

**SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
HEALTH, SPORTS, AND EDUCATION CENTER
MICHAEL J. GRANT CAMPUS, BRENTWOOD, NEW YORK
August 20, 2015**

The meeting was held on Thursday, August 20, 2015 at 9:00 a.m. in the Lecture Hall of the Health, Sports and Education Center on the Michael J. Grant Campus, in Brentwood, New York.

PRESENT:

Theresa Sanders	Chairwoman
James Morgo	Vice Chair
Bryan Lilly	Secretary
Gordon D. Canary	Trustee
Bergre Escorbores	Trustee
Dafny Irizarry	Trustee
Paul Pontieri	Trustee
Denise Lindsay-Sullivan	Trustee
Anne Shybunko-Moore	Trustee
Maria Gomez	Student Trustee
Dr. Shaun L. McKay	President
Louis Petrizzo, Esq.	General Counsel
Jeffery Pedersen	V.P. for Planning & Institutional Effectiveness
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 9:08 a.m.

Chair Sanders welcomed everyone; the Pledge of Allegiance was led by Trustee Canary.

Chair Sanders welcomed everyone and proceeded with the swearing in of Student Trustee Maria Gomez. After the signing of documents, photos were taken and Chair Sanders welcomed Student Trustee Gomez to the Board of Trustees.

Chair Sanders then introduced Executive Assistant Carol Wickliffe-Campbell, for the recognition of special guests. Ms. Wickliffe-Campbell proceeded to congratulate Coach Kevin Foley on winning the 2015 NJCCA award recognizing overall program excellence in two year college athletics. The NJCCA is a national alliance of two year college athletic administrators. Under Coach Foley's leadership, Suffolk Community College took third place in the national junior college athletic association non-scholarship division. Coach Foley thanked everyone for the recognition and said it was not only on his behalf but for all of the coaches as well. He said the College had an excellent staff of coaches, some of whom having been coaching for over twenty-five years. He thanked the Board, Dr. McKay and VP Adams for their support noting that without strong support from the Board and the Administration, they wouldn't be able to have one of the most outstanding programs in the country.

Dr. McKay said the academic integrity of the programs with regard to student expectations has never been stronger. He commended and thanked coach Foley for his commitment as a teacher and as a leader.

Trustee Pontieri addressed Coach Foley and said it was admirable of him to mention his staff, however, nothing happens without leadership. He stated without Coach Foley's leadership, the awards would not be possible. He thanked and congratulated Coach Foley saying it has been fun to watch his accomplishments.

Trustee Canary stated that as someone who played organized sports in high school, he knows the time and dedication of both the athletes and coaching staff. He said Coach Foley has done an incredible job and that the student athletes that graduate from the College, when they look back they are going to remember Coach Foley and his leadership.

Chair Sanders called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 9:18 a.m. Trustee Morgo so moved, Trustee Canary seconded, and the motion was approved unanimously.

Chair Sanders called for a motion to adjourn the Board of Directors meeting and reconvene the Board of Trustees meeting at 9:22 a.m. Trustee Morgo so moved, Trustee Pontieri seconded, and the motion was approved unanimously.

Chair Sanders requested a motion to approve the minutes of the June 18, 2015 Board of Trustees meeting. Trustee Morgo so moved, Trustee Canary seconded, Trustees Lindsay-Sullivan, Irizarry and Escorbore abstained. The motion was approved.

Chair Sanders introduced Associate Dean of Finance John Bullard to present the College budget and financial report. Mr. Bullard stated the 2014-2015 fiscal year was rapidly coming to an end. Over the next two months the College would be working on closing out the year in the system. Mr. Bullard stated the College was still trending to the positive, and they are working on loading the 2015-2016 budget in the Banner system, which will be available to the College community on September 1st.

Trustee Morgo asked if Mr. Bullard could explain the food service transfer of \$180,000 which was listed in Resolution #2015.61. Mr. Bullard said there were a couple of reasons why they were setting up this transfer. The structure of the Aramark contract is different than the previous vendor agreement which was commission based. The Aramark contract allows the College to share in the profits and losses on a cost plus basis, which means once expenses and fees are allowed, the College receives a hundred percent of the remaining revenues. He said they believe there will be reasonable profits under the contract, once everything is up and running. They also expected that at the inception of the contract there would be some start-up costs that would not be completely offset by the summer revenues. They believe the fall and spring revenues from sales will increase and will offset the expenses going forward.

Trustee Morgo asked if it was an estimate, Mr. Bullard replied "yes". Chair Sanders asked if it was like an advance where those costs would be recouped. Mr. Bullard said they expect that once the school year starts, going forward to September, they will recoup that. Trustee Morgo asked if the Trustees would be able to examine the Aramark budget, including revenues and expenditures. Dr. McKay replied that we could provide the Aramark statements to the Board. He added they could provide a more specific report if needed. Trustee Morgo said that would be a good idea considering the discussions concerning the meal plan.

Chair Sanders requested a motion for the approval of College Resolutions 2015.55 to 2015.64. Trustee Irizarry inquired if there would be discussion before the vote. Chair Sanders indicated after the vote, Trustee Morgo so moved and Trustee Pontieri seconded. The motion was approved unanimously.

Trustee Irizarry said she was very happy about the resolution accepting a grant award from the National Endowment for the Humanities and the American Library Association for a Project Entitled "Latino Americans: 500 Years of History", and looked forward to being invited to the viewing.

Trustee Irizarry said that regarding item 5 in the resolutions, it was very helpful to have the backup information to understand what the liability and administrative charges were. However she was not sure about the workers' compensation, and asked if there were more claims, referring to the decrease in liability and administrative charges,

with an increase in compensation. General Counsel Petrizzo said his office would have to go back and examine each claim to fully answer that question. He said the County has been on a mission to try to close out some of the older workers' compensation claims and in order to do so, frequently that requires a lump sum payment. This may explain a decrease in administrative cost but yet an increase in the amount that the College has to compensate the County.

