

**SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
CAPTREE COMMONS, RM. 114
MICHAEL J. GRANT CAMPUS, BRENTWOOD, NEW YORK
OCTOBER 29, 2015**

The meeting was held on Thursday, October 29, 2015 at 4:00 p.m. in room 114 of Captree Commons on the Michael J. Grant Campus, in Brentwood, New York.

PRESENT:

Theresa Sanders	Chair
James Morgo	Vice Chair
Gordon D. Canary	Trustee
Paul Pontieri	Trustee
Anne Shybunko-Moore	Trustee
Denise Lindsay-Sullivan	Trustee
Bergre Escorbores	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
Gail Vizzini	V.P. of Business and Finance

The meeting of the Board of Trustees was convened at 4:06 p.m.

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

Chair Sanders proceeded to introduce VP Christopher Adams, for the recognition of a special guest. VP Adams introduced the new College Director of Veterans Affairs, Ms. Shannon O'Neill. He said the search committee for this position included three student veterans representing each of the three campuses as well as members of the veteran's task force. All endorsed the recommendation of the search committee on the appointment of Ms. O'Neill. Ms. O'Neill will direct all aspects of veteran's affairs and services at the college. She will be the College's point of contact to work to facilitate the enrollment process for veterans, National Guard personnel and military dependents. She will report to Dr. Thomas Tyson, College Associate Dean, and Dr. Adams, VP of Student Affairs. Ms. O'Neill's office is located in the Southampton building, Room 121 on the Ammerman Campus. A transitional veteran's resource center has also been established in the Southampton building, Room 126. The permanent veteran's resource center will eventually be located in the renovated Kreiling Hall. Ms. O'Neill will be responsible for developing and implementing training sessions for faculty, administrators and staff regarding best practices for providing services to veterans. She will also develop policies related to veteran's affairs, and will design and implement student veteran's recruitment strategies and complete the design and implementation of on-campus veteran's resource centers.

Ms. O'Neill spent the last ten years of her career with Saint Joseph's College in Patchogue, most recently served as Assistant Dean for Professional Studies, in the Office of Military and Veterans Services. There she led a three hundred percent growth in the number of students served by that program over the course of five years. Dr. Adams shared that as of her start date, the feedback has been great, and he looks forward to working with Ms. O'Neill to move the College's veteran's services forward.

Ms. O'Neill thanked Dr. McKay and Dr. Adams for helping her through her transition and said she was honored for to have the opportunity work with veteran students. Ms. O'Neil stated the last count showed seven hundred veteran

students last academic year, and she expects that number will grow significantly as the College continues to provide services for veteran students.

Chair Sanders welcomed Ms. O'Neill on behalf of the Trustee's, and said they look forward to the work that she will be doing. Trustee Lindsay-Sullivan shared a personal story in which Ms. O'Neil was her cousin's counselor at St. Joseph's College. Her cousin was a veteran who had a traumatic brain injury and suffered from PTSD. She said Ms. O'Neil exemplified the professionals needed in the lives of veterans. She thanked Ms. O'Neill for all her support and help after the unfortunate passing of her cousin, and said she felt it was important to share her story with her fellow trustees and thanked them as well for their support in the past couple of weeks.

Chair Sanders called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 4:12 p.m. Trustee Shybunko-Moore so moved, Trustee Lindsay-Sullivan 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 4:16 p.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 September 17, 2015 Board of Trustees meeting. Trustee Lindsay-Sullivan so moved, Trustee Morgo seconded, Trustee Escorbores abstained due to his absence at the September meeting. The motion was approved.

Chair Sanders introduced Gail Vizzini, VP of Business and Finance to present the College Budget and Financial report. VP Vizzini reported the Finance department continues to close out the 2014-2015 fiscal year. The outside auditors are on campus reviewing the financial records including disbursements, payroll, and financial aid and conducting interviews with staff responsible for financial operations. They will return in December for two weeks for further follow up and review of the financial statements.

VP Vizzini stated the department is in the process of preparing the College's annual report to the state. The state will use that as a basis for the comparison report that they issue later in the year. The monthly revenue and expenditure projections for the 2015-2016 fiscal year continue to trend to the positive and the College continues its prudent fiscal management to remain on budget.

The implementation of the College's e-Procurement System has commenced. Vendors are customizing their catalogues to be consistent with the College's contracts. Training began earlier in the week with a pilot group consisting of Finance, Plant Operations, Central Facilities and the Biology Department. By December we anticipate a roll out to the larger College Community in the use of the online catalogue purchases.

VP Vizzini said they have begun projecting the preliminary budget gap for discussion of the preparation of the 2016-2017 operating budget. The call letter to the departments will go out in early December to set the parameters for the department's budget requests.

Chair Sanders asked what the purpose was for the state's comparison report. VP Vizzini said it was a combination of the College's financial statements and its budget. The report allows the College to benchmark comparisons in terms of institutions of similar size in terms of budget. She said it was an excellent tool for the College to use to compare itself to other community colleges.

Chair Sanders asked if the report supports the College's advocacy efforts. VP Vizzini said it was where she would go often to get tuition information. Trustee Morgo said that the comparisons were very useful to the budget and finance committee back in April during the budget preparation process.

