**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**ALUMNI ROOM, BROOKHAVEN GYMNASIUM**

**AMMERMAN CAMPUS, SELDEN, NEW YORK**

**JANUARY 12, 2012**

The meeting was held on Thursday, January 12, 2012 at 9:00 a.m. in the Alumni Room of the Brookhaven Gymnasium, in Selden, New York.

PRESENT:

Dafny Irizarry Trustee/Chair

Bryan Lilly Trustee/Secretary

Saul R. Fenchel Trustee

Ernesto Mattace, Jr. Trustee

Paul Pontieri, Jr. Trustee

Theresa Sanders 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 9:05 a.m.

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

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At the conclusion of the Executive Session at 10:51 a.m., the meeting resumed and a motion was made by Chairwoman Irizarry to adjourn the meeting and call the Board of Directors meeting to order, motion was seconded by Trustee Mattace and approved unanimously.

A motion was made by Chairwoman Irizarry to adjourn the Board of Directors meeting at 10:55 a.m. and reconvene the Board of Trustees meeting, motion was seconded by Trustee Mangual and approved unanimously.

A motion was made by Chairwoman Irizarry to approve the minutes of the December 1, 2011 Board of Trustees meeting, with the correction reflecting Resolution 2011.81, which was omitted in the minutes. Motion was seconded by Trustee Mangual and approved unanimously.

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Chairwoman Irizarry requested a motion to approve Resolution Nos. 2012.01 through 2012.11. Motion was seconded by Trustee Mattace and approved unanimously.

**RESOLUTION NO. 2012.01 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. 2012.02 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 $1,818,452.99 for the month of November 2011 and $1,631,058.30 for the month of December 2011 (Attachment II) is hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2012.03 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**, Fleet Services, Data Processing and Liability Insurance are considered Sponsor Services, be it therefore

**RESOLVED**, that the following charges for Sponsor Services totaling $281,854.00 for the College’s 2011/2012 fiscal year are hereby approved by the Board of Trustees:

I066 9020 Fleet Services $ 22,245.00

I067 9210 MIS Services $ 0

I068 9600 Liability Insurance $ 259,609.00

$ 281,854.00

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**RESOLUTION NO. 2012.04 TRANSFERRING THE BEQUEST OF KATHLEEN DEBELLIS TO THE SUFFOLK COMMUNITY COLLEGE FOUNDATION, INC.**

**WHEREAS,** Suffolk County Community College has received a bequest from the Estate of Kathleen DeBellis in the amount of $69,054.08, and

**WHEREAS**, the College desires to transfer this gift to the Suffolk Community College Foundation, Inc. major gift campaign, be it therefore

**RESOLVED**, that the Board of Trustees hereby authorizes the transfer of the bequest in the amount of $69, 054.08 to the Suffolk Community College Foundation, Inc. major gift campaign as an unrestricted gift.

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**RESOLUTION NO. 2012.05 AMENDING THE COLLEGE BUDGET FOR A SUNY CHILD CARE GRANT**

**WHEREAS**, the 2011-2012 College operating budget provides $79,600 in anticipation of a State University of New York Child Care grant, and

**WHEREAS**, the actual award included an additional amount of $68,700, bringing the total amount of the grant award to $148,300, and

**WHEREAS**, 35% non-State matching funds are required, be it therefore

**RESOLVED**, that the 2011-2012 College budget be amended to reflect an increase in the amount of $68,700, for the SUNY Child Care program, and the College President or his designee is authorized to execute a contract with the administering agency.

