**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**ROOM 114, CAPTREE COMMONS**

**MICHAEL J. GRANT CAMPUS, BRENTWOOD, NEW YORK**

**SEPTEMBER 15, 2011**

The meeting was held on Thursday, September 15, 2011 at 9:00 a.m. in Room 114, Captree Commons, Brentwood, New York.

PRESENT:

 Dafny Irizarry Trustee/Chair

Walter Hazlitt Trustee/Vice Chair

Bryan Lilly Trustee/Secretary

Belinda Alvarez-Groneman Trustee

Ernesto Mattace, Jr. Trustee

Patricia McMahon Trustee

Paul Pontieri Trustee

Anthony Mangual Student Trustee

Shaun L. McKay President

 George Gatta Executive Vice President

Mary Lou Araneo V.P. Institutional Advancement

 James Amoroso V.P. of Financial & Business Affairs

Nathaniel Pugh V.P. for Planning and Institutional Effectiveness

Marvin Bright Assoc. V.P. Student Affairs

 Louis Petrizzo General Counsel

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The meeting of the Board of Trustees was convened at 9:00 a.m.

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President McKay called forward Professor Elaine Preston, to publicly acknowledge and thank her for the twenty-five years of service to the College as the student advisor to the magazine *Cassandra*. On behalf of the Board of Trustees and the College, he presented her with framed covers from the magazine’s first issue and the latest issue.

A motion was made to adjourn the Board of Trustees meeting and call the Board of Directors meeting to order at 9:05 a.m.

A motion was made to reconvene the Board of Trustees meeting at 9:15 a.m.

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A motion was made by Chairwoman Irizarry to approve the minutes of the August 18, 2011 Board of Trustees meeting, seconded by Trustee Mattace and approved unanimously.

Trustee Mattace stated that he was not at the last meeting and had a concern after reading the minutes.

He stated that from reading the minutes it seemed as if immediately after the Board came out of executive session, there was a motion by Trustee Fenchel to authorize the Chair to execute an amendment to the contract with the President, extending the term of the contract. Trustee Mattace firmly agreed with the Personnel committees’ procedure, but was concerned that the bylaws may not have been followed and wanted to point it out to the Board.

Chairwoman Irizarry asked if he was referring to a motion to go back to the meeting.

Trustee Mattace noted that there was a motion to enter the session, however, the concern was whether a waiting period of a half hour should have taken place prior to the vote. He believed taking an immediate vote was not in accordance with the bylaws, and referred to page eight of the bylaws.

Chairwoman Irizarry thanked Trustee Mattace for bringing it to the Board’s attention.

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A motion was made by Chairwoman Irizarry to approve Resolution Nos. 2011.66 through 2011.68 was seconded by Vice Chair Hazlitt and approved unanimously.

**RESOLUTION NO. 2011.67 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 as Attachment I are hereby approved.

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**RESOLUTION NO. 2011.68 AMENDING RESOLUTION NO.2011.60 ADOPTING A TUITION AND FEE SCHEDULE FOR 2011-2012**

**WHEREAS,** the Board of Trustees has adopted the 2011-2012 Tuition and Fee Schedule on August 18, 2011, and

**WHEREAS**, the College has discovered errors in the English as a Second Language (ESL) tuition rates and recommends that the following corrections be made, be it therefore

**RESOLVED**, that the student ESL Tuition Schedule is hereby amended as follows:

|  |  |  |
| --- | --- | --- |
| English as a Second Language (ESL) Fee |  |  |
|  Cat. #s ELL001, ELL010 | 285 | per semester |
|  Cat. #s ELL003, ELL005, ELL007, ELL008 | 175 | per semester |
|  Cat. #s ELL002, ELL004, ELL006, ELL009 | 110 | per semester |
|  Cat. #s ELW001, ELW002, ELW003, ELW004, ELW005,  |  |  |
|  ELW006, ELW007, ELW008, ELW009 | 120 | per semester |
|  Cat. #s IEP070, IEP071, IEP080, IEP081 | 1,490 | per semester |
|  Cat. #s IEP090 & IEP091 & either IEP092 or IEP093 | 1,490 | per semester |
|  Cat. #s IEP092, IEP093 | 175 | per semester |

