**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**LECTURE HALL MD-105, HEALTH, SPORTS AND EDUCATION CENTER**

**GRANT CAMPUS, BRENTWOOD, NEW YORK**

**AUGUST 16, 2012**

The meeting was held on Thursday, August 16, 2012 at 7:00 p.m. in the Lecture Hall MD-105 of the Health, Sports and Education Center, in Brentwood, New York.

PRESENT:

Dafny Irizarry Chairwoman

Walter Hazlitt Trustee/Vice Chair

Bryan Lilly Trustee/Secretary

Belinda Alvarez-Groneman Trustee

Saul Fenchel Trustee

James Morgo Trustee

Theresa Sanders Trustee

Anne Shybunko-Moore Trustee

Anthony Mangual Student Trustee

Shaun L. McKay President

George Gatta Executive Vice President

Mary Lou Araneo V.P. Institutional Advancement

Charles Stein Interim V.P. of Financial & Business Affairs

Carla Mazzarelli V.P. of Academic & Student Affairs

Louis Petrizzo General Counsel

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The meeting of the Board of Trustees was convened at 7:04 p.m.

Trustee Hazlitt led the group in the Pledge of Allegiance.

Deputy County Clerk Anna Churella performed the swearing in ceremony for new Trustee Anne Shybunko-Moore and Student Trustee, Anthony Mangual.

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Chairwoman Irizarry recognized special guest(s) attending the meeting, Amanda Koscik, a student at Grant Campus who is the Editor-in-Chief of the Western Student Press. Chairwoman Irizarry informed the Board that Amanda will be attending all future meetings, and will be reporting on the work of the Trustees.

Dr. Christopher Adams was recognized, and he introduced Dr. Maria DeLongoria. Dr. DeLongoria has been appointed the Associate Vice President for Academic Affairs. In this position, Dr. DeLongoria will be responsible for the design and implementation of strategic initiatives that will support the College’s academic and assessment priorities. In her new position, Dr. DeLongoria will also direct efforts to foster collaboration among academic disciplines, faculty and academic program administration, both campus- and college-wide.

Dr. DeLongoria previously served as Dean of the Division of Business and Social Science at Northern Virginia Community College in Woodbridge, Virginia. Prior to her position at Northern Virginia, she served as Deputy Chair for the Department of Social and Behavioral Sciences and then Dean of the School of Liberal Arts and Education at Medgar Evers College of the City University of New York (CUNY) in Brooklyn. Dr. DeLongoria has also served as an adjunct instructor at Westchester Community College and Nassau Community College; an Assistant Professor at Community College of Baltimore County-Catonsville (CCBC) and Medgar Evers College, and an Associate Professor at Northern Virginia Community College.

Dr. DeLongoria earned a B.A. in History from Virginia State University (Petersburg), an M.A. in History from Morgan State University (Baltimore), and a Ph.D in History from the University of Missouri-Columbia. Her areas of expertise include United States History, African American History and African American Women’s History.

Dr. DeLongoria states that she is delighted to be here and is excited to be at Suffolk and looking forward to working with her new colleagues.

Chairwoman Irizarry welcomed Dr. DeLongoria to Suffolk County Community College.

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President McKay introduced Kevin Foley, Interim Athletics Director, to make a presentation on behalf of the College. Mr. Foley welcomed Yolanda Enamorado, Guillermo Enamorado, and Heather Suarez and thanked the Board of Trustees for the opportunity to honor one of Suffolk’s finest student athletes. Rafael Rajo, who was a key member of our National Championship soccer team in the year 2010. Rafael was a special and unique individual whose life was cut short over the 4th of July weekend of 2011 in a tragic accident. Mr. Foley stated we are honoring Rafael by framing his jersey and presenting it to Rafael’s family - mother, Yolanda Enamorado; grandfather, Guillermo Enamorado; and sister, Heather Suarez. Rafael was a star player, a leader on and off the field. He was planning on continuing his education at Dowling College. Coach Vertullo and the soccer team honored him and dedicated this past season to Rafael. On behalf of the Athletic Department, President McKay and the entire Suffolk County Community College, the College is presenting the jersey that Rafael wore the day they won the National Championship. Our wish is that his uniform will bring happy memories to you and your family.

Chairwoman Irizarry expresses condolences on behalf of the College to the family.

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Chairwoman Irizarry called for a motion to enter into Executive Session at 7:25 pm to discuss litigation and personnel matters. Trustee Hazlitt so moved, Trustee Fenchel seconded, motion approved unanimously.

