**CORRECTED AS PER BOARD OF TRUSTEES MEETING MARCH 15, 2012\***

**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**ALUMNI ROOM, BROOKHAVEN GYMNASIUM**

**AMMERMAN CAMPUS, SELDEN, NEW YORK**

**FEBRUARY 16, 2012**

The meeting was held on Thursday, February 16, 2012 at 9:00 a.m. in the Alumni Room of the Brookhaven Gymnasium, in Selden, 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, 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

Carla Mazzarelli V.P. of Academic Affairs

Louis Petrizzo General Counsel

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The meeting of the Board of Trustees was convened at 9:01 a.m.

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A motion was made by Chairwoman Irizarry to adjourn the meeting of the Board of Trustees and call the Board of Director meeting to order*.*

A motion was made by Chairwoman Irizarry to adjourn the Board of Directors meeting at 9:04 a.m. and reconvene the Board of Trustees meeting.

A motion was made by Chairwoman Irizarry to approve the minutes of the January 12, 2012 Board of Trustees meeting, the motion was seconded by Trustee Sanders and approved unanimously.

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Chairwoman Irizarry requested a motion to approve Resolution Nos. 2012.12 through 2012.19. Motion was seconded by Trustee McMahon and approved unanimously.

**RESOLUTION NO. 2012.12 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 $1,964,212.76 for the month of January 2012 (Attachment I) is hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2012.13 AMENDING RESOLUTION NO. 2011.29 ACCEPTING A FEDERAL GRANT FOR THE 2011-2012 FEDERAL WORK STUDY PROGRAM**

**WHEREAS**, Suffolk County Community College has applied to participate in the Federal Work Study Program (FWSP) authorized under Part C of Title IV of the Higher Education Act of 1965 as amended by the Education Amendments, and

**WHEREAS**, the application has been approved in the amount of $434,611, and

**WHEREAS**, the federal regulations allow the sum of $75,000 or 10 percent of the allocation, whichever is less, to be set aside for the Job Locator & Development Program, and

**WHEREAS**, this federal grant must be matched by a 25 percent contribution, and

**WHEREAS**, amendments to the law became effective in October 1986 allowing five percent administrative expense allowance based on total student expenditures for FWSP, be it therefore

**RESOLVED**, that the Board of Trustees hereby accepts the total federal allotment of 2011-2012 Federal Work Study Program in the amount of $434,611, and be it further

**RESOLVED**, that $42,652 be set aside for Job Locator Program, with the College matching contribution of 20 percent to be provided by in-kind contributions, and be it further

**RESOLVED**, that the Federal Work Study Program’s five percent administrative allowance be charged against FWSP and deposited in the appropriate account, and be it further

**RESOLVED**, that the On-Campus Work Study Program shall continue to be matched by a 25 percent contribution by the College and that the Off-Campus Work Study Program be matched by a 25 percent contribution from the respective participating off-campus agencies, except for the Community Service Employment, and be it further

**RESOLVED**, that the off-campus agencies shall contribute their respective shares of Employer's FICA and Workers’ Compensation except for the Community Service Employment.

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**RESOLUTION NO. 2012.14 AMENDING RESOLUTION NO**. **2011.30** **APPROVING THE ALLOCATION OF THE 2011-2012 FEDERAL WORK STUDY PROGRAM (FWSP)**

**WHEREAS,** Suffolk County Community College is composed of three campuses, and

**WHEREAS**, the Financial Aid Office on each campus offers financial assistance via the Federal Work Study Program, be it therefore

**RESOLVED**, that the following distribution of the 2011-2012 Federal Work Study funds by campus is hereby approved.

Original FWSP Federal Allocation $434,611

Less: Transfer to Job Locator Program -42,652

Remaining CWSP Federal Allocation $391,959

Less: 5% Admin Expense Allowance of Campus Wages -24,497

Remaining FWS Allocation $367,462

Plus: 25% of Institutional Share of Student Wages +122,487

Total Student Wages Available $489,949

Campus Wage Distribution of Federal College Work Study Allocation

Ammerman Campus (46%) $225,377

Grant Campus (39%) $191,080

Eastern Campus (15%) $ 73,492

Total Campus Wage Distributions $489,949

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**RESOLUTION NO. 2012.15 AMENDING THE COLLEGE BUDGET FOR A BIOPREP PROGRAM**

**WHEREAS**, the 2011-2012 College operating budget provides $20,830, including indirect costs, in anticipation of an award from The Research Foundation of the State University of New York at Stony Brook for a project entitled “Biology Partnership in Research and Education” (BioPREP), and

**WHEREAS**, the actual award includes an additional amount of $416, bringing the total amount of the grant award to $21,246, including indirect costs, and

**WHEREAS**, no matching funds are required, be it therefore

**RESOLVED**, that the 2011-2012 College budget be amended to reflect an increase in the amount of $416, including indirect costs, for a BioPREP Program, and the College President or his designee is authorized to execute a contract with the administering agency.

