**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

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

**BRENTWOOD, NEW YORK**

**DECEMBER 9, 2010**

The meeting was held on Thursday, December 9, 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/Secretary

Belinda Alvarez-Groneman Trustee

Saul R.Fenchel Trustee

Patricia McMahon 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

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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 10:45 a.m.

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A motion to approve the minutes of the October 28, 2010 Board of Trustees Meeting was seconded and approved unanimously.

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John Bullard, Associate Dean of Finance, presented the Finance Report as of November 30, 2010. He stated that the College is estimating revenues above the adopted budget by $400 thousand and expenditures are estimated to be below the budget between $800 and $900 thousand. Mr. Bullard pointed out that this was primarily due to savings on permanent salaries, benefits and utilities. He further reported that the College’s external auditors are conducting their review for the 2009/10 fiscal year, and we expect to receive the audit report in January.

Dr. McKay thanked Mr.Bullard for taking on the added responsibility for leadership of the Office of Business and Financial Affairs following the departure of VP Stein. Dr. McKay publicly commended John and the entire team for their hard work.

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A motion to approve Resolution Nos. 2010.65 through 2010.75 was seconded and approved unanimously.

**RESOLUTION NO. 2010.65 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. 2010.66 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 $1,647,013.74 for the month of October 2010 (Attachment II ) is hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2010.67 APPROVING ANNUAL 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

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

**WHEREAS**, Workmen’s Compensation, Fleet Services, Data Processing and Liability Insurance are considered Sponsor Services, be it therefore

**RESOLVED**, that the following charges for Sponsor Services totaling $1,836,285.00 for the College’s 2010/2011 fiscal year are hereby approved by the Board of Trustees:

I065 8300 Worker’s Compensation $1,415,254.00

I066 9020 Fleet Services $ 15,391.00

I067 9210 MIS Services $ 160,000.00

I068 9600 Liability Insurance $ 245,640.00

$1,836,285.00

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**RESOLUTION NO. 2010.68 ACCEPTING A SUBAWARD FROM HUDSON VALLEY COMMUNITY COLLEGE FOR A UNITED STATES DEPARTMENT OF ENERGY PROGRAM SUPPORTING A NORTHEAST PHOTOVOLTAIC INSTRUCTOR TRAINING NETWORK**

**WHEREAS**, Suffolk County Community College has entered into a Subaward agreement with Hudson Valley Community College to participate in a United States Department of Energy program to support a Northeast Photovoltaic Instructor Training Network, in the amount of $47,000, for the period of January 1, 2010 through June 30, 2011, and

**WHEREAS**, the program provides for photovoltaic training and professional development at Hudson Valley Community College and the purchase of photovoltaic training equipment to be used for an energy option of the engineering degree currently offered at Suffolk County Community College, and

**WHEREAS**, matching funds are not required, be it therefore

**RESOLVED**, that a Subaward agreement, in the amount of $47,000, from Hudson Valley Community College, for a United States Department of Energy program to support a Northeast Photovoltaic Instructor Training Network, during the 2010-2011 fiscal year, is hereby accepted, and the College President has executed a contract with the administering agency.

Project Directors: Nina Leonhardt, Peter Maritato

Note: No full-time personnel

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**RESOLUTION NO. 2010.69 ACCEPTING A GRANT AWARD FOR A WORKFORCE DEVELOPMENT TRAINING GRANT FOR BRIDGEHAMPTON NATIONAL BANK**

**WHEREAS**, Suffolk County Community College has received a grant award from the State University of New York, in the amount of $23,522, including indirect costs, for a Community College Workforce Development Training Grant Program for Bridgehampton National Bank for the period of October 1, 2010 through August 19, 2011, and

**WHEREAS,** the program provides for training in supervisory skills, communication skills, stress management, and PC training in Microsoft Excel and Access for employees of Bridgehampton National Bank, and

**WHEREAS**, matching funds, in the amount of $2,614, provided by Bridgehampton National Bank, will increase the program total to $26,136, including indirect costs, be it therefore

**RESOLVED**, that matching funds, in the amount of $2,614, provided by Bridgehampton National Bank, be accepted for the operation of the Community College Workforce Development Training Grant Program, and be it further

**RESOLVED**, that a grant award, in the amount of $23,522, including indirect costs, from the State University of New York, for a Community College Workforce Development Training Grant Program for Bridgehampton National Bank during the 2010-2011 fiscal year, is hereby accepted, and the College President or his designee is authorized to execute a contract with the administering agency.