Chair Sanders requested a motion for the approval of College Resolutions 2015.71 to 2015.74. Trustee Escorbores so moved and Trustee Shybunko-Moore seconded. The motion was approved unanimously.

RESOLUTION NO. 2015.71 - 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 \$2,109,282.46 for the month of September 2015 (Attachment I) is hereby approved by the Board of Trustees.

RESOLUTION NO. 2015.72 - ACCEPTING A SUBCONTRACT AWARD FROM COLUMBIA UNIVERSITY MEDICAL CENTER FOR PARTICIPATION IN A PROJECT ENTITLED “COLUMBIA UNIVERSITY WORKFORCE TRAINING TO EDUCATE HEALTHCARE PROFESSIONALS”

WHEREAS, Columbia University Medical Center is in receipt of a grant award funded by the Department of Health and Human Services Office of the National Coordinator (HHS/ONC) to carry out a project entitled “ONC Workforce Training,” and

WHEREAS, Suffolk County Community College has been selected to receive a subcontract award for \$72,482 of said grant award for a program entitled, “Columbia University Workforce Training to Educate Healthcare Professionals,” and

WHEREAS, through this Information Technology program, Suffolk County Community College will provide education and online training opportunities for 500 participants drawn from all levels of health professionals through the establishment of medical health informatics education, while promoting the effective utilization of health Information Technology systems, and

WHEREAS, matching funds are not required, and

RESOLVED, that the College President, or his designee, is hereby authorized and empowered to execute any necessary documentation, including a subcontract, in such form as shall be approved by the College General Counsel, in the amount of \$72,482 with Columbia University Medical Center for a program entitled “Columbia University Workforce Training to Educate Healthcare Professionals,” for the period of June 29, 2015 through June 28, 2017.

Project Director: Diane P. Fabian, Academic Chair/Professor of Health Information Technology

Note: No full-time personnel

RESOLUTION NO. 2015.73 - AMENDING THE COLLEGE OPERATING BUDGET TO REFLECT AN INCREASE IN THE GRANT AWARD FOR THE SCIENCE AND TECHNOLOGY ENTRY PROGRAM

WHEREAS, the Science and Technology Entry Program (STEP) at Suffolk County Community College prepares

secondary school students, who are either economically disadvantaged or minorities historically underrepresented in scientific, technical, health, and health-related and licensed professions, for entry into postsecondary degree programs in scientific, technical, health-related fields, and licensed professions, and

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

WHEREAS, the 2015-2016 College operating budget provides \$409,097, including indirect costs, in anticipation of a grant award from the New York State Education Department for the STEP, and

WHEREAS, the award is to be increased in the amount of \$39,903, including indirect costs, bringing the total amount of the grant award to \$449,000, including indirect costs, and

WHEREAS, no matching funds are required, be it therefore

RESOLVED, that the 2015-2016 College operating budget be amended to reflect an increase in the amount of \$39,903, including indirect costs, for the Science and Technology Entry 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 Education Department, reflecting the increase in said grant award for the Science and Technology Entry Program.

Project Director: Nina Leonhardt

Note: No full-time personnel for amendment

In-kind contribution – none

RESOLUTION NO. 2015.74 - AMENDING THE COLLEGE BUDGET FOR PARTICIPATION IN A PROJECT ENTITLED “BIOPREP: BIOLOGY PARTNERSHIP IN RESEARCH AND EDUCATIONAL PROGRAM”

WHEREAS, the 2014-2015 College operating budget provided \$22,500 in anticipation of an grant sub-award from the Research Foundation of SUNY/National Institute of General Medical Sciences for participation in a project entitled “BioPREP: Biology Partnership in Research and Educational Programs,” and

WHEREAS, the grant sub-award includes an additional amount of \$12,119, which includes indirect costs, increasing the grant award to \$34,619, and

WHEREAS, the additional funds will be allocated to release time for the project director whose primary responsibility is to recruit students of the College for the BioPREP summer program, and the remainder of the funds will be used to purchase laboratory supplies, and for printing, distribution of recruitment material, and travel costs to attend meetings, and

WHEREAS, it is necessary to amend the 2015-2016 College operating budget to reflect the increase in this grant sub-award, be it therefore

RESOLVED, that the 2015-2016 College operating budget be amended to reflect an increase in the amount of \$12,119, including indirect costs, from the Research Foundation of SUNY/National Institute of General Medical Sciences for participation in a program entitled “BioPREP: Biology Partnership in Research and Educational Programs,” and be it further

RESOLVED, that the College President, or his designee, is authorized and empowered to execute any necessary documentation, including a contract amendment, in such form as shall be approved by the College General Counsel, reflecting the increase in the grant award for participation in a project entitled “BioPREP: Biology Partnership in Research and Educational Programs.”

Project Director: Rosa Gambier

Note: No full-time positions

Chair Sanders stated College Resolution Number 2015.75 approving budget transfers is being withdrawn. Trustee Morgo noted that in their packets it reads at College Resolution 2015.69. Chair Sanders noted that would be corrected.

Chair Sanders requested a motion for the approval of College Resolutions 2015.76 to 2015.79. Trustee Lindsay-Sullivan so moved and Trustee Morgo seconded.