Project Director: Rosa Gambier

Note: No full-time positions

No in-kind contribution required

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**RESOLUTION NO. 2012.16 APPROVING THE REQUESTED 2013-2015 CAPITAL PROGRAM AND 2013 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 II ) have been solicited from the President, the Executive Vice President, Vice Presidents, Associate Vice Presidents, Campus Executive Deans and Physical Plant Directors, 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 his designee to submit the projects for the 2013-2015 capital program and 2013 capital budget.

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**RESOLUTION NO.2012.17 AWARDING A GENERAL CONSTRUCTION CONTRACT FOR THE PARTIAL RENOVATION OF THE PECONIC BUILDING, EASTERN CAMPUS, CP 2181, CP2127 AND CP2149**

**WHEREAS**, capital projects No. 2181, 2127 and 2149 have been approved by Suffolk County and the State of New York for funding, and appropriations made by the Suffolk County Legislature, and

**WHEREAS**, the Partial Renovation of the Peconic Building located on the Eastern Campus in Riverhead, New York, involves new construction, ADA compliance work and infrastructure replacements, and

**WHEREAS**, public bids for the Partial Renovation of the Peconic Building were solicited and opened on December 8, 2011, and

**WHEREAS**, these bids were reviewed and the qualifications of the lowest responsible bidder were checked by the College and its Consultant of Record, be it therefore

**RESOLVED**, that GII Construction Co. Inc. be awarded the bid for General Construction work for the Partial Renovation of the Peconic Building in the amount of $1,445,000, and be it further

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

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**RESOLUTION NO.2012. 18 APPROVING A MAJOR CHANGE ORDER FOR THE GREEN INNOVATION GRANT PROGRAM (GIGP), GRANT No. 282**

**WHEREAS**, GIGP Grant No. 282 has been approved by Suffolk County and the State of New York for funding, and

**WHEREAS**, the original scope of work for water conservation and energy conservation has been completed under budget, and

**WHEREAS**, the College has identified additional water conservation measures to be undertaken as new work, and

**WHEREAS**, as of February 16, 2012, project change orders for GIGP Grant No. 282 are within budget, as shown in Attachment III, and

**WHEREAS**, the change order provided by the contractor for this new work was reviewed and approved by the project architect and the College, 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. 5 for Maccarone Plumbing Inc. in the amount of $37,844 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 shall be approved by the College General Counsel.

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**RESOLUTION NO. 2012.19 ADOPTING A POLICY FOR THE DISPOSAL OF SURPLUS COLLEGE PERSONAL PROPERTY**

**WHEREAS**, Suffolk County Community College (the “College”) desires to establish a policy for the disposal of obsolete, excess, and outdated personal property, and

**WHEREAS**, this policy must comply with the provisions of General Municipal Law, 104-C “Disposal of Surplus Computer Equipment” and

**WHEREAS**, it is appropriate for the Board of Trustees to adopt a policy with respect to the disposal of surplus personal property, be it therefore

**RESOLVED**, the College is hereby adopts the “Policy for the Disposal of Surplus College Personal Property” effective February 16, 2012. (Attachment IV)

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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 progressing with no significant issues to report, and they continued to expect the auditor’s report to be available by May 2012. VP Amoroso presented the Finance Report as of January 31, 2012. He stated the College remains fiscally prudent and is trending positive for the year and will continue to manage the funds wisely. VP Amoroso stated that 2012/2013 budget call has been completed and submitted by all departments. President McKay asked for a 2.5 percent reduction, which was implemented and is under review with the President and his cabinet. VP Amoroso stated the budget proposal would be presented to the Board in March before submitting to the County in April.

