**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

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

**BRENTWOOD, NEW YORK**

**OCTOBER 28, 2010**

The meeting was held on Thursday, October 28, 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

Belinda Alvarez-Groneman Trustee

Saul R.Fenchel Trustee

Dafny Irizarry Trustee

Bryan Lilly Trustee

Paul Pontieri Trustee

Theresa Sanders Trustee

Angelika Fieseler Student Trustee

Shaun L. McKay President

George Gatta Executive Vice President

Mary Lou Araneo V.P. Institutional Advancement

Joanne Braxton V.P Planning and Institutional Assessment

Marvin Bright Assoc. V.P. Student Affairs

Doriane Gloria Asst. V.P. Employee Resources

Mea Knapp Interim General Counsel

Charles Stein Interim 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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A motion to enter into executive session to discuss litigation and personnel matters was seconded and approved unanimously.

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A motion to reconvene the Board of Trustees meeting was seconded and approved unanimously at 10:05 a.m.

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A motion to approve the minutes of the September 16, 2010 Board of Trustees Meeting was seconded and approved unanimously.

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Charles Stein, Interim Chief Financial Officer, presented the Finance Report as of September 30, 2010. He stated that the College is estimating revenues above the adopted budget by $530 thousand and expenditures are estimated to be below the budget by $730 thousand. Mr. Stein pointed out that this update only covers the first month of the year and will continue to be tracked. He advised that further aid cuts maybe forthcoming. The State of New York has notified through the Governor’s office that state-operated campuses will be getting a further reduction. After discussing with Dr. McKay the ramifications of such cuts and the importance of being vigilant, a memo was sent out to the Executive Deans about a contingency reduction to put money aside in anticipation of similar cuts to community colleges. Mr. Stein stated that this was his last meeting, thanked everyone and noted the search for the new Chief Financial Officer was in the last stages of the process.

Both Dr. McKay and Chairman Mattace thanked Mr.Stein for returning and providing service to the College.

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A motion to approve Resolution Nos. 2010.60 through 2010.64 was seconded and approved unanimously.

**RESOLUTION NO. 2010.60 APPROVING BUDGET TRANSFERS**

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

**WHEREAS**, according to that policy the transfers on Attachment I must be authorized by Board resolution, and

**WHEREAS**, the President recommends the transfers on Attachment I as necessary for the operation of the College, be it therefore

**RESOLVED**, that the budget transfers shown on (Attachment I) are hereby approved.

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**RESOLUTION NO. 2010.61 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 $1,482,358.10 for the month of September 2010 (Attachment II) is hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2010.62 CONFIRMING THE ACCEPTANCE OF A GRANT AWARD FOR A TITLE III ACTIVITY: STUDENT ENGAGEMENT THROUGH INFORMED SUPPORT (SEIS)**

**WHEREAS**, Suffolk County Community College has received a five-year grant award from the United States Department of Education, in the amount of $1,998,750, for a Title III Activity, Student Engagement through Informed Support (SEIS), for the period of October 1, 2010 through September 30, 2015, and

**WHEREAS**, funding for the first year of said grant is in the amount of $399,470 for the period of October 1, 2010 through September 30, 2011, and

**WHEREAS**, the program provides funds for dramatic improvement of academic success, persistence and retention of first-time, full-time entering students, and

**WHEREAS**, matching funds are not required, and

**WHEREAS,** the Executive Committee of the Board accepted the grant award, subject to such acceptance being confirmed by the Board at a meeting with a quorum present, be it therefore

**RESOLVED**, that the acceptance of a grant award, in the amount of $1,998,725, from the United States Department of Education, for a Title III Activity, Student Engagement through Informed Support (SEIS), beginning during the 2010-2011 fiscal year, and ending during the 2014-2015 fiscal year, is hereby confirmed, and the College President or his designee is authorized to execute a contract with the administering agency.

Project Director: Dr. Charity R. Welch

Note: 1 full-time position for the entire grant period:

Specialist I :Instructional Media Technologist (100% Yrs 1-3; 50% Yrs 4-5)

1 50% Research Specialist I (Yrs 1-5)

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**RESOLUTION NO. 2010.63 APPROVING A MAJOR CHANGE ORDER FOR THE MONTAUKETT LEARNING RESOURCE CENTER, EASTERN CAMPUS, CP2189**

**WHEREAS**, Capital Project No. 2189 has been approved by Suffolk County and the State of New York for funding, and appropriated by the Suffolk County Legislature, and

**WHEREAS**, the original building design included two general classroom spaces, and

**WHEREAS**, after the construction bid was awarded one classroom was changed into a computer laboratory to accommodate the Humanities Program, and

**WHEREAS**, the original construction bid for the building included an alternate for a cargo lift which was not awarded, and

**WHEREAS**, the cargo lift is a desirable addition, and

**WHEREAS**, during construction additional technology capacity was added to various academic spaces throughout the building to improve flexibility, and

