**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**BROOKHAVEN GYMNASIUM, ALUMNI ROOM**

**AMMERMAN CAMPUS, SELDEN, NEW YORK**

**FEBRUARY 17, 2011**

The meeting was held on Thursday, February 17, 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

Saul Fenchel Trustee

Bryan Lilly Trustee

Patricia McMahon Trustee

Paul Pontieri Trustee

Theresa Sanders Trustee

Shaun L. McKay President

George Gatta Executive Vice President

Mary Lou Araneo V.P. Institutional Advancement

James Amoroso VP of Financial & Business Affairs

Nathaniel Pugh VP for Planning and Institutional Effectiveness

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 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 9:30 a.m.

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A motion to approve the minutes of the January 13, 2011 Board of Trustees Meeting was seconded and approved unanimously.

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A motion to approve Resolution Nos. 2011.07 through 2011.14 was seconded and approved unanimously.

**RESOLUTION NO. 2011.07 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. 2011.08 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 $1,791,110.83 for the month of January 2011 (Attachment II) is hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2011.09 APPROVING THE REQUESTED 2012-2014 CAPITAL PROGRAM AND 2012 CAPITAL BUDGET**

**WHEREAS**, the College has been requested by the office of the County Executive to submit capital budget and program requests in accordance with Article IV, Section A4-1, of the laws of Suffolk County, and

**WHEREAS,** the capital program requests (Attachment III) have been solicited from the Executive Vice President, Vice Presidents, Associate Vice President, Campus Executive Deans, Physical Plant Directors and the President, reviewed by the Physical Resources Committee, and recommended by the Executive Council and the President, be it therefore

**RESOLVED**, that the Board of Trustees approves the submission of all capital projects in Attachment III, and authorizes the President or her designee to submit the projects for the 2012-2014 capital program and 2012 capital budget.

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**RESOLUTION NO. 2011.10 AMENDING RESOLUTION 2010.39 ACCEPTING AN AWARD FOR A GREEN TECHNOLOGY WORKFORCE INITIATIVE FROM THE U.S. SMALL BUSINESS ADMINISTRATION**

**WHEREAS**, Congressman Steve Israel announced $200,000 in federal funding to Suffolk County Community College to institute a Green Technology Workforce Initiative at the Michael J. Grant Campus, which was approved as part of the Consolidated appropriations Act signed by President Obama on December 16, 2009, and

**WHEREAS**, the program provides funding for green technology workforce training targeted to Brentwood and the surrounding community, including summer camps for youth, entrepreneurial assistance and business workshops, and

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

**RESOLVED**, that a grant award in the amount of $200,000, including indirect costs, from the U.S. Small Business Administration entitled “Green Technology Workforce Initiative” originally approved for the period of July 1, 2010 through June 30, 2012 is now amended to be for the period of September 30, 2010 through September 29, 2012 is hereby accepted, and the College President or his designee is authorized to execute the required paperwork with the administering agency.

Project Director: Daphne Gordon, Program Administrator, Entrepreneurial Assistance Program

Note: No additional full-time personnel

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**RESOLUTION NO. 2011.11 ABOLISHING AND CREATING TITLES**

**WHEREAS,** the President recommends abolishing and creating the following title, and

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

**RESOLVED**, that the title listed below be abolished effective February 17, 2011.

**Titles to be Abolished Spec# BU Category**

College Assistant Director of Public Safety 9180 4 IV

**RESOLVED**, that the title listed below be created effective February 17, 2011 with the qualifications, duties and responsibilities as described in the position description,

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

College Assistant Director of Public Safety 9180 4 IV

and Environmental Health

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 IV: Position Description for College Assistant Director of Public Safety

and Environmental Health

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**RESOLUTION NO. 2011.12 APPOINTING A DIRECTOR TO THE BOARD OF THE SUFFOLK CENTER ON THE HOLOCAUST, DIVERSITY & HUMAN UNDERSTANDING, INC.**