Project Director: Marilyn Green

Note: No full-time personnel

In-kind contribution – Bridgehampton National Bank

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**RESOLUTION NO. 2010.70 AMENDING THE COLLEGE BUDGET FOR A WORKFORCE DEVELOPMENT TRAINING GRANT FOR PEOPLE’S ALLIANCE FEDERAL CREDIT UNION**

**WHEREAS**, the 2010-2011 College operating budget provides $12,672, including $11,405 from the State University of New York and $1,267 in matching funds provided by People’s Alliance Federal Credit Union, for a Community College Workforce Development Training Grant Program for People’s Alliance Federal Credit Union for the period of October 1, 2010 through August 19, 2011, and

**WHEREAS**, the grant award has been increased by an additional amount of $4,989, including indirect costs, and

**WHEREAS,** the company cash match has been increased by an additional $555, and

**WHEREAS**, the increase in the grant award and the increase in the company cash match bring the total amount of the grant program to $18,216, including indirect costs, be it therefore

**RESOLVED**, that the 2010-2011 College budget be amended to reflect an increase in the grant award in the amount of $4,989, including indirect costs, and an increase in the company cash match in the amount of $555, for a Workforce Development Training Grant for People’s Alliance Federal Credit Union, and the College President or his designee is authorized to execute a contract with the administering agency.

Project Director: Marilyn Green

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**RESOLUTION NO. 2010.71 ACCEPTING A GRANT AWARD OF AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) FUNDS FROM THE NEW YORK STATE ENERGY RESEARCH AND DEVELOPMENT AUTHORITY (NYSERDA) TO RETRO-COMMISSION AND REPAIR HVAC CONTROL SYSTEMS TO PROMOTE CAMPUS-WIDE ENERGY EFFICIENCY FOR SCCC**

**WHEREAS**, Suffolk County Community College has received a grant award from the New York State Energy Research and Development Authority (NYSERDA) in the amount of $306,368 to retro-commission and repair the HVAC control system in 22 buildings located across all three campuses, and

**WHEREAS**, the project activities must be entirely completed during the period of March 15, 2010 through September 1, 2011, and

**WHEREAS**, the project will retro-commission the entire system, replace non-functioning components, and train the in-house HVAC crew in system operation and maintenance, and

**WHEREAS**, the energy savings are expected to save the College $438,679 each year, and

**WHEREAS**, twenty percent required matching funds, in the amount of $76,592 provided from the College operating and/or capital budget increases the project total cost to $382,960, be it therefore

**RESOLVED**, that a grant award, in the amount of $306,368, from the New York State Energy Research and Development Authority (NYSERDA), for the retro-commissioning and repair of the HVAC control systems in 22 buildings located across all three campuses, to be completed by September 1, 2011, is hereby accepted, and the College President or his designee is authorized to execute a contract with the administering agency.

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**RESOLUTION NO. 2010.72 ACCEPTING A GRANT AWARD OF AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) FUNDS FROM THE NEW YORK STATE ENERGY RESEARCH AND DEVELOPMENT AUTHORITY (NYSERDA) TO INSTALL HIGH-EFFICIENCY CONDENSING BOILERS FOR SCCC**

**WHEREAS,** Suffolk County Community College has received a grant award from the New York State Energy Research and Development Authority (NYSERDA) in the amount of $244,000 to install five high-efficiency condensing boilers to provide heat and hot water for five of the College’s main facilities on the Ammerman Campus, and

**WHEREAS**, the project activities must be entirely completed during the period of March 15, 2010 through September 1, 2011, and

**WHEREAS**, the project will install the boilers in the existing boiler rooms of the Smithtown Science Building, the Babylon Student Center, the Southampton Building, the Riverhead Building, and the Norman F. Lechtrecher Building without the removal of the existing boilers, and