Project Director: Dr. Marvin Bright

Note: No full-time positions

No in-kind contribution required

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**RESOLUTION NO. 2012.06 ACCEPTING AND TRANSFERRING A BEQUEST FROM THE ESTATE OF GLORIA A. VON HAGEN TO THE SUFFOLK COMMUNITY COLLEGE FOUNDATION, INC.**

**WHEREAS,** Suffolk County Community College has been named as a beneficiary of the Estate of Gloria A. Von Hagen, and

**WHEREAS**, Ms. Von Hagen has bequeathed the sum of $4,500 to the College, and

**WHEREAS**, it is the desire of the College to accept this gift from the Estate of Gloria A. Von Hagen and transfer the gift to the Suffolk Community College Foundation, Inc. major gift campaign, be it therefore

**RESOLVED**, that the Board of Trustees hereby accepts the check for $4,500 with sincere appreciation to Ms. Von Hagen for this generous bequest to the College and transfers the bequest to the Suffolk Community College Foundation, Inc. major gift campaign as an unrestricted gift.

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**RESOLUTION NO.2012.07 AWARDING A CONTRACT FOR THE DESIGN OF ROOF REPAIRS AT THE EAST CAMPUS CP 2137**

**WHEREAS**, capital project 2137 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 2137 have been solicited and reviewed by the College, and

**WHEREAS**, the College design committee determined that the proposal submitted by BBS (Burton, Behrendt, Smith) Architects and Engineers, P.C, of Patchogue N.Y. best meets the needs of the College, be it therefore

**RESOLVED**, that a consulting contract in the amount of $39,500 for the design of Roof Repairs at the Eastern Campus be awarded to BBS Architects and Engineers 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.2012.08 EXTENDING THE TERM OF THE GROUND LEASE OF LONG ISLAND UNIVERSITY**

**WHEREAS,**  the College and Long Island University (LIU) have previously extended the Term of the Ground Lease on the Eastern Campus from 7/31/11 to 7/31/16, and

**WHEREAS**, the College and LIU desire to modify the Ground Lease to extend the term of the Ground Lease, to provide for the retroactive and future payment of utilities by LIU, and various other matters, be it therefore

**RESOLVED**, that the term of the Ground Lease be extended from July 31, 2016 to July 31, 2021, and be it further

**RESOLVED**, that the College President, or his designee, is authorized to execute a Lease Extension Agreement in such form as shall be approved by the College General Counsel.

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**RESOLUTION NO.2012.09 APPROVING A MAJOR CHANGE ORDER FOR THE**

**NFL BUILDING ROOF REPAIR, AMMERMAN CAMPUS**

**WHEREAS,** GTS Construction (GTS) was awarded a contract in the amount of $109,000.00 to replace asphalt shingles, gutters and downspouts on the NFL Building on the Ammerman Campus, and

**WHEREAS,** upon removal of the existing shingles, it was determined that sections of the wood roof deck and fascia were decayed beyond repair, and

**WHEREAS,** GTS submitted a change order that was reviewed and approved by the Facilities Department, and

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

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

**RESOLVED,** that Change Order No. 1 for GTS Construction in the amount of $26,755.00 is approved, and be it further

**RESOLVED,** that the College President, or his designee, is authorized to execute the necessary documentation in such form as may be approved by the College General Counsel.

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**RESOLUTION NO. 2012.10 ACCEPTING AN OFFER OF A SUBCONTRACT FROM THE LONG ISLAND FORUM FOR TECHNOLOGY (LIFT) FOR A SMALL BUSINESS ADMINISTRATION SMALL BUSINESS TEAMING PILOT PROGRAM**

**WHEREAS**, Suffolk County Community College has received an offer for a sub- contractual agreement from the Long Island Forum for Technology (LIFT) in the amount of $10,000, for a Small Business Administration (SBA) Small Business Teaming Pilot Program, for year one of a three-year project, for the period of October 1, 2011 through September 30, 2012, and

**WHEREAS**, the program will provide funds to identify and reach out to minority-owned small businesses interested in pursuing large procurement opportunities for security products and services in the surface transportation sector, and

**WHEREAS,** funding for years two and three are to be determined based on the level of funding awarded to Long Island Forum for Technology by the Small Business Administration, and

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

**RESOLVED**, that an offer for a sub-contract agreement, from the Long Island Forum for Technology (LIFT), for a Small Business Administration (SBA) Small Business Teaming Pilot Program, in the amount of $10,000, for year one of a three-year project, for the period of October 1, 2011 through September 30, 2012, is hereby accepted, and the College President or his designee is authorized to execute a contract with the administering agency in such form as shall be approved by the College General Counsel.

