**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**BROOKHAVEN GYMNASIUM, ALUMNI ROOM**

**AMMERMAN CAMPUS, SELDEN, NEW YORK**

**JANUARY 13, 2011**

The meeting was held on Thursday, January 13, 2011 at 8:30 a.m. in the Brookhaven Gymnasium Alumni room, Selden, New York.

PRESENT:

Ernesto Mattace, Jr. Trustee/Chair

Walter Hazlitt Trustee/Vice Chair

Dafny Irizarry Trustee/Secretary

Belinda Alvarez-Groneman Trustee

Patricia McMahon Trustee

Bryan Lilly Trustee

Paul Pontieri Trustee

Angelika Fieseler Student Trustee

Shaun L. McKay President

George Gatta Executive Vice President

Mary Lou Araneo V.P. Institutional Advancement

James Amoroso VP of Financial & Business Affairs

Joanne Braxton V.P Planning and Institutional Assessment

Marvin Bright Assoc. V.P. Student Affairs

Doriane Gloria Asst. V.P. Employee Resources

Louis Petrizzo Deputy General Counsel

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The meeting of the Board of Trustees was convened at 8:30 a.m.

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A motion was made to approve the minutes of the December 9, 2010 Board of Trustees Meeting. Chairman Mattace noted that the summary minutes were revised as per his request to include the College Brief, read publicly, announcing the appointment of Deputy General Counsel Louis Petrizzo. The minutes were seconded and approved unanimously.

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A motion to approve Resolution Nos. 2011.01 through 2011.06. was seconded and approved unanimously.

**RESOLUTION NO. 2011.01 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 $1,646,460.18 for the month of November 2010 and $1,483,079.60 for the month of December 2010 (Attachment I) are hereby approved by the Board of Trustees.

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**RESOLUTION NO.2011.02 AUTHORIZING A CONTRACT FOR THE DESIGN OF RETRO – COMMISSIONING OF HVAC SYSTEMS - COLLEGE WIDE**

**WHEREAS**, the College received a Federal grant administered by NYSERDA to retro-commission building HVAC systems on all campuses, and

**WHEREAS**, a request for proposals for the design of the retro-commissioning project was publically advertised and one proposal was received and determined to be satisfactory by the College, be it therefore

**RESOLVED,** that a consulting contract in the amount of $86,753 for the design of a college-wide retro-commissioning project be awarded to Aramark Management Services Limited Partnership, 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.2011.03 AWARDING A CONTRACT FOR THE DESIGN OF CONDENSING BOILER INSTALLATIONS ON THE AMMERMAN CAMPUS**

**WHEREAS**, the College received a Federal grant administered by NYSERDA to install condensing boilers on the Ammerman Campus, and

**WHEREAS**, proposals for the design of the condensing boiler project have been solicited and reviewed by the College, be it therefore

**RESOLVED**, that the consulting contract in the amount of $24,440 for the design of the condensing boiler project be awarded to Greenman-Pedersen, 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.2011.04 AWARDING A CONTRACT FOR THE DESIGN OF RENOVATIONS TO THE PHYSICAL PLANT/WAREHOUSE ON THE AMMERMAN CAMPUS CP 2165**

**WHEREAS**, capital project 2165 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 2165 have been solicited and reviewed by the College, be it therefore

**RESOLVED,** that a consulting contract in the amount of $90,000.00 for the design of renovations to the physical plant/warehouse on the Ammerman Campus be awarded to LiRo Architects and Planners, PC, 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.2011.05 AWARDING A CONTRACT FOR THE DESIGN OF THE PARTIAL RENOVATION OF THE PECONIC BUILIDNG – EASTERN CAMPUS, CP 2181**

**WHEREAS**, capital project No. 2181 has been approved by Suffolk County and the State of New York for funding, and appropriated by the Suffolk County Legislature, and

**WHEREAS**, proposals for the design and construction supervision of CP 2181 have been solicited and reviewed by the College, be it therefore

**RESOLVED**, that the consulting contract in the amount of $89,900 for the design of CP 2181 be awarded to LiRo Architects + Planners, P.C., 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.2011.06 APPROVING A MAJOR CHANGE ORDER FOR SITE PAVING COLLEGE WIDE, CP 2134**