President McKay stated the College is reviewing its budget in a prudent, fiscal manner. Enrollment trends are showing that there will be a decline in the number of high school graduates. President McKay stated the College continues to work with the Faculty Association and others to find efficiencies within the system college-wide. He stated the 2.5 percent reduction is in areas that would not impact teaching and learning, and is needed due to the size of the institution, the programs at the College and where the institution is heading. President McKay stated the College would, over the next few years, continue to monitor enrollment trends, monitor expenditure patterns and try to mitigate costs where necessary.

Chairwoman Irizarry asked what areas the College is looking into cutting costs, asking if personnel was an area being reviewed. President McKay stated that the College is reviewing personnel vacant lines college-wide and analyzing where the needs are, looking at both full-time to part-time ratios. The College is strategically re-aligning those lines to fill the needs of the College, since it has been a few years since the County has funded any new lines. President McKay stated that the College is also looking at alternate cost savings and enrollment in order to mitigate some of the College’s expenditures.

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Chairwoman Irizarry moved to the committee reports beginning with the Academic Affairs & Student Services Committee. Chairwoman Irizarry stated that in the past she has been the Chair for the committee, and that going forward Trustee Sanders has agreed to be the Chair and thanked her for accepting the position. President McKay stated that he has appointed Vice President of Student and Academic Affairs, Dr. Carla Mazzarelli, to work directly with the committee and that he would serve as an ex-officio member and would be available as needed.

Chairwoman Irizarry moved to the Facilities and Technology Committee, chaired by Trustee McMahon. Trustee McMahon summarized what had been discussed earlier, a resolution for the 2013 -2015 capital project had been voted on, where the College was asking for funding for the traffic circle at the Ammerman Campus, the plant operations facility at the Michael J. Grant Campus and a warehouse facility on the Eastern Campus. She stated that the College would be submitting the building plans for the new science building on the Ammerman Campus to the Suffolk County Department of Public Works.

President McKay stated that the work is progressive, and the College was hoping to break ground in the spring and the project would move forward accordingly. He stated that there would be a link on the College’s home page that would list all the projects/improvements made college-wide under the deferred maintenance program and capital projects program.

Chairwoman Irizarry moved to the Personnel Committee chaired by Trustee Pontieri. Trustee Pontieri stated that he did not have anything to report on. He stated that he knew it was time to consider the renewal of EVP George Gatta’s contract and it was his understanding it was under review.

Chairwoman Irizarry moved to the Budget Committee chaired by Trustee Fenchel. Trustee Fenchel was not present and she moved forward with the Chairwoman’s report.

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Chairwoman Irizarry stated that she and President McKay had the privilege and honor to attend President Barack Obama’s announcement of his FY 2013 budget proposal on Monday, February 13th. Chairwoman Irizarry stated that included in his proposal was $8 billion to fund job training partnerships involving community colleges. She noted it was a historical investment, and the largest to date. Chairwoman Irizarry stated they also had the opportunity to meet Ms. Hilda Solis, US Secretary of Labor, and invited her to visit Suffolk County Community College.

President McKay added that it was an honor to be invited, and selected to attend. He stated Suffolk County Community College was the only community college, aside from the hosting college, to be selected to attend and be recognized for the work being done.

Chairwoman Irizarry stated that within the Trustee packets, they would find information on ACCT Board Training in New York City on March 29-31st. She asked anyone interested in attending to please contact the President’s office, and they would take care of the registration. Chairwoman Irizarry stated that at the last Board training in the fall, the trustees had indicated that they would be interested in a spring training as well. She stated she felt this would be the perfect opportunity for members to attend a training session that was close to home.

Chairwoman Irizarry stated that they had also received the Board self-assessment form that would be due before the end of the month, and would be discussed at the next meeting. President McKay requested that the assessments be returned to the Office of the General Counsel, and General Counsel Petrizzo would compile the assessments and share with Chairwoman Irizarry.

Chairwoman Irizarry stated that EVP Gatta had included a Board questionnaire as part of the focus group data gathering for the Strategic Planning process. She asked Board members to complete the questionnaire as soon as possible.