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James Amoroso, Vice President of Financial and Business Affairs, presented the Finance Report as of August 31, 2011. He confirmed that the $1.7 million structural deficit was paid down successfully. He stated that the College is in the process of closing out fiscal year 2010/2011. VP Amoroso stated that the department is presently in the process of rolling out the 2011/2012 operating budget. College enrollment is currently less than the projected 2% growth. If enrollment remains flat, an approximate $2.8 million deficit would result. The College will try to mitigate the revenue loss through increased efficiencies. VP Amoroso noted that community colleges are reporting not just flat enrollment but actual lower enrollment numbers.

Chairwoman Irizarry questioned how all other community colleges are mitigating their deficit problem. VP Amoroso stated that they are reviewing efficiencies and deferring purchases.

President McKay asked James Lagonegro, Director of Enrollment Information and Reporting, to share with the Board the census report that was prepared and sent to SUNY.

Mr. Lagonegro stated that SUNY requires the College to report twice a year, once on November 1st, and then at the end of the Spring semester. The learning centers and noncredit full-time students will be reflected at the end of the semester.

President McKay noted that in addition there is the police academy as well as the high school programs, the Excelsior Program and the Early-College program, that have not been factored into the enrollment numbers. He stated once factored in, this can result in a slight increase.

Mr. Lagonegro stated that it was calculated that every .05 percent change in enrollment, amounts to about a half-million dollars in revenue.

Chairwoman Irizarry inquired about the current enrollment initiatives. President McKay stated that there were several initiatives underway and in place. One looked at students who had an outstanding balance at the college. There was a policy in place where students that owed $50 or more, would be flagged and not allowed to register or get services at the College, such as transcripts. The number of students impacted by this policy totaled about 600. The College raised that amount to $500.00 to allow these students to enroll.

President McKay stated that the students were contacted via e-mails, phone calls, and written documentation, indicating that it was not too late to register, and they could be eligible to receive financial assistance.

President McKay stated that the College is constantly analyzing why some students do not return. Some of the reasons can be attributed to economic and financial factors. He stated that across the state, surveys are showing more part-time students enrolling than full-time students, with a drop in continuing education students. President McKay stated the College is seeing an increase of about 3 to 4 percent in part-time student enrollment.

Trustee Pontieri questioned the cost difference between a student who takes 11 credits verses 12, or 12 verses 21.

President McKay stated that as per the SUNY regulations, there is no difference in the cost if a student is taking 12, or 19 credits. A student taking 11 credits or less goes by per-credit hour. The student fee will also be impacted by the number of courses taken..

Trustee Pontieri stated that with the goal of attracting more full-time students in mind, should there be some consideration in increasing the per-credit hour cost.

President McKay referred to HEPI, Higher Education Price Index, stating that if the College is seeing less students registering due to varying financial reasons, part-time students are registering and working two and three jobs to attend school. He stated that if the College charged more for the per-credit hour student, the reverse can hold true and the College could see less students registering as part-time.

President McKay stated that the College will continue to study and analyze enrollment, recruitment efforts, retention and persistence. The College will also take into consideration the fact that high school graduation over the next two years, is trending down at this time. Overall the College is seeking to sustain operations on the revenue side and assist its students to be successful coming through the process.

Trustee Hazlitt noted that at last month’s meeting, Trustee Fenchel brought up the fact that remedial activity at the College seems to be increasing.

President McKay asked for Mr. James Lagonegro and Dr. Marlene DuBois to update that Board on their reports that would address those concerns.

Mr. Lagonegro referred to his handout and noted that the chart on the first page details ten years worth of remedial student enrollment trending upward. He stated that the completion rates show that the more remedial courses taken, the less successful the student completion. The students do not persist, they do not transfer, and generally will drop out. Mr. Lagonegro stated that since FTE's are calculated to include remediation courses, the College gains from the remediation program.

