. Chairwoman Irizarry asked for a motion, Trustee Morgo so moved, Trustee Shybunko-Moore seconded, the motion carried. College Resolution 2015.13 was approved as amended.

RESOLUTION NO. 2015.13 - AUTHORIZING THE EXECUTION, SUBMISSION AND IMPLEMENTATION OF SUFFOLK COUNTY COMMUNITY COLLEGE'S "CAMPUS PLAN FOR DESIGNATION OF TAX-FREE AREAS" UNDER THE START-UP NEW YORK PROGRAM

WHEREAS, pursuant to New York Economic Development Law (EDL) §435, the Start-Up NY Program is an initiative to create tax free communities for new and expanding businesses on SUNY and other college campuses across the state, and

WHEREAS, by a resolution duly adopted on September 18, 2014, this Board authorized the submission of a "Campus Plan for Designation of Tax-Free Areas" which designated 62 acres of Suffolk County-owned vacant land located adjacent to the Ammerman Campus in Selden, as well as 10,000 square feet of space located in a building to be constructed on Suffolk County-owned land located in Wyandanch, and

WHEREAS, the Start-Up New York Program rejected the "Campus Plan for Designation of Tax-Free Areas" containing the Selden and Wyandanch locations, as submitted, and

WHEREAS, the College has identified a vacant portion of land located on the Michael J. Grant Campus in Brentwood which is proposed as a Tax-Free NY Area, and

WHEREAS, on December 30, 2014, in accordance with EDL §435(1), the College provided copies of its "Campus Plan for Designation of Tax-Free Areas" to the County of Suffolk, the Suffolk County Industrial Development Agency (IDA), the Town of Islip, the Town of Islip IDA, the College Governance Council, the College's three unions and the Student Government Association, be it therefore

RESOLVED, that the College President is hereby authorized to execute, submit and implement the College's "Campus Plan for Designation of Tax-Free Areas," annexed hereto as Attachment VI, and be it further

RESOLVED, that the College President is further authorized to amend, as necessary, the Campus Plan, and to designate, if warranted, any additional campus property to be proposed as Tax-Free Areas and execute, submit and implement any such "Campus Plan(s) for Designation of Tax-Free Areas" with the approval of the Board of Trustees by way of Resolution.

Chairwoman Irizarry moved on to the committee reports beginning with the Facilities Committee. Trustee Lilly reported the committee had met earlier that afternoon. He, along with Trustees Canary and Morgo, met with Jon DeMaio, Administrative Director of Educational Facilities and Paul Cooper, Executive Director of Facilities/Technical Support. They were updated on the capital projects, and the budget cycle. The Committee was provided a summary of the projects going forward. There are no new

proposed projects. He stated the College is working on the infrastructure budget; there are approximately 390 small infrastructure renovations ongoing. The committee was updated on the traffic circle project going forward, and the work that was done in the HSEC on the Grant Campus. Going forward the committee is hoping that the County reinstates some of the funds that they have pushed to subsequent years and that there is no further delay of funding for some of the infrastructure projects that the College has going forward. He stated the meeting was very informative. Trustee Morgo added the fact that the College has no new capital programs, may bode well for the operating budget.

Chairwoman Irizarry called for the Student Success Committee. Trustee Sanders stated she was deferring to Trustee Lindsay-Sullivan to give the report as she was not feeling well and had no voice. Trustee Lindsay-Sullivan reported the committee had met with Dr. Adams and Ms. Barbara Hurst, where they were able to go over the forensic audit that the Board of Trustees asked the College to do. Trustee Lindsay-Sullivan stated she felt very confident in Barbara Hurst's abilities. She seems to be on top of things and has implemented some procedures that she is comfortable with in regard to credit card use, gas purchases, travel expenses and backup documentation that proves what these costs were for. The policies will be forthcoming. Trustee Lindsay-Sullivan noted the Association was going through cultural shifts but they have gotten through those hurdles well, and are moving forward. The committee also discussed the tobacco-free policy, and is happy with the progress being made. Dr. DeLongoria also met with the committee to give them an update on seamless transfer. She reported the College did meet the December 15th deadline; noting there are still some curricula that are under review. Trustee Lindsay-Sullivan noted it was apparent that the nursing department has worked very hard on this endeavor going from 72 credits to 64. Trustee Lindsay-Sullivan added the committee was also updated on Middle States by VP Pedersen, and discussed Community College Advocacy Day, which is March 4th. There will be six buses that day and it is being planned in conjunction with Kevin Peterman of the Faculty Association. Chairwoman Irizarry stated she hoped faculty, administrators, Board of Trustees and students would be in attendance on Community College Advocacy Day.