Chairwoman Irizarry stated the College had received an email for acceptance of a donation from Ms. Gloria Kisch. The donation is a sculpture that would be placed on the Eastern Campus. General Counsel Petrizzo added that there was a cost of $150 for the transportation of the piece, the additional work necessary to mount the piece would be taken care of by plant operations on the Eastern Campus. Dr. Evon Walters, Executive Dean of the Eastern Campus added that the governance committee had reviewed the donation, and there are four possible locations on the Eastern Campus to place the sculpture. Student Trustee Mangual asked if there was any further information on the reason for the donation, any further background on the sculpture itself. Executive Dean Walters stated that Ms. Kisch has been affiliated and has participated with the Arts department faculty and programs. Chairwoman Irizarry asked if anyone had any reservations about accepting the donation, otherwise there would be a resolution at next month’s meeting to accept the donation.

Chairwoman Irizarry asked if there could be a report on the Periodic Review committee and its progress, whether or not the College is meeting its commitment. President McKay stated that he would have an update on the PRR committee at an upcoming meeting.

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Chairwoman Irizarry moved to the President’s report. President McKay stated that on Monday, February 6, he was asked to join SUNY Chancellor Nancy Zimpher, Chairman of the SUNY Board of Trustees Carl McCall and presidents from five other SUNY institutions in Albany, as they met with state legislators during SUNY Day. President McKay stated the Chancellor asked him to take the lead during these meetings in advocating for institutional support for community colleges. Included in these appointments were meetings with State Senate Majority Leader Dean Skelos, Senator Kenneth LaValle, Speaker of the Assembly Sheldon Silver, and Assemblymen Michael Fitzpatrick and Philip Ramos. President McKay stated that this year the four-year counterparts also spoke of the significance of community colleges. The charge was to send the message that it is time to invest in education, because only through education can you have transformation within the economy.

President McKay stated that during the past month he has also held one-on-one meetings with Majority Leader Dean Skelos, State Senators Kenneth LaValle and Charles Fuschillo, Jr. as part of the College’s annual budget conversations with local elected officials.

President McKay stated that the College had hosted New York State Senator Kenneth LaValle’s Environmental Roundtable on Thursday, February 9th. There was an audience of approximately 100 people engaged in discussion centered on groundwater protection. He stated that on the same day the College also hosted New York State’s Secretary of State Cesar A. Perales, who presented highlights from Governor Andrew M. Cuomo’s proposed budget during an informational session held at the Culinary Arts and Hospitality Center in Riverhead. Over 50 people were in attendance. Press from Newsday and Riverhead's local weekly paper, the News Review, also attended.

President McKay stated that on Friday, February 10th, in partnership with the Suffolk County Office of Veterans Affairs, the College presented career, training and workforce development information to over 500 returning veterans associated with Long Island’s Fighting 69th Infantry Regiment. Twelve College staff members representing areas ranging from the advanced manufacturing program, to culinary arts, to enrollment management were there to answer questions about the College and its programs.

President McKay stated that the College’s commencement committee has been working very hard planning the logistics for the 2012 ceremony, which will take place on Sunday, May 20th. He stated that Commencement will start at 10 a.m. this year, an hour earlier than previous years. President McKay stated that they have invited Michael Dowling, President and Chief Executive Officer of the North Shore-LIJ Health System to deliver the keynote address during the ceremony and he has accepted.

President McKay stated that on Friday, February 3rd, SoLII and Phi Theta Kappa hosted the first Scholar-to Scholar Symposium & Transfer Fair on the Ammerman Campus. The agenda for the event included opportunities for students to visit with Transfer Admissions Directors from the SoLII partner colleges and to learn about SoLII Scholarships. The symposium topic dealt with the Democratization of Information. Dr. Carla Mazzarelli and Dr. McKay provided remarks to the 100 attendees in the audience.

President McKay announced another major accomplishment for the College was the Theatre Department invitation to tour a production at the Kennedy Center American College Theatre Festival, where students won regional awards and are now eligible to compete for national recognition.

President McKay asked Ms. Jeanine Reynolds, Director of Development, to give an overview and update on the Foundation.

Ms. Reynolds began by stating the Foundation was formed to raise funds for expenses that were not covered by the College’s budget. The funds are raised privately from different groups. She stated that the Foundation consist of fourteen Board of Directors, six full-time employees, and one part-time college aide.

Ms. Reynolds stated that in 2008, the Foundation received an anonymous donation in the amount of $5 million dollars which doubled the assets of the Foundation at that time. Ms. Reynolds stated that most of the Foundation’s assets are invested, with a small portion in cash.

