**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**ROOM 114, CAPTREE COMMONS**

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

**October 18, 2012**

The meeting was held on Thursday, October 18, 2012 at 9:00 a.m. in room 114 of Captree Commons in Brentwood, New York.

PRESENT:

 Dafny Irizarry Chairwoman

Walter Hazlitt Trustee/Vice Chair

Brian Lilly Trustee/Secretary

James Morgo Trustee

Paul Pontieri, Jr. 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 V.P. of Financial & Business Affairs

 Carla Mazzarelli V.P. of Academic & Student Affairs

 Louis J. Petrizzo General Counsel

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The meeting of the Board of Trustees was convened at 9:02 a.m.

Chairwoman Irizarry recognized Interim Athletic Director Kevin Foley for the introduction of two student-athletes who were to be recognized. I.A.D. Foley stated it was an honor to recognize the two young men and their coaches for their outstanding efforts last spring in track and in swimming. He introduced Blake Evans, a graduate of Longwood High School, who was a national champion in the long jump. I.A.D. Foley stated according to Blake’s coach, he is the ultimate competitor having won seven out of eight events. He stated Blake also plays on the College’s basketball team and does an outstanding job in basketball as well. I.A.D. Foley presented Blake Evans with his national championship ring and congratulated him on his accomplishments. Chairwoman Irizarry and President McKay congratulated Blake Evans.

I.A.D. Foley introduced Alberto Cotano, a graduate of Connetquot High School, who won the won the 200-meter backstroke last year at the junior college championships and the national championship this year for the backstroke as part of the College’s men’s swim team. I.A.D. Foley presented Alberto Cotano with his national championship ring and congratulated him on his accomplishments. Chairwoman Irizarry and President McKay congratulated Alberto Cotano.

I.A.D. Foley stated he wanted to publicly thank the Chairperson of the Board, the President of the College, and the Trustees for the opportunity to acknowledge the athletes and for their support of the College’s athletics program. Chairwoman Irizarry thanked I.A.D. Foley on behalf of the Trustees and the College community for the department’s fine work.

Dr. Christopher Adams, Executive Assistant to the President asked if Mr. Charles Stein, VP of Business and Financial affairs would come to the front of the room. Dr. Adams stated Mr. Stein has served the College as its Vice President for Business and Financial Affairs for more than 12 and half years. Under Mr. Stein’s leadership, the College has successfully maintained its financial stability and increased the strength of its balance sheet. In addition, he has administered, developed, and implemented plans that maintain the programmatic and fiscal integrity of the College's varied units. Dr. Adams reflected on Mr. Stein’s many accomplishments during his tenure at Suffolk, and stated it was clear the College had benefitted from his years of service. Dr. Adams asked all to join him in extending best wishes to Mr. Stein for his commitment to the College. Mr. Stein will leave the College on 10/30/12.

Chairwoman Irizarry presented Mr. Stein with a plaque and thanked him for his service to the College. Mr. Stein thanked everyone and Chairwoman Irizarry and stated it had been a pleasure to assist the College. He was hopeful the selection of a new V.P. for Finance would take place soon. Mr. Stein stated he would always be available to assist the College and he thanked President McKay and Chairwoman Irizarry for the acknowledgement of his service

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Chairwoman Irizarry called for a motion to enter into Executive session to discuss personnel and litigation matters at 9:18 a.m. Trustee Mangual so moved, Trustee Lilly seconded, motion was approved unanimously.

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Chairwoman Irizarry called for a motion to come out of Executive session and resume the Board of Trustees meeting at 10:38 a.m. Trustee Lilly so moved, Trustee Mangual seconded, and motion was approved unanimously.

Chairwoman Irizarry asked Dr. Christopher Adams to introduce a new employee, Mr. Ben Zwirn. Dr. Adams addressed the Board of Trustees and stated Mr. Ben Zwirn was the College’s new Intergovernmental Relations Coordinator. He stated, Mr. Zwirn served in this role more recently at Suffolk County and the Town of Babylon. Mr. Zwirn comes to Suffolk County Community College with over 30 years of intergovernmental experience.