**WHEREAS**, Capital Project No. 2134 has been approved by Suffolk County and the State of New York for funding, and appropriated by the Suffolk County Legislature, and

**WHEREAS**, the spot repairs to parking lots and roadways on the Grant Campus have been completed, and

**WHEREAS**, the paving contractor was inspected and monitored daily by a third party engineering firm, and

**WHEREAS**, the quantities of materials used by the contractor for the spot repairs at the Grant Campus increased relative to the original estimate, and

**WHEREAS,** as of January 13, 2011, project change orders for Site Paving College Wide, CP 2134, are within budget, as shown in Attachment II, and

**WHEREAS,** the change order provided by the contractor for the increased quantities was reviewed and approved by the project engineer, Sidney Bowne & Son, 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. 1 for Sypher Construction in the amount of $43,529.47 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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Chairman Mattace then began the Roundtable session. He distributed to each Board member a folder of information he obtained while attending the Alumni Internship breakfast at the Grant Campus. Chairman Mattace encouraged the Board of Trustees to try and attend at least one College/Campus event a month, if possible. This will show that the Board is active and involved. Chairman Mattace reminded everyone that the Nurse Pinning ceremony and ESL graduations were coming up and that they would be great events to support.

Trustee Alvarez-Groneman announced she would attend the ESL graduation, Chairman Mattace noted he would be attending both; Student Trustee Fieseler noted she would be attending the Nurse Pinning. Student Trustee Fieseler added that she would also be attending the Tri-Leadership Conference on the Eastern Campus that day.

Chairman Mattace also distributed a document to each member containing information regarding their responsibilities as Board members. He asked the Trustees to review the information for discussion at next month’s Board meeting.

Chairman Mattace announced that SUNY Day was March 8th and that he and Trustee Hazlitt would be attending. He encouraged the Trustees, if they were available, to attend SUNY Day as well. Chairman Mattace thanked Trustees Hazlitt, Sanders and Fieseler for their willingness to attend the ACCT conference next month. He noted that he has two meetings already scheduled with Congressman Bishop and Congressman Israel and would be reaching out to Senator Gillibrand’s and Senator Schumer’s offices.

Chairman Mattace encouraged the Trustees to visit their local congressman and let them know what the needs are for SCCC. He noted that talking points were being prepared for his upcoming trip to Washington. He will share that document with the Board so that they will each have the same information and would be able to speak knowledgeably about the College’s needs.

Trustee Pontieri noted that Congressman Bishop would be at the Patchogue Village Hall from 12pm to 4pm the upcoming Saturday for a community session.

Chairman Mattace asked the Board if they all had Trustee business cards. He expressed his opinion regarding the importance of having Trustee business cards when they are representing the College.

Trustee McMahon announced that the Capital Infrastructure subcommittee would be conducting a tour of the campuses on February 4th. The arrangements for the day were in process.

Chairman Mattace stated that he has been working with the Long Island Lobby Coalition group. He then stated that the group has worked with Vision Long Island, Smart Growth as well as Chambers of Commerce from all over Long Island. Chairman Mattace announced that he would be travelling with the group to Albany for lobby day and would submit a packet from SCCC on the green sustainability initiative.

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John Bullard, Associate Dean of Finance, presented the Finance Report as of December 31, 2010. He stated that the College is estimating revenues above the adopted budget by $500 thousand, due to enrollment being above budget as well as tuition being above budget. Expenditures are estimated to be below budget by $800 thousand. Mr. Bullard noted that this is primarily due to savings realized in the areas of permanent salaries, benefits, utilities, light, power and water. He further reported that the College’s external auditors are continuing to conduct their review for the 2009/10 fiscal year, and we expect to receive the audit report by the end of January.

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

President McKay announced the appointment of James Amoroso as Vice President for Finance and Business Affairs. Dr. McKay then asked Ms. Sandra O’Hara to read the College Brief that announced the appointment of Mr. Amoroso.