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Chairwoman Irizarry called for a motion to reconvene the Board of Trustees meeting at 9:10 pm. Trustee Morgo so moved, seconded by Trustee Mangual, the motion was approved unanimously.

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Chairwoman Irizarry makes a motion to consider the issue of the President’s Evaluation out of Agenda order. Trustee Morgo so moved, seconded by Trustee Lilly, the motion was approved unanimously.

Chairwoman Irizarry makes a motion to extend the term of Dr. McKay’s contract, based on the evaluation, from August 15, 2018 to August 15, 2020. Trustee Mangual so moved, seconded by Trustee Fenchel, the motion was approved unanimously.

Chairwoman Irizarry congratulates President McKay and states we are very proud of your work, and thanks him for his leadership. There are many accomplishments that the College has achieved under Dr. McKay’s leadership and the entire Board is looking forward to continuing to work with Dr. McKay in the future.

President McKay thanks Chairwoman Irizarry and the Board of Trustees. He also thanks the members of his executive staff who work tirelessly with faculty, staff and students. He states that under the leadership of this Board he is certain we will do many more great things and make Suffolk the best College in the State of New York.

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Chairwoman Irizarry requests a Report from the Nominating Committee.

Trustee Sanders, the Chair of the Nominating Committee, states that the following Trustees expressed interested in the following positions: Dafny Irizarry as Chair; Walter Hazlitt as Vice Chair; and Bryan Lilly, as Secretary. Trustee Sanders requests a motion to elect each individual to the position for which they were nominated, Trustee Mangual so moved, seconded by Trustee Morgo, motion was approved unanimously

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Trustee Alvarez-Groneman excuses herself from the meeting, as she has another engagement to attend.

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Chairwoman Irizarry requested a motion to adjourn the Board of Trustees meeting and call the Board of Directors meeting to order at 9:15 pm. Trustee Mangual so moved, seconded by Trustee Sanders, motion was approved unanimously.

Chairwoman Irizarry requested a motion to reconvene the Board of Trustees meeting at 9:21 pm. Trustee Sanders so moved, Trustee Fenchel seconded and the motion was approved unanimously.

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Chairwoman Irizarry requested a motion to approve the minutes of the June 21, 2012 Board of Trustees meeting. Trustee Mangual so moved, seconded by Trustee Hazlitt, motion was approved unanimously.

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Chairwoman Irizarry requested a motion to approve College Resolutions 2012.66 through 2012.74. Trustee Mangual so moved, seconded by Trustee Hazlitt, the resolutions were approved unanimously.

**RESOLUTION NO. 2012.66 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. 201267. APPROVING MONTHLY SPONSOR SERVICES FOR SUFFOLK COUNTY COMMUNITY COLLEGE**

**WHEREAS**, the State University of New York Regulation No. 602.7 requires the Suffolk County Community College Board of Trustees to review and approve all Sponsor-provided services and their estimated value in advance of the service being rendered, and

**WHEREAS**, the regulation also requires the approval of the payment of each Sponsor Service satisfactorily performed, and

**WHEREAS**, health insurance is considered a Sponsor Service, be it therefore

**RESOLVED**, that the health insurance payments to the County of Suffolk in the amount of $1,753,125.51 for the month of June 2012 and $1,956,773.47 for the month of July 2012 (Attachment II) are hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2012.68 APPROVING THE SETTLEMENT OF A CLAIM**

**WHEREAS,** an individual commenced a State Division of Human Rights (SDHR) action against Suffolk County Community College alleging several claims, and

**WHEREAS,** the College denies the claims alleged in the SDHR 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 SDHR claims against the College be settled in their entirety as mutually agreed upon in the Settlement Agreement by the parties to the action.

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**RESOLUTION NO. 2012.69 ACCEPTING THE INDEPENDENT AUDITOR’S REPORT FOR THE FISCAL YEAR ENDING AUGUST 31, 2011**

**WHEREAS**, the State Comptroller requires Suffolk County Community College to annually file an Independent Auditor’s Report on its financial statements, and

**WHEREAS**, Suffolk County Community College contracted with the independent CPA firm of O’Connor Davies, LLP, to perform an audit for the College for the fiscal year ending August 31, 2011, and

**WHEREAS**, O’Connor Davies, LLP, submitted an Independent Auditor’s Report and management letters to the College, and

**WHEREAS**, the Vice President for Business and Financial Affairs has reviewed the report and management letters and recommends that they be accepted, be it therefore

**RESOLVED**, that Suffolk County Community College accepts the Independent Auditor’s Report and the management letters for the fiscal year ending August 31, 2011.

