**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**CAPTREE COMMONS, ROOM 114, MICHAEL J. GRANT CAMPUS**

**BRENTWOOD, NEW YORK**

**SEPTEMBER 16, 2010**

The meeting was held on Thursday, September 16, 2010 at 9:00 a.m. in the Captree Commons, Room 114, Brentwood, New York.

PRESENT:

 Ernesto Mattace, Jr. Trustee/Chair

 Walter Hazlitt Trustee/Vice Chair

Dafny Irizarry Trustee

Bryan Lilly Trustee

Patricia McMahon Trustee

Paul Pontieri Trustee

Theresa Sanders Trustee

Angelika Fieseler Student Trustee

Shaun L. McKay President

 Mary Lou Araneo V.P. Institutional Advancement

Marvin Bright Assoc. V.P. Student Affairs

Doriane Gloria Asst. V.P. Employee Resources

 Ilene Kreitzer General Counsel

 Charles Stein Chief Financial Officer

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The meeting of the Board of Trustees was convened at 9:05 a.m.

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Deputy County Clerk Christopher Como conducted the swearing in of Trustee Bryan Lilly and Theresa Sanders. Congratulations and welcome was extended to them on behalf of the Board and the College.

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A motion to enter into executive session to discuss litigation, contracts and employment of an individual was seconded and approved unanimously.

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A motion to reconvene the Board of Trustees meeting was seconded and approved unanimously.

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 A motion to approve the minutes of the August 10, 2010 Board of Trustees Meeting was seconded and approved unanimously.

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A motion to approve Resolution Nos. 2010.57 through 2010.59 was seconded and approved unanimously.

**RESOLUTION NO. 2010.57 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 $1,629,984.68 for the month of August 2010 (Attachment I) is hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2010.58 ESTABLISHING A TUITION POLICY FOR THE COLLEGE’S EXCELSIOR PROGRAM**

**WHEREAS,** the College’s Excelsior Program is a dual enrollment program that allows high school students to enroll in College courses while still working toward high school graduation, and

**WHEREAS,** college credits earned in the Excelsior Program can be applied toward high school and college graduation and can be transferred to other colleges and universities, and

**WHEREAS,**  Excelsior Program courses are taught at partnering high schools by secondary school teachers, and the training expenses incurred by the College for the program are fixed costs that do not vary based on the number of sections taught, and

**WHEREAS,** the College seeks to expand its Excelsior Program to additional Suffolk school districts and into Nassau County high schools in those instances when a district seeks courses that are not currently being offered at Nassau Community College - particularly Culinary Arts and Manufacturing Technology - and upon receipt of prior permission from Nassau Community College administration, and

**WHEREAS,** the Board of Trustees wishes to establish a fair and equitable tuition policy for its Excelsior Program offerings island-wide, be it therefore

**RESOLVED**, that the Board of Trustees of Suffolk County Community College hereby sets the tuition rate for all Excelsior Program courses at 1/3 of the College’s residential tuition per credit rate, or $50 per credit, whichever is greater, and be it further

**RESOLVED,** that upon the recommendation of the Vice President for Business Affairs and the President, this tuition rate may be subsequently revised by the Board.

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**RESOLUTION NO. 2010.59 CREATING A TITLE**

**WHEREAS,** the President of Suffolk County Community College recommends creating the title of Executive Director of Risk Mitigation, and

**WHEREAS,** this change is needed to align the College’s structure, be it therefore

**RESOLVED**, that the title listed below be created effective September 16, 2010, with the qualifications, duties and responsibilities as described in the position description,

**Title to be Created Spec# BU Category**

Executive Director of 9126 Exempt H

Risk Mitigation

and be it further

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

Attachment II: Position Description for Executive Director of Risk Mitigation

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Charles Stein, Chief Financial Officer, presented the Finance Report as of August 31, 2010. Currently the College is estimating revenues over the adopted budget of $2.3 million and expenditures are below the budget of $2.3 million. This has resulted our year-end reserved balance is estimated at $2.9 million because when the budget was adopted for 2009-2010, there was a carryover from the prior year, and that affects the fund balance reserve. Mr. Stein pointed out that the new budget for the year starts out with a negative $1.6 million which includes a carryover of the same amount. The major revenue item that reduced the year-end positive carry-forward was the NYS mid-year cut to FTE aid by $130 per FTE. The 2010/11 operating budget also included an additional cut of $285 per FTE, which combined with the 2009/10 mid-year cut is a 15.5% reduction in FTE aid. Had there been no increase in enrollment that would equate to $7.6 million lost in state funding. The additional FTEs were funded because of the growth; the net loss is actually $5.5 million. The estimated fund balance as of August 31st is $11.9 million. On September 1st that balance was reduced because of the carryover, leaving approximately $10 million in reserve balance. Mr. Stein recommended being cautious before using any of the reserved balance.

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Chairman Mattace reported that he spent three days in Albany, at a conference that was attended by representatives of many of the community colleges around the state. Chairman Mattace learned that all community colleges are having the same problems and that overall it was a very productive conference. He encouraged all Trustees to attend future conferences. He also reported that SCCC is following the guidelines by the state and the education law.