Mr. Ben Zwirn thanked Dr. Adams for the introduction and stated he was delighted to be with the College. Mr. Zwirn noted that in his most recent position he had an excellent working relationship with the elected representatives on both the federal, state and county level. He added he viewed his role as representing the College, not just when the College needs something, but to make sure elected officials can interface with Suffolk Community College at all times. Mr. Zwirn stated he was delighted to be at the College and looked forward to working with the President McKay and the members of the Board of Trustees.

Chairwoman welcomed Mr. Zwirn to the College and stated the Board looked forward to working with him as well.

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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 10:41 a.m. Trustee Sanders so moved, seconded by Trustee Morgo, motion was approved unanimously.

Chairwoman Irizarry requested a motion to reconvene the Board of Trustees meeting at 10:45 a.m. Trustee Mangual so moved, Trustee Sanders seconded and the motion was approved unanimously.

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Chairwoman Irizarry requested a motion to approve the minutes of the September 13, 2012 Board of Trustees meeting. Trustee Lilly so moved, seconded by Trustee Pontieri, motion was approved unanimously.

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Chairwoman Irizarry requested a motion to approve College Resolutions 2012.79 through 2012.86. Trustee Mangual so moved, seconded by Trustee Sanders, all resolutions were approved unanimously.

**RESOLUTION NO. 2012.79 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. 2012.80 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 $1,664,354.72 for the month of September 2012 (Attachment II) is hereby approved by the Board of Trustees.

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**RESOLUTION NO.2012.81 AWARDING A CONTRACT FOR THE PROJECT LABOR AGREEMENT FEASIBILITY STUDY FOR RENOVATIONS TO THE RIVERHEAD BUILDING ON THE AMMERMAN CAMPUS CP2138, CP2149, CP2129**

**WHEREAS**, this Project is being funded from multiple Capital Projects each of which has been approved by Suffolk County and the State of New York for funding, and appropriated by the Suffolk County Legislature, and

**WHEREAS**, the College issued a request for proposals for a Project Labor Agreement (PLA) feasibility study for this Project, and

**WHEREAS,** the College Evaluation Committee reviewed the responses received and is recommending the College contract with Cashin Associates, PC, and

**WHEREAS**, the services for the negotiation, preparation and maintenance of the PLA will be necessary only if the use of a PLA for this Project is financially justified, be it therefore

**RESOLVED**, that the College President or his designee is authorized to enter into a contract upon such terms and conditions as shall approved by the College General Counsel with Cashin Associates, PC for up to $12,500.00 for the PLA feasibility study, and be it further

**RESOLVED**, that if the College chooses to use a PLA, the College President or his designee is authorized to enter into a contract upon such terms and conditions as shall approved by the College General Counsel with Cashin Associates, PC for the negotiation and execution of the PLA for up to $8,000.00, and be it further

**RESOLVED,** that if Cashin Associates, PC is successful in executing the PLA, the College President or his designee is authorized to enter into a contract upon such terms and conditions as shall approved by the College General Counsel with Cashin Associates, PC for the implementation and maintenance of the PLA throughout construction for up to $38,500.00.

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**RESOLUTION NO.2012.82 ACCEPTING A SUBAWARD FROM THE RESEARCH FOUNDATION OF SUNY FOR PARTICIPATION IN A PROJECT ENTITLED IRACDA - THE NEW YORK CONSORTIUM FOR THE ADVANCEMENT OF POSTDOCTORAL SCHOLARS**

**WHEREAS**, the Research Foundation of the State University of New York (“the Foundation”) is in receipt of a grant award to carry out a project entitled “IRACDA – The New York Consortium for the Advancement of Postdoctoral Scholars”; and

**WHEREAS**, Suffolk County Community College (“the College”) has been selected to receive $129,705.00 of said grant award to support the professional development of College participants in the project; be it therefore

**RESOLVED**, that the College President is hereby authorized and empowered to execute a subcontract between the Foundation and the College for participation in a project entitled “IRACDA – The New York Consortium for the Advancement of Postdoctoral Scholars” in such form as shall be approved by the College General Counsel.