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**RESOLUTION NO. 2012.70 AUTHORIZING THE EXECUTION OF A MULTI-YEAR CONTRACT WITH THE SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC, FOR THE PROVISION OF ON-CAMPUS CHILD CARE SERVICES**

**WHEREAS,** Suffolk County Community College (College) and the Suffolk Community College Association, Inc. (Association) have entered into contracts for the provision of on-campus child care services, and

**WHEREAS**, the State University of New York (SUNY) has been making annual grants to the College for child care services that are paid over to the Association in accordance with the contracts, and it appears that SUNY will continue making such grants, and

**WHEREAS**, it will be necessary on a continuing basis for a contract to be in place to allow SUNY grants to be paid over to the Association in order for the Association to be able to provide child care services, be it therefore

**RESOLVED,** that a contract is hereby authorized between the College and the Association for a ten year term, with the right of the Board of Trustees to terminate said contract upon 90 days’ notice, for the Association to provide child care services on the campuses of the College and permitting the use of the College premises, at locations as designated by the President, for carrying out this service, and be it further

**RESOLVED**, that such contract will provide that any aid received by the College, from any source, that is specifically for the purposes of providing child care services shall be paid over to the Association.

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**RESOLUTION NO. 2012.71 ADOPTING AN EMPLOYEE EMAIL AND CELLPHONE POLICY**

**WHEREAS,** Suffolk County Community College (College) desires to establish a policy for employee email and cellphone usage to inform employees of the College’s role in effectively managing the workplace, and provide guidelines for responsible, effective and lawful use of employee email and cellphone accounts, and

**WHEREAS**, it is appropriate for the Board of Trustees to adopt a policy with respect to employee email and cellphone usage, be it therefore,

**RESOLVED,** the College hereby adopts the “Employee Email and Cellphone Policy” effective August 16, 2012 (Attachment III) and be it further

**RESOLVED,** the College hereby revokes the “Cellular Telephone Use Policy” approved by the Executive Council on November 13, 2007**.**

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**RESOLUTION NO. 2012.72 ADOPTING AN ANTI-BULLYING POLICY**

**WHEREAS,** Suffolk County Community College (College) is aware that bullying can foster a climate of fear and disrespect and creates conditions that negatively affect learning and working environments, and

**WHEREAS**, theCollege desires to establish an anti-bullying policy to educate the College community about bullying, and to promote civility and respect among its members, and

**WHEREAS**, it is appropriate for the Board of Trustees to adopt a policy with respect to anti-bullying, be it therefore,

**RESOLVED,** the College hereby adopts the “Anti-Bullying Policy” effective August 16, 2012 (Attachment IV).

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**RESOLUTION NO. 2012.73 ADOPTING A POLICY FOR CREDIT CARD USAGE**

**WHEREAS,** Suffolk County Community College (College) desires to establish a policy for credit card usage to identify the individuals who are authorized to use College-issued credit cards, provide dollar limits for purchases, describe the purchases permitted, establish control procedures and monitor College credit card usage, and

**WHEREAS**, it is appropriate for the Board of Trustees to adopt a policy with respect to credit card usage, be it therefore,

**RESOLVED,** the College hereby adopts the “Policy for Credit Card Usage” effective August 16, 2012 (Attachment V), and be it further

**RESOLVED,** the College hereby revokes the “Policy on Credit Card Usage”, adopted by this Board on March 30, 2006.

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**RESOLUTION NO.2012.74 URGING THE UNITED STATES CONGRESS TO REJECT THE HOUSE BUDGET COMMITTEE’S PROPOSAL TO CUT FUNDING AND ELIGIBILITY FOR PELL GRANTS IN FISCAL YEAR 2013**

**WHEREAS**, the need-based federal Pell Grant program helps more than nine million low- and moderate-income Americans attend and complete college, and serves as the cornerstone of our nation’s student financial aid system, and

**WHEREAS**, in its effort to deal with the nation’s debt, Congress has already enacted sweeping changes to the Pell Grant program, including eliminating “year-round” Pell Grants and reducing lifetime Pell Grant eligibility to six years, and

**WHEREAS**, these changes negatively impact college students who depend on Pell Grants to attend summer classes, or who need to attend college over an extended period of time in order to fulfill remedial or developmental requirements, and

**WHEREAS**, Congress is now considering a proposal to eliminate all mandatory funding for Pell Grants, and to impose an unspecified maximum income cap for Pell Grants, above which students would no longer be eligible for Pell Grants, regardless of their family size, number of family members attending college, and taxes paid; and