Chair Sanders noted College Resolution 2015.79 deals with a grant proposal currently being developed on which the Urban League of Long Island is an interested party with Suffolk Community College. She said in line with the College's grant proposal, the Urban League will be one of the several nonprofit organizations providing services to students and their families. In the case of the Urban League, these are services that they already provide to others. No money will come to the Urban League as a result of this grant activity. She stated that in the interest of full disclosure, she wanted to let the Board know of her potential involvement in this grant prior to the submission of the proposal. She then recused herself from voting on the resolution.

Trustee Morgo asked if that was true for Pronto as well, and if they would be using any of the grant money for administration. Mr. Troy Tucker from the office of Grants Development answered that none of the non-profit organizations will receive any direct funding through the grants.

RESOLUTION NO. 2015.76 - AUTHORIZING AN AMENDMENT TO THE COLLEGE'S CAMPUS PLAN FOR DESIGNATION OF TAX-FREE AREAS UNDER THE START-UP NEW YORK PROGRAM

WHEREAS, by Resolution 2015.46 duly adopted on May 21, 2015, this Board authorized the College President to execute, submit and implement a "Campus Plan for Designation of Tax-Free Areas" ("Campus Plan") for certain Suffolk County-owned property located in Selden and Wyandanch, and certain vacant land on the Michael J. Grant Campus of Suffolk County Community College, and

WHEREAS, said resolution provided that "any amendment to said Campus Plan shall require the approval of the Board of Trustees by resolution duly adopted," and

WHEREAS, the SUNY Start-Up NY Proposal Review Team has reviewed the Campus Plan and has offered feedback and recommendations for amendments, including certain language modifications and clarifications, and

WHEREAS, in cooperation with the County of Suffolk's Department of Economic Development and Planning, the recommended revisions have been made to the Campus Plan, be it therefore

RESOLVED, that the Board of Trustees hereby authorizes an amendment to the Campus Plan for Designation of Tax-Free Areas, attached hereto as Attachment III.

RESOLUTION NO. 2015.77 - MAKING A SEQRA DETERMINATION FOR THE COLLEGE STORM WATER INITIATIVES PROJECT

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

WHEREAS, the original scope of work covered by this GIGP award was determined to constitute a Type II Action under SEQRA by Board of Trustees Resolution 2014.14, and

WHEREAS, GIGP funding can be matched using State dollars if a single capital project is developed with additional components not being covered by the grant funds; and

WHEREAS, these additional components will be covered under the College Storm Water Initiatives project, and

WHEREAS, these additional components include expanding site improvements at various College parking areas to repair erosion damage, implement erosion control, and further mitigate and treat storm water, and

WHEREAS, the College has reviewed the list of SEQRA Type II actions identified in Title 6 NYCRR Part 616.5, and recommends that these additional site improvements proposed under the College Storm Water Initiative project be classified as a Type II Action, pursuant to 6 NYCRR §617.5(c)(2), because it involves the “replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site,” (see, Attachment IV), be it therefore

RESOLVED, that the Board of Trustees hereby finds and determines that the College Storm Water Initiatives project constitutes a Type II Action, pursuant to 6 NYCRR §617.5(c)(2), because it involves the replacement, rehabilitation or reconstruction of a facility, in kind, on the same site, and be it further

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

RESOLUTION NO. 2015.78 - MAKING A SEQRA DETERMINATION FOR THE CAPITAL IMPROVEMENTS TO NEW AND EXISTING FACILITIES PROJECT

WHEREAS, the College and its local sponsor, the County of Suffolk, established a capital project to address College needs not funded in its current capital budget and program, nor in its operating budget, and

WHEREAS, the scope of work covered by this project includes procurement of new furnishings, equipment and technology, as well as construction modifications within existing building spaces to respond to evolving space needs and improvements to campus hardscapes, and

WHEREAS, the College has reviewed the list of SEQRA Type II actions identified in Title 6 NYCRR Part 616.5, and recommends that these additional site improvements proposed under the Capital Improvements to New and Existing Facilities project be classified as a Type II Action, pursuant to 6 NYCRR §617.5(c)(2)&(25), because it involves the “replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site,” and “purchase or sale of furnishings, equipment or supplies” (see, Attachment V), be it therefore

RESOLVED, that the Board of Trustees hereby finds and determines that the Capital Improvements to New and Existing Facilities project constitutes a Type II Action, pursuant to 6 NYCRR §617.5(c)(2)&(25), because it involves the replacement, rehabilitation or reconstruction of a facility, in kind, on the same site, and the purchase of furnishings and equipment, and be it further

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

RESOLUTION NO. 2015.79 - AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE SUNY COMMUNITY COLLEGE COMMUNITY SCHOOLS (CCCS) GRANT PROGRAM

WHEREAS, the SUNY Community College Community Schools (CCCS) program provides grant support to improve student outcomes by utilizing community college facilities to serve as “hubs” that would provide, among other services, child care services; transportation; health care services; family and/or employment counseling; legal aid; and other support services.