**WHEREAS,** as of October 28, 2010, project change orders for the Montaukett Learning Resource Center, CP 2189, are within budget, as shown in (Attachment III), and

**WHEREAS**, the change order provided by the contractor for this new work was reviewed and approved by the project architect, JCJ Architecture, and

**WHEREAS**, this change order exceeds $20,000, thus constituting a ‘major’ change order as defined by Board resolution, and

**WHEREAS**, all major change orders require Board approval, be it therefore

**RESOLVED**, that Change Order No. 3 for EW Howell in the amount of $118,378 is approved, and be it further

**RESOLVED**, that the College President, or his designee, is authorized to execute the necessary documentation.

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**RESOLUTION NO. 2010.64 CREATING TITLES AND AMENDING THE SALARY SCHEDULE FOR EXEMPT EMPLOYEES**

**WHEREAS,** the President of Suffolk County Community College recommends creating the titles of Director of External Affairs and Strategic Partnerships, and College Deputy General Counsel, and

**WHEREAS,** these changes are needed to align the College’s structure, be it therefore

**RESOLVED**, that the titles listed below be created effective October 28, 2010, with the qualifications, duties and responsibilities as described in the respective position descriptions,

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

Director of External Affairs

and Strategic Partnerships 9129 4 II

College Deputy General Counsel 9142 Exempt H

and be it further

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

and be it further

**RESOLVED,** that the Board of Trustees hereby amends the Salary Schedule of the Exempt Salary and Benefit Plan to add College Deputy General Counsel to Category H, to take effect immediately.

Attachment IV: Position Description for Director of External Affairs and Strategic Partnerships

Attachment V: Position Description for College Deputy General Counsel

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Chairman Mattace then turned the meeting over to the Nominating Committee Chair Saul Fenchel for the election of new officers.

Trustee Fenchel announced that three positions needed to be filled and would need a six out of ten vote. The positions that were up for election were Chairman of the Board, Vice Chairman and Secretary. The floor was opened up for nominations. Trustee Hazlitt nominated Ernesto Mattace for position as Chairman, was seconded by Angelika Fieseler, no one opposed. Ernesto Mattace was appointed to Chairman.

Trustee Fenchel then presented the position of Vice Chairman, Chairman Mattace nominated Walter Hazlitt, Trustee Alvarez-Groneman seconded, no one opposed. Walter Hazlitt was appointed to Vice Chair.

Trustee Fenchel opened the floor to nominations for the position of Secretary. Chairman Mattace nominated Paul Pontieri, Trustee Fenchel nominated Dafny Irizarry. Trustee Sanders second for Trustee Irizarry, Student Trustee Angelika Fieseler second for Paul Pontieri. Trustee Fenchel announced that they would now move to an open election. The open voting began, Chairman Mattace voted for Mr. Pontieri, Trustee Alvarez-Groneman voted for Ms. Irizarry, Trustee Irizarry voted for herself, Trustee Lilly voted for Ms. Irizarry, Student Trustee Fieseler voted for Ms. Irizarry, Trustee Fenchel voted for Ms. Irizarry, Trustee Pontieri voted for Ms. Irizarry. Ms. Irizarry was appointed to Secretary.

Trustee Fenchel closed the election and congratulated the new officers.

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Chairman Mattace then began the Roundtable session. He handed out some information that he and Student Trustee Angelika Fieseler received when they went to a conference in Toronto. Chairman Mattace stated that the conference and information was beneficial, that he and Student Trustee Fieseler reviewed the agenda and took separate sections to cover as much of the conference as possible. The Chairman encouraged Board members to attend such conferences and announced that the next conference he planned to attend was the ACCT conference in February.

Chairman Mattace asked all Board members who had not filled out a personal data sheet to please do so for the files. He then asked to review the committees and member assignments. The personnel committee chair is Paul Pontieri with Walter Hazlitt and Dafny Irizarry as members. Academic affairs and Student Services chair is Dafny Irizarry with Theresa Sanders and Angelika Fieseler as members. Facilities and Technology chair is Pat McMahon with Bryan Lilly as a member. Advocacy chair is Walter Hazlitt with Paul Pontieri as a member. Budget and Audit chair is Saul Fenchel. Chairman Mattace asked the committees to please find time in their schedules to meet and report back to the by the first of the year.

Trustee Alvarez-Groneman stated that she did not hear her name mentioned in one of the committees and asked if she was reprieved from going on any of those committees. Chairman Mattace suggested the Academic Affairs and Student Services committee. Trustee Irizarry stated that the committee was working on a date to meet to discuss and review the scholarship application process. Trustee Alvarez-Groneman agreed to be on the Academic Affairs and Student Services committee.