Trustee Irizarry asked in regards to item 6, approving the major change order, if that was over a million dollars more than expected. General Counsel Petrizzo confirmed yes. She noted the backup of memos and letters but asked for a translation. General Counsel Petrizzo said it's a modification of the plans in order to better insulate the roofs on all of the buildings on the Eastern Campus. It was originally an alternate that was presented by the designers, and in the course of beginning the work, the contractors and College came to the conclusion that accepting and doing the alternate would be a better solution to the insulation issues and problems on those roofs because they are metal roofs which makes replacing original parts very difficult.. The architects provided the College with an alternative. He said in regards to the cost, Statewide Roofing is on the county contract so their costs are set under their county contract, which was a bid contract. Trustee Irizarry asked if this was not anticipated prior. General Counsel Petrizzo stated that it was not that it was not anticipated, it was an alternative in case a condition was found that needed to be remedied. That condition was found and that is why they have gone to the alternative.

Trustee Irizarry asked about the resolution creating an employee title, and if it was similar to a position the College already has. General Counsel Petrizzo stated it is in accordance with the State University of the New York requirement that every campus have a Chief Diversity Officer. He said the College was given a certain period of time to do that, which extends into 2016, but they have elected to do that sooner rather than later, and they are creating a position to comply with SUNY regulations. Trustee Irizarry said she applauded the College for taking that step. However, it seemed that the job description relates to the College's affirmative action officer. General Counsel Petrizzo confirmed they would be different jobs.

Trustee Irizarry then asked why the two positions couldn't be combined and why were they so distinctive. General Counsel Petrizzo stated they did not believe the two positions should be combined because an Affirmative action officer is performing a different function than the Chief Diversity Officer. The Chief Diversity Officer will also have major Title 9 obligations. He said combining the positions would probably give one person too much responsibility in this area, and the College believes it would be better suited to have an Affirmative Action officer and a Chief Diversity Officer. The Affirmative Action Officer would be working effectively as a deputy to the Chief Diversity Officer.

Dr. McKay addressed Chair Sanders and said that for an institution of the College's size, to have one individual to oversee the whole area, an institution that has twenty-six thousand students and three thousand employees, you need redundancy. He said that if the one individual happens to be ill or out of the College, and then there is a matter that arises there is a need for someone as a deputy to continue that work. Trustee Irizarry said she appreciated the explanation, and the reason she asked was because there have been times the College has been criticized for its administration expenses, and it's important that the public know why the resolution will most likely be approved.

Trustee Morgo asked if the Board will be informed when the position is filled. General Counsel Petrizzo confirmed yes they would be informed.

RESOLUTION NO. 2015.55 - APPROVING THE SETTLEMENT OF A LAWSUIT

WHEREAS, an individual commenced a civil action against Suffolk County Community College alleging several claims, and

WHEREAS, the College denies the claims alleged in the civil action in their entirety, and

WHEREAS, the parties have entered into discussions to resolve the matter in its entirety, and

WHEREAS, the parties, wishing to avoid the burden, uncertainty, delay, expense and distraction of litigation, have reached an agreement for the settlement of the individual's claims against the College, be it therefore

RESOLVED, that the individual's lawsuit against the College be settled in its entirety for the amount mutually agreed upon by the parties to the action.

RESOLUTION NO. 2015.56 - ACCEPTING A GRANT AWARD FROM THE NATIONAL ENDOWMENT FOR THE HUMANITIES AND THE AMERICAN LIBRARY ASSOCIATION FOR A PROJECT ENTITLED "LATINO AMERICANS: 500 YEARS OF HISTORY"

WHEREAS, Suffolk County Community College has received a grant award in the amount of \$3,000 from the National Endowment for the Humanities (NEH) and the American Library Association (ALA) for a project entitled "Latino Americans: 500 Years of History," for the period of July 1, 2015 through June 30, 2016, and

WHEREAS, the project will support in-depth, scholar-led discussion of the "Latino Americans" PBS documentary series, and provide related programs that explore the thematic content of the series, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that a grant award in the amount of \$3,000 from the National Endowment for the Humanities (NEH) and the American Library Association (ALA) for a project entitled "Latino Americans: 500 Years of History," for the period of July 1, 2015 through June 30, 2016, is hereby accepted, and the College President, or his designee, is hereby authorized to execute a contract, upon such terms as shall be approved by the College General Counsel, with the administering agency.

Project Director: Fabio Montella

Note: No full-time personnel

RESOLUTION NO. 2015.57 - 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 payments to the County of Suffolk in the amount of \$2,116,498.86 for the month of June 2015 and \$2,353,985.82 for the month of July 2015 (Attachment I) are hereby approved by the Board of Trustees.

SOLUTION NO. 2015.58 - AUTHORIZING THE APPROVAL OF SUFFOLK COUNTY COMMUNITY COLLEGE'S MONITORING REPORT RESPONSE TO THE MIDDLE STATES COMMISSION ON HIGHER EDUCATION

WHEREAS, on March 1, 2014, the College submitted a Monitoring Report to its accrediting body, the Middle States Commission on Higher Education (Commission), and, thereafter, a team of reviewers visited the College and summarized its analysis in a report that was then forwarded to the full Commission for consideration at its June 2014 meeting; and

WHEREAS, upon conclusion of the June meeting, the Commission made the determination to remove Suffolk County Community College from warning, but asked for a follow-up Monitoring Report due September 1, 2015, documenting continued progress in two areas: Standard 7-Institutional Assessment, and Standard 14-Assessment of Student Learning; and

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

WHEREAS, persons were tasked with evaluating assessment and planning activities to document that the College meets the fundamental elements of each standard cited; and

WHEREAS, since the spring 2014 Middle States Team visit, members of the College community:

- Have continued to perform assessment activities for a broad scope of academic programs and administrative and educational support (AES) units
- Utilized academic and AES assessment webpages to report the findings of these assessments
- Enhanced its budget process with linkages to planning and assessment, and

- Updated the Comprehensive Assessment Plan for Institutional Effectiveness; and

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

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

RESOLUTION NO. 2015.59 - APPROVING ANNUAL SPONSOR SERVICES FOR SUFFOLK COUNTY COMMUNITY COLLEGE FOR FY 2014-2015

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

WHEREAS, the regulation also requires the approval of the payment of each Sponsor Service satisfactorily performed; and

WHEREAS, Workmen's Compensation and Liability Insurance are considered a Sponsor Service; be it therefore

RESOLVED, that the following charges for Sponsor Services totaling \$1,879,211.52 for the College's 2014-2015 fiscal year are hereby approved by the Board of Trustees.

1065	628300	Workman's Compensation	\$1,151,383.04
729600		Transfer Liability	467,985.07
		Administrative Charges	259,843.41
729020		Fleet Services	28,330.00

RESOLUTION NO. 2015.60 - APPROVING A MAJOR CHANGE ORDER AND AMENDMENT TO THE CONTRACT FOR THE REPLACEMENT OF ROOFS ON THE EAST CAMPUS

WHEREAS, Statewide Roofing, was awarded a contract (“Contract”) to replace roofs on the East Campus, and

WHEREAS, work which was not anticipated under the terms of this contract or shown on the design drawings is required, consisting of installation of foam insulation, gypsum roof board, roof membrane and décor profile simulated standing seam on top of the existing metal standing seam roof in lieu of coating the existing roof, and

WHEREAS the additional work described herein increases the contract with Statewide Roofing 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 \$ 273,686.00 to the Contract with Statewide Roofing for additional work to be performed on the replacement of roofs on the East 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. 2015.61 - 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 II as necessary for the operation of the College, be it therefore

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

RESOLUTION NO.2015.62 - CREATING AN EMPLOYEE TITLE

WHEREAS, the President and the Assistant Vice President for Human Resources recommend creating a new employee title, and

WHEREAS, this change is necessary in order to comply with the State University of New York mandate that each SUNY Campus have a Chief Diversity Officer, be it therefore

RESOLVED, that the following employee title be created, as indicated:

<u>Title to be Created</u>	<u>Spec #</u>	<u>B/U</u>	<u>Category on Exempt Salary & Benefit Plan</u>	<u>Effective Date</u>
College Chief Diversity Officer	9076 Exempt	I		Immediately

and be it further

RESOLVED, that the title herein shall be created, as indicated, effective immediately and the Exempt Salary and Benefits Plan shall be amended accordingly, and be it further

RESOLVED, that the newly created title and position description be submitted to the Chancellor of the State University of New York for approval in the professional service.

RESOLUTION NO. 2015.63 - FIXING TIME OF 2016 MEETINGS OF THE BOARD OF TRUSTEES

RESOLVED, that during the year 2016, meetings of the Board of Trustees shall be held on the following dates:

<u>Date</u>	<u>Location</u>	<u>Time</u>
January 21, 2016	Alumni Room, Brookhaven Gymnasium Ammerman Campus, Selden, New York	9:00 am
February 18, 2016	Alumni Room, Brookhaven Gymnasium Ammerman Campus, Selden, New York	4:00 pm
March 17, 2016	Lecture Hall, Montaukett Learning Resource Center, Eastern Campus, Riverhead, New York	4:00 pm
April 21, 2016	Mildred Green Room, Babylon Student Center, Ammerman Campus, Selden, New York	9:00 am
May 19, 2016	Lecture Hall, Montaukett Learning Resource Center, Eastern Campus, Riverhead, New York	4:00 pm

June 16, 2016	Media Room, Culinary Arts Center Riverhead, New York	9:00 am
August 18, 2016*	Lecture Hall MD-105, Health, Sports and Education Center, Grant Campus, Brentwood, New York	9:00 am
September 15, 2016	Room 114, Captree Commons Grant Campus, Brentwood, New York	9:00 am
October 20, 2016	Room 114, Captree Commons Grant Campus, Brentwood, New York	4:00 pm
December 8, 2016	Room 114, Captree Commons Grant Campus, Brentwood, New York	4:00 pm

1. There is no July or November meeting scheduled.
 2. A Board retreat may be held in July and/or November. Location and time to be determined.
- * Subject to change on County Legislative action on the College Budget.

Dated: 8/20/15

RESOLUTION NO. 2015.64 - ADOPTING A CHILD PROTECTION POLICY

WHEREAS, Suffolk County Community College is committed to protecting the safety and well-being of children who participate in College-related programs and activities, or utilize campus facilities for activities; and

WHEREAS, the SUNY Board of Trustees has adopted a child protection policy to guide the State-operated campuses in providing programs for minors on campus and permitting third-party use of campus facilities for programs involving minors, and encourages the SUNY community colleges to adopt similar protections and provisions; and

WHEREAS, Suffolk County Community College's wishes to adopt a Child Protection Policy in order to augment its Mandatory Reporting and Prevention of Child Sexual Abuse Policy, adopted by this Board on April 18, 2013, and to further its commitment to institute best practices to assist in the protection of minors on our campuses, be it, therefore,

RESOLVED, that the Child Protection Policy (Attachment III) be, and the same hereby is, approved and adopted.

Chair Sanders proceeded with the committee reports, beginning with the Student Success Committee. Trustee Lindsay-Sullivan stated they did not have a meeting, as she was in Washington D.C. attending a conference.

Chair Sanders moved onto the Budget & Finance Committee Report. Trustee Morgo stated the committee did not meet. However, he noted as a follow up to his conversation with Legislator Calarco about codifying the Long Term

Budget Plan committee, he had spoken with Legislator Calarco and Presiding Officer Gregory who said he was going to lay something on the table as quickly as possible.