Chairwoman Irizarry stated that this report then confirms that the remedial program is not a financial burden to the College.

President McKay stated yes, that the College has a social, moral, and ethical responsibility when it comes to providing access to all students. He noted that in 2007 when Middle States visited the College, the discussion was: Are these students persisting, are they making their way through the foundation courses? President McKay stated that the College has proven with the corrected mediation measures, the students do persist. President McKay asked Dr. Marlene DuBois, Title III Project Coordinator, to update the Board on Title III and what the College has done with the recent Federal grant.

Dr. DuBois stated that the handout she distributed reflects some excerpts from the Title III Grant application, including the abstract. She notes that Table 2, Academic Strengths, cites open access as one of the academic strengths. Dr. DuBois defined this as being able to take any student and have them succeed more than they have been in the K through 12 system and not deny anyone admission to the College. Dr. DuBois stated that the Grant addresses all of the academic weaknesses as well, specifically: enrollment, counseling, and advising services. Noting that Title III's activities intend to remedy each of these weaknesses, Dr. DuBois affirmed that over a period of five years, the Title III research specialist would be tracking the progress of each of the activities. Further noting that Title III’s goal is to be able to see the progress, one-by-one, in all of the activities over the next five years and to improve student satisfaction in all of the areas.

President McKay stated that the College does use various metrics to assess student performance. He stated that the College, through the Counseling Task Force, is also doing a self-review of what is happening at the institution by involving all of the faculty, students, and staff. It is a comprehensive review of the institution to see where the College’s strengths are, and how the College can expand them. President McKay stated that the student population demographics have changed, and students are coming to the College with more needs than in previous years. He stated that the College needs to find a way to meet those students where they are academically, provide the requisite services, and help the student move forward and be successful.

Chairwoman Irizarry asked about any efforts being made to communicate with high schools to create stronger partnerships and communicate what our students come in with in terms of deficiencies or strengths.

President McKay stated the College is a participant in the LIRACHE group. The group consists of Presidents of the community colleges and four-year universities on Long Island, and the superintendents of high schools. President McKay stated that he believed the discussion had to also involve guidance offices and principals as well. The issue is, how does the system get 123 school districts across Long Island to focus on this topic. He referred to the partnership in mechatronics with Brentwood, Central Islip and Three Village high schools. The faculty in those high schools were coming to the campus, and would meet with our counselors to look at the curriculum together. The College shared with the high schools what the students would be required to do here, and in turn, they would help modify some of what they were teaching in the high schools before the students came to the College.

Trustee Hazlitt stated that this problem is escalating, while there is almost a 70 percent increase in taxes for education, and yet the system falling short. He noted that the College faces a great challenge.

President McKay acknowledged the great challenge and noted the faculty and staff that were involved in the process.

Dr. DuBois stated that when students come to the College, they take a placement test. Noting that many of the suggestions that are coming out of the Title III groups are suggesting the creation of learning objects that will help students determine their college readiness. The learning objects can be an important tool for the College to track the students’ progress and responses.

Chairwoman Irizarry stated that she believed Suffolk County Community College should continue to provide education to all students who come to the College seeking to transform and empower their lives.

Chairperson Irizarry thanked Mr. Lagonegro and Dr. DuBois for their respective reports and moved forward with the Committee Reports.

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Chairwoman Irizarry started with the Academic Affairs & Student Services committee, for which she is the Chair. She reported that at the last meeting it was requested by the committee that Social Security numbers of the scholarship applicants be removed. The committee is looking forward to this change being implemented. The committee did receive preliminary information on the number of scholarship applicants and looked forward to a more detailed report in late Spring on the number of applicants per scholarship.

Chairwoman Irizarry moved to the Facilities and Technology committee, chaired by Trustee McMahon. Trustee McMahon stated that there was nothing to report.

Chairwoman Irizarry moved to the Advocacy committee, chaired by Trustee Hazlitt. Trustee Hazlitt stated there was nothing to report.