WHEREAS, three-year grants in the amount of \$500,000 are available to SUNY community colleges for their CCCS programs which target high-need communities and student populations, and leverage local government and non-profit community organization participation, and

WHEREAS, Suffolk County Community College's CCCS application proposes creating a program entitled "Supportive Transitional Education Program for Underserved Populations" (STEP-UP), which would provide targeted academic interventions, college and career preparation and family engagement to 225 students in grades 7-9 from the Brentwood, Wyandanch and Islip School Districts, and

WHEREAS, the STEP-UP program seeks to partner with the Urban League of Long Island and Pronto of Long Island, among other entities, in order to offer information, education and referral sessions to parents and guardians of participating students, covering such topics as literacy, health and wellness, employment, child care, and other family needs, be it therefore

RESOLVED, that the College President, or his designee, is authorized and empowered to submit an application for a grant award to the SUNY Community College Community Schools grant program and to execute any required documentation, as approved by the College General Counsel, in furtherance of said application.

Project Director: Dr. Paul Beaudin, Dean of Instruction

Chair Sanders proceeded with the committee reports, beginning with the Budget and Finance committee. Trustee Morgo stated the committee had not met, however he did get clarification on the reason for tabling the legislative resolution calling for the establishment of the budget committee among the College, Legislature, and County Executive. He said it was as someone reported last time, that the County Executive wanted to add another representative from his office. Trustee Morgo stated the next Budget and Finance committee meeting would be scheduled in 2016 with the beginning of the budget process.

Chair Sanders called for the Personnel Committee. Trustee Shybunko-Moore said the committee met twice, on September 24th and October 9th, for the purpose of completing the presidential evaluation. The conclusion will be discussed later during executive session. General Counsel Petrizzo noted they did not have the minutes from the Personnel committee meetings, and asked if Trustee Shybunko-Moore would forward those to him.

Chair Sanders noted there would be no Facilities Committee report due to Trustee Lilly's absence.

Chair Sanders moved on to the Governance Committee report. Trustee Canary said they did have a meeting scheduled for the 13th of October, which was cancelled in deference to Trustee Pontieri's mother's unfortunate passing. They are working to schedule a meeting for the second week of November.

Chair Sanders called for the Student Success Committee report. Trustee Lindsay-Sullivan had not met, the committee will meet again after the retreat in November. Chair Sanders asked for the Advocacy Committee report. Trustee Pontieri said the committee had not met and there was no report. Chair Sanders asked for the Foundation update. Trustee Escobores stated he could not attend the meeting in September because it was the first day of school, and the next meeting is taking place after the retreat.

Chair Sanders asked Student Trustee Maria Gomez for her report. Student Trustee Gomez said she has asked the Student Government Association from each campus to give her a monthly report to keep her informed on how the students are doing, any concerns they may have and how their success is going. She said the Student Government Association is doing very well on each campus. The Ammerman campus, swore in ten new senators. The Eastern campus had six new senators and the Grant campus five new senators. Student Trustee Gomez reported the three campuses had a very successful first week. The Eastern campus had a Color Blue Run. The students are also organizing a food pantry for the students in need and as well as people in the community. She received very good feedback from the blood drive; many students gave blood and volunteered.

Student Trustee Gomez said she had asked SGA to do a survey about the meal plan. She reported the results showed more positive feedback than negative feedback. There were less than fifteen students with complaints, out of three hundred surveyed. Many students indicating they would be interested in adding additional money to the

card. She has also been asked by many students on the Eastern campus why they don't have Aramark on their campus yet.

Student Trustee Gomez commended for the EOP program for doing an amazing job. She said many students are signing up for the EOP program. She was also invited to attend an ESL class having been an ESL student herself. She said after having attended the class she received very good feedback. She had about twenty-five students coming to student government asking questions about scholarships, transfers, and how to get involved at school. Student Trustee Gomez was also invited by Hampton Bays High School to attend an orientation visit on November 20th. She was asked to speak to the students on her experience as an ESL student and her experience at SCCC.

Chair Sanders thanked Student Trustee Gomez for her report. She noted that Carl Hastie, the State Assembly Speaker of the House, is pushing to add \$20 Million dollars into the state budget for the EOP program, and it was important to continue to advocate for the program. Trustee Escorbores said that as an EOP student at Stony Brook University, he could attest to the success of the program. He added that it is a wonderful educational opportunity program that gives students the opportunity to obtain resources that they otherwise would not have. Student Trustee Gomez stated she was also an EOP student and would continue to work and advocate for the program.

Chair Sanders moved on to the Executive Committee report. She said the committee would be meeting the Monday's prior to each Board meeting and they last met on October 12th. Chair Sanders reviewed the topics of discussion during their meeting. The committee first discussed the Middle States small team and SUNY. She congratulated Dr. McKay and his team for a job well done. Chair Sanders said given the recent news and tragedies at several college campuses the committee also discussed the College's crisis communication plan. She added she was currently reviewing the crisis communication plan and asked if the summary notes of the plan could be disseminated to all the trustees. Chair Sanders said the committee had also discussed the resolution regarding the college's mascot, noting it was a great thing and its popularity was increasing amongst the three campuses.

Trustee Morgo added the Executive committee had a substantive conversation regarding what the mascot does for the College atmosphere, the morale of the school and the difficulties of having someone stay with the person. He noted Newsday's article by Michael Dobie. He said he had contacted Mr. Dobie about his article and Dobie replied he was just kidding.