Project Director: Daphne M. Gordon

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**RESOLUTION NO. 2012.11 APPROVING THE SETTLEMENT OF AN EEOC CLAIM**

**WHEREAS,** an individual commenced a Equal Employment Opportunity Commission (EEOC) action against Suffolk County Community College alleging several claims, and

**WHEREAS,** the College denies the claims alleged in the EEOC action in their entirety, and

**WHEREAS,** the parties, wishing to avoid the burden, uncertainty, delay, expense and distraction of litigation, have reached an agreement for the settlement of the individual’s claims against the College, be it therefore

**RESOLVED,** that the individual’s EEOC claims against the College be settled in their entirety as mutually agreed upon in the Negotiated Settlement Agreement by the parties to the action.

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James Amoroso, Vice President of Financial and Business Affairs provided the College Financial Report. He stated that the annual audit for the 2010-2011 fiscal year was underway, and the last meeting with the auditors showed no significant issues. The auditor’s report is on schedule to be available by May 2012. VP Amoroso presented the Finance Report as of December 31, 2011. He stated that the report reflects a net positive in excess of $84,000 year to date, despite revenue shortfalls from the lower enrollment. VP Amoroso stated that as a result of achieving ongoing efficiencies, the College expects to have $3.2 million in expenditure reduction. He stated that the numbers are subject to change based on enrollment, and other expenditures that fluctuate on a monthly basis. VP Amoroso stated that his department is in the process of conducting the College’s budget call with the annual hearings starting on January 17th and he expects to have the budget proposal to present to the Board in March before submitting to the County in April.

Trustee Mattace inquired if VP Amoroso had looked into the donation of the computers/monitors no longer in use.

President McKay stated that the matter had been researched, and would be discussed at a later point in the meeting during the President’s report.

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Chairwoman Irizarry moved to the committee reports beginning with the Academic Affairs & Student Services Committee, for which she is the Chair. She stated that the committee had met on January 4th and discussed several issues regarding student enrollment, retention and completion. The committee reviewed documents on developmental courses and focused on the fact that 60 percent of the students entering the College need remediation. Chairwoman Irizarry stated she had forwarded the documents that the committee reviewed to the Trustees for review. In addition, the Chairwoman stated that the committee was also discussing the student mobility issue, and the importance of having the transfer and appeal process clear and accessible to all students.

President McKay stated that he, along with Governance and College Associate Dean, Richard Britton, had a meeting where they discussed having all courses and syllabi outlined and available to all students on the College’s web site. This project has been developed and is posted on the website. President McKay further stated that Chancellor Zimpher will be addressing the SUNY Board of Trustees with the need to mandate that every course taken at a two year institution is transferrable to any four year SUNY institution by 2013. He stated that he would keep the Trustees informed of the progress and would report back as the information is available.

Chairwoman Irizarry moved to the Facilities and Technology Committee, chaired by Trustee McMahon. Trustee Lilly stated that he and Trustee McMahon had not met since their last meeting, and there was nothing to report at this time.

Chairwoman Irizarry moved to the Personnel Committee chaired by Trustee Pontieri. Trustee Pontieri stated that he needed to meet with the Chairwoman and President McKay to discuss some issues.

Chairwoman Irizarry moved to the Budget Committee chaired by Trustee Fenchel. Trustee Fenchel stated that it was his understanding from the SUNY representative that they would need to reconstitute the committee because it could not consist of nine members.

General Counsel Louis Petrizzo stated that the College’s by-laws allowed for nine members to be present at a budget committee meeting. However, if the budget committee were to meet with nine members, it would, in effect, be a public meeting and would need to be conducted in the fashion of the public meeting laws. The meeting would have to be advertised and notices would have to be posted.