Chairwoman Irizarry called for the Governance Committee report. Trustee Canary stated the committee would be scheduling another Governor's Committee meeting very soon to address College Resolution 2015.12, which was withdrawn earlier.

Chairwoman Irizarry called for the Finance and Budget Committee report. Trustee Morgo stated the committee had not met. He noted VP Vizzini had gone over the process; the President would be reviewing the budget gap analysis. The committee would therefore like to meet before the end of January. He noted they had met three months ago with the Presiding Officer and the Education Committee and had expected someone from the County Executive's Office to be there however she was ill. He has spoken to the Presiding Officer and said as soon as the process is complete at the College, the committee will be meeting and Trustee Morgo hoped everybody could attend, and meet again with the legislators. He was also hopeful that someone from the County Executive's Budget's Office would attend as well. Trustee Morgo stated the committee would also be reviewing the housing analysis.

Chairwoman Irizarry called for the Personnel Committee report. Trustee Pontieri stated there was no report.

Chairwoman Irizarry moved on to her report. She stated that the following day was ESL graduation at 7 p.m. on the Grant Campus and she planned to be in attendance. She noted it was always a great experience to see so many students who like her, came to the College not speaking English, now gaining proficiency.

Chairwoman Irizarry stated that in the spirit of cultivating effective and healthy communication, she asked that Dr. McKay make a great effort to attend the Board of Trustees preparation meetings. She noted they meet once a month, and it's a great opportunity to go through the agenda and plan for the upcoming meeting. She added also, in the same spirit, in regards to the new application of the Start-up New York, if the College encounters any bumps or anything, that the Board is to be briefed as soon as possible so to avoid having an outside person informing them of the bump.

Chairwoman Irizarry called for the President's Report. President McKay called upon Dr. Maria DeLongoria, Associate Vice-President of Academic Affairs, to speak on Seamless Transfer, and then Dr. Jeff Pedersen, Vice President for Planning and Institutional Effectiveness to speak on Middle States.

Dr. Maria DeLongoria stated the College's compliance plan to SUNY was submitted on time, on December 15th, as was required. She reported the plan outlined the number of major revisions that were expected to be submitted for the Automotive, Vet Science and Nursing Program. The plan included the additional programs that were minor revisions but still had to go to SUNY and State Ed, which were Humanities and Social Sciences. The plan also included the number of programs that were expected to apply for waivers. She noted SUNY has a policy that if you meet a certain criteria, and if it is above 64 credits, the program can apply for a waiver. The College expects to apply for three waivers for Occupational Therapy Assistant, Physical Therapy Assistant and Engineering. Dr. DeLongoria stated all of the programs are classified as minor revisions under the SUNY Seamless Transfer guidelines and only require going through the local college process, and therefore were not included in the report. Dr. DeLongoria stated the College did include a statement indicating that the rest were minor revisions. Since the submission of that report, the following has occurred as it affects the programs that require submission to SUNY: Automotive proposal. The proposal for the Toyota T10 portion of the program was submitted to and approved by Toyota. The general Automotive Program and the T10 portion are expected to go to the Ammerman Curriculum Committee at their next meeting. The Vet Science Tech Program proposal is still being worked on, but is near completion. The Nursing Program proposal was presented to the College-Wide Curriculum Committee, however it was not approved. She stated revisions are in process for that proposal. The Social Science program is scheduled to be reviewed by the College-Wide Curricular Committee at their next meeting on January 29th. The Humanities Program is scheduled to be presented in front of the Ammerman Curricular Committee at their next meeting, which is February 10th. In regard to the waiver applications, the number remains the same. The College will not be applying for a waiver for the Engineering program. Dr. DeLongoria reported SUNY has changed their position. Initially they said the College needed to submit for Engineering; they have now decided the College does not need to submit. Instead, the College will be applying for a waiver for the Nursing Program because the revised proposal will be at 65 and not 64 credits. The extra credit is Freshman Seminar.

Chairwoman Irizarry asked if Dr. DeLongoria would share the reasons for the denial of the approval of the nursing program. President McKay clarified that the program was not denied, but that the curriculum changes, as presented were not approved by the committee. Chairwoman Irizarry asked for the reason for the non-approval. Dr. DeLongoria stated she had not brought with her the list of reasons. She stated the curriculum Committee sent the list back to the Nursing department and they were working on addressing the concerns. Dr. DeLongoria stated she believed they had already satisfied the concerns, and had submitted a new revised proposal just before the Board meeting. Chairwoman Irizarry asked if it had been approved or not. Dr. DeLongoria stated they had just received it in the office of Academic Affairs right before the meeting. Trust Lindsay-Sullivan asked if it was out of the committee. Dr. DeLongoria stated it was out of the Nursing department.