Chair Sanders moved on to her report. She began by offering her condolences to Trustees Pontieri, Lindsay-Sullivan and Lilly for the recent passing of their respective family members.

Chair Sanders reminded all the trustees of the upcoming Board retreat on Thursday, November 19th from 8:00 a.m. to 2:00 p.m. She said she looked forward to the planned agenda. Chair Sanders asked the Trustees to bring in any technology they currently use, such as smartphones and tablets. Noting one of the things that the Board is going to move towards is going paper "less" not "paperless", in an effort to minimize the paper used.

Chair Sanders asked the Trustees if they were not already on social media to please consider joining Facebook and to "like" the College's Facebook page. Noting there is a lot of information posted on the College's Facebook page in terms of activities and events on a college-wide basis.

Chair Sanders encouraged the Board to continue engaging with the New York Community College Association of Trustees by attending their conferences as part of board training.

Chair Sanders said she had asked General Counsel Lou Petrizzo, to take a look at whether the establishment of the state-wide regional councils is in conflict with how they govern as a Board of Trustees. The sixty-four colleges that are part of the association state-wide agreed to go back to their counsels and to get some guidance. She reported General Counsel Petrizzo advised while they state-wide councils appear to be vague, they are legal. They are now trying to figure out who sits on the council. The original design of the councils did not include trustee members. Letters were written to get some clarity and express concerns. She asked General Counsel to add any information regarding the councils she may have missed.

Mr. Petrizzo said the councils were created during the budgetary process, and did not follow the usual legislative process of a bill going to committee, giving the opportunity to vet the bill, and get an understanding of what it was all about. It was done through the budgetary process and once the legislature adopted the budget, it became a matter of law. He said the vagueness comes about in the language that was used because they talk about coordinating and setting goals, language that he doesn't interpret as mandatory. They will have to wait and see how the Governor intend for it to work when the councils are eventually formed and what position SUNY and the Governor take with respect to any recommendations that may come out of the regional councils.

Trustee Canary asked if there was any information regarding the councils on the SUNY website. Mr. Petrizzo said there was not any information and they had contacted SUNY which he described as were slow walking the formation of the councils at this point. He noted there may be some amendments to this in the coming legislative session, and they didn't want to get too far down the road in forming the councils if there are going to be amendments. Trustee Canary said that as someone who worked in the state legislature for the last twenty years, it was a troubling trend to see both minor and major issues coming through the budgetary process and not coming through the legislative process.

Chair Sanders reported she had received the emergency response plan, and would be sharing some short notes from it with the board. She said she believed it was vitally important that the Board understands what the emergency plans are for when they are on campus and off campus. Chair Sanders said Dr. McKay is a founding member of the New York Presidents for Climate Action. Saying it was a major plus for the College to be engaged as a institution and have SCCC connected to this particular group.

Chair Sanders reported they are also working on scheduling visits to each of the College's campuses via the Facilities Committee. One of the things they will be looking at is prioritizing the College's infrastructure needs.

Trustee Morgo asked when Cenergistics would be reporting to the Board with an update of their findings. Mr. Petrizzo said they did not get off to a flying start. There was a substantial delay in their ability to hire the two energy specialists that they needed because of entanglements with civil service and other issues. They finally now have their two energy specialists hired and will need six months to ramp up as a baseline period and then start to do the real work. Mr. Petrizzo said he didn't expect to see and update from them for six to nine months.

Chair Sanders congratulated Dr. McKay and the entire team for the positive recommendations that were received from the New York State Education Department and the six member team that came down for the Nursing program accreditation. She noted the visits entailed a lot of work and thanked the Nursing team for all the detail and work that had to be put in place for the entities.

Chair Sanders reported the Executive Committee had also discussed a memo that came out regarding campus armed guards. She said the information is floating around many college campuses, whether or not campus security should be armed. Chair Sanders noted she knew Senator LaValle has been very vocal on the issue, and that he was not in favor of. She added she was noting the issue because the Board will probably hear more that discussion based on the series of events that happened on other college campuses. She will continue to circulate the information.

Trustee Canary asked if the College had received from students or parents' concerns after the unfortunate tragic incidents on what kind of safety is on the College campuses, and how the College would handle it.

Dr. McKay said there have been concerns in the past when these types of incidents made the news. This time there was one inquiry. Prior to the inquiry; they were meeting as a cabinet to review procedures and protocols. They are going over policies to make sure they are up to date. The College is in constant contact with local law enforcement and has certain protocols on how to communicate with SCPD. There is a meeting currently scheduled with SCPD and he will report back to the Board after the meeting.

Chair Sanders said one of the things she was concerned with that maybe he could address during the meeting was not only the training on the enforcement side but also the information for the public as to what should be done in the case of an active shooter.

Dr. McKay stated the College conducts drills every semester with students, faculty and staff to review what should be done in the case of an active shooter. He noted because things are changing continuously, the College adjusts its procedures as needed and is an ongoing process.

Chair Sanders highlighted Dr. Chris Adams for his community outreach. She said he recently made a presentation in front of a community group who praised what a great job he did. She also thanked Trustee Shybunko-Moore for a great job with the manufacturing conference that was held on the Grant campus.