Chair Sanders called for the Personnel Committee Report. Trustee Shybunko-Moore stated the committee had not met formally, however they have been talking with General Counsel Petrizzo in regards to the Presidential evaluation. The evaluations have been sent out and they were to be returned on the 14th of August, and would be sent to Scantron to be tabulated. She stated once the committee received the results they would meet and report back to the Board.

Chair Sanders called for the Facilities and Technology Committee. Trustee Lilly stated they had not met, and would be setting up a meeting in the next couple of weeks to look over some of the construction happening on the Riverhead campus.

Chair Sanders called for the Governance Committee. Trustee Canary said the committee met on August 18th. He reported they discussed the issue of expanding the Board's code of ethics and trying to cover more categories. He said Counsel O'Connor, was compiling information on some of the other colleges and how they structure their ethics code. He would present the information to the Board, for them to make further recommendations to the Governance Committee. Trustee Canary stated the next meeting of the Governance Committee and probably the last for the year would take place on Tuesday, October 13th. He noted the committee did not think it needed to meet every month and would meet every other month in 2016. He will forward the dates for 2016 within the next couple of weeks.

Trustee Irizarry asked if the committee had any discussion about the recommendations of last year's retreat. Trustee Canary said the committee was also looking at some of the recommendations on the bylaws changes.

Chair Sanders called for the Advocacy Committee Report. Trustee Pontieri stated the committee had not met, and would be planning a meeting.

Chair Sanders thanked Trustee Escorbores for accepting the challenge of being a Board of Directors member of the Foundation. Trustee Escorbores said he believed the next meeting was scheduled for September 8th, which he plans to attend and report back to the Board.

Chair Sanders thanked everyone that signed up again for another term to Chair their committees and for those of that accepted moving into committees that were vacant. She said she has been working with the administration to increase the use of technology. They have been working to formulate a calendar that they can populate meetings and important events.

Trustee Canary asked if there was any movement on issuing a tablet for Board members. Chair Sanders said she had tested one, and there would be a working session for Board members to figure out how the Trustees can effectively utilize the online log in, and how to use the online documents. Trustee Morgo suggested it be part of the Board Retreat agenda.

Trustee Lindsay-Sullivan said that while she was at the conference in Washington, D.C., she had the opportunity to meet with Trustees from a college in Maryland. They subscribe to a program that is specifically for boards using and iPad. It saves them money because of the manpower it takes to create all of the documents. Trustee Lindsay-Sullivan said she had all the information and would share it to see if it was something the Trustees would be interested in moving towards. Chair Sanders said it was exciting to be moving towards something like that, because it is a way they can start to communicate more efficiently and effectively.

Chair Sanders said the Executive Committee did meet; one of the things they discussed was making sure they have a more seamless communication with the Board, and using technology came up as a way to do that. They discussed the Board Retreat, and set a date for November 19th from 9:00 a.m. to 3:00 p.m. She said she would be taking suggestions for topics for the day. She reported the committee also discussed the unfunded mandates. They discussed the new councils that the Governor mandated for the 2015-2016 school year. She noted there seems to be a lot of confusion about what the purpose of the college councils are. They started out having an academic focus, and then the design emulates the Regional Economic Development Council. She added this has been discussed a lot with college presidents. The trustees have only recently started to see some communications from boards of trustees

pushing back a little against these new mandates. There is a meeting with the Board of Trustees collectively state-wide Saturday, September 19th that she planned to attend.

Trustee Morgo thanked Chair Sanders for planning to go upstate to attend the meeting. He said the structure is only emulating the REDC's because the REDC's seemed to have worked, but they have no connection at all. He agreed with her concerns about it being another unfunded mandate, where they claim there is no cost, but at the minimum there will be workplace costs.

Trustee Canary asked where the Board retreat would be held. Chair Sanders replied they were currently looking in to the Marriott in Ronkonkoma and would have more details she would share with the Board. Trustee Lindsay Sullivan stated that much of the conference she attended was about the importance of trustee retreats, and she had a lot of information that she could share. She added if the Board was interested in having the retreat at a K-12 site, she could set that up in her school district.

Chair Sanders moved on to her report. She began by thanking her co-trustees for their unanimous vote to let her serve as the Chair of the Board of Trustees. She said she was honored and proud to serve in the governance role for such a great institution, and appreciated the teamwork. Chair Sander thanked in particular past Chair Dafny Irizarry, for taking the time to help her transition into this position. She noted the College administration had been great as well with helping her prepare for the transition, and they have had several meetings since July 1st covering topics that include the establishment of an online calendar that can give real time updates for the her as well as meeting schedules and other selected college-wide events.

Chair Sanders said they had also discussed the presidential evaluation process, and they are looking for best practices for an electronic evaluation tool. She reminded the trustees that the Board Retreat is scheduled for November 19, 2015. She shared some of the suggested topics were: policy review, media relations, how to conduct executive sessions, bylaw review, committee duties, a board self-evaluation, and how the college budget is developed. She said the topics would be narrowed down so it is manageable for a one day retreat. Chair Sanders reported that during the Executive Committee meeting, they also discussed having in-service training topics for the trustees as well. Some of the external training options available to the trustees are through ACCT and NYCCT.

Chair Sanders reported the conflict of interest statement was currently be reviewed and worked on by the Governance Committee. She noted the 2016 Board of Trustee meeting schedules were in their packets for approval. They will continue to keep an eye again on some things that may come down as unfunded mandates and try to stay ahead of it. She noted Trustee Morgo had shared an article last week that Governor Cuomo had in Newsday. She asked that they continue to share information on any news that they think may impact their ability to keep costs down, which is their main goal.