**WHEREAS,** the proposal further seeks to drastically cut the Income Protection Allowance (IPA), which is the amount of income a student or family can keep to cover minimal living expenses before being expected to contribute toward college costs; and to cut Pell Grant eligibility for students who attend classes on a less-than-halftime schedule, and

**WHEREAS**, the proposal also includes a provision which would disallow living expenses to be considered when determining Pell Grant eligibility for students enrolled entirely in online courses, and

**WHEREAS**, these proposed revisions to the Pell Grant program would negatively impact needy students who attend college part-time; penalize low-income students who work to support themselves and their families, while paying tuition, fees, and other expenses; and eliminate for many students the option of fulfilling their educational goals through online courses, and

**WHEREAS**, Suffolk County Community College believes a college education should be accessible to all, and college affordability should be a top priority for Congress, be it therefore

**RESOLVED**, that the Board of Trustees of Suffolk County Community College opposes these proposed revisions to the federal Pell Grant program, and urges Congress to reject these proposals; and be it further

**RESOLVED**, that the College shall notify Suffolk County’s representatives in Congress, and the State University of New York (SUNY) of its opposition, as detailed above.

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Chairwoman Irizarry introduced Dean Evon Walters to provide a presentation on the One Stop Student Success Center. Dr. Walters thanked President McKay for the opportunity to share with us what they believe to be a transformative initiative that can be tied directly with the institution’s key strategic priorities, student success. We are looking forward to the completion of the facility this fall. The planning process involved the entire division of student services and the business office. Making the presentation are Mary Reese, Assistant Dean of Student Services, and Suzanne Dela Raba, Campus Business Officer. One Stop focuses on students, efficiency and convenience. The present student enrollment process consists of six or more stops, in different offices and buildings. We are going to include extensive cross training for departments. Cross training will bring an integrated approach from start to finish. It will limit the running around students will have to do. Technology is a very important element to include in the One Stop. Our students are technology savvy. The main areas will be the Concierge, Admissions, Transactions, Student Support Services, and Call Center all located in one building. The envisioned outcomes are enhanced quality of customer service, maximize operation efficiencies, continuous improvement of assessing student needs, increase collaboration among staff and support, and empower students to manage their enrollment process and personal learning. Our goal is to be in by December and be fully operational for the spring semester. We look forward to showing you around; perhaps for your next Board meeting out there we can schedule a tour for you.

Chairwoman Irizarry thanked the group for their presentation, and asks how they will be assessing the effectiveness of this Initiative.

Mary Reese explained that this past enrollment cycle they have been measuring different variables such as how quickly a student gets from application to registration, how long does it take to go through the new student process itself, the testing, the advising, the registration, how much have they learned during that orientation process. We are collecting that data and putting it into TracDat. What’s changed, what’s the same, what looks worse and what do we need to fix. We are looking at learning and service variables. Dean Walters adds that the students that come into the center will swipe their ID cards so they know how many students come in, type of service, and length of time. The first year we will be using this information to create a base line of how many students we serve and use that as a benchmark.

Trustee Mangual asked when this will be transferred to the other campuses because it sounds like a success already. Is it in future plans for the other campuses?

Mary Reese explained that they did specific research for the Eastern campus, but that she believes the other campuses are already looking into this. A benefit East had was the building of the Library vacated the space for One Stop.

Dr. McKay stated that the Grant campus is working on the design of the Learning Resource Center and part of the plan submitted to the County is that once they vacate the current space the old library space would then become One Stop Shop. The space being vacated in Caumsett Hall would become additional class room space. We do have some plans to move into this direction.

Chairwoman Irizarry states that she likes the cross training aspect and having the staff knowledgeable about so many different things and that the students will appreciate how much time they will save.

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Chairwoman Irizarry introduced Dr. James Lagonegro for a presentation on Diversity. The basic components we are reviewing are gender, ethnicity, and age. The categories being used, were given to us by the Federal Government. All SUNY schools use these categories, as well as, most educational institutions in the United States that report data to the Federal Government. We included full time employees and full and part-time students. The time period covered was fall 2008 through fall 2011.

In the fall 2011 there were 1,037 full-time employees. In the fall of 2011 the data shows that there are more female than male employees, predominantly white, with most employees in the 51 years of age and above category. In a comparison with the County of Suffolk for fall 2011, the results show we have similar gender results, but that the College differs in ethnicity with more White and fewer Hispanic/Latinos. The age category between the College and the County also shows differences with the College’s employees generally older. In general, the trends at the College that were recorded during this study show that there has been an increase in the number of females in the non-instructional category, but a decrease in females within the instructional category. The number of White employees has declined and the overall number of minority employees has risen slightly. As for the age category, the 51 and above has seen the greatest growth.