Project Director: Dr. Candace J. Foley

No in kind contribution required.

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**RESOLUTION NO.2012.83 APPROVING A MAJOR CHANGE ORDER FOR TRAFFIC SAFETY AND CAMPUS ENTRANCE IMPROVEMENTS, AMMERMAN CAMPUS, CP2127, CP2149 AND CP2192**

**WHEREAS**, capital projects No. 2127, 2149 and 2192 have been approved by Suffolk County and the State of New York for funding, and appropriated by the Suffolk County Legislature, and

**WHEREAS,** conflicts with underground utilities arose during the course of construction, and

**WHEREAS**, deteriorated sidewalks, curbs, drainage structures and utility boxes within the construction area needed repair and replacement, and

**WHEREAS**, the contractor provided cost estimates for this additional work, and

**WHEREAS**, these cost estimates were reviewed by the College and determined to be reasonable, and

**WHEREAS**, as of October 18, 2012, CP 2127, CP 2149 and CP 2192 are all within budget, as shown in Attachment III, and

**WHEREAS**, this additional work 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. 1 for Norman Kurrass Contracting Inc. in the amount of $48,463.37 is approved, and be it further

**RESOLVED**, that the College President, or his designee, is authorized to execute the necessary documentation.

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**RESOLUTION NO.2012.84 APPROVING A MAJOR CHANGE ORDER FOR THE PARTIAL RENOVATION OF THE PECONIC BUILDING, EASTERN CAMPUS, CP 2127, CP2149, CP2168, CP2181**

**WHEREAS,** capital projects No. 2127, 2149, 2168 and 2181 have been approved by Suffolk County and the State of New York for funding, and appropriated by the Suffolk County Legislature, and

**WHEREAS**, field conditions have been discovered during construction that require additional patching, utility supports, partitions, lighting upgrades and door frame modifications, and

**WHEREAS**, during the construction it was discovered that sections of the existing interior walls in the Peconic Building were not built to meet applicable fire codes, and

**WHEREAS**, the Peconic ‘one-stop shop’ design included renovation of a computer room for testing purposes, and

**WHEREAS**, testing is a critical component of the ‘one-stop shop’ model for student services, and

**WHEREAS**, the Eastern Campus requested that the original design for the computer room renovation be modified to better accommodate multiple testing and advising scenarios, and

**WHEREAS**, the architect of record provided a design to correct the fire code issues related to wall construction and fire stopping, and

**WHEREAS**, the architect of record provided a revised design for the computer room renovation that was accepted by the Eastern Campus, and

**WHEREAS**, the contractor provided cost estimates for these additional scopes of work including delays that have resulted from the fire code condition, and

**WHEREAS**, these cost estimates were reviewed by both the architect of record and the College and determined to be reasonable, and

**WHEREAS**, as of October 18, 2012, CP 2127, CP 2149, CP 2168 and CP 2181, are all within budget, as shown in Attachment IV, and

**WHEREAS**, this additional work 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. 2 for GII Construction Co. in the amount of $131,322 is approved, and be it further

**RESOLVED**, that the College President, or his designee, is authorized to execute the necessary documentation.

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**RESOLUTION NO. 2012.85 AWARDING A CONTRACT FOR THE CONSTRUCTION OF THE NEW LIFE SCIENCE BUILDING ON THE AMMERMAN CAMPUS CP2140, CP2149, CP2174, CP2182, CP2301**

**WHEREAS**, capital projects CP2140, CP2149, CP2174, CP2182 and CP2301 have 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 construction of the New Life Science Building on the Ammerman Campus have been solicited and reviewed by the College, and

**WHEREAS**, the College design committee determined that the proposal submitted by J. Petrocelli Contracting, Inc. in Ronkonkoma, NY best meets the needs of the College, be it therefore

**RESOLVED**, that a construction contract in the amount of $26,240,000.00 for the construction of the New Life Science Building on the Ammerman Campus be awarded to J. Petrocelli Contracting, Inc., 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.2012.86 ADOPTING A WORKPLACE VIOLENCE PREVENTION POLICY**