Trustee Fenchel stated that he felt it would be more efficient to operate like the rest of the committees structurally and within the by-laws.

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Chairwoman Irizarry stated that the Chair for the Advocacy Committee, Trustee Walter Hazlitt was not present and moved forward with the Chairwoman’s report. Chairwoman Irizarry began by expressing best wishes for the 2012 year to the entire College community, its faculty and staff. She thanked AVP Marvin Bright for his contributions and service to the College and wished him well in his new endeavor.

Chairwoman Irizarry complimented the College’s e-card design, and stated that it was beautifully executed and had received an enormous amount of positive feedback. She thanked President McKay and his staff for the very cost-effective innovation.

Chairwoman Irizarry stated that it was an honor and a pleasure to attend the inauguration of Suffolk County’s new County Executive Steve Bellone on December 30th at the Michael J. Grant Campus. She stated it was a historical moment for Suffolk and she was delighted to hear Mr. Bellone, as well as many other dignitaries, speak so highly of the College.

Chairwoman Irizarry advised the Trustees that they would be receiving the Chancellor’s State University Address via e-mail. She also noted that in May of 2011, the College commissioned a committee to review the College Association. The review was conducted by the committee members, and a copy of the review had come to her attention before having gone to President McKay. Chairwoman Irizarry stated that the review should have gone to President McKay first for review and discussion. She stated that the Board at this time would be sending the review back to verify its information, and President McKay would update the Board at a later date.

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Chairwoman Irizarry moved to the President’s report. President McKay stated that the Director of Enrollment Information and Reporting, James Lagonegro would be giving an overview on the several reports the Trustees had received from the Chairwoman covering the operation of the College, how students perform, how they persist, and transfer. He stated the reports assist in the decisions regarding the amount and allocation, of funds.

President McKay stated that the College is currently using the remediation reports to deliberate over what the overall impact is and how they can use the information to help drive the College’s decisions and make the College a better institution.

Mr. Lagonegro stated that the eight reports the Trustees were given, covered remediation, and high school graduation trends that the State Education Department is predicting for Suffolk County. He stated that the high school graduation trends are forecasting a decrease in the number of high school graduates. Mr. Lagonegro further stated that a decline in high school graduates could possibly impact the College’s enrollment. Mr. Lagonegro stated that over the past ten years the number of students enrolling requiring remediation has gone up and currently about sixty-one percent of the students enrolling require remediation. The effect on the faculty workload shows the percentage of day sections being taught by full-time faculty has declined over the past ten years, while the utilization rates have remained above ninety percent and the number of sections has increased. Mr. Lagonegro stated that the College is currently down to fifty-four percent of the day sections being taught by full-time faculty.

President McKay stated that the Board had passed a resolution setting a goal of 70 percent of full-time day courses to be taught by full-time faculty. He stated that the report gives an in depth view into every single discipline, and every single course area to see exactly what percentage of full-time faculty are teaching them. President McKay stated that the College uses that report to look at the enrollment trends of the new students coming into those disciplines to determine if there is an increase in the number of students in that discipline and the full-time/adjunct ratio. He stated for these reasons the reports are instrumental to the College because they help to analyze what the Board policy requires, what the College has to do fiscally, as well as look into the needs of the students.

Trustee Sanders inquired if it was possible to analyze if there would be any cost savings for the College if the students were better prepared coming in to the College, and had to take less remediation.

Mr. Lagonegro stated that there would be no cost savings in that event.

Trustee Sanders asked if the students that are coming in with greater needs of remediation are they graduating. Mr. Lagonegro stated that these students graduate at a lower rate.

President McKay reiterated the importance of the discussion of remediation was not only for the College and Long Island but the entire state of New York. He stated that the Chancellor included in her State of the University Address the importance of working with K through 12, working with the boards of education, working with the local school districts, and working with college and universities, to come up with a 10-year time line, to work with the Governor to develop an approach to better prepared students entering higher education.