**WHEREAS**, the energy savings are expected to save the College $100,830 each year, and

**WHEREAS**, twenty percent required matching funds, in the amount of $61,000 provided from the College operating and/or capital budget increases the project total cost to $305,000, be it therefore

**RESOLVED**, that a grant award, in the amount of $244,000, from the New York State Energy Research and Development Authority (NYSERDA), for the installation of five high-efficiency condensing boilers, to be completed by September 1, 2011, is hereby accepted, and the College President or his designee is authorized to execute a contract with the administering agency.

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**RESOLUTION NO.2010.73 AWARDING A CONTRACT FOR THE DESIGN OF WATERPROOFING OF BUILDING EXTERIORS ON THE GRANT AND AMMERMAN CAMPUSES, CP 2177**

**WHEREAS**, capital project 2177 has been approved by Suffolk County and the State of New York for funding, and funds have been appropriated by the Suffolk County Legislature, and

**WHEREAS**, proposals for the design and construction supervision of CP 2177 have been solicited and reviewed by the College, be it therefore

**RESOLVED**, that a consulting contract in the amount of $68,600 for the design of Waterproofing of Building Exteriors be awarded to Hoffman Architects, Inc., 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. 2010.74 REQUESTING COUNTY OF SUFFOLK TRANSFER PROPERTY ADJACENT TO AMMERMAN CAMPUS IN FARMINGVILLE FOR COLLEGE PURPOSES**

**WHEREAS,** the County of Suffolk owns property known as “Farmingville County Offices” at 15 Horseblock Place in Farmingville which lies immediately adjacent to Suffolk County Community College’s Ammerman Campus; and

**WHEREAS**, the Ammerman Campus has experienced a 38% growth in enrollment over the last 10 years, with that growth expected to continue over the foreseeable future; and

**WHEREAS**, the campus’ original sanatorium buildings have been renovated to capacity to support classrooms, labs, faculty and administrative functions within existing building envelopes, and a new science and technology building is currently in design necessitated by enrollment growth within the STEM disciplines, which are increasingly in demand and a critical component of economic growth; and

**WHEREAS**, there exists a lack of sufficient parking or suitable areas for expansion of parking, with 3,956 spaces currently available to accommodate over 14,000 students, six hundred faculty plus campus and central administrative staff; and

**WHEREAS**, the College has implemented efficiencies to help the institution maintain the lowest administrative costs per student within the SUNY system; and

WHEREAS, despite these administrative efficiencies, available space within the Norman F. Lechtrechter building is strained and inadequate to effectively and efficiently accommodate student support services such as student affairs, central records, registrar, admissions and financial aid in a central location as they assist an expanding student body, severely limiting the ability to cross-train and share staff during peak registration periods; and

**WHEREAS,** administrative functions that share supervisory channels, such as human resources and financial affairs, are currently forced to decentralize their work spaces in order to accommodate personnel and mandatory records retention; and

**WHEREAS**, 15 Horseblock Place, Farmingville, represents the most compatible, affordable, and timely solution to accommodate existing as well as future office needs and provide much-needed parking facilities for staff and student use; and

**WHEREAS,** the College would assume all costs associated with the renovation and maintenance of the property, be it therefore

**RESOLVED**, that the Board of Trustees hereby requests that the County of Suffolk, pursuant to New York Education Law 6306(4) and Title 8, Part 604.1(c) of the New York Code Rules and Regulations, transfer to the Trustees of Suffolk County Community College for the use of the building and property known as 15 Horseblock Place, Farmingville, Suffolk County, NY, with said transfer , in form and content, being permanent so long as and provided that said building and property is used for the purpose of Suffolk County Community College, and in such form as may be approved by the State University of New York.

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Chairman Mattace then thanked Trustees Hazlitt, Sanders and Fieseler for committing to attend the ACCT’s 2011 National Legislative Summit in Washington, D.C. in February. He stated that they will visit local elected representatives to discuss the College’s needs and encourage them to support our institutional priorities. Chairman Mattace wished everyone a happy holiday and a safe new year.