**WHEREAS,** Suffolk County Community College (College) is committed to the safety and security of its employees, and to maintaining a work environment which is free from threatening behavior and acts of violence, and

**WHEREAS**, Section 27-b of the New York State Labor Law requires public employers to evaluate the risk of workplace assaults and homicides, and adopt workplace violence protection programs to prevent and minimize the hazards of workplace violence to public employees, and

**WHEREAS**, in accordance with this law, the College has recently conducted a workplace violence evaluation, and now seeks to update its existing workplace violence prevention policy and program, be it therefore

**RESOLVED,** the College hereby adopts the “Workplace Violence Prevention Policy,” effective October 18, 2012 (Attachment V), and be it further

**RESOLVED,** the College hereby revokes the “Prevention of Workplace Violence Policy,” approved by the Executive Council on September 1, 2009.

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Chairwoman Irizarry introduced Interim Vice President of Finance, Charles Stein, to present the College Financial Report as of September 30, 2012. Mr. Stein noted it was the first month of the fiscal year and stated the revenue projected is approximately $1.4 million below budget, mainly because of enrollment being off a bit. Expenditures are projected to be down approximately $1.6 million leaving the College in a positive position. Mr. Stein stated he had directed the finance staff continue to provide the Board with the monthly information on the bank accounts and balances.

President McKay thanked Mr. Stein again for his service to the College, and noted he was already preparing the College for the next budget process.

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Chairwoman Irizarry moved onto the Committee reports. Trustee Sanders stated Student Services & Academic Affairs committee met on September 13th at 5:30 p.m. She thanked Trustee Alvarez-Groneman and Trustee Mangual as well as Dr. Mazzarelli, EVP George Gatta and Ms. Alicia O'Connor for attending the meeting. Trustee Sanders stated the committee discussed a tobacco-free policy that has already been implemented by CUNY making their college campuses tobacco-free campuses. She noted SUNY has a policy about to be implemented in 2014. Trustee Sanders stated the committee would continue the discussions on the policy and the impact on the College if implemented. Trustee Sanders stated the committee also discussed Institutional Goal number six and its inclusion in the strategic plan. Trustee Sanders stated on behalf of the Student Services & Academic Affairs committee, she congratulated the Strategic Planning team for working on this document and putting it into measurable goals and linking them to outcomes in the overall strategic plan for the College. Trustee Sanders stated the committee also had a lengthy discussion regarding the scholarship task force and recognized the task force has made much progress. The committee is reviewing donor scholarship requirements, revising advertising aspects to ensure students have access to the information. The committee noted there has been progress on the College web site in terms of accessibility to scholarship information. The Student Services & Academic Affairs committee was also updated on Completion Day which took place on October 3rd, and an Education USA grant. Trustee Sanders stated the committee plans to meet again on October 25th, at 5:30 p.m. on the Michael J. Grant campus, and invited any other Trustee’s interested to attend the meeting.

Chairwoman Irizarry moved onto the Facilities and Technology committee. Trustee Lilly stated had not had a meeting, and would be scheduling one with EVP Gatta prior to November. Trustee Lilly stated there was new member to the committee, and announced Trustee Morgo decided to join the Facilities and Technology committee. Trustee Lilly stated he had received recently and update from EVP Gatta and reported the bid on the New Life Sciences building came in under budget from a local contracting firm. Trustee Lilly stated he would have more of an update at the next meeting.

Chairwoman Irizarry moved onto the Advocacy committee, and stated that Trustee Hazlitt had to leave the meeting, however she was aware of efforts being made to schedule a meeting with the County Higher Education Committee and Legislator Sarah Anker.

Chairwoman Irizarry asked for the Personnel Committee update. Trustee Pontieri stated the updated was given during executive session. Chairwoman Irizarry thanked Trustee Pontieri and stated Trustee Fenchel was not in attendance and therefore there was not a report from the Budget Committee.

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Chairwoman Irizarry moved onto her report. Chairwoman Irizarry reminded everyone that the Board of Trustee retreat was scheduled to take place on November 29th, on the Grant Campus from 9:00 a.m. to 1:00 p.m.