Chairwoman Irizarry asked for the Personnel Committee report, chaired by Trustee Pontieri. Trustee Pontieri stated the committee needed to set up an appointment with President McKay to discuss future evaluations, and would be in contact with the President’s office to schedule the meeting.

Chairwoman Irizarry asked for the Budget Committee report, chaired by Trustee Fenchel. Trustee Fenchel was not present at the meeting and the report was deferred to next month’s meeting.

Trustee Mattace asked for an update on the status of the new science building.

Mr. Jon DeMaio, Administrative Director of Educational Facilities stated that the College has received drawings for the new science building and they were currently being reviewed. He stated that the College was also meeting with the consultants over the next several weeks to review the College’s comments on the building. He stated that the project was on track and running as scheduled.

Trustee Mattace noted that at one of the meetings there was an issue with the foundation and where the building was sitting. He asked if there was any discussion on how that would be resolved.

Mr. DeMaio stated that the issue had been resolved. Additional borings were taken to collect new information to make sure that the technical approach was sound. The feedback from both the structuring sub-consultant and the engineer was positive. Mr. DeMaio stated that the design along with other co-compliance drawings, have been submitted. Trustee Mattace thanked Mr. DeMaio for his response.

Chairwoman Irizarry stated that with no further questions she would move onto the Chair’s report. Chairwoman Irizarry stated that on August 22nd, she met with the College Foundation’s Chairman, Robert Walther, and President McKay to learn more about the College’s Vision 2015 Campaign goal of raising $7 million dollars. She stated the objectives of the campaign were scholarship endowment for deserving students, to create sustainability, a College priority endowment fund and to improve student learning through technology. Chairwoman Irizarry stated that they discussed seeking a 100 percent Board participation in support of the campaign, with donations payable over a three-year period.

Chairwoman Irizarry stated that on behalf of the Board of Trustees she expressed their deepest gratitude for the collaboration of the emergency alert team and their staff for their efforts in protecting the College's facilities, and providing safety during Hurricane Irene. She noted that because of the staff's collaborative efforts, the College’s students and staff were able to return to College safely. She further expressed a special thank you also to the Grant Campus personnel who assisted LIPA with the post-storm recovery by providing shelter to up to 1000 out-of-state workers. Chairwoman Irizarry stated it was a privilege and an honor to acknowledge that Suffolk County Community College continues its community efforts and its history of assisting the community in any way possible.

Chairwoman Irizarry also reported that on September 13th, the College hosted the Long Island Regional Economical Development Council, with special guest Lieutenant Governor Robert Duffy. She stated the council met to discuss ideas on how to develop long-term sustainability in the region.

Chairwoman Irizarry stated that she regrettably would not be able to join the College for another proud moment at the ceremony when the College would officially be awarded Gold LEED Certification from the Long Island Chapter of the U.S. Green Building Council later that evening. She noted that she and Student Trustee Mangual would be on their way to Albany to attend a New York Community College Trustees conference. With that Chairwoman Irizarry concluded her report and asked to move forward with the President’s report.

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President McKay began by acknowledging and thanking Trustee McMahon who serves on the LEDC; Long Island Economic Development Council, and was at the meeting hosted at the Eastern Campus. He stated that the Lieutenant Governor was very pleased at how we were able to accommodate the public meeting.

Trustee McMahon stated that it was a well attended forum, and felt that the College shined. She stated there was a lot of work to be done between now and November. She noted that five regions will be awarded $40 million each.

President McKay reported that in working with St. Joseph’s College, Professor Dennis Reissig, the Academic Chair of the Math Department at the Ammerman Campus, sent a letter of support for a Grant opportunity through National Science Foundation. President McKay stated that he was happy to report that the $1.2 million Grant was funded for St. Joseph's to work with our students to support STEM transfer programs.

President McKay stated that All College Day would be on September 20th, and reported that as of today there were over 600 participants registered across the College.

He stated that Chancellor Zimpher asked him to lead a panel discussion on education and workforce development and he would be travelling to Buffalo on September 25th.