Trustee Alvarez-Groneman stated that she received an e-mail from Sister Mary Ann Borrello that she would forward to Chairman Mattace. Student Trustee Fieseler reported on her participation at the conference with Chairman Mattace. She stated that it was a wonderful experience and felt that she learned a lot and encouraged all new members to attend such conferences. Student Trustee Fieseler suggested reimplementing a student report. Chairman Mattace suggested that Student Trustee Fieseler pick a topic she felt strongly about and prepare a presentation to the board.

Trustee Fenchel stated that his mother had passed away a few weeks ago. She was 98 years old when she passed away and was a school teacher for most of her life. He stated that he had previously made a contributions to the Foundation and would give a $2,500 gift in her honor, asking that it go toward scholarship support. He would like to direct it for science or math scholarships to Suffolk County College students. Chairman Mattace thanked him and on behalf of the board expressed their condolences. Dr. McKay also thanked him and on behalf of the faculty and staff expressed their condolences.

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President McKay announced that as part of his report there would be five presentations. He stated that this October marked his seventh month as President of Suffolk County Community College. He thanked the Board and all his colleagues in the room for their support. He stated that within the board packets there was a document summarizng his accomplisments to date. Dr. McKay advised the Board that their packets included a copy o the College’s most recent update to Middle States monitoring report.

Dr. Marvin Bright was the first of the five presenters and gave an update on the college-wide signages initiative. Dr. Bright stated that the College is engaged in a digital signage project to enhance student communicatiosn. He indicated that an example of the signage can be seen in the Captree Commons lobby. He announced that the Eastern Campus is at 100% installation, the Grant Campus roughly 85% and the Ammerman Campus at about 25% installed.

Dr. Candice Foley and Dean Nina Leonhardt then gave a five-minute update on the STEM Program. Dr. Foley stated that the college’s National Science Foundation scholarship program was grant funded from 2006-2011. She and Dean Leonhardt finished writing a second grant that would provide funding from 2011 through 2016, totalling over half a million dollars. Dr. Foley and Dean Leonhardt then shared a power point presentation highlighting some of the successes from the program.

Dr. Marvin Bright and Dean Andrew Fawcett gave an update on the college-wide athletics consolidation. Dr. Bright stated that in Spring of 2010 the board voted and approved moving the campus athletics programs into one college athletics program. Following the appointment of a college-wide athletic director, we are now consolidating the men’s baseball, women’s volleyball and men’s basketball teams. He stated that women’s volleyball has completed its transition, and a search committee has been formed to hire a college-wide volleyball coach. He reported that the expansion of all intramurals program has been a great success this year, and future plans include establishing a flag football league on all three campuses.

Dean Fawcett reported that with the newly unified teams, there was a need for a common team name and team brand. He presented the board with a power point presentation of the process used to develop a new name and identity for the unified teams. A college athletic branding committee was formed and included representatives of all three campuses, including students, faculty and staff. The committee was asked to submit ten names that would have some relevance to the college. All submissions were reviewed and by more than a two to one ratio the name that was agreed upon was the Suffolk County Community College Sharks. Following an RFP process Phoenix Design works was chosen to develop the team’s logo and branding. He announced that starting on Monday, November 1st, three logo options would be presented to the college community for voting on the portal system through November 12th.

Mr. Paul Cooper gave a five-minute power point presentation on college-wide facilities improvements. The presentation included work done on all three campuses over the summer. This included boilers installed on the Grant Campus, new lighting on both Grant and Ammerman, a pool cover on the Grant campus, a recirculating air handling system in the cafeteria of the Ammerman Campus . Costs for these enhancement are cover through NYPA/LIPA savings.

Current capital projects include the Montaukett Leanring Resource Center on the Eastern Campus that is expected to be completed at the end of December, as well as paving projects on all three campuses, sidewalks on the Grant and Ammerman campuses and rooftop air conditioning.

Projects funded through the operating budget include: basketball courts being repaved at the Eastern Campus, the clean-up of all catch basins at the Ammerman Campus, new lighting in the Islip Arts building, brick repair, a generator in the sewer treatment plant on the Eastern Campus, and boilers on the Ammerman Campus.

Dr. Charity Welch gave an update on the Title III grant. She stated that on September 29th the College was informed that it was awarded a $2 million grant over five years to strengthen the institution. She stated that the College’s proposal seeks to increase student achievement and retention while dramatically improving student success. She pointed out that out of over eight hundred submissions, only forty were accepted for funding and SCCC’s was one of them. Dr. Welch announced that informational meetings were being held across the college, that this was a faculty-driven project and the college community was being encouraged to attend these meetings. There will be a launch meeting tomorrow at 10 AM in the Montauk Point Room of the Ammerman Campus.

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The meeting of the Board of Trustees was adjourned at 11:08 a.m. The next Board of Trustees meeting is December 9th, 2010 at 9:00 a.m. at the Michael J. Grant Campus

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Respectfully submitted,

Ernesto Mattace, Jr.

Chairman