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Chairwoman Irizarry moved onto the President’s report. President McKay invited John Lombardo, Associate Vice President for Workforce and Economic Development for an update as requested previously by Trustee Fenchel.

Mr. Lombardo thanked President McKay and the Trustees. He began his report with a brief history on the College’s workforce development efforts. Mr. Lombardo stated the studies done by the New York State Department of Labor and the workforce investment boards, is what has driven some of the programs that have evolved over the past seven or eight years. The studies identify communication skills, mathematic skills, reading, foreign language and a wider array of skill gaps in machining and welding for manufacturing. AVP Lombardo stated there was also a clear ESL (English as a Second Language) need within each company. AVP Lombardo stated the College has provided over the past seven years courses in Spanish for managers to assist the managers in communicating with the workforce. As this developed, there was a college-wide effort to meet the needs of the workforce, to anticipate the future, and to look at subjects where the value of the liberal arts education could integrate with the workforce. During this time, the College applied for several grants, to try and raise the money to build the Workforce Training building. He stated the Workforce and Training building was commissioned and completed in 2009. The building allowed an integrated approach to workforce training. Students are trained not only in the manufacturing technology skill gaps of welding and machining, but also integrated into the HVAC credit program.

AVP Lombardo reported under the direction of President McKay a credit program in manufacturing technology was established. The building now has a credit program for workforce, manufacturing technology, heating, ventilation, air conditioning and refrigeration. The building also contains a fully functioning learning lab for the heating group. AVP Lombardo stated the importance of the entire effort in creating the building was also in the partnerships that were formed with the industry with entities such as, Hauppauge Industrial Association, the Federal Manufacturing Task Force, Manufacturing Skills Institute, American Institute of Aeronautics and the Workforce Industrial Board. He stated the key to the partnerships is to showcase the workforce training that the College has done.

AVP Lombardo stated the partnerships have come together to train workers and to attract new companies. He noted that global conglomerates have recently decided to come into the region.

AVP Lombardo stated PCS Industries, originally a manufacturer from Ohio, has chosen to come to New York to manufacture switchgear and circuit breakers for the railroad industry for two projects, one with the MTA, and one with the Long Island Rail Road. He stated they are coming to Long Island because of the machining talent, and the type of welding talent the College provides. Both of these companies are ready, willing and able to partner with the Community College in terms of scholarships, and program development. AVP Lombardo stated in order for the College to be successful at this, it has to maintain a presence, and expose business and industry to the talent the College can produce.

He stated that under Dr. McKay's leadership and encouragement, the College had a manufacturing symposium a year ago. The College invited all of the states elected officials, as well as SUNY Chancellor Zimpher. The symposium gathered 62 manufacturers within the region to showcase the talent in engineering and to focus on STEM. AVP Lombardo closed his report by stating the College goes to the high schools every week, attends career events, and participates with the Workforce Investment Board. The College is successfully executing its mission out there and these efforts are producing results for the students and business.

Trustee Morgo asked AVP Lombardo if the global conglomerates that are coming into Suffolk County, SPX and PCS are public companies, and if so were they publicly traded companies. AVP Lombardo stated he believed one of the two was a publicly traded company. Trustee Morgo asked if the companies have sites in Suffolk already. AVP Lombardo stated SPX has two locations in Suffolk in addition to the one in Nassau. PCS, has an office in Bethpage now, and have won two contracts.

Chairwoman Irizarry stated AVP Lombardo mentioned the possibility of a mechatronics academy with the East Islip School District and asked if that would be the College’s first mechatronics academy in partnership with a high school. AVP Lombardo stated it would be the third. The College started one in Three Village School District several years ago which is maintained and very vibrant. He stated the students from that program have visited GSE Dynamics. The second partnership is with Bay Shore high school, which is growing slowly. East Islip would be the third.

AVP Lombardo stated there were several partnerships in the pipeline. The College is training their tech teachers on how to deliver the program. AVP Lombardo stated that he was hopeful that the program could be expanded to 5 or 6 more schools.