Student Trustee Maria Gomez asked if she could add two items to her report she had forgotten to address. First she asked those trustees who are on Facebook to also like the SGA pages for each campus. She said they have good information on their pages and have been very helpful to her in reporting on what's happening on each campus.

Student Trustee Gomez reported she visits each campus twice a month to walk around meet with faculty and students. She said it was amazing to see how the staff, faculty, deans share their time with the students and make them feel more comfortable on campus. She added student life has changed where in the past students used to just come to school, take classes and go home. Now they stay on campus and participate in many of the activities going on at each campus.

Chairwoman Sanders moved to the President's report. The President expressed condolences on behalf of the College for Trustees Pontieri, Lindsay Sullivan and Lilly for their losses and the transitions they've been through. He announced that as the College moves into budget planning, the monthly Board report would take a different approach and target College issues and that the next meeting would be focused on the budget. He said he would share documents on updates from institutions showing declines and how that would affect the College, look at draw rates from all the local school districts, and share the methods Dr. Adams and his team would be implementing in the next few months.

Dr. McKay stated that in determining the budget and projecting enrollment numbers, the College would be utilizing four key enrollment initiatives: identification of core populations that will potentially enroll (high school students, and veteran, international and other community groups); communication (how the College will put out its message to these core groups); processing the information it gets back using accurate data entry and reducing response time; and determining how to respond to and leverage the data obtained. Dr. McKay said the College will focus on those points provided by the Office of Enrollment Management, under Dr. Adams, which will impact what Ms. Vizzini and he will use going forward when presenting to the budget committee.

Dr. McKay reported that this fall semester the College utilized a web-enabled the application process and as a result received over 4500 online applications from students. He said strategically targeted e-mail blasts to the guidance counselor community had a two-fold purpose: the College asked and was told what was really needed was up-to-date information on the College's constantly changing programs, and the emails were a way to reach out to and stay in touch with that community. The President reported on the expansion of campus tours and the expansion of recruitment at the middle school level. He stated the College would be working with Vice President Araneo and her team to make marketing and advertising more strategic and more targeted, an important part of budget planning, as well as looking at the College Source Transfer Evaluation System, a system that allows students to receive transfer credit information to assist with their academic planning.

The Chair asked if that system was managed by SUNY or locally, and Dr. Adams answered it was controlled by the College. The Chair recalled that there had been complaints from students transferring in that they could not get their transcripts soon enough, and asked if that was being expedited on both outgoing and incoming students. Dr. McKay replied that communication with prospective incoming students would be expanded so the College would have all the relevant information to meet the proper timing. He mentioned the call center that was implemented to expedite and handle the volume of calls from prospective students and direct questions to the proper departments.

Dr. McKay reported that Open House events on the campuses had been redesigned and expanded to include more cohorts, resulting in increased attendance, and online RSVP for Open House now allows the College to collect contact information for follow up. He stated that admissions files processes are being improved with electronic transmission, Google translator for international students, and phone calls versus snail mail to expedite incomplete files. He reported that civic recruitment efforts were in place, and that he and Dr. Adams generated a lot of interest

at a church attended recently and were in demand to do more. He said Dr. Adams would be getting out into the community and introducing the College to the community..

Dr. McKay added that the College is focusing on improving its on-site visits to the high schools and asked for help from colleagues, including having a discussion about middle schools. Student Trustee Gomez agreed this was a good discussion, and reported that students are asking the College to visit their high schools. Trustee Lindsay Sullivan reported that in accordance with one of the policies at her school district, all field trips are required to include a visit to a college campus, and that an upcoming trip to the Riverhead aquarium would be combined with a visit to the College. She said she was very excited about that visit, and heard the Shark would be there.

Dr. McKay said in addition to enrollment, the second part to focus on was the retention of the students, a key part of student success at the College. He said there were 463 non-returning students last year, and the College now has a more personalized survey by phone and email to find out and analyze why that those students are not returning, a project being done by the OPI. He said there were three core problem areas, jobs, finance and transportation. He reported the College has also implemented early warning grades as a retention tool, with 31 or 32% of students receiving them, so that mandatory assessment and intervention can be done with those students before it is too late to change the final grade. Finally, Dr. McKay reported that the College is moving into what it calls virtual orientation, that it must utilize the technology and build on it, find out who is on the other side of the computer. He stressed that the College is working on its communication strategy to identify the population it will speak to and communicate as one institution.

The President then presented a document, a new tool to show future projections, showing the draw rates from each school district based on the number of graduates leaving and the number of those students the College receives. This information can be used as a tool working with admissions advisors and others to find out where the College can make a difference and get into those areas in the school districts that it has not touched. He pointed out that the document showed the College is graduating larger classes, at the same time the graduating classes for high schools is showing a drop-off, a national trend.

Chair Sanders suggested the College not only look at how to increase its draw from some under-represented school districts but to look at the success it has with large enrollment from Brentwood and Longwood and see if it can be modeled. Trustee Morgo pointed out these are large schools, and Trustee Lindsay Sullivan commented that it is a percentage, with students from the more affluent communities going away to college. Dr. McKay said he is working with the assistant superintendent in Brentwood to learn not only how to retain the enrollment number but increase it, and to look at all districts to find out what works and move forward with an aggressive outreach program.