**WHEREAS**, the by-laws of The Suffolk Center on the Holocaust, Diversity & Human Understanding, Inc. provide for the Board of Trustees to appoint the members of its Board of Directors, and

**WHEREAS**, a vacancy exists on the Board, be it therefore

**RESOLVED**, that the appointment of the following person to the Board of Directors of The Suffolk Center on the Holocaust, Diversity & Human Understanding, Inc. is hereby approved, for a term of three years, effective February 17, 2011:

Name

Jim Morgo

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**RESOLUTION NO.2011.13 APPROVING A MAJOR CHANGE ORDER FOR THE MONTAUKETT LEARNING RESOURCE CENTER, EASTERN CAMPUS, CP 2189**

**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 project includes a furniture and equipment budget, and

**WHEREAS,** certain furniture and equipment systems require installation including book shelves, custom millwork desks and self service cases, and

**WHEREAS,** as of February 17, 2011, furniture and equipment costs for the Montaukett Learning Resource Center, CP 2189, are within budget, as shown in Attachment V and

**WHEREAS**, the change order provided by the contractor for this 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. 4 for EW Howell in the amount of $64,220 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.2011.14 AMENDING RESOLUTION NO.2009.88 ADOPTING A SALARY AND BENEFIT PLAN FOR EXEMPT EMPLOYEES**

**WHEREAS,** at its November 12, 2009 meeting, the Board of Trustees adopted a Salary and Benefit Plan for Exempt Employees (Resolution No. 2009.88), and

**WHEREAS**, it is necessary to amend the Long Term Disability Benefit for Exempt Employees to address the inequity between the Exempt and Guild of Administrative Officers benefits, and

**WHEREAS**, the Long Term Disability Benefit for Exempt Employees will increase from $300 to $450 per week hereby increasing the Long Term Disability Benefit for Exempt Employees to the same level as the Guild of Administrative Officers employees, be it therefore

**RESOLVED**, that the Board of Trustees hereby amends the Salary and Benefit Plan for Exempt Employees to increase the Long Term Disability Benefit from $300 to $450 per week, to take effect immediately.

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Chairman Mattace noted that he met with Congressman Israel to discuss the Green Technology Workforce Initiative. He stated that the College will be receiving and accepting $200,000 from the grant.

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James Amoroso, Vice President of Financial and Business Affairs, presented the Finance Report as of January 31, 2011. He stated that the College is estimating revenues above the adopted budget by $133 thousand, due to lower enrollment projections. Expenditures are estimated to be below budget by $851 thousand. Mr. Amoroso distributed to each Board member a folder of five-year historical information that included revenues, expenses, fund balances tuition rates, college employment levels and student enrollment. He indicated that this information would be used to put the budget together for the 2011-2012 period. Mr. Amoroso stated that the 2011-2012 budget planning is underway and that he and his staff have met with all departments. It is estimated that there is a need for $9.7 million over the 2010-2011 budget. This amount reflects incremental costs for retirement costs, health plans, permanent salaries, and the proposed cut to State base aid as proposed by the Governor. Mr. Amoroso also noted that his area is conducting a review of all banking relationships, in an effort to reduce banking costs.

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Chairman Mattace asked Trustee Sanders to begin the Committee reports with her update from the Academic Affairs/Student Services Committee. Trustee Sanders began by distributing to each Board member a handout she obtained while attending the Association of Community College Trustees’ National Legislative Summit in Washington. Trustee Sanders reported that the key issue for the 2012 budget for community colleges is the proposed reduction in Pell Grants. She noted that time was spent with representatives advocating for maintaining the maximum amount of the Pell Grant at $5,550. Another key issue addressed was the Dream Act; however that issue will not be raised for about another two years. Trustee Sanders stated that she also attended the Trustee training session, which she found very interesting and informative

Trustee McMahon asked if there was a handout that could be shared with the group from the new trustee training session. Trustee Sanders noted she did have information that she would ask to have duplicated and distributed to the Board.