Trustee Morgo stated that the resolution that Cuomo was putting forward doesn't cover the community colleges. It was similar to SUNY's 20/20 and they wanted to codify that long-term. Unfortunately, it does not apply to community colleges; it would have given the college a rational tuition plan.

Trustee Pontieri asked if it would be possible rather than an email or a phone call invitation for impending meetings, could they send out invitations through the calendar that he could directly reply accepting or declining his attendance and it would go immediately on his calendar. Chair Sanders indicated that is what they were currently working on and asked Ms. Wickliffe-Campbell to describe it. Ms. Wickliffe-Campbell said what Trustee Pontieri was looking for was a way they could populate meetings and extend invitations that would be accepted directly. What she had been working on for Chair Sanders is a calendar they would populate the meeting. Ms. Wickliffe-Campbell stated she would look into an option that would work for everyone.

Trustee Morgo said that Chair Sanders question reminded him of something that she could possibly explore further during her trip. He stated that last year during the budget process, one of the things he found troubling was that it was reported back in March when President McKay and the students, Ben Zwirn and Kevin Peterman went up to Albany to advocate on behalf of the fiscal conditions of community colleges, the College was noted as one of the few, if not the only community college advocating on behalf community colleges. He said there are thirty community colleges in the state, and since the College has the most students, he understand why they remain

advocates but he did not understand why no other community colleges are as active. He asked if Kevin Peterman had an answer he could share with the Board.

Mr. Kevin Peterman, President of the Faculty Association, stated that on November 13th there will be a joint meeting of all the community college union presidents and all the community college presidents to discuss a strategy for next year's budget. He said there was one last year the he and Dr. McKay attended, and unfortunately not every community college president or union president attended. The meeting was facilitated by NYSUT leadership, and they are trying to get management and labor to work together for a common good. He said that last year's effort, received a positive feedback, indicating to him that there would be better attendance this year. Trustee Morgo asked if he could bring up the rational tuition plan that applies to SUNY and not community colleges.

Trustee Canary stated it was troubling that some community colleges didn't send their representatives to the meeting. He said what happens in Albany affects all the community colleges. It seems that community colleges would want to be involved in a concerted effort to get the message to Albany. Mr. Peterman agreed. Trustee Morgo asked if Nassau Community College attended the meeting last year. Mr. Peterman replied that last year Nassau Community College's President did not attend.

Trustee Irizarry stated that based on her experience of years that she attended; it would be unfair to say that they don't participate in the advocacy. She added that NYCCT coordinates the participation of all the community colleges. The College, realizing that if they brought more people and more constituencies from the College, it would have a stronger voice is what eventually evolved to have buses of students also attend. She said the process of how some colleges attend is fragmented. Some presidents go on their own, some presidents go in groups. Adding it is not well coordinated, but the advocacy is happening.

Dr. McKay stated that the one thing that is being noticed in Albany is that Suffolk County Community College advocates as one institution. Before they get to Albany, they review their data, go through talking points and coordinates with Kevin Peterman to bring the comprehensive view of why the state must look at education as the focal point for making transformative changes. He commended all those involved in the advocacy efforts, from students, trustees, administrators and the faculty association. He added that when the students speak on behalf of the College, Legislators listen and it makes a difference.

Trustee Morgo stated that the College's advocacy efforts are exemplary. The problem is the other colleges have different relationships with their local counties, and it's a convoluted system, but it affects student tuition. He said in the state, the College is one of thirty, and if the other twenty-nine are not joining in the advocacy efforts it's diluting what is happening to tuition.

Chairwoman Sanders called for the President's Report. Dr. McKay briefly reported on updates the Board had voted on earlier regarding the Middle States document, which was shared by e-mail, and he commended Dr. Pedersen, the faculty and staff for a job well done. He reported that in September and October, the College would be getting accreditation visits from the State Education Department, the nursing accreditation body and several others. He announced that Dr. Diaz would give a report on the Foundation's activities, then VP Araneo and Drew Fawcett would give a report called "Telling a Story", with actual quantitative data from parents and guidance officers showing the value of the College. Lastly, Dr. Pedersen would report on Middle States.

Dr. Diaz welcomed Chair Sanders to her first meeting as chair and congratulated her. She announced that this year in particular, donor investment in the College Foundation enabled the growth of new and exciting scholarships and enabled the College to expand important educational opportunities. She acknowledged Trustee Morgo's comments on tuition, and said the work the Foundation does fill a critical void in the financial ability of some students to attend college.

Dr. Diaz reported that the donations increased the number of scholarships distributed to about \$650,000, about a \$100,000 increase over last year, calling it a phenomenal statistic to share with the Board. She said this positions the Foundation very well to foster student success through philanthropy and create a culture of philanthropy in the institution. She named several new scholarships that were established.

Dr. Diaz mentioned the scholarships established for a number of programmatic areas, including the \$25,000 Heart Vet Scholarship, particularly for STEM students. She said STEM students provide a huge opportunity for the institution and they were actively looking for partners to support them. She spoke briefly about the \$250,000 Paul A. Schakel Student Experience Fund, providing students the opportunity to gain extra-curricular program-related experience domestically or internationally. Other funds mentioned were a new Aerospace Scholarship Fund, the David M. Sperling DREAM scholarship for students who did not meet federal or state residency requirements, and a fund to support a culinary arts travel experience to Florence, Italy for the students, in addition to their regular program.

Continuing her report, Dr. Diaz spoke about scholarships and funds to help at-risk, struggling, or homeless students, including the \$25,000 Long Island Youth Build Pathways to Success Scholarship in partnership with United Way, and the Richard and Mary Morrison hardship Fund, which has grown to about \$28,000 and has no time limit on it so the funds can be distributed quickly when that hardship actually happens. She also mentioned a \$50,000 grant from the Island Outreach Foundation, to support veterans at the College that have needs that may not be covered. She announced that Suffolk Community College became the first and only two year college in New York State to receive funds from the New York State Senate, in its first award to a Suffolk student, Maria Gomez, the student trustee. Dr. Diaz also mentioned the continued benevolence through the Frye Family Foundation, AT&T partnerships, and General Motors and Toyota which provide support to the automotive technology program.