President McKay stated that as part of his report there would be three presentations; John Lombardo, Associate Vice President for Workforce and Economic Development would be giving an update on Workforce Development and the upcoming manufacturing symposium; then Richard Britton, College Associate Dean, will report on the articulation that the College has within SUNY and with other higher education institutions; and lastly Mary Reese Assistant Dean of Student Services and Campus Director of Counseling, along with Cheryl Every-Wurtz, Admissions Counselor would give an update on the Counseling Task Force.

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AVP Lombardo stated that the College has been successfully involved in workforce development and training and continues to respond in a positive way to whatever the regional needs are. AVP Lombardo stated that over the past year the department has formulated an approach and developed an event called the Long Island Manufacturing Symposium. He stated that one of the interesting things about the region is that there is a wide variety of manufacturing disciplines. He noted the medical equipment being developed, manufactured, and shipped all over the world by Biodex; the wide variety of products produced and developed by Northrop Grumman; data system and data center products developed by APCO Systems in Farmingdale. He stated that BioScience is within Forest Laboratories, and a huge number of products for aerospace and defense systems are an asset to the region. AVP Lombardo stated that the symposium was developed for many reasons. One reason is to show off what the College does on Long Island and to showcase the economic impact of manufacturing and have manufacturers learn about each other and new innovative trends. He noted that within the College’s manufacturing technology program, over $65,000 in scholarships have been provided by industry people. He stated that there are still companies that are not aware of the fact that they can send their workers to the College, they can be trained in welding, in C&C machining, at essentially no cost.

AVP Lombardo stated that the other value of the symposium would be to network with other industry people and create an awareness of career opportunities to the Long Island college students. He stated that Suffolk County Community College is essentially showing how we can retain them. He stated the symposium is also geared toward students, as the College wants to be able to show its students firsthand what is available to them.

Chairwoman Irizarry asked if there has been an increase in growth in terms of enrollment for these types of programs at the College.

AVP Lombardo stated that on both the credit and the noncredit side, there has been growth in enrollment. He stated that on the noncredit side, the College receives referrals from the Department of Labor, who are training many displaced workers; we then provide them with new skills and opportunities, not only in manufacturing, but on the soft-skill side within corporate training as well.

Chairwoman Irizarry asked for a chart showing the trend.

AVP Lombardo stated that he would provide the report as well as a quarterly report that is sent to the Federal Department of Labor.

Chairwoman Irizarry asked about any efforts being made to reach out to high schools to highlight these programs, noting that a lot of counselors might not know all these possibilities for the students.

AVP Lombardo stated that yes, several years ago the College implemented a mechatronics academy in the high schools. It trained 27 high school vocational teachers on how to deliver the five-module mechatronics program. He stated two school districts right now have engaged in that. Three Village being the most prominent; graduating 22 students this spring from that program. AVP Lombardo stated that industries' interest in getting involved early has also evolved, and there are currently four students from Three Village who are interns in a company in Nesconset for Key High Vacuum who was recommended to the College by Legislator Kennedy.

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Dean Britton stated the he would be giving the Board an update on the College’s articulation transfer process. He stated that any student who leaves the College with an Associates in the Arts or an Associates in Science, is prepared to transfer to another institution. He stated the issue then becomes: how do they make a decision of where they are going to go, and what can the College do to help them get to that place. Dean Britton stated that the College maintains a transfer website with the various agreements with other schools.

He stated the site enables the student to look at our programs and look at other schools programs and what they can offer them. The site is updated on a monthly basis with additional schools or any changes to the agreements. The College screens the schools to make certain that we're going to have enough students that will actually go there. Dean Britton stated that he gets about seven or eight requests a month from schools who target the College because it is the largest community college in the state. Dean Britton stated that the College is currently working on rolling out an additional site that he and President McKay collaborated on, a syllabus project. He stated the project entails taking every syllabus for every course in the College, and putting it online in an abbreviated form; it will have the description as it appears in the catalog, and course objectives. Dean Britton stated that this would allow the transfer institution to have the ability to view the site and review the transferring courses. Dean Britton stated the project has taken a great deal of work, a great deal of collaboration from the academic side. He stated there are about 900 courses, and about 600 have been through the process. There are about 300 more to add. The sites launch date is scheduled for February of 2012.