Trustee McMahon proceeded to give the Capital Infrastructure Committee update. She stated that the committee along with the Chairman had met on February 4th for a campus-wide tour led by President McKay and EVP Gatta. Trustee McMahon complimented and thanked everyone involved in the tour at all three campuses. She stated that they were very pleased and impressed with the creativeness and ingenuity shown. Trustee McMahon reported that the campus with the most obvious needs is the Ammerman Campus. Issues raised for the Ammerman Campus were parking, the library’s infrastructure, as well as other buildings that need work including the gymnasium. She noted that at the Grant Campus there is a need for improvements at the gymnasium.

Trustee McMahon complimented the Board and the College administration for their choice in whoever designed the Montaukett Learning Center on the Eastern Campus. She noted that she felt the building brought the College to a new level as a community college, and encouraged other Trustee members to visit the new building. Trustee McMahon stated that she felt that another one of the hidden jewels was the Culinary Arts Center, and was very impressed with the culinary and nursing programs. After their tour the committee concluded that the Ammerman Campus was the campus that needed most attention.

EVP Gatta distributed to each Board member a copy of the February 4th Facilities Tour packet. The packet included each campus itinerary as well as which buildings were visited. EVP Gatta stated that the packet also included a list of about 250 projects, with 175 yet to be addressed. He reported that some of the College’s funding sources come from outside agencies such as the New York Power Authority, Federal Stimulus funds and NYSERDA. These resources will fund some of the remaining 175 projects on the list. The County Legislature and County Executive approved $10.3 million capital project funding for this years capital program, and the College is waiting for the State budget to be approved in order to proceed with the high priority projects. EVP Gatta noted that some of the projects listed are ongoing such as the new Science Building (A) that is in design, the new Learning Resource Center (G), and the new Health and Fitness facility (E). There is one additional project for next year which is of high priority on the Ammerman Campus, and that is the expansion of parking spaces. He stated that they have begun to look at reconfiguring existing parking lots, which would be the most efficient and most cost effective approach, and would add about 500 parking spaces. EVP Gatta noted that the new request for increase in parking will cost about $3.2 million. If the County supports the plan then design can begin in 2012, followed by construction in 2013.

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Chairman Mattace began his report by thanking all participants who joined him in Washington, DC. He noted they met with Congressman Bishop and Congressman Israel. He encouraged Board members to try and meet with Congressman Israel if they ever had the opportunity. Chairman Mattace noted that there was an upcoming conference in April for NYCCT. Chairman Mattace stated that he was approached by ACCT and asked if he would be the new downstate director. He noted that he would be working with Nassau Community College, Suffolk and FIT to bring to the national group what is happening at the different campuses.

Chairman Mattace noted that lobby day was coming up on March 8th and encouraged any members that wished to attend with him to let him know.

Chairman Mattace stated that he was recently in Albany and distributed to each Board member a folder on renewable energy training that he had presented to legislators on his trip. He noted that they had a chance to meet with the entire Long Island Senate and their delegation.

Chairman Mattace stated that included in the Board packets was the list of the new BOT Committees that included the administrative liaison. He requested that a new Bylaws committee be set up, and asked Trustee Sanders to be the chair. Chairman Mattace asked for others to consider being part of the Bylaws committee. A decision to move forward with a new By Laws committee would be made at the next Board of Trustees meeting.

Chairman Mattace moved forward with the Roundtable session and asked if anyone had anything for the good of the order.

Trustee Irizarry noted that she and other Trustees attended the nursing graduation, as well as the ESL graduation. She noted they were both great events and complimented all those involved.

Chairman Mattace stated that the President of the Faculty Association, Ellen Schuler Mauk had a brief update for the Board.