Ms. O’Hara read “Mr. Amoroso will serve as the College's Chief Financial Officer. He will be responsible for developing and managing the College's operating and capital budgets to support implementation of the College's strategic initiatives and priorities. Mr. Amoroso’s experience includes over 25 years of senior financial management positions with the U.S. Merchant Marine Academy (USMMA) in Kings Point. During the course of his career, Mr. Amoroso has also held various accounting, audit and budget positions with the U.S. Military Academy in West Point, the Department of the Air Force, and various undersea surveillance projects for the Anti-Submarine Warfare Systems Project Office in Washington, D.C. While Chief Financial Officer for the Merchant Marine Academy, Mr. Amoroso was responsible for preparing and managing that institution’s operating and capital budgets. In addition, he assisted with the development of financial policies which affected campus life, analyzed the future needs of the Academy and was responsible for the daily activities of all budget and accounting staff. Mr. Amoroso earned an Associate’s Degree in Accounting from Farmingdale State, a Bachelor’s Degree in Accounting from Dowling College and a Master’s Degree in Public Financial Management/Accounting from The American University in Washington, D.C. He is a member of the National Association of College and University Business Officers (NACUBO) and the Eastern Association of College and University Business Officers.”

VP Amoroso greeted everyone and stated he was excited to work with the Board and Dr. McKay for the betterment of the institution.

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As part of the President’s report, Dr. McKay asked Associate Dean for Institutional Advancement Andrew Fawcett to give the Board an update on the College’s new Web site.

Associate Dean Fawcett gave a Power Point presentation to the Board. He summarized the extensive outreach, internal and external, that went into the development and design of the new site. He stated that the College’s Web site is the public face of the institution. The Website is used for student recruitment, marketing community relations, workforce development and sharing information with alumni. He stated that the new website provided esthetic continuity across departments. Faculty, staff, administration, students, parents of current students, alumni, as well as high school guidance counselors from over a dozen school districts provided input during the design phase. A review of all SUNY sites as well as 120 other college and university sites from across the country was conducted. He further noted that a beta design was developed using all this feedback and review.

Associate Dean Fawcett then launched the new Website. He pointed out the new landscape visual, which will give more opportunity to promote messaging and special programs. He noted the hot links, and the new main navigation bar, stating that the new site was a more robust and visual site, compared to its predecessor.

Trustee Irizarry asked where visitors will find information on the ESL department. Dean Fawcett scrolled to its location on the new site.

Student Trustee Fieseler noted that many students have trouble finding contact information for their professors. She asked if there would be an easier way of finding this information in the new website. Associate Dean Ris said there would be a online directory under quick links and contacts.

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President McKay shared that he had visited Albany for the Governor’s State of the State Address and the SUNY Strategic Planning session with the Chancellor. He noted that the governor’s message dealt with workforce development, economic development and partnerships in all areas. He pointed out the he and Dr. Stanley of Stony Brook were currently co-chairing the SUNY sub-committee dealing with the Entrepreneurial Century initiative with SUNY’s Strategic Plan. Their work will relate to the College’s economic development efforts.

Dr. McKay noted the there had been three budget cuts over the last eight to nine months, that resulted in a reduction of approximately $8 million dollars to the College. Despite the cuts, the College’s operations were managed efficiently without accessing reserves, or further assessing the students. He further stated that indications are that the new Governor will make further cuts. College administrators and FA representatives will visit elected officials to state the significance of the operation of the continued support for Suffolk County Community College.

President McKay thanked the Faculty Association, the exempts and the Guild of Administrative Officers in advance for their support in addressing the challenges faced by the College’s budget. He noted that with the Faculty Association we have realized savings by renegotiating the contract and implementing the Plus 2 seating capacity. We have eliminated COLA for exempts to mirror the FA agreement. Dr. McKay stated that there continues to be a lot of work done.

Dr. McKay shared that he had spoken with the Chancellor about the ribbon-cutting ceremony for the Montaukett Learning Resource Center on our Eastern Campus, hoping to hold it between February 28th and March 3rd. Dr. McKay stated that the Chancellor indicated that she would like to invite the majority leader from the assembly as well as others to join SCCC that day. He further stated that local legislators, as well as members from area Chambers of Commerce would be invited to attend this very significant day for Suffolk. He noted that he would share the date and agenda for the day once it is finalized.