Trustee Morgo asked about the correlation between the number of students and costs, , and whether an increase in students would translate to increased costs, or a decrease translating to savings. Dr. McKay answered with part time students paying per credit up to a certain number of credits, it is direct revenue with no difference in costs.

Trustee Morgo asked for clarification on the application fees, and Ms. Vizzini explained there is a onetime application fee of \$40. He then asked if the College uses its many success stories of students who went on to North Carolina, or Columbia, for example, to recruit not only students but teachers at the high schools, to dispel the stereotypical idea that students come to the College when they can't get in anywhere else. Trustee Lindsay Sullivan replied that she thought it works best when the students can relate to the person recruiting, like the English language learners could relate to Student Trustee Gomez.

Student Trustee Gomez said she was going to be working with successful students who graduated with high GPAs and are going to Baruch and LIU Post. Dr. McKay suggested having the successful alumni from a particular high school return to that very same high school and have a session, talking to the counselors and principals and others.

Trustee Morgo returned to the question of the \$40 application fee, asking if that covered the College's costs and whether that was applied to all 62 colleges or did Suffolk decide it. Dr. McKay replied that the College is now conducting a full review of fees across the system. Trustee Morgo said he thought a small increase would not greatly impact an applicant and may have a good impact on the budget.

Trustee Pontieri pointed out that there are many students who come to the College for a year and are successful and make the decision to transfer out. Trustee Morgo referred to an op ed article which said community college has abysmal graduation rates, and recalled a discussion at executive committee how this is a superficial way of judging it, as there are kids who come for a year and get a job, or come for a year or a year and a half and transfer to a four year school. He said those students are not counted as a success, yet they are a success. He asked if Mr. Biondo or Dr. Pedersen responded to that op ed piece. Dr. Pedersen said a response was sent to for review. Trustee Morgo said he missed it and the Chairwoman asked him to send it again.

Trustee Lindsay Sullivan commented that the problem is how they define a “graduate”. Dr. McKay stated that is why the College is now collecting its own level of data to present to the state; the reason a person is coming to the College and proving that because they did not graduate does not mean they have not achieved their goal. Trustee Pontieri asked if there was a way to determine how many students transfer from community colleges to four year schools, or if the College could determine its own number. Dr. McKay agreed, when a student leaves the College and graduates from a four year institution, why can't the College claim it as a success?

Dr. Pedersen explained the College is part of the American Association of Community Colleges, which is trying to change the metrics used to judge community college success, and the DFA online shows the statistics, transfer metrics and so on. He said the College did its own metrics internally, going out six and eight years, and over 50% that come to the College either graduate or transfer to another institution.

The Chair stated that is part of the current state-wide discussion now, with all 64 of the community colleges, about what that number actually represents, because they are getting beat up over the success rates. Trustee Pontieri expressed concern that the state is using numbers now to balance their budgets and the College's rate is going to be based on its graduation rate, not on the success rate. Trustee Morgo said he wanted it clarified that for Suffolk.

Dr. McKay pointed out that with the issue of remediation; there are different impacts in different parts of the country, so the conditions are different. He said there are so many factors impacting students, but it ultimately comes down to the working relationship between the high schools and the institution that the kids are going to go to, as the College is trying to do.

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Chair Sanders announced they would move to public comment and then come back to Dr. McKay. She said there was one student who had been there before who had asked to speak again. The student, Ms. Alyssa Zayas, commented that the Student Trustee had said a survey was done for students about the meal plan and that there were about fifteen negative reviews. She countered that she had different results. She said she had walked around the Grant campus, and had gone to the Selden campus and spoke to students about the meal plan and whether they thought students should be allowed to opt out of it. She said she started a petition online to access students that she wouldn't be able to reach out to, and also had students sign the petition in person, and got 212 signatures. Ms. Zayas said she is a nursing student and gets refunded for the meal plan, but thought it was unfair how Suffolk is “ripping off” a lot of these students by not giving them a chance to opt out. She handed out both petitions.

Ms. Zayas said she also heard that tuition was being increased to \$191 for the spring, Trustee Morgo replied that the decision hadn't been made, that the budget process is complicated and the College has to see what it will get from the state and county. Ms. Zayas said she had seen in the BOT minutes and in resolutions that were approved that it stated \$191, with another number, \$232. Ms. Vizzini explained that the rate Ms. Zayas was referring to is the per credit rate, which is currently \$191, and is part of the balancing act for the 2015 -16 operating budget. Ms. Zayas again repeated that it was Suffolk who was ripping students off when Trustee Morgo asked her about her comment.

The Chair thanked Ms. Zayas for her recommendation for the student body, whether pro or con, and thanked her for coming and continuing to be active. Trustee Morgo suggested Ms. Zayas look at the last Board of Trustees minutes, showing there was a special ad hoc committee meeting which decided to evaluate the meal plan and the ascertain the possibility of refunds after one year of operation. Ms. Zayas replied she was not concerned about the refunds, but about students being able to opt out. Trustee Morgo reminded her that the meal plan was initiated because the food advisory committee, which included students, was disappointed with the prior vendor, and it was agreed this would

be experimental. He assured her the Board was not ignoring her comments, but that there is a process that must be gone through.