The Instructional Employee Trends show for gender, males have increased. For ethnicity, White employees remained constant and a slight reduction for minority employees. Again, in the age category the 51 and above group showed the most growth.

The Non-Instructional Employee Trends show that females have shown a slight growth, the minority category experienced growth over the past four years while the white category showed a decline. Once again, the 51 and above age category has seen growth while the younger age categories decreased.

College-wide the diversity of the students shows there are currently more females than males, the majority of students are white, and the majority of students are 24 years or younger. In a comparison between the College and the County 2010 Census, gender and ethnicity are similar but the age category is broken out more evenly between all three age groups for the County.

Student trends show an increase in male students, a decrease in White students and an increase with minority students. In the age category there is a decline in 19 and younger students with an increase in students between 20 and 35.

Trustee Shybunko-Moore states that these age trend mirrors what’s happening in industry, as well, and asked what we are doing to actively recruit younger faculty so they can train the future workforce.

AVP Tempera responded that they are working on diversity recruitment with both faculty and guild to actively advertise and get the word out, but without people retiring we cannot recruit new employees.

President McKay stated that he would like to commend Associate Dean, George Tvelia, because back in 2007 Middle States asked us to create a succession plan, and this past Sunday President McKay attended the second year of a training session which is part of the succession plan. Thirty individuals, mostly instructors or assistant professors, are being trained to be moved into administration as well. What we are finding when we do searches is that we have applicants that are not qualified for what they are applying for. When we have applicants from across the country, after they accept and do more research about Long Island they decline because of the cost of living on Long Island and the cost and difficulty of being able to finding a place to live.

What are we doing to get students in, we are starting much earlier from the high schools. We have certificate programs that are 3 months, 6 months, and a year. We have some programs that incorporate training, that incorporate specific skill sets that employers are looking for. We have students who come back who want to change fields. We are doing different things on multiple fronts. We need to hire employees at the College that can then help the institution. We are working within doing cross training such as One Stop. We are reposting and expanding what we are doing looking for the most qualified candidates. We are looking to get more students into the fields where the job market is looking for workers.

Trustee Mangual asked if this Report will be addressed more closely by a Committee.

Chairwoman Irizarry stated that this Report came about as a result of a Personnel Committee request. The Committee asked the College to provide a report on diversity for both students and employees. The Personnel Committee also met with Mr. Tempera and inquired about the process in hiring, to make sure that when search committees are formed they are diverse, that when applicants are being interviewed the group interviewing be diverse. We want diversity throughout the whole process.

President McKay stated that he has already spoken with EVP Gatta and that this Report is a condensed version of a very in-depth report that focuses on those two populations. We will be making that available to the Strategic Planning Group that is working throughout the College on the six Strategic Goals approved by this Board. They will review and see if there is anything in those documents to help strengthen their work. We are already moving beyond just conducting the assessment into moving it forward. When we get back to you, we will be able to show you how we were able to use this document.

Chairwoman Irizarry stated that yes the Personnel Committee will most likely be taking a closer look. You cannot argue with data. Once we have data such as this, we as a Board can say we did the right thing in adopting the sixth institutional goal, diversity. Moving forward, we have to look beyond ethnicity; age is a great concern here. It is essential for this institution that we address diversity issues because we need to grow stronger and we know that there is strength in diversity.

Trustee Mangual stated from a student stand point he feels that when there is a diverse faculty and staff it makes the individual more comfortable knowing that someone he can recognize is present in the room. It’s more welcoming.

President McKay stated that we approached the Board with five goals, and the Board felt that this was an area that we needed to address and address in a strategic way to raise it to an institutional level. I have asked the sub-committee to report back to the Academic and Student Affairs sub-committee to where we are in regards to the work that is being done right now, to solicit feedback, to see if we are going in the right direction before we advance to the full Board. They have been working since the meeting where this goal was advanced. We are going to make that institutionally a goal that every campus, every division will address going forward. You will see that in the actionable areas that will come forward every single year.

Chairwoman Irizarry thanked Mr. Lagonegro for his report.

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Chairwoman Irizarry introduced Interim Vice President of Finance, Charles Stein, to present the College financial reports. Mr. Stein stated that revenue projected to the end of year is down, primarily from lower state aid and tuition revenue being down because enrollment is down. Expenditures are below budget and as a result we are projecting a fund balance of approximately $923,000.00. Regarding the question that was raised earlier about the revenue for this building, we appear to be on budget. We are projecting $790,000.00.