President McKay shared that there was a significant meeting to review the College’s capital budget in December, which was attended by governance, faculty and all key constituents. It was decided at the meeting that the only new capital project that will be added to this year will address how to handle the parking problem on the Selden Campus. There are only 3,900 parking spaces and 14,000 students. Research was being done and would be presented to the Board. Trustee Pontieri asked if the number of additional spaces needed was part of the research being done. Jon DeMaio, Administrative Director of Educational Facilities, stated that it would be part of the initial design phase. Mr. DeMaio noted that there was a preliminary analysis done as part of another capital project, however it needed to be refined to better understand the needs and to remain cost effective.

Chairman Mattace noted that snow remains piled in parking spaces, and wondered if we were considering moving the snow off campus or renting equipment to melt the snow. Dr. McKay stated that the campus does rent equipment for removal of the snow and the campuses are pre-treated. He noted that the crews did a great job in removing the snow and were able to get the campuses up and running within 24 hours.

President McKay stated that in addition to the capital budget review meeting that the College is utilizing the state capital study to prioritize capital projects. He noted that the state experts had walked each campus, toured every single building and room with Plant Operations, Paul Cooper and Jon DeMaio. The state then prepared a report to show the College how much it would take to at least maintain the current infrastructure. The report said it would take $10 million per year. Dr. McKay noted that this year the Suffolk County Legislature had approved $15 million for the next three years toward addressing deferred maintenance repairs. He stated that after the meeting in December, he asked the plant operations directors and the executive deans to go back and take a look at the study, prioritize these projects and rank them. The report is available for review. He noted that the Chancellor had submitted the report and Suffolk was awarded $5.3 from the State to cover year one projects. Dr. McKay stated that a presentation to the Board would be made with the recommendations from the state and what the in-house teams’ recommendations were regarding capital projects.

Trustee McMahon asked President McKay if she could see a copy of the report from the state. President McKay agreed to send her a copy.

President McKay announced that the College had recently received $75,000 in rebates from LIPA, and recognized Paul Cooper and the physical plant directors on the campuses for the hard work they do in that area.

President McKay stated that the College has successfully migrated all employees onto the College’s Banner payroll system. He congratulated Associate Dean Gary Ris and the entire team involved in the project.

Dr. McKay stated that we have more part-time students enrolled than full-time. He noted that there was a report in Newsday showing that by 2013-2014 the high school population going to College would decrease. He stated that it would be prudent to keep this in mind for budget planning going forward.

Trustee Hazlitt noted that the feeling going around Albany was that they will want to again cap tuition increases for students. He stated that the College’s students were paying over 48% now and felt that was more than should be expected of them.

Dr. McKay agreed and noted that the SUNY Community College lobbying perspective is to seek restoration of base aid. President McKay noted that SCCC has the second lowest administrative cost among all 30 community colleges, which reflects the work that is being done internally to manage the College’s resources. He stated the importance of communicating to elected officials the message that through education comes economic revitalization and transformation.

Trustee Pontieri stated that the increase in part-time students could be attributed to medical insurance going up to age 26 as long as they are going to college.

Chairman Mattace asked if Dr. McKay would put his discussion pertaining to the SUNY Community College perspective into bullet point format and share it with the Board, for when they visit their local politicians.

President McKay stated that this information would be packaged in time for SUNY Day.

Chairman Mattace stated that he had the opportunity to speak with Trustee Lilly and asked him to work on the President’s evaluation committee. He noted that Trustee Alvarez-Groneman also agreed to assist and the process would begin shortly.

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Chairman Mattace noted that after executive session there would be no further action and the meeting would be adjourned.

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

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The meeting of the Board of Trustees was adjourned at 11:15 a.m. The next Board of Trustees meeting is February 17, 2011 at 8:30 a.m. at the Ammerman Campus

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Respectfully submitted,

Ernesto Mattace, Jr.

Chairman