President McKay stated that the six items that were listed were listed in the summary minutes and they went through looking at the summary minutes and two of those items had already been addressed previously. The ILOs that were utilized to deny the proposal were never approved by the College and they were also not required by SUNY, or State education. He added the Nursing department actually worked to strengthen its program in other areas because they have ACN coming up shortly and the Chair of the Nursing Program was just asked to serve on their committee, which shows the strength of the program as well. Dr. McKay stated the vote on Nursing program was a six/six vote and he was giving the Curriculum Committee another opportunity to look at the work the faculty has submitted and that will be the final opportunity for the group to review it. The President has the opportunity to cast the vote that would break the tie.

Trustee Canary asked what the accredited hours were at for the Engineering program. Dr. DeLongoria responded sixty-eight. He then asked if SUNY had approved the sixty-eight credit. Dr. DeLongoria said yes because it was statewide, the Engineering group had gotten together and worked with SUNY to outline why they needed to be at 68, and SUNY signed off with it. She stated that in regards to the minor revisions, the Freshman Seminar Advisory Committee recently recommended and gained approval for the reduction of the College Freshman Seminar requirement from 1.5 to 1 credit. She noted the committee worked over their break to make sure that they had a proposal to present on time. Faculty were at the College immediately after New Year's, something which they are not required to do. Dr. DeLongoria commended the amazing job done by the faculty, as well as Nursing department.

Trustee Canary asked Kevin Peterman to let the faculty know the Board appreciates all their efforts in working to have the submissions in on time.

Dr. DeLongoria concluded her report by stating she was hopeful the College-Wide Curriculum Committee would approve the revised Freshman Seminar requirement proposal at their next meeting on January 29th. This would automatically bring twelve programs in compliance with the 64-credit mandate because there were a significant number of programs that were at 64.5.

With no further question Dr. Jeffrey Pedersen began his update on Middle States. He stated there was a follow-up report due on September 1st for Middle States. The Middle States follow-up report is meant to detail progress on creating and sustaining a culture of assessment at the College and to demonstrate the practicality and the sustainability of the assessment plan for institutional effectiveness. A Committee has been established to produce a document and an outline has been written along with a timeline that will allow for writing of the report and the collection of evidence with time for review by the College community, the President, and the Trustees. He added Dr. DeLongoria, Dr. Cushing, (the new College Dean of Instruction), and he will meet on February 19th with Dr. Debra Klinman, Middle States Vice-President, to review Middle States' expectations and guidance for the report. VP Pedersen stated the Trustees will receive weekly updates throughout the semester, and the College is also working to make sure that it will be ready for the decennial self-study and Middle States team visit, which will take place during the 2017-2018 academic year. He noted the process is about two years in duration and so the College is sending members of the College community for training in preparation. Chairwoman Irizarry thanked VP Pedersen for always sending the briefs and updates in regards to Middle States. She noted the communication was very helpful, especially since they have to meet with the Middle States team as Trustees and have a dialogue with them. She added the Board is very well informed and thanked him for the updates.

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Chairwoman Irizarry moved onto the Roundtable session. Chairwoman Irizarry began by congratulating Trustee Pontieri for becoming a grandfather for the first time. She then stated they were very proud and honored to know that one of the College's great administrators, Dr. Maria DeLongoria, was going to be

honored the following day at the Suffolk County Martin Luther King Junior Commission, where she will be one of the 2015 honorees. She congratulated Dr. DeLongoria.

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Chairwoman Irizarry requested a motion to adjourn to executive session to discuss the medical, financial, credit or employment history of a particular person or corporation and matters leading to that appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of the particular person or corporation and matters regarding proposed pending or current litigation.

Trustee Canary asked if he could say something before they adjourned. He stated that in looking over last month's press packet, he was very proud of all the great stories that were breaking. Everything from Evan Feliciano and his acts of kindness effort, noting it was a great endeavor; to the Culinary Arts students with their turkeys and meals. He added he would like to volunteer for that event next Thanksgiving.

With no further action, the meeting of the Board of Trustees was adjourned at 5:35 p.m. The Board of Trustees next meeting is February 19, 2015 at 4:00 p.m. in the Alumni room of the Brookhaven Gymnasium on the Ammerman Campus, in Selden, New York.

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Respectfully submitted,

Bryan Lilly
Secretary