President McKay thanked Chuck Stein for stepping in and assisting us. We have taken all the right steps. With the enrollment numbers we have, we mitigated what could have been a deficit plan and we are now showing that we will come in with a net positive by the end of the year. Considering the fact that enrollment is down, considering the cost factors involved, reopening contracts, we have done everything that we can do. If the trend continues, we will be in a better position next year to mitigate what will come next year. My colleagues on other campuses are not in the position that we are in because of the actions we have taken and the support of this Board. So again, I must say to the faculty, staff, students those who were involved and those who have joined us to help us work on these plans and because of all that we are in a better place.

Trustee Morgo wanted to know what the Fund balance was for the year, last year.

Interim VP Charles Stein stated that he would get back to him with that information.

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Chairwoman Irizarry stated that she and Trustee Mangual attended a Conference where it was repeated more than ten times how important committees were to the mission of the College and to advance the College. Since we have new Trustees, I invite you to consider joining some of our committees you can belong to more than one.

Chairwoman Irizarry continued onto the Committee reports. Trustee Sanders stated Academic Affairs/Student Services committee had nothing new to report at this time.

Chairwoman Irizarry moved to the Facilities and Technology Committee. Trustee Lilly stated he did not have a meeting because in the last few months the other two members had either termed out or left. He stated that he received an update from Executive Vice President Gatta on some of the projects. The Southampton Building renovation is on schedule. Also, on Ammerman campus the traffic safety project is on schedule and should be completed before the start of the fall semester. Eastern Campus One Stop renovation is on schedule. If any of the Board members would like to join the Facilities committee, please let Trustee Lilly know.

Chairwoman Irizarry moved onto the Advocacy Committee. Trustee Hazlitt stated he had nothing new to report.

President McKay interrupts the Committee Reports so that Interim Vice President Charles Stein can answer Trustee Morgo’s previous question regarding last year’s fund balance which was approximately $4 million and this year’s projected balance is $923,000.

Chairwoman Irizarry moved to the Personnel Committee Report. Trustee Pontieri is not present, but delegated to Chairwoman Irizarry to report that the committee met earlier this week. One of the new initiatives that we are working on is updating the presidential evaluation. We are in touch with ACCT to update the evaluation. If you have any ideas about areas to be included or expanded, please feel free to reach out to Trustee Pontieri or the Board Chair.

Chairwoman Irizarry moved on to Audit and Budget Committee. Trustee Fenchel stated that the Committee has never really been constituted because there were never enough members. Informally, we have identified one of the things that are in the process of correcting or explaining. In particular, some of the personnel policies which bear on the budget which we brought up during the last meeting and questions that had been raised in respect to the aggregate surplus which we have developed over the years. You have indicated that this surplus is being accumulated to handled expected increased of F/T students partially.

President McKay stated that it is for the anticipated decrease in enrollment. We are anticipating over the next few years, based on the trend line, student enrollment is trending down wards. At the same time we are coming out of contractual negotiation of 0/0, then getting into 2/2’s and on one contract we have a 0 and then a 4. The other side of it is that we cannot keep increasing tuition to balance our budget. The more you charge the students, the more the will turn away from us. Again a fund balance is a one shot, if we use it in any year it is not a recurring number so we have to mitigate how we balance the budget after we use fund balance.

Trustee Fenchel stated that at some point he would like to see a plan as to what will be the mitigation. There should be a purpose behind a surplus. A two or three year plan to cushion additional expenses and increases in labor costs that makes sense, but I think that it has to be laid out to the Board so we understand what happens to that money. At the same time, both as a Board member and a member of the unconstituted Audit and Budget Committee, just where are the reserve funds? Is it in a bank account, is it segregated in a bank account?

Interim Vice President Charles Stein responded that the funds that are in the reserves are invested, unfortunately there is not much interest income, but that is where it is.

Trustee Fenchel asked in what institutions?

Interim Vice President Charles Stein stated that they are in Herald Bank, Gold Coast, TD and Wells Fargo.

Trustee Morgo asked if we have investment portfolios.

Interim Vice President Charles Stein stated that we work in conjunction with the County Treasurer in terms of the investment process. We make sure that there is third party collateral. There is a whole process that we go through.

Trustee Fenchel stated that it’s not so much the investments, but that the actual cash balances are maintained in these banks and that if the Trustees wanted to see those cash balances, would those be available?

Interim Vice President Charles Stein responded yes.