Ms. Zayas then asked why Aramark was chosen specifically, and implied it was because they are sponsoring a \$10,000 scholarship for the College, as reported in Newsday. Trustee Canary replied that Aramark was the lowest bidder and that the College followed the government process, the scholarship having nothing to do with it. Ms. Zayas continued to challenge the Board, saying one business takes care of another. Chair Sanders again assured Ms. Zayas her comments were heard, that a process was in order and the meal plan would continue to be evaluated until a final recommendation would be made at the end.

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Chair Sanders moved onto the round table and asked Dr. McKay to finish his report. Dr. McKay announced that the college had new remote van, a state of the art radio and television programing vehicle, acquired by working with Kevin Foley and with graduate students coming back to work with the College on this program. He said Suffolk was the only college in the state to have such a vehicle, and that it would be available in December. He presented a video showing the van, and said he was very proud of this accomplishment. The Chair thanked Dr. McKay, saying that was a highlight, and suggested using it for local events and activities.

Trustee Morgo commented that when he attended the Academic Awards the previous week he was so impressed with the spirit of the faculty, and their love of teaching and feeling for academics that he did not leave for his next meeting as intended and stayed to the end. He also stated that he felt it was very good, as a public organization, to have a public portion to give anyone who wants to the opportunity to speak, but unfortunate that outlandish claims with no substance can be made, and that in public discourse, there should be some accountability. He referred to statements made about the contract that was given in February, with the contribution made in April, and the claim made that something happened when in fact it did not, and said such speakers should be held accountable.

Trustee Canary agreed with Trustee Morgo that the Academic Award lunch was very inspiring, saying he too stayed until the end, and that he felt it was important that the Board attend these events and show support for the faculty. He said he was also glad he could attend the Riverhead groundbreaking event and looked forward to the ribbon cutting as well.

Trustee Shybunko-Moore spoke about Manufacturing Day on October 2nd, praising John Lombardo and Dr. McKay for what they did for the manufacturing community that day in an amazing, standing room only presentation. She said an incredible video was put together by the Work Force Development Institute and Long Island Makers. She said it was an unbelievable event, and Senator Martin had said everything she would have wanted him to about manufacturing and how Suffolk is cutting edge with what it is doing for Workforce Development. She stated it sets the tone for the next step for this region. She reported that as of that week, there was a proposal to be in the Leadership and Manufacturing Extension Partnership, to be a regional leader, one of her big efforts professionally, but also important for the College to be part of it.

Trustee Morgo asked if that was an RFP, and Trustee Shybunko-Moore replied that it is put out by ESD, and is the Regional Signal Technology Development Industry, which in real general terms provides assistance to New York companies working in collaboration, for example, with an educational institution working with industry, working with other entities. She stated it is what Suffolk has been doing for years.

Trustee Morgo asked if the College applies as a single entity, and she answered no, it has to be a collaborative effort with someone acting as a hub. She said there has been collaborative effort in the last ten years, and she thought all the institutions are going to be much more involved and industry driven, something that industry wants and desires. She pointed out that the College has been training and placing students in companies as part of its everyday protocol, without necessarily getting credit for it, and she is excited for the opportunity for the College to be part of a collaborative effort and get the credit. The Chair added getting the funding would also be important. Trustee Shybunko-Moore pointed out it is in line with what the College already does--new buildings, STEM, creating new products and creating a pipeline of students.

Dr. McKay agreed and acknowledged that the College should build on what it is doing, that the STEM program is the best in the region and has been nationally recognized, and that people look to this College when they're trying to build their programs. He agreed the College will be a key part of this new proposal. He said having Trustee Shybunko-Moore on the Board, and using her expertise will take the College to places that it has not been to before on the manufacturer's side and national side. He said the College needs to have other campuses and universities work through it as one major consortium in the region.

Trustee Shybunko-Moore mentioned the Cradle of Aviation's annual gala where her father would be getting the Leroy Grumman award. She said the Cradle is another partner of the College and she would do a plug on November 18th as a STEM partner and to honor her father. The Chair congratulated her.

Trustee Pontieri reported that the day before in Patchogue, at the Embracing Our Differences event, the kids were putting up banners in front of the junior high school, and Dr. McKay spoke. He said he would like to figure out a way to get them up around the county. He said they chose this week each year because it is the week of the tragedy with Marcello Lucerno and it is a way to say to the community, let's not forget. Lastly, Trustee Pontieri said he appreciated the support of the College and Dr. McKay and staff over the last couple of weeks with the passing of his mother.

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Chair Sanders requested a motion to enter into executive session at 6:10 p.m. to discuss the employment history of a particular college official or college employee on medical, financial, appointment, employment, demotion, promotion, dismissal, removal of a particular person. Trustee Morgo so moved, Trustee Pontieri seconded, the motion was approved unanimously.

With no further action, the meeting of the Board of Trustees was adjourned at 7:40 p.m. The Board of Trustees next meeting is December 3, 2015 at 4:00 p.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