Trustee Shybunko-Moore stated that she commended the College’s work both at the Federal and State level. She stated the elected officials know about Suffolk Community College, noting that she had received a call from Senator Gillibrand’s office just two hours before her debate the prior evening to ask her very specifically what is going on with manufacturing on Long Island, what is going on with the industry relationship with Suffolk. Trustee Shybunko-Moore stated it should be recognized that the College is ahead of the curve. She stated Newsday had an article showing that manufacturing is not dying. She encouraged the College and the Trustees to continue to be ambassadors of what the College is doing.

President McKay thanked Trustee Shybunko-Moore, and stated the College would continue to focus on meeting the needs of the community, industry, and students as well.

President McKay introduced Dr. Troy Tucker, Specialist, Office of Grants Development to speak about the College’s SUNY 2020 grant application. Dr. Tucker thanked the members of the Board and President McKay for the opportunity to update them on the proposal. Dr. Tucker stated this was an application to NYS and SUNY for renewable energy and sustainable centers, (RESC). Should the grant be funded the RESC would be built on the Michael J. Grant Campus. Dr. Tucker stated the reason for the location is, the workforce development technologies center is already at the campus with programs in corporate training, and entrepreneurial assistance. The funding would provide an immediate home for programs that the College has in renewable and sustainable energy and provide space for high technology training that currently does not have a permanent location. He stated for those programs the equipment is taken out of storage for every class and then put back into storage. Dr. Tucker stated that in addition, the RESC would be a center for STEM activities which is a goal of the grants development office. The grants department long-term goal is to get sustained funding from the National Science Foundation in the form of an NSF ATE (advanced technology education) center. Dr. Tucker stated NSF funds a series of regional and national centers around the country and the grants department felt this was a good opportunity for the College to step up and ask for the funding in the area of advanced technology, alternate energy, sustainability and high technology training.

Dr. Tucker introduced Lori Ann Taggart, Director of External Affairs and Strategic Partnerships and Ms. Nina Leonhardt, College Associate Dean for Continuing Education to further explain the details of the grant.

Ms. Taggart thanked Dr. Tucker and addressed the Trustees. She stated the New York SUNY 2020 program is a joint initiative which is cosponsored by Governor Cuomo and SUNY Chancellor Zimpher. It is a competitive program that will award a total of $60 million in capital funds. She stated the awards will be made in increments between $5 million and $20 million. Ms. Taggart stated this was round two of the program and is open to 60 SUNY institutions throughout the state. She noted the Grants Office is particularly encouraged that Community Colleges seem to be the focus of round two. Applications were required to present a long-term academic and economic development plan that is in alignment with the local Regional Economic Development Council strategic plan. All the submitted applications will be subject to review, first by the Chancellor, and then her recommendations will be sent to the Governor's office and where the Governor will have final approval. Ms. Taggart stated the department feels they presented a very strong application, particularly as a result of the work of Dr. McKay and Dr. Adams who were able to secure ten strong letters of support, from Kevin Law, and Stuart Rabinowitz of the Long Island Regional Economic Development Council; Andrea Lohneiss, ESD Long Island Regional Director; Dr. Sam Stanley and Yacoff Samash from Stony Brook University; Ken White from Brookhaven National Labs; and Senator Ken LaValle; County Executive Bellone; Presiding Officer Lindsay; Deputy Presiding Officer Wayne Horsley and Legislator Anker.

Associate Dean Leonhardt stated the College’s application presented a unique opportunity and, if funded, the College will have a living laboratory that will address renewable and alternative energies. In addition, there will be a research incubator. The College is partnering with Stony Brook University. STEM students at Suffolk County Community College will not have to leave the College to do their STEM research. She stated the students will be testing sensors, as well as programs and processes. The College’s students, in addition to doing the academic work and having paid internships for their research, will also learn what it is like to be an entrepreneur. The building will be about 31,000 square feet, have two floors, one floor that will have classrooms and laboratories and one floor that will be the incubator center. Associate Dean Leonhardt stated the students will also be able to test wind energy with the new building and they can read from the various systems and meters that are installed inside the effects of the work so they can see the energy that they are generating from the systems that they install. She stated it was a very exciting project. Chairwomen Irizarry extended best wishes on the grant application.