Student Trustee Mangual inquired what equities were held by the Foundation. Ms. Reynolds, stated she did not have that information, but could get back to him. President McKay stated that there is a fund investment firm that works with the Foundation’s board and Finance Committee to come up with an investment strategy. Ms. Reynolds’s stated that the Finance Committee is led by a board member that has been in banking for over 25 years.

Ms. Reynolds stated that much of the Foundation’s revenue comes from the investments within the portfolio. Other sources of revenue include special events, alumni donations, and computer sales.

Chairwoman Irizarry inquired if the revenue from the computer sales was referring to the same computer sales that the board had just voted to implement a new policy for. President McKay stated that the Foundation computer sale was outside of the Association policy for surplus equipment that was approved by the board.

Ms. Reynolds stated that at the end of each calendar year, on December 31st, the Foundation board of directors votes to distribute 5% of the endowed funds to be awarded as scholarships. Ms. Reynolds stated that the salaries for the Foundation are paid by the College and are not reflected in the Foundation operational expenses. The Foundation expenses consist of program services, general management and fundraising. Ms. Reynolds stated that in November of 2008, under the direction of then President Pippins and VP Mary Lou Araneo, the Foundation engaged the Clements Group to conduct an extensive feasibility study of both internal and external constituents. The results of the study determined the priorities of the current major gifts campaign. The study highlighted the strengths of the College. Ms. Reynolds reviewed some of the challenges the Foundation faces, such as competition from local colleges as well as limited awareness from the community of the College’s fundraising efforts and programs.

Ms. Reynolds stated the major gifts campaign is currently led by an eighteen-member Chairman’s Council led by Honorary Chairman, Robert J. Frey, and Chairman Butch Yamali. To date, the campaign has received $430,854 with $1,350,000 in proposals pending. Ms. Reynolds summarized her report by stating that the Foundation will continue to work on offering more meaningful engagement opportunities for alumni to encourage giving.

Trustee Mattace stated the Foundation was founded to protect money that had been anonymously donated. The finance committee strives to make conservative investments.

President McKay stated that the last report from the investment group showed the investments performing above the market, attesting to the committee’s work in monitoring the Foundation’s investments.

Chairwoman Irizarry addressed the Trustees to consider participating in the major gift campaign, as it would be beneficial for the College to be able to report that the campaign has 100% participation from the Board.

Chairwoman Irizarry asked if the Foundation can make available to the Trustees the catalogue of all of the scholarships, including how much is allocated to each scholarship and how much is distributed and given to students.

Ms. Reynolds stating that in their packets the Trustees could find the catalogue of scholarships. She noted that the website will have a more updated listing of all available scholarships, as the catalogue is update frequently with new scholarships.

Student Trustee Mangual asked how the Foundation’s board decided upon the 5% awarded to the scholarships from the endowment fund. President McKay stated that there is an investment policy within the Foundation Board that states the 5% awarded to scholarships. He stated the scholarship programs are advertised heavily to ensure awareness. Chairwoman Irizarry stated she is pleased that the College recognizes the need from its students to have access to the scholarships. Trustee Mangual stated that he commends those involved with the marketing of available scholarships to students. He has seen an increase in advertisement of the available scholarships, and has learned that he is eligible for a few of them which he was not aware of prior to this semester. Chairwoman Irizarry asked how the scholarships are being advertised to students. President McKay stated that they are advertised through a college-wide committee, a campus level committee, as well as through the Foundation.

Trustee Hazlitt asked what the status was for the Pell Grant. President McKay stated that it is within the President’s budget to increase the full award to $5,635.00 which has to get passed through Congress and the Senate. President McKay stated there was also a proposal asking to reduce the Pell Grant. He noted that should the Pell Grant not be able to cover annual tuition and fees, then the tuition will have to come from other sources such as student loans.

Trustee Sanders asked if the Trustees could be given a copy of the Foundation presentation. Ms. Reynolds noted that within the board packets there was an invitation for the upcoming Gala on March 30th. Trustee Mattace encourage all to participate in supporting the Foundation and the College. Chairwoman Irizarry agreed and encouraged all to support the Foundation’s efforts. Trustee Sanders asked if the Foundation could provide the Trustees with a fact sheet as well as the presentation.

Chairwoman Irizarry requested that a report from the Foundation be added to the monthly board meeting agenda. President McKay agreed and noted that he would also add the report to the weekly update the Trustees currently receive.