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Chairwoman Irizarry moved onto the Chairwoman’s Report. A few weeks ago you received an email with a proposed calendar for Board of Trustees Meetings for the year 2013, January 2013 through December 2013. The meetings are proposed to be now at 4:00 pm as opposed to 9:00 am to accommodate Trustees commitments and schedules and there were two meetings, April and August which will be at 7:00 pm at night. It is up for discussion, and if we all agree on the proposed schedule we can vote on it.

General Counsel Petrizzo stated that the meetings follow the same pattern as this year, primarily on the third Thursday of the month, except there is no meeting in July or November and the December meetings is on the first Thursday of the month rather than the third.

Chairwoman Irizarry called for a motion to accept the proposed Board of Trustees meeting schedule, Trustee Mangual so moved, and seconded by Trustee Fenchel, Trustee Hazlitt abstains from voting, and the motion carries.

This year the Board has a retreat scheduled for November 29, tentatively from 9:00 am – 1:00 pm. As you heard before we have no Board of Trustees meeting in November, but it is a practice that we do have a retreat to learn more about our role, duties, and responsibilities as Trustees.

Trustee Mangual and I had a chance to attend a Governance Leadership Institute in Washington D.C. from August 1st – 3rd for experienced and new Trustees. It was very informative. The agenda included topics such as The Role of Trustees, Duties, and Operating Procedures. I have the materials that were handed out there, but it was a lot of paper, so I only included in your packets two presentations that were given. One is “What Trustees Need to Know About Advocacy”. It was very helpful. One of things that was shared was that phone calls to elected officials do not work as well emails and in person contact. The other hand-out was on Understanding Financial Documents and Capital Projects, which I believe the November 29th retreat will focus on this topic.

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Chairwoman Irizarry moved on to President McKay’s remarks.

President McKay stated that as he said before he does have his remarks, but that in the interest of time he will email his remarks to members of the body. He was delighted this week to receive a request from the New York Community College Trustees for Chairwoman Irizarry, myself, and SUNY Board Trustee Tina Good to appear before all state wide trustees to speak about the role of the President, the role of the Chairperson, the role of the Trustee and how we work well together. I have not accepted yet because my schedule is full with opening day.

I must say that we have a very talented group of individuals at this College. Every year when we have the Annual Report they go into seclusion and they try to chronicle all that we do during the year. It is very difficult to put all that into a document. I asked Vice President Araneo to show you a document that will go out to every elected official, every business and industry, and every school superintendent so that see who we are and what we do.

Vice President Araneo stated that Dr. McKay truly captured what is involved as we try and pull together this report every year. It is in line with Dr. McKay’s initiatives, and he has placed an emphasis on communications. As a result, for the past two years we have generated an annual report. I do have copies of both in case you want to look and compare. One of the items that I want to bring to your attention is that this year’s book is much larger than last year’s book, and as Dr. McKay has shared with us that even in a challenging time we have been able to initiate and complete new initiatives and that says something about the staff here, there creativity and about the leadership that is exhibited within the Administration. This presentation is actually on our website, if you go the Office of the President that is where you will find the accomplishments document. Last year’s document is there as well. I am going to share with you this year’s document. When we went to produce the document the conversation was what we can do to add more sizzle, to raise the bar in the production of the annual report, and the decision was made to have a flash introduction to the booklet itself. It goes by quickly. Then a power point presentation was shown.

The point of the movie is to highlight and select a few of the major accomplishments that are being emphasized. It’s impactful, it’s lively, and it’s quick. The other option you have is to open the book itself. You can view it on line. If your computer does not allow you to do that, you can look at the pdf. If you are out and about looking for something quick, you know it’s in the accomplishments document you can find it by just scrolling through. Technology wins again.

Chairwoman Irizarry stated that it was a great job.

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Chairwoman Irizarry moved onto the roundtable session. She passed around information regarding the NYCCT 58th Annual Conference in Saratoga Springs September 20 -23, 2012. I have attended this conference the last two years and it is a very valuable event. I highly encourage you all to consider attending. I will drive for whoever would like to come.

President McKay stated that on Monday, August 27th, we will be holding a Convocation. This is the first time that we have changed from the all College Day event to an event held after day classes’ end at 4:00 pm. Chairwoman Irizarry, Trustee Mangual and Chairman of SUNY Board of Trustees will be present and we will be honoring the Chancellor Award winners, Faculty Meriti and also Sister Mary Ann Borrello who received the NYCCT SUNY State Wide Award so if you are available to attend it is at the Ammerman Campus Gymnasium and there will be a barbeque afterwards.