Dr. Diaz reported that recently the Foundation, along with the Ammerman Campus Senate, celebrated the student achievement awards, for the first time bringing donors and recipients together to see their philanthropy at work. The Office of Alumni Relations welcomed the class of 2015, 4,306 in total, encouraging them to stay involved with the institution and support other Suffolk students as they come up in the institution. She stated the College has about 127,000 alumni that it has information on, and this does not include the non-degree alumni, whom the Foundation has been working very hard to get information on and to contact them. She said Alumni Relations is very busy, and is increasing the number of alumni contacted at a rate of about 500 a month. They had a multi-year reunion last month, with the classes of 1965 to 1972 attended by around 100 people.

Dr. Diaz spoke about the Salute to Excellence gala held on May 7th, saying it was a wonderful success celebrating local leaders in the financial services industry and raising over \$180,000 to fund student scholarships. She reported that number will continue to increase as donations are still coming in. She said that the student trustee spoke at that event and got job offers that day, and the theater students performed wonderfully.

Dr. Diaz stated that the Foundation's fundraising revenue increased in this fiscal year by over 13%, a very healthy increase in a still financially uncertain market. She said the jump is most evident in the increased numbers of unrestricted individual Foundation and corporate donors, comparing last year's \$2.8 million campaign to this year's \$3.8 million thus far. She said the Foundation investments remain strong and the rate of return over the last ten years has been about 9%.

Next, Dr. Diaz announced that in the following week the Foundation would honor former Suffolk police commissioner and former campus executive dean John Gallagher at the Golf Classic at the Hamlet in Commack, with sponsorships from Toyota, Ferrari, and Maserati. She said the sponsors include several trustees who stepped up and positioned the Foundation to make the event a huge success, and she thanked them as well as the faculty and staff for their support of this event.

Leadership giving was her next topic, which she described as critical within the institution because outside stakeholders are interested in what the leadership within an organization is doing to sustain the support and interest in the Foundation. She said the pre-fall campaign launched in July has been a tremendous success, at 100% participation, the highest levels of leadership giving by this institution at the cabinet level, and she thanked Dr. McKay for taking the lead on it. She stated the Foundation will go into the fall faculty campaign very well positioned as a result of this, and the Foundation board has also pledged to give 100% this year, also unprecedented. She announced their goal is to receive 100% participation in leadership giving, and invited the Board of Trustees to also pledge and make that commitment. She said she would share with them pledge forms created for them, and hoped that Dr. Escorbore and she would work together on this campaign. She thanked everyone for their time.

Student Trustee Gomez shared a story about hearing a bell go off while rehearsing a speech at the Foundation, and listening to the Foundation staff yelling in happiness because it meant a donation was received. She said it was so good that these people were so happy to receive money that was not for them but the students, that she knows what scholarship does for the students and that it would change their lives. She thanked the Foundation.

Trustee Irizarry thanked Dr. Diaz, saying she admired her enthusiasm, and that it was good to hear her passion and commitment to the Foundation and to the mission. She said it was special because without a scholarship, she wouldn't be here. She asked Dr. Diaz to explain to her at a later date the status of the 2015 campaign, which was for \$7 million. She said she realized it was going to be for Vision 20/20 but wanted to know how it was moving forward.

The Chair addressed Dr. Diaz on behalf of the Board, telling her she's seen Dr. Diaz's work in the community so she is happy she is here at Suffolk. She said it is definitely beneficial to the Board and to the students, and thanked her for everything.

Dr. McKay introduced, Associate Dean Drew Fawcett, and VP of Institutional Advancement Mary Lou Araneo for their presentation on "Assessing the Awareness and Impact of Suffolk's marketing and Communications". VP Araneo stated she and Associate Dean Fawcett were pleased to present the survey results to the College's Board of Trustees. As part of their annual assessment of College marketing communications activities within the Offices of Institutional Advancement, they worked with the Office of Planning and Institutional Effectiveness to develop a survey instrument that creates a baseline measure for awareness of external messaging. This activity links to the College's strategic plans institutional goal for communication. She said this is the College's first survey on branding, messaging and the impact of the College's marketing and communication effort.

Dean Fawcett explained the survey was essentially targeting specific audiences, including current high school students, their parents, guidance counselors, high school administrators and residents of Suffolk County. They implemented the survey over the course of a month this past spring and were quickly made aware that people don't want to fill out a survey for no reason at all. They realized they needed to incentivize some of the audiences. He then reached out to Cox Media, which is one of the largest multi-faceted media companies in the country, and came up with a creative solution. They developed a letter for the recipients that let them know how much how important they are in the process of deciding where a high school student is going to attend college and entered them into a raffle for Suffolk County Community College sweatshirts.

VP Araneo reported the survey was available online for a month. In consultation with the Office of Planning and Institutional Effectiveness, they were told that once they reached a response rate of over four hundred, the survey was deemed valid and viable. The total number of responses was 437. She noted the Trustees had a copy of the actual survey in their packet for their review. Mr. Fawcett explained the questions were designed to capture the awareness from what they do from an institutional communications perspective. They wanted to gauge the effectiveness of what they are doing. The survey queried them on a number of platforms including the College's TV commercials, radio spots, in-theater ads, our magazines, essentially the gamut of our communications.