Chairwoman Irizarry stated that it was important to see all students succeed and that they experience the best quality education at the College.

President McKay stated that 150 faculty members were currently meeting on the freshman orientation program. He noted that the College’s Title III program is entering its second year. The Counseling Task Force is analyzing counseling across the institution and the Developmental Studies Committee meets regularly to look across the institution at all programs and services.

Trustee Sanders asked if there were any best practices that had been shared by the Chancellor in this area.

President McKay stated that not as of yet. He stated though that the College’s East Campus was working with Hampton Bays High School’s math department faculty to review the curriculum and the College’s syllabus to make the curriculum’s more in alignment with what the College is teaching. President McKay stated that a similar partnership was created by the College’s workforce development department and Three Village School District in the area of Manufacturing Technology.

President McKay stated the College was in the very initial stages of developing a planning and assessment plan and that Executive Vice President George Gatta would be giving an update on the progress thus far in Planning and Assessment.

EVP Gatta stated that the College was currently looking into its strategic plan to make sure the College is addressing the core mission of the institution and putting together a plan that allows the College to identify what that mission is, what its institutional goals and institutional objectives are, and assess how the College is doing in all those areas. This is being done in order to make sure the College is delivering the services the students need, and to be of service to the community.

EVP Gatta stated that over the past six months, the President working with the Planning and Assessment staff and senior leadership reconstituted the members of the Strategic Planning Council. This was done because a number of staff have changed positions. He stated the President, working with staff, had identified a good cross section of leadership throughout the College, to include faculty, staff and members of the administration and student representatives, to work as part of the strategic planning effort.

EVP Gatta stated the first session was back in May of 2011, and the first effort was to revisit and take a look at the institutional mission. He stated that in September of 2011 the President addressed the College Community asking them to reflect, review and offer comments on the College’s current mission and vision. EVP Gatta stated that the consensus was that both the mission and vision were relevant, current and reflective of the core values in the mission of the institution.

EVP Gatta stated that the Strategic Planning Council moved from reviewing the mission to reviewing the institution goals. He stated that there were very minor suggestions for some changes but all the five areas would remain the same, student success, community development, societal improvement, accessibility and affordability, institutional effectiveness, and communication. EVP Gatta stated that the Council was currently in discussion on these goals, and were soliciting comments from both internal and external constituencies. He stated that President would be presenting the recommendations to the Board for the adoption of the institutional goals.

EVP Gatta stated that there was a professional facilitator at the College today working with the group, which included members of the Strategic Council, the Assessment Advisory Council, members of the President's Council and Executive Council. He stated the turn out thus far was well attended by faculty, staff, administration and some students.

EVP Gatta stated that the group would work through two critical components, environmental scanning and SWOT analysis. He stated that environmental scanning is the quantitative data and the first session would work on identifying what are the data areas that the College needs to gather, to help inform the planning process in order to construct the objectives.

EVP Gatta stated that the second session would focus on the Strengths, Weaknesses, Opportunities and Threat (SWOT) exercise. The group would work on identifying the internal strength and weakness, identify external threats and opportunities. He stated the gap analysis and balance scorecard would be focused on at a later time. EVP Gatta stated that the focus groups have been ongoing for the past 7 to 8 weeks. He stated the plan was to conduct between 50 to 60 different focus groups on all 3 campuses with a wide range of internal constituencies, including, students, faculty, and staff of the College. The plan was to also conduct a number of focus groups with external constituencies to get feedback from the major institutions, industries, and stakeholders to get their qualitative view of the institution to help identify where the College should be going in terms of its mission. EVP Gatta stated that they also hoped to be able to schedule a focus group with the Board of Trustees as well.

Chairwoman Irizarry asked how the College would be determining the external constituencies.