Chairman Mattace asked the Board to fill out a Conflict of Interest Disclosure form at the end of the meeting and hand it to Ilene Kreitzer. He announced that there was a need to change the October meeting due to the NCCT conference. It was agreed upon by the Board to move the October meeting to October 28th. He also advised that there will be an issue with the schedule next August, and asked if the Board members would be flexible with their schedule for those two weeks.

Chairman Mattace asked the Board to review the committee list, and noted that only one committee is full. The Personnel Committee with Paul Pontieri as Chair, and Walter Hazlitt and Dafny Irizarry as committee members. The remaining committees were reviewed and the following was agreed upon.

1. Personnel Committee

Paul Pontieri, Chair

Walter Hazlitt

Dafny Irizarry

1. Academic Affairs/Student Services Committee

Dafny Irizarry, Chair

Theresa Sanders

Angelika Fieseler

1. Facilities & Technology Committee

Pat McMahon, Chair

Bryan Lilly

1. Advocacy Committee

Walter Hazlitt, Chair

Paul Pontieri

1. Budget & Audit

Saul Fenchel, Chair

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Chairman Mattace then began the Roundtable session.

Trustee Irizarry thanked the College for endorsing the Trustees’ participation at the NYCCT conference and for sponsoring it. She felt that it was well worth it, and that she learned a lot as a new trustee. Trustee Irizarry learned that 98% of SCCC students come from Suffolk County. SCCC is number one in the state in terms of serving our community. The conference was very informative, Assemblywoman Glick discussed TAP and many issues that were pointed out earlier, regarding the decline in high school graduates, how when the economy recovers the college will probably see a decline in enrollment because people an then afford a four-year institution.

Trustee Pontieri announced that the Embracing our Differences Banners that go up every year will be going up at the end of October. They are also going to be displayed again this year at the Patchogue Junior High School.

Trustee Hazlitt noted that with the disparity between what it costs to go to community colleges against a private institution, regardless if the economy booms, is still a very difficult burden for a person to spend $200,000 for a four years of a private institution.

President McKay noted that the faculty and their credentials are right there with the top of the best schools. SCCC students are getting the best education, which is a tribute to what SCCC does well as an institution.

Trustee McMahon noted that with the cost of living on Long Island it is more difficult to attract people to move here. It is important that the colleges and universities support the economy for the students that will have to be hired.

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President McKay welcomed Theresa Sanders and Bryan Lilly to the College. Dr. McKay thanked the Faculty Association, and the faculty of the institution on the signing of the contract. He noted that it was difficult, a lot of work and that extensive negotiations and discussions were involved before arriving at a contract that he believes will guide the College for the next four to five years. He thanked Ellen, Kevin and Ilene for their work. He also thanked the FA for the “plus 2”; he recognized their hard work and noted the phenomenal achievement and partnership with the faculty.

President McKay reported the enrollment for the Fall to be 25,186. A projected 2% increase in enrollment in the budget, the 2% is for the entire year, and will have to maintain the 2% through the entire year to meet the budget. He reported that for the first time in the history of the College there is over $125 million in capital infrastructure over the next three years.

Jon DeMaio gave a quick update on the capital projects. There are projects going on at all three campuses. The Library at the Eastern Campus is progressing nicely and is expected to be ready for occupancy in the spring. The Science Building on the Ammerman Campus is in design. Tentative floor plans have already been drafted, and are moving along very well. They hope to bid and break ground in 2011. The learning resource center at Grant has drafted an RFQ to being receiving qualification packages from design firms. They hope to have teams come in and start the design competition so they can award a design for the building by the end of this year. A lot of work was done over the summer to repairs of the roads and the parking lots on all three campuses. Jon noted that they will be pursuing the $15 million match from the state within the next month and a half.

President McKay noted that his inauguration will be on Sunday, and hoped to see everyone there. He regarded it as a wonderful time for the college and an honor to serve as its sixth President. He announced that Coach Brown has been selected as the first baseball coach of a one-college team for this college.

President McKay thanked all those involved in the preparation for the visit from the Prime Minister of Trinidad and Tobago along with her delegation. Unfortunately the Prime Minister was ill and could not make it to the meeting; however her delegation arrived and spent the day with us. The visiting delegation would like us to have some bilateral agreements on trade, industry, commerce and education.

President McKay reported that he has been meeting with every elected official over the past few months, and is now meeting with College President’s on Long Island. He noted the new initiative he started “Stay on Long Island” as a main focus of his meetings with Presidents, asking them to commit at least three scholarships for SCCC students to continue their education at their campuses at no cost. Thus far, he reported four institutions have committed.

President McKay then noted the work done over the summer on the operating budget, to ensure the campus was ready for reopening. He remarked that the start of the semester was one of the better ones that he has seen since starting at SCCC. He spent one day at each campus, and thanked the staff and deans for the smooth start at each campus.

The meeting of the Board of Trustees was adjourned at 11:07 a.m. The next Board of Trustees meeting is October 28th, 2010 at 9 a.m. at the Michael J. Grant Campus.

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Respectfully submitted,

 Ernesto Mattace, Jr.

 Chairman