VP Araneo went through the results of the survey. She said 91.3% of the respondents indicated that the College is doing a good job in providing information about the quality of the classes and services offered at the College; 95.7% said the College is meeting the educational needs of Long Islanders; 90.4% said the College is communicating the quality of the programs. Over 90% of the responders are indicating the College is effective or very effective for each of the intended purposes of the College ads. She reported 95% of them said they would be likely or very likely to recommend the College to a friend or family member. When they asked the responders "over the past few years how has your opinion of the college changed?"; almost 60% said their opinion changed for the positive. VP Araneo said now for the first time the College has a validated baseline that they can measure against. In the past, the College had an anecdotal sense about the public perceptions regarding the College's messaging and its effectiveness. Now they have validation and can follow the trends as they evolve with confidence.

VP Araneo stated that five years ago during his inauguration, Dr. McKay issued a directive to the cabinet that all of their efforts should tie into the institution's vision. She said that when it comes to communications, all of the College's messaging must be related to telling a story about the College, its students and community and the value the College brings to the region. Knowing the public opinion reflects that almost 60% of those surveyed experience

the measurable impression that their opinion of the College has improved over the past few years, is a direct indication of how our marketing and communications activities are reflecting and impacting public opinion.

Dean Fawcett added that the people they reached out to were also queried, specifically about different platforms, Television, print, and direct mail. Over 91% of the respondents were familiar with the College's TV commercials, and 93% of them found them to be effective or very effective. He pointed out the three most admired companies in America, Amazon, Coca-Cola and Apple have reputation users scores that are based on perception in the 85% range and he was happy to report the College scores fall mostly in 90-95%.

VP Araneo stated that as they develop future campaigns, they can now test them against similar questions. Their next step is to work with the Office of Planning and Institutional Effectiveness to determine the elements that moved the audience's impressions and what is the effect of the impressions on the College, regarding the changes.

Chair Sanders thanked and congratulated both VP Araneo and Dean Fawcett on the results of the survey. She asked them to share what happened with the movement of the guidance counselors. Referring to the perception that community college was the 13th grade. Dean Fawcett said they were able to reach out to the guidance counselors and high school administrators and the perception has changed for the better. They will be exploring that further following the survey. He said the shift is the result of a long-term multi-pronged marketing effort. He added the College has been fortunate to be recognized over the past few years. This past year, the College was recognized with fifteen national awards and four regional awards for the work that has been produced through the team.

Trustee Irizarry thanked and congratulated Dean Fawcett and VP Araneo for the presentation and their work. She said their accomplishments are evident in that the College has not experienced a decrease in enrollment as other colleges have and she attributes that a lot to do with their marketing efforts.

Trustee Canary asked if this was a five year effort, and this was the first time they tested the results of the five year effort. VP Araneo stated this was part of assessment at the College. The past couple of years they have been looking to measure their activities to prove they are making progress. This was part of their annual discussion in the Office of Institutional Advancement, and it was suggested when it came to measuring external communications and effectiveness was to go out and conduct a survey. Trustee Canary thanked them for the information and stated that as a board member, he was very pleased.

Dr. McKay said the College needed a baseline to move forward in assessing all of the units. In the past they had the information about how many high school graduates there were and draw rates from the school districts. What they didn't have is how parents and guidance counselors and everyone else see's the College and what drives their thought process. Now with this baseline they can build upon it going forward. He welcomed any suggestions from the Board on how they could strengthen and expand the survey.

Trustee Irizarry complimented the work and suggested getting into the Spanish newspapers and channels because there is a huge population there that would benefit from this information..

Trustee Canary asked how much of the advertising budget is going to social media outlets. Mr. Fawcett stated that about ten percent of the marketing budget is spent on online advertising, where people would see the advertisements when they're surfing the web. The social media effort is let by Drew Biondo.

Student Trustee Gomez complimented the marketing efforts and said that a lot of the students that didn't speak a lot of English changed their perception of the College once they visited and felt motivated by the changes at the College.

Dr. McKay then introduced Dr. Jeffrey Pedersen, VP of Institutional Effectiveness to give an update on Middle States. Dr. Pedersen stated the report they had just approved follows the new Middle States guidelines encouraging brevity in narrative. He said eighteen people contributed to the writing of the report, and it has been reviewed by many including the cabinet. The document chronicles the work to comply with Standards 7 and 14 addressing the specific requests of the last visiting team. Now that the document has been approved it will be sent to Middle States for review and a new team is expected to visit the College October 5th and 6th to do their review and meet with

people. Dr. Pedersen stated that they have also begun making preparations for the decennial self-study which will commence in February with a visit from Dr. Kleinman, the College's Middle States liaison.

Chair Sanders thanked Dr. Pedersen for the work involved with the document and stated she was excited to have this moving forward.

Dr. Pedersen stated that they were notified in May that SUNY is now requiring all institutions to submit a performance management plan. It must be submitted and approved before the annual budget is approved by SUNY. Without an approved plan, the College will not be eligible for any funds from SUNY, including 20/20 monies or any grants or aid opportunities. The management plan asks the College to develop strategies to attain SUNY goals in five areas: access, completion, success, inquiry, and engagement for community involvement. He said with the exception of inquiry, which is really geared to the four year schools, the other elements are all in the College's institutional goals already. For example the diversity goal appears in SUNY goals of access and success. The College must set target metrics, which they intend to meet by 2018 and 2020. These include things ranging from enrollment, graduation rates, diversity and graduation head counts, and fundraising. The College must also include a plan on how they intend to meet the goals. SUNY needs to have a system-wide performance management plan in place to continue to receive federal monies. The College's plan is due September 30th and will be reviewed by SUNY to meet their federal deadline of December 31st. The College decided to use its operational planning process in order to create the management plan. He stated the College will develop its operational planning to meet the institutional goals, President's goals, SUNY's goals and Middle States new standards. Dr. Pedersen stated a strategic planning council, made up of administration; faculty, staff and students will review the plan. The complete plan will be sent to the Board in draft form for their review and they intend to meet deadline of September 30th.