EVP Gatta stated that the group would be open to suggestions from the Board, and the College had natural linkages with certain entities, sponsors, and the legislators of Suffolk County that they would be reaching out to.

Chairwoman Irizarry asked how many major industries would be asked to participate. EVP Gatta stated 2 to 4 major industries. The industries would come from the major partnerships the College already has with health care and nursing, manufacturing companies and the K through 12 systems where the College’s students come from by and large.

President McKay stated that the College had done some research on Trustee Mattace inquiry into the possibility of donating its surplus computers and asked General Counsel Lou Petrizzo to present to the Board the progress of the research.

General Counsel Petrizzo stated that the College did not have a formal policy for its surplus properties, such as books in the library, computers, office furniture, etc. and had drafted a policy to recommend to the Board for adoption. He asked the Trustees to review the policy before the next Board meeting in February where they could vote on its adoption. General Counsel Petrizzo stated that policy included Trustee Mattace's request to be able to dispose of the surplus property by donating it to non-profits if they were interested. He added that there may be some minor changes to the policy between now and next month after it is reviewed by Executive and President’s Council.

Trustee Mattace thanked everyone involved for the research and work that was done to draft the policy.

President McKay asked Chairwoman Irizarry if she would communicate via e-mail to let him know that they can proceed with a resolution for the next Board meeting after it has been reviewed by the Board. Chairwoman Irizarry agreed.

President McKay stated that there were a few searches that were under way and asked Associate Vice President of Employee Services, Jeff Tempera to brief the Trustees on where those searches are.

AVP Tempera began with the search for the AVP for Academic Affairs, by stating that the search is ongoing, and the application process would be closed on January 28th. He stated that the search committee had been already constituted and would begin meeting and deliberating. AVP Tempera stated that the position for AVP of Student Affairs would now be advertised, and a search committee would be developed. He stated that the position for Deputy General Counsel was an ongoing process, with interviews taking place this week and next week. He stated the committee hoped to have a successful candidate to recommend after the interviews.

President McKay stated that once the top three candidates were identified, a background check would be initiated and forwarded to the Board for review.

President McKay stated that as mentioned earlier, all the cost centers are working on their budget preparations to submit the Budget Committee for the next financial period. Those hearings would begin on the 17th and would include the President’s cabinet. He stated that they did ask the campuses to look for a 2.5 percent reduction in expenditures. He stated the College did make adjustments through the year to mitigate the short fall in potential revenue due to the enrollment to date. President McKay noted that going forward based on the report from Mr. Lagonegro, there was a good indication that enrollment would be lower, and the College would be taking some additional steps to address the next year’s budget requests.

President McKay stated that he was scheduled to meet with Senator LaValle who had been quoted as saying “this is the year of the community colleges”. He stated that Speaker Silver, in the State of the University Address, also mentioned that they're fully aware that they have not met their obligation of funding the community colleges at 40 percent, and felt it was the right time for the State to begin to correct that. President McKay stated that the College would suggest gradual increases of $205 per year in state aid. He stated that over the next few weeks and months the College would be asking some members of the Board to reach out on behalf of the College.

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Chairwoman Irizarry moved to the Roundtable session. She stated that the Nurse Pinning Ceremony would take place on January 20th and she planned to attend. Chairwoman Irizarry stated that she also planned to attend the ESL graduation to be held on January 27th and encouraged all members to attend if possible.

Trustee Mattace stated that he would like to formally move forward for a resolution for the policy on the College’s surplus equipment. Chairwoman Irizarry thanked him and noted his vote.

A motion was made by Chairwoman Irizarry to adjourn the meeting, seconded by Trustee Mattace and approved unanimously.

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The meeting of the Board of Trustees was adjourned at 11:43 a.m. The next Board of Trustees meeting is February 16, 2012 at 9:00 a.m. in the Alumni Room of the Brookhaven Gymnasium on the Ammerman Campus.

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Respectfully submitted,

Bryan Lilly

Secretary