Trustee Sanders asked why were the centers defunded. Was it because they became obsolete? Dr. Tucker stated it was a natural process in the way that the federal funding works through the science foundation. They expected eventually these centers will be institutionalized, and so generally federal grants will be three to five years. He stated centers that are successful may be funded another three to five years after that and move up from regional to a national center and disseminate that designation nationwide. Then it starts to become an institutional responsibility to decide what to do with that center. Dr. Tucker stated it was time to start thinking about converting, remodeling or retooling that center into the next regional center on a slightly different focus.

President McKay stated the College’s grant department is a small team of three, which bring in funding close to $4 million per year. He thanked them for their hard work and efforts in getting the grant through.

President McKay introduced Executive Vice President George Gatta, Vice President Nathaniel Pugh and Dr.Christopher Schults who would be giving an update on the development of the Strategic Plan for the College. President McKay noted they were not seeking Board approval to the Plan at this time. This was a briefing to the Trustee’s in the development of the plan, and they would bring an update at the December meeting seeking approval for the team to move forward.

EVP Gatta stated that at the Board of Trustee’s March meeting the board had adopted the College’s six institutional goals: student success, community, adult and societal improvement, access and affordability, institutional effectiveness, communication and diversity. He stated immediately upon adoption of the goals, the strategic planning council began work on developing a draft on measurable institutional objectives. He stated between the meeting in March and May, the strategic planning council broke into work groups, involving faculty, staff, students from all three campuses to develop draft goals. Since the strategic planning council meeting in May, there have been multiple reviews, including a second group, an evaluation group which included senior administrators and faculty, as well as some of the members of original work groups for further refinement. EVP Gatta stated the strategic planning council met again in September, and with some further recommendations and input, developed the draft of 16 measurable institutional objectives. He stated some of the goals such as institutional effectiveness, have one objective and others, like student success, have three. He stated the council is now at the stage where those drafts of measurable objectives have gone to the College community, and are on the College portal for everyone to see. The council has asked for input and feedback from all segments of the College community and looks forward to hearing from the Trustee’s. EVP Gatta stated the council has already received some input from Chairwoman Irizarry.

The council is now in the period where they want to hear from the College community. The council has gone to faculty governance on all three campuses and hopes to hear back from all segments of the College community in order to be in a position to recommend to President McKay a final draft which would then go to the Board of Trustee’s for its consideration and approval at the December meeting. EVP Gatta stated the presentation was the next phase of integrated planning that involves operational planning and budget planning. He stated immediately upon the completion of and the adoption of the objectives, the College will be in a position to move forward with the operational planning. EVP Gatta introduced VP Pugh, who would provide further details on the council’s progress.

VP Pugh thanked EVP Gatta and stated he would highlight a few items. He stated the strategic plan has four elements to it that are very critical. The first one is a vision statement which was referred to on September 23rd. He stated the next element was operational planning. The next phase will look at the College’s operational planning. He stated strategic planning is about the future and innovative planning is about establishing efficiencies and effectiveness in terms of organization, how well the College spends its allocated resources which are very limited. Dr. Pugh then introduced Dr. Schults who would bring forth the matter of integrated planning and assessment.

Dr. Christopher Schults stated he would talk about moving toward integrative planning. He stated successful organizations engage in strategic planning as well as regular yearly operational planning. Integrative planning takes it to another step. He stated it was the link of bringing budgeting into the process to make sure each and every year the College tries to achieve its strategic plan, and academic program.

Dr. Schults stated there would be a term they would start to hear from his office, “AES”. It stands for administrative and educational support units. These are the areas within the College that provide indirect support to students, like libraries and student affairs. It is also the backbone operations that are held at Central which ensure that faculty and others get paid which are critically important. He stated all of these elements play into whether or not the College will be able to achieve its mission. He stated that through these phases the College can be held accountable to itself, to the Board, as well as the regional accrediting body. He stated integrated planning reflects a process that establishes and then strengthens the connection between strategic planning, operational planning and budgeting.