Trustee Morgo questioned Dr. Pedersen about his comment about not receiving SUNY 20/20 funds if they don't complete the performance management plan; he noted the College does not receive SUNY 20/20 funds. Dr. Pedersen explained the College is working with Stony Brook, and they receive a \$123K, which they would be ineligible if they do not comply.

Trustee Canary asked Dr. Pedersen if the Board would be participating during the Middle States visit in October. Dr. Pedersen replied Middle States usually puts in an appointment with members of the Board of Trustees, and they would be advising them of a schedule once it becomes available.

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Chair Sanders thanked Student Trustee Maria Gomez for her participation and noted that her participation gives the Board the opportunity to look through a student lens. Chair Sanders recommended Student Trustee Gomez give a student update at each trustee meeting, to report what is happening on campus, what students feel they should be focusing in on. Student Trustee Gomez agreed, and thanked everyone for their support. She also thanked former Student Trustee Amilcar for his support and guidance during her transition as well as Trustee Irizarry, Dr. McKay and Dr. Adams.

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Chair Sanders moved toward the Public Comment portion of the agenda. She called upon student Alyssa Zayas, to come up to the podium. Ms. Zayas said she was going to talk about the newly implemented meal plan. The new meal plan is a \$100 additional mandatory fee increasing student tuition, which she feels is unfair. She feels the students pay enough, and some are already in debt. Ms. Zayas said she personally knows students working two and three jobs, and they are attending school full-time trying to make ends meet. The additional \$100 fee imposed a financial burden for them. She noted she does not drive to the College and she requested the vehicle registration fee be removed and that was allowed. She does not understand why the same policy cannot be done for the meal plan. She would like for the meal plan to be a choice for students and not a mandatory fee. Ms. Zayas said she had to go through several channels to find out where the money goes, only to find out it goes back into improving the cafeteria further. She reiterated that the students paying tuition would like to have a say in deciding if they want to have a meal plan and it not be a mandatory policy.

Chair Sanders thanked Ms. Zayas for her leadership and taking the time out of her schedule this morning to come and speak directly to the Board of Trustees. She said although other students may not have been able to make the meeting Ms. Zayas is a model of leadership coming up and talking about the issue.

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Chair Sanders moved onto the round table. Trustee Irizarry stated there were gentlemen in attendance that thought they were going to have the opportunity to address the Board as well. Chair Sanders said she had only received the one formal written request from Ms. Zayas. Trustee Irizarry said they indicated they have reached out to the College to speak at the meeting, but she had not received an email from the College. VP Adams stated they College was contacted the day prior by the gentlemen and he asked them to e-mail him about the concern that they had. He informed them of the requirement that they have to petition the Board forty-eight hours in advance to be able to speak, unless it's the pleasure of the Board to hear them. Chair Sanders asked General Counsel Petrizzo to clarify what the bylaws are regarding public comment. General Counsel Petrizzo stated Dr. Adams was correct; the written request has to be submitted forty-eight hours prior to the meeting, or the Board can, on a majority vote waive that rule and allow them to speak.

Trustee Canary asked what the issue was. General Counsel Petrizzo stated he believed the issue was the waiver of vendor fees at the Grant Campus. Trustee Irizarry said she believe the issue is that for a not-for-profit to use the facility they are being the charged the same as a for profit. She said the issue came up in, July, she contacted the executive committee on it, letting them know she had been contacted on the issue where the Muslim community wanted to have a prayer date and they were being charged five thousand dollars if they wanted to use the facility. When she inquired if there was a difference in terms of charging a not-for-profit or corporate, it was the same. Trustee Irizarry conveyed the message to the people who approached her and would like to address the Board on the issue.

Trustee Morgo said since the men were in attendance the Board could take a vote and allow them to speak, with the provision of a three minute limit and there would be no action from the Board in regards to the issue until they had a chance to discuss the issue as an Executive Committee. Trustee Morgo made the motion to allow one representative to speak for no more than three minutes, waiving the regular 48 hour notification rule, with the understanding, there would be no action from the Board until further research is done on the issue. Trustee Escorbobes seconded, the motion was approved.

The gentlemen requesting to speak introduced himself as Malek Deib, the secretary of Masjid Darul Qur'an located in Bay Shore. He said he wanted to discuss the waiver or reduction of the fee of five thousand dollars for non-profits. He said he was speaking on behalf of the Muslim community of Bay Shore, which is roughly seven thousand individuals. Their membership consists of former students like himself of the College, current students and families of current and former students. He said as a nonprofit organization that relies entirely on donations, the fee is daunting and challenging for them to meet. In addition to this fee, there were also other fees for security and for an ambulance to be on site. The organization is requesting the use of an outside field, where their members can gather for two hours to perform their prayers. He believes this event would be a promising event and also would be a good show of support for the College. He feels it will increase the profile of this institution among its members and the general public. Mr. Deib noted that Nassau Community College waived the fee entirely for their sister community in Nassau because they know such fees are difficult to meet for non-profits, and they saw the benefits in having that specific community come to its campus. He asked that the Board consider the fee be waived or reduced to some affordable amount for non-profit organization.

Chair Sanders thanked Mr. Deib for his statement, and said the Board would consider the request and look further into the issue.

Trustee Lindsay Sullivan addressed Ms. Zayas and said she wanted her to know that she was heard, and that because there was not an immediate response, it did not mean she was not heard. She noted there are other things that are involved that need to be considered however she wanted her to know the first priority of the Board was its students.

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Chair Sanders requested a motion to adjourn the Board of Trustees meeting. Trustee Morgo so moved, Trustee Irizarry seconded. The motion was approved unanimously.

With no further action, the meeting of the Board of Trustees was adjourned at 11:15 a.m. The Board of Trustees next meeting is September 17, 2015 at 9:00 a.m. in room 114 of Captree Commons, on the Michael J. Grant Campus in Brentwood, New York.

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Respectfully submitted,
Bryan Lilly
Secretary