President McKay acknowledged that this is an evolving process, that it has been a discussion with this Board and is a discussion happening within the SUNY system. He thanked Dean Britton and all the transfer counselors, who are working on trying to help the College’s students move through.

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Professor Reese thanked Chairwoman Irizarry and the Board for letting them share what the Counseling Task Force has been working on. She stated that the Task Force has a charge from the President to look at all of the ways in which counseling around the College is understood, and the way in which the College participates in the success of its students, and the way in which counseling supports the College in its mission.

Professor Reese stated that the areas being examined ranged from admissions work, recruitment, outreach from admissions; the advising work, the general education requirements, the transfer work, disability services, international students, honors programs, financial aid, counseling, all of the ways in which the counselors are involved around the College. These areas are all being surveyed and matrixed. Professor Reese stated that the final report will be able produce a real understanding of the baseline of what it is the College is doing to support the students.

She stated the task force is extensively assessing the student-opinion surveys, the FOE, the Middle States recommendations, to try to bring some recommendations to the President and the Board to consider how the College can support its students.

Professor Reese stated that there are two subgroups of the Task Force that have been meeting consistently. One of them looks at the support programs that the College has for students who are deemed at risk. She stated that the Task Force looks at what are the interventions that are offered at those programs, what are the potential successes, who is determining what success is.

Professor Reese stated that another subgroup that has been meeting has been working with the mental health support at the College. She stated that it is a very important component and the task force is trying to discover and find in what way the College can be of service.

Ms. Every-Wurtz stated that as the population increase and the needs will change, as will the mental health component of the counseling aspect. She stated the subgroup is looking at what the College does in terms of policy and procedure across all three campuses. She stated they have also compared what the current policies and practices are across other similar institutions of similar size and configuration to see what their best practices are. The subgroup has looked at the majority of the SUNY community colleges to see what the range is, and found that the range is very similar in terms of what is offered. Ms. Every-Wurtz stated that there are some campuses that have very little services and some that have full-blown mental health clinics on their campuses. The subgroup has looked at all the legal and ethical models and standards that are out there in terms of practice, and what are the advantages, disadvantages, liabilities.

President McKay stated that this is a very comprehensive process, and that a College of our size requires an internal review to show that we do have the requisite services for all students who come to the College. President McKay thanked Mary and Cheryl for taking on the task because, this is the first time in the history of the College that this activity has occurred. He also noted that they are both taking on these assignments while doing their regular jobs. President McKay concluded his report.

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Chairwoman Irizarry moved to the Roundtable session. She stated that the Board had received the within the last two weeks a proposed 2012 Board of Trustees meeting schedule for the Board of Trustees.

Trustee Hazlitt stated that he had expressed concern about the second and fourth Thursday, and hoped that would be given some consideration.

Chairwoman Irizarry stated that she believed the accommodations were provided.

With no further questions, Chairwoman Irizarry motioned for an approval of the 2012 Board of Trustees meeting schedule, Trustee Pontieri seconded and the schedule was approved unanimously.

Chairwoman Irizarry stated that everyone should have also received a handout from the Faculty Association, as well as a calendar that was provided with the Eastern Campus fall activities. Chairwoman Irizarry stated she also had information for anyone that was interested in attending the ACCT leadership conference from October 12 through October 15th. Trustee Mattace announced that later in the afternoon at 1 o'clock, there would be a 911 Memorial at One Independence Plaza in Brookhaven, if anyone was interested in attending.

Chairwoman Irizarry motion to enter into Executive Session to discuss litigation and personnel matters was seconded and approved unanimously. Trustee Mattace seconded and the motion was approved unanimously.

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The meeting of the Board of Trustees was adjourned at 10:30 a.m. The next Board of Trustees meeting is October 20, 2011 at 9:00 a.m. in room 114 of Captree Commons at the Michael J. Grant Campus.

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Respectfully submitted,

Bryan Lilly

 Secretary