Ms. Schuler-Mauk stated that she and Kevin Peterman also had the opportunity to be in Albany for a day of lobbying. Mr. Peterman distributed a sheet to each Board member that the FA used for the meetings in Albany. She noted they met with Suffolk County legislators, the chair of the Assembly Higher Ed Committee Debra Glick, and State Senator Toby Stavisky. Ms. Schuler-Mauk stated that the message delivered was that despite the fact that enrollment has increased, the College has received no increase from the County for the last two years. State aid cuts have impacted us over the last two years as well, and the level of support from both the County and the State has diminished, while the impact on our students has increased. Ms. Schuler-Mauk noted that they spoke about the impact of the proposed cuts from the Governor would take State aid funding back to below 1998 rates. She stated that while they were sympathetic and listened, legislators were not giving any hopeful signs. Ms. Schuler-Mauk stated that they would be meeting with Ken LaValle and would be attending NYSUT Higher Ed Lobby Day on March 8th as well. She noted that they would also be talking with student government groups, and felt it was important for the State legislators to hear from the students as well.

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Dr. McKay stated that the Community College Presidents (NYCCAP) are also working together in blocks to reach out to our elected officials. He noted they are currently conducting a gap analysis to determine the total fiscal impact of the current budget as well as the proposed reductions in State Aid. He distributed a handout to each Board member that was used by the President’s when meeting with Senator LaValle, Assemblyman Losquadro and others to discuss restoration of aid. Dr. McKay stated that the discussion was for restoration of aid at $2,545. He noted that they hope the Governor’s request to go to $2,034 does not materialize. President McKay stated that the Community College presidents would also be present in Albany for Lobby Day and would carry the message forward. Dr. McKay noted that the cut to $2,034 represents a cut of $3.5 million.

Dr. McKay stated that Doug Geed from News Channel 12 had visited the Culinary Arts Center yesterday and that a segment on the Culinary Arts Program and the Culinary Arts Center featuring students and faculty will air shortly.

Associate Dean Fawcett added that the segment would run next month, and that he would share the exact date as soon as he had it.

Chairman Mattace asked for copies of the segment for each Board member.

Associate Dean Fawcett confirmed he would get copies for the Board and would also try to get a feed off of it so it could be seen through the College’s Website.

President McKay announced that Professional Development Day for the faculty will be on March 22nd at the Grant Campus. He noted that the focus of the day will be the Title III Grant, and there would be several panels, guest speakers, and break out sessions. Dr. McKay invited all those available to attend to join them on March 22nd.

Dr. McKay stated that Chancellor Zimpher has asked him, Dr. Sam Stanley of Stony Brook and John O’Connor from the Research Foundation to chair the Entrepreneurial Century Committee, which is the 6th arm of SUNY’s Strategic Plan for the entire State and University system. Dr. McKay noted that Chancellor Zimpher would be speaking on this at the upcoming Forum in March. He noted that this approach is similar to what our new Governor is proposing in his attempts to establish ten (10) regional Councils around the State. Dr. McKay added that quite a bit of work is being done and we recently established metrics to measure the various initiatives that are being proposed.

Dr. McKay announced that on March 11th SUNY Chancellor Zimpher will be with us to first host an Economic Forum and then to take part in the ribbon-cutting ceremony for the Montaukett Learning Resource Center. Dr. McKay noted that on the panel will be County Executive Steve Levy; Kevin Law, President of the Long Island Association; Presiding Officer William Lindsay and the Commissioner of the Department of Economic Development and Workforce Housing, Yves Michele, as well as Anne Shybunko-Moore, President of GSE Dynamics. Dr. McKay stated that the Chancellor is holding similar sessions around the State and will talk about SUNY and what we do as a system, how we prepare students for jobs, and how to help revitalize the State’s economy.

Dr. McKay noted that this will be a significant day for the Eastern Campus and the College. Dr. McKay stated that it is also a proud moment for us as we can finally see the fruits of our hard work in securing the necessary votes that enabled this building to be constructed. He noted that he is also pleased to announce that four other capital projects were advanced to the Legislature by County Executive Steve Levy. The Health and Wellness Center on the Eastern Campus is one of those projects that were advanced to the sub-committee and if voted upon successfully out of committee it will then go to the full Legislature. Dr. McKay stated that he will keep the Board apprised of our progress as we work to keep this project in the funding cycle.