President McKay asked for Jeff Tempera, Associate Vice President of Human Resources to give an update on the College’s current exempt searches. AVP Tempera stated that there are currently four exempt searches that are ongoing. He stated the College Dean of Students is an open search and is accepting applications through March 30th. The search for AVP of Student Affairs is ongoing and accepting applications. The AVP for Academic Affairs is now being referred to a search committee. AVP Tempera stated the position of Deputy General Counsel is in the final stages of review; the Trustees were sent the background check information on the finalist, and General Counsel Petrizzo will then forward his recommendation to President McKay for his final selection.

President McKay stated that Executive Vice President George Gatta would give an update on the Strategic Planning process. EVP Gatta stated there was a two-day Strategic Planning Retreat held last month on February 16th and 17th, for a SWOT analysis that gave them the opportunity to reflect on the institution and to discuss the critical elements of the strategic planning process. Attending the retreat were members of the Strategic Planning Council, President’s Council, Executive Council as well as other members of the College community. EVP Gatta stated that subsequent to the retreat, President McKay forwarded to the College community a report that came out of the work sessions asking for comments and feedback. He stated a draft of the Institutional Goals have also been circulated for comments and feedback in order to involve many members of the college community as well as external focus groups. EVP Gatta stated that the feedback solicited from the board members should be returned to General Counsel Petrizzo.

EVP Gatta stated the committee has scheduled campus forums at each campus to give faculty, staff and students the opportunity to comment. The first forum was well attended at the Eastern Campus last week. The campus forum at Ammerman is scheduled for February 21 and for February 22nd at the Grant Campus. EVP Gatta stated the Strategic Planning Council anticipates presenting the Institutional Goals that have been synthesized through this process to the Board next month. He stated the council will be working over the next several months with the college community to develop the Institutional Objectives.

Chairwoman Irizarry asked if the council had received feedback from the high school’s. EVP Gatta stated they are still in the process of receiving feedback and had received input from a few focus group meetings at area high schools. Chairwoman Irizarry asked which high school’s had participated as part of the focus groups. EVP Gatta stated that he was aware that William Floyd High school had participated, as well as Three Village, and Brentwood High school had been reached out to. Chairwoman Irizarry stated it would be beneficial to have a diverse group of high schools participate to represent the different regions of the County.

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Chairwoman Irizarry moved to the Roundtable session. Trustee Mattace stated he recommended the Chairwoman to consider joining the Long Island Lobbying Group. He stated that through this group they can show the legislature that diverse groups can share the same interests. Chairwoman Irizarry asked Trustee Mattace to forward her further information on this collaborative group effort.

Trustee Mattace asked if both forms that were included in the Trustee packets were to be filled out when requesting mileage reimbursement. VP Amoroso stated that both forms needed to be filled out and submitted for mileage reimbursement.

Trustee Mattace asked if there was a date scheduled for SUNY Day in March. President McKay stated those dates are set by the inter-governmental relations department at SUNY and would be sending out the information to the Trustees.

Trustee Mattace asked if the Presiding Officer and legislature continued to be updated on the College’s status. President McKay stated that he has met with the Presiding Officer and had a meeting on Monday with the chair of the legislature Education Committee, Sarah Anker.

Trustee Mattace asked if the decision had been resolved to keep the Budget committee at nine members. General Counsel Petrizzo stated that the board needed to decide whether they kept the committee at nine members. He stated if the committee stayed at nine members the meeting would qualify as a public meeting, and we would have to send out legal notices when meeting.

Trustee Mattace asked the chair to consider a resolution deciding the members of the budget committee rather than keep dragging the decision on for months. Chairwoman Irizarry noted that the membership of the committee had been unresolved for a few years, and thanked Trustee Mattace for his recommendation.

A motion made by Chairwoman Irizarry to enter into Executive Session to discuss litigation and personnel matters was seconded by Trustee Mangual and approved unanimously. Chairwoman Irizarry stated that there would be **no\*** actions taken after the executive session and entered to adjourn the meeting after the executive session. The motion was seconded by Trustee Mangual and approved unanimously.

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The meeting of the Board of Trustees was adjourned at 10:28 a.m. The next Board of Trustees meeting is March 15, 2012 at 9:00 a.m. in the Lecture Hall of the Montaukett Learning Resource Center, on the Eastern Campus

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Respectfully submitted,

Bryan Lilly

Secretary