Trustee Shybunko-Moore wanted to thank everyone for the warm welcome she was given. She did serve on the Foundation Board prior to this and it is truly a privilege to sit at a table with all of you. Thank you for making it a seamless transition. I want to comment on John Lombardo, who earlier today, with myself, appeared on Channel 12 and were on Scott Passessar Job Line talking about all we do with Work Force Training and how that ties into industry. I wanted to let you know that on Saturday and the following Saturday, it will be airing at 8:30, 10:30, 12:30 and 2:30 and on Sundays at 10:30 and 1:00. I do think this will be a repeat type of thing for John. He speaks very well in representing the mission of Suffolk and from what I saw today, I think the future will have success stories showing success stories of those trained at Suffolk. Truly an honor and a wonderful job and I hope you enjoy it.

Trustee Mangual stated that as the Chairwoman mentioned earlier that they attended the Governance Leadership Institute in Washington D.C. and the first thing I want to do is congratulate the Board. In general some other trustees expressed their relationships with the board members and their presidents are very different from ours, and I would like to commend ours and I think we do a great job. Our connection with the President is a lot better than a lot of people have. Also, some other topics that we covered that I thought was really important was the difference between policy and micromanagement. What is actually the Board responsibility and what is considered micro management of faculty and staff. The other topic that was very big was the Trustees responsibility in understanding the financial reports. Although, they look well and I understand what financial numbers are, this is a big College and there are a lot of things that move back and forth and I was hoping to recommend that the Board would entertain that we could have a financial retreat so that we could understand better what some of these number really represent.

To touch on some other events that happened recently the College participated, for the 1st time in fifteen years, in the Puerto Rican/Hispanic Day Parade in Brentwood. We marched students and faculty with banners and t-shirts. I think it was very successful and the students had a great time. It was kind of last minute as the original sponsors had a default based on an economic situation, and they were looking for sponsorship and the College Foundation stepped in as one of the sponsors to help in the parade. I also promised a professor that runs the entrepreneurship youth program here on this campus that I would give her a plug on her program. I participated with her for a three week crash course in youth entrepreneurship and it is a great program. It starts off with business ethics, what it’s like to run a board, to running a small business, to filling out a business plan and enacting that plan.

Chairwoman Irizarry thanked Trustee Mangual for his comments and thinks it is a great recommendation to have a financial retreat for the explanation of financial documents. It is definitely a recommendation that the Chair plans to follow-up on. Thank you for your participation on the Puerto Rican Day Parade you did a lot of the collaboration, making sure that things went well, and that you represented our College well.

Trustee Morgo asked President McKay about the Economic Development Commissioner comment about innovation zone and possibly using College land. I had the occasion to speak to Joanne Manieri. I said to her that this might have been an oversight on her part, and she said she absolutely, unequivocally understands the pact with the College and that the College, in fact, has authority over its own land. She said she was aware of it, she read the County charter on it, and she saw it more of a mistake of the reporter than hers. She was very aware of the enXco experience. I for one have worked on the innovation zones and think they are a great idea, but I told her it was really important to communicate and she agreed. She said she did not write the article.

President McKay stated that when the newspaper has a report about activities of the College, and he is not aware of those activities and the Board is not aware, it is his responsibility to advise the Board that we have seen this document that has some implications, or potential implications, and we have not been engaged. Part of his role is to always report back to the Board and if the Board sees that it is something we should pursue, then certainly I will engage. At this point it was merely to inform the Board that we have seen something that we knew nothing about and hopefully going forward the officers in the County will work closer with us because economic development is what we do. Trustee Shybunko-Moore just mentioned an entire segment that talks about what we do at the College to support economic development. I am sure the County wants to do that but I think they have to understand also that the Board of Trustees must first be engaged in any economic opportunities that would then require the use of College property to get into new ventures.

Trustee Morgo stated that sending the memo was a good idea. I may not have even thought about it, had I not even received the memo. Innovation zones are excellent ideas; they exist in other parts of the country. I am not going to get into them now. I think it was a very good idea of communication to send that memo and it gave the opportunity to talk to her about it.

President McKay thanked Trustee Morgo.

Chairwoman asks if there are any other comments or thoughts. With no further comments for the roundtable session, Chairwoman Irizarry called for a motion to adjourn, Trustee Sanders so moved, Trustee Mangual seconded, the motion was approved unanimously at 10:37 p.m.

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The meeting of the Board of Trustees was adjourned at 10:37 p.m. The Board of Trustees next meeting is September 13, 2012 at 9:00 a.m. in Room 114 Captree Commons, Grant Campus, Brentwood, New York.

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Respectfully submitted,

Bryan Lilly

Secretary