President McKay shared that he had been invited by Trustee McMahon to attend the Business Council 2011 State Budget Briefing at Northrop Grumman yesterday. He noted they had a discussion on the Governor’s proposed budget and its impact upon the industry, region and higher education. He noted it was a very healthy and informative discussion, and thanked Trustee McMahon for the invitation.

Dr. McKay stated that he was recently contacted by the US Department of Education to be one of 12 College Presidents from New York State invited to participate in the U.S. Department of Education’s Regional Summit in Philadelphia on February 28, 2011. The Summit will be hosted by Jill Biden. Others in attendance will be the U.S Secretary of Education Arne Duncan; Martha Kanter, Under Secretary in the U.S. Department of Education; U.S. Secretary of Labor Hilda Solis; and a number of other dignitaries. We will focus on the following areas: Transitions to and through community colleges; Developmental Education/Innovation and Success; Business Partnerships/Graduation and Employment; College Affordability and Completion Goals.

Dr. McKay stated that the Stay on Long Island Scholarship initiative is going very well and review teams have been assembled to analyze the submissions. He stated that they received very strong applications to date and the deadline for submissions will be February 18th. Review teams will submit recommended applicants for his review and subsequent nominations to his colleague Presidents, who will make the final selection and awards. He noted that it’s close to about $1.5 million in commitment to our students so far.

Dr. McKay stated that before he had Associate Dean Fawcett go through the Web site that was recently launched for the Stay on Long Island initiative; he noted that in one month it would be one year that he has served as President of the College. He thanked the Board and members of the staff for supporting him and his team.

Associate Dean Fawcett began his presentation of the Stay on Long Island Website. He stated that this initiative was very meaningful because it will help attract students to Suffolk County Community College while also encouraging them to move onto a four-year institution on Long Island. Associate Dean Fawcett then went through the demonstration of the Website, navigating through its homepage, and the links to each participating College. Dr. McKay noted that for all students who qualify and apply to these institutions, the application fees are being waived by the private institutions. To date, about 50 applications have been received and the deadline is the 18th. Dean Fawcett noted that the launch of the website was accomplished with assistance from his colleagues Paul Matus and Steve Epstein and under the direction of Vice President Araneo, and thanked them.

Trustee Irizarry asked how many scholarships are available and how many applications have been received. Dr. McKay noted that at NYIT we have nine all together, two part-time at each campus and three full-time. St. Joseph’s is the same and Adelphi has one full-time scholarship, CW Post has three. He stated that all applications go through a review process then the recommendations are sent to him for final review and selection before being forwarded to the respective partnering College.

Chairman Mattace noted that one of the examples used in Washington was that in Japan they spend 60% of their income on education, and here it is less than 3 percent. He stated that Mayor Bloomberg and Governor Cuomo have to realize that more emphasis needs to be placed on education.

Dr. McKay noted that he used a statement in his inauguration speech that said “investment in education enables revitalization and economic empowerment”. He stated that this has been his message, and he will continue to share it going forward.

Trustee McMahon stated that Long Island is going to be a high cost place to live in, and if you want to keep what we have on Long Island, we should have a better trained workforce on Long Island for companies to pull from.

Trustee Hazlitt stated that one thing education is going to have to face is consolidation.

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Chairman Mattace thanked Dr. McKay for his President’s report. He noted that a year has gone by so quickly, and thanked Dr. McKay for his efforts, and the direction of the institution’s leadership.

President McKay added that behind every great leader comes a great team, and thanked the faculty, staff, and students once again for all their support.

Trustee Hazlitt stated that he echoed the Chairman’s sentiments, he usually did not agree with Chairman Mattace, but that he did agree on this one. He noted that this is one great institution and everyone has contributed to making the College a jewel in Suffolk County.

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The meeting of the Board of Trustees was adjourned at 10:31 a.m. The next Board of Trustees meeting is March 17, 2011 at 8:30 a.m. at the Ammerman Campus

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Respectfully submitted,

Ernesto Mattace, Jr.

Chairman