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Chairman Mattace then began the Roundtable session. Trustee Alvarez-Groneman thanked everyone on behalf of the Groneman family for sending their condolences for her family’s recent loss. She also stated that she and her husband would like to make a donation supporting a scholarship for science and math announced by Trustee Fenchel last month following his mother’s passing.

President McKay expressed his sincerest sympathies to the Groneman and Fenchel families. He stated this his family had recently suffered a loss over the Thanksgiving holiday and would also make a contribution toward the science and math area initiative in the amount of $1,000.

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President McKay announced that he had appointed Louis Petrizzo as the College’s new Deputy General Counsel. He stated that Mea Knapp would remain for a brief period of transition. He reported that there are several additional searches underway, some of which are nearing the final stages. President McKay stated that he feels confident that the team is coming together very well.

President McKay reported that the College will be going into negotiations with the Guild of Administrative Officers very soon. A meeting date has not yet been set, but will be forthcoming. He stated that he would be leaving shortly to meet with other SUNY Presidents to discuss statewide budget issues

He noted that he received a letter from PERB about a potential effort to decertify members of the AME unit at the College. CSEA and AME are involved in this, and none of the administration has been involved. Dr. McKay then stated that Rich Zuckerman would be handling that case, and that no one at the College is going to be involved in any discussions or sharing of any information in regards to this matter.

President McKay shared that he attended the Urban League of Long Island’s Annual Conference at Oheka Castle where Byron Pitts from CBS was the keynote speaker. President McKay commended Trustee Sanders on a job well done with the event.

In summarizing his attendance at other noteworthy external events, President McKay reported that he was recently appointed to the Board of Directors of the United Way of Long Island; has received a Citizen of the Year award from the Long Island Omega Tri Phi Chapter, and was has been invited by St. Joseph’s College to be the keynote speaker for their commencement in the Spring. President McKay further reported that he attended a summit hosted by the County Executive and attended by other college Presidents, local business and government officials, to discuss workforce development, how to keep students on Long Island, and building parternships between education, businesses and industry.

President McKay noted that the budget is a big concern, not only for SCCC but for other colleges as well. He pointed out that institutions will likely face increasing tuition costs should further funding cuts occur at the State and County levels. One of the major priorities being discussed by the SUNY Presidents is how to restore full base aid.

President McKay then asked John DeMaio to give a brief update on the capital program. Mr. DeMaio stated that the Eastern Campus Learning Resource Center is moving along very well. They hope to complete construction by the end of the year and to equip the building and move in by the start of the Spring semester. He reported that on the Ammerman Campus, the design of the new science building continues. They anticipate breaking ground in 2011, with a construction phase of one and a half to two years. Mr. DeMaio further reported that they have new projects starting as well. A design RFP for waterproofing building exteriors has been awarded and will focus on some of the older buildings where there are masonry problems. He stated that there will be a further update at the January meeting on the partial renovation of the Peconic Building and a warehouse renovation on the Ammerman Campus. Mr. DeMaio stated that an RFQ for the new learning resource center at the Grant Campus will be advertised after the new year. This will be a very large project, around $32 million in design and construction. He announced that we received two appropriating resolutions, confirmed at the last meeting of the legislature: $900,000 to complete the security notification project college-wide, and $300,000 to improve exterior site lighting.

Dr. McKay thanked and commended John on the report, and recognized John, Paul and their entire team on working really hard on every project.

Chairman Mattace asked about the cost factor of building a parking garage. Mr. DeMaio stated that it is very expensive to build a parking garage and that there are other things you can do to provide more parking spaces. He stated you can often make existing facilities more efficient by expanding them, but noted that if you can’t go out, you have to build up.

Trustee Hazlitt noted that SUNY Day in Albany was coming up in January or February and volunteered to attend. He urged others to attend.

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The meeting of the Board of Trustees was adjourned at 11:25 a.m. The next Board of Trustees meeting is January 13th, 2011 at 8:30 a.m. at the Ammerman Campus

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Respectfully submitted,

Ernesto Mattace, Jr.

Chairman