Dr. Schults noted that the regional accredited body, the Middle States Commission on Higher Education, has 14 standards that they hold the College accountable to. He stated Standard 2 is planning resource allocation and institutional renewal. This is one of the standards which institutions have begun to be cited for on a very regular basis. If an institution is sanctioned too many times, it can lose its federal financial aid. He stated Dr. Pugh has initiated a group to ensure involvement of all the stake holders within the College necessary to have an actual process that benefits the College. He stated institutions of the College’s size are notoriously difficult to try and get a solid integrated planning process in place, which is why the College is starting now with the strategic plan and getting so many people involved in the process. He stated the AES group has already met starting in September and will continue to meet through the end of the year. Dr. Schults stated the group was charged by EVP Gatta to have a plan proposed by the end of the upcoming year. Operational planning will begin in the Spring, but to get the full process in place it will take some time. The next step will be to work with the task force and looking at the College’s budgeting processes.

It will be important to make sure the time lines between planning and budgeting line up to ensure the planning leads to budgeting. The operational planning is based upon achieving yearly what the strategic plan says the College wants to achieve over five years. Different units, different divisions will take a piece of that plan in the form of the institutional objectives and they will develop the plans necessary on a yearly basis to try and accomplish that. He stated the institutional objectives which will be reviewed and hopefully approved by the Board, are the anchor for everything because they connects what the College does every year to our strategic plan and the College can budget based on accomplishing those objectives moving forward each year. He stated the College needs to ensure that its planning is guided by the collection, analysis, and use of data. It is important to make sure the data helps to ensure that student learning is improving and the environment for learning is improving. Dr. Schults stated the department has started to utilize an assessment management system called TracDat. TracDat allows the College to have a central repository for information. They can utilize the system to take tools that are given to them by the different units, and put them into electronic form and send them back out so that the entire process is streamlined. He noted that future assessment cycles will include math, social sciences and the liberal arts courses where all of the College’s programs of study will be going through a regular review of student learning. The next step will include the training at each campus on how to use TracDat. Dr. Schults stated that in addition to the quarterly reports the Board has requested regarding institutional effectiveness they will also have updates on assessment.

VP Pugh stated that on June 1st, 2012, under the leadership of Dr. McKay, the College filed with Middle States a Periodical Review Report. President McKay stated one of the items Middle States asked, does the College have the funding to pay if all employees retired at once. He stated it was roughly around $93 million if they were all going to leave. No institution of higher education ever maintains such a fund balance to accommodate everyone retiring on the same day. President McKay stated the Board would receive in November a final document for their review and approval at the December meeting.

Chairwoman Irizarry thanked them for the presentation and asked if TracDat would be assessing how many students are passing the course or what does it assess. Dr. Schults stated TracDat is a management system, where a program of study, would develop the goals and the outcomes for students. When the students finish a program of study, it should show what they should know, what behaviors they should have, what sort of skills they should have obtained. He stated these areas will be going through the yearly assessment of determining whether or not students are achieving those goals. The assessments will not necessarily be directly linked back to course grades, but for projects and other activities which connect back to the learning outcome. Chairwoman Irizarry thanked Dr. Schults for his report.

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Chairwoman Irizarry moved onto the Roundtable session. She announced as a reminder that on Friday, October 26th, the Long Island Latino Teacher's Association will have its fourth annual women's conference on women leaders' impact for young women at the Michael J. Grant campus, where there will be approximately 300 high school students visiting and hopefully getting very enthusiastic about Suffolk Community College.

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Chairwoman Irizarry called for a motion to adjourn the Board of Trustees meeting at 11:33 a.m. Trustee Sanders so moved, seconded by Trustee Mangual, the motion was approved unanimously.

The meeting of the Board of Trustees was adjourned at 11:33 a.m. The Board of Trustees next meeting is December 6, 2012 at 9:00 a.m. in room 114 of Captree Commons of the Michael J. Grant Campus in Brentwood, New York.

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Respectfully submitted,

Bryan Lilly

 Secretary