**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**ROOM 114, CAPTREE COMMONS**

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

**December 6, 2012**

The meeting was held on Thursday, December 6, 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

Saul Fenchel Trustee

James Morgo 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

 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 9:00 a.m.

Chairwoman Irizarry called for a motion to enter into Executive session to discuss personnel and litigation matters at 9:00 a.m. Trustee Hazlitt so moved, Trustee Fenchel 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 10:32 a.m. Trustee Lilly so moved, Trustee Mangual seconded, and motion was approved unanimously.

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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 10:32 a.m. Trustee Hazlitt so moved, seconded by Trustee Fenchel, motion was approved unanimously.

Chairwoman Irizarry requested a motion to reconvene the Board of Trustees meeting at 10:38 a.m. Trustee Fenchel so moved, Trustee Mangual seconded and the motion was approved unanimously.

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Chairwoman Irizarry requested a motion to approve the minutes of the October 18, 2012 Board of Trustees meeting. Trustee Pontieri so moved, seconded by Trustee Sanders, motion was approved unanimously.

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Chairwoman Irizarry requested a motion to approve College Resolutions 2012.87 through 2012.91. Trustee Mangual so moved, seconded by Trustee Sanders, all resolutions were approved unanimously.

**RESOLUTION NO. 2012.87 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 $1,947,347.66 for the month of October 2012 and $1,962,645.53 for the month of November (Attachment I) is hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2012.88 APPROVING ANNUAL SPONSOR SERVICES FOR SUFFOLK COUNTY COMMUNITY COLLEGE**

**WHEREAS**, the State University of New York Regulation No. 602.7 requires the Suffolk County Community College Board of Trustees to review and approve all Sponsor provided services, and

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

**WHEREAS**, Fleet Services, and Liability Insurance are considered Sponsor Services, be it therefore

**RESOLVED**, that the following charges for Sponsor Services totaling $281,914.00 for the College’s 2012/2013 fiscal year are hereby approved by the Board of Trustees:

I066 729020 Fleet Services $ 22,305.00

I068 729600 Liability Insurance $ 259,609.00

 $ 281,914.00

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**RESOLUTION NO. 2012.89 ACCEPTING A DONATION OF HVAC EQUIPMENT FROM THE SUFFOLK COMMUNITY COLLEGE FOUNDATION, INC.**

**WHEREAS,** the Suffolk Community College Foundation, Inc. is the recipient of $26,650.00 worth of state of the art high efficiency HVAC equipment from Daikin McQuay NY and Dakin Air Conditioning, and

**WHEREAS**, the equipment will be a valuable component to be used for training in the College’s HVAC program, and

**WHEREAS**, it is the desire of the College to accept this gift from the Suffolk Community College Foundation, Inc., be it therefore

**RESOLVED**, that the Board of Trustees hereby accepts the HVAC equipment with sincere appreciation to Daikin McQuay NY and Dakin Air Conditioning for this generous contribution to the College.

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**RESOLUTION NO. 2012.90 AUTHORIZING THE COLLEGE GENERAL COUNSEL TO SEEK THE CENTRAL PINE BARRENS JOINT PLANNING AND POLICY COMMISSION’S REVIEW OF THE PROPOSAL TO CONSTRUCT A HEALTH AND WELLNESS CENTER AT THE EASTERN CAMPUS**

**WHEREAS**, the Eastern Campus of Suffolk County Community College lies within the core preservation area of the Central Pine Barrens, and, as such, the Central Pine Barrens Joint Planning and Policy Commission (“Commission”) is empowered to review land development proposals for the Eastern Campus, pursuant to the Pine Barrens Protection Act (New York Environmental Conservation Law, Article 57), and

**WHEREAS**, the College’s Comprehensive Master Plan, adopted in 1993, contemplated the construction of a health and recreation facility which would serve the needs not only of the College’s students, but provide a benefit to members of the local community, as well, and

**WHEREAS,** in order to advance the College’s goal of constructing such a facility, the College wishes to seek the Commission’s review of such proposal, be it therefore

**RESOLVED**, that the College General Counsel is hereby authorized to seek the Commission’s review of the College’s proposal to construct a health and wellness center at the Eastern Campus.

**RESOLUTION NO. 2012.91 AMENDING THE SUFFOLK COUNTY COMMUNITY COLLEGE EXEMPT SALARY AND BENEFIT PLAN**

**WHEREAS**, the Board of Trustees has established the Suffolk County Community College Exempt Salary and Benefit Plan (Salary and Benefit Plan), and

**WHEREAS**, the said Salary and Benefit Plan applies to all Exempt employees of the College, who are excluded from collective bargaining agreements, and

**WHEREAS,** all College employees who are covered by collective bargaining agreements receive health insurance benefits through the Employee Medical Health Plan (EMHP), and

**WHEREAS,** the EMHP has been amended to require all new employees as of January 1st, 2013 to contribute 15% of the plan costs for their health insurance benefits, and

**WHEREAS**, the Board of Trustees wishes to conform the Salary and Benefit Plan for Exempt employees to the EMHP plan for employees covered by the collective bargaining agreements, and

**WHEREAS**, it is the desire of the Board of Trustees to establish an equitable health insurance policy for Exempt employees, now therefore be it

**RESOLVED**, that the Salary and Benefit Plan is amended in the following particulars with respect to health insurance coverage:

Exempt employees hired on or after January 1, 2013 shall contribute, through payroll deduction, 15% of the College’s cost of their health insurance benefits. The College’s cost for an Exempt employee’s health insurance benefit means the College’s break even contribution rate as determined by the Employee Medical Health Plan, Labor Management Committee, and be it

**FURTHER RESOLVED,** that the contribution requirement set forth in this resolution will have no application to the College’s Exempt retirees, current or future, and be it

**FURTHER RESOLVED,** that the President of the College is hereby authorized, empowered and directed to take all actions necessary to effectuate the policy established herein, and be it

**FURTHER RESOLVED**, that the contribution requirements set forth in this resolution shall have no application to the College President since his salary benefits are established by contract and not by the Salary and Benefit Plan.

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Chairwoman Irizarry introduced Associate Dean, John Bullard to present the College Financial Report as of November 30, 2012. Associate Dean Bullard reported revenues are expected to exceed expenditures by $350K. He noted student tuition and fee revenue were below budget, however the College is closely monitoring expenditures and has been able to hold down personnel costs, as well as equipment, supplies, and contractual costs below budget.

Associate Dean Bullard stated the auditors have begun their audit of the College’s 2011-2012 fiscal year. He stated the office of Business and Financial affairs has begun the budget cycle for the 2013-2014 year, and has asked all departments to submit a zero growth budget. The budget hearings will begin in January.

Chairwoman Irizarry asked Associate Dean Bullard to define a zero growth budget. He stated it would require no increase to their existing budget, in all categories and expenditures. Chairwoman Irizarry asked if that would mean another request for a 2.5% cutback for each department.

President McKay stated when we reviewed the budget going into the current year, we had to mitigate what was a gap with enrollment decline and increasing costs. He stated there will be a 2% cost of living increase going forward for every union contract. The 2.5% cutback was done, in order to not raise tuition and fees for students and keep the tuition costs the same. President McKay stated what they are trying to do now going forward is to not carry that 2.5% by looking into ways of incorporating the 2.5% without impacting the operation of the College. He stated that every one percent decline in enrollment amounts to a $1M decrease in the budget. The budget gap is currently between $5-6M, which we are trying to mitigate. President McKay stated the campuses did their share, in the first round, and going forward we will not impose that on the campuses because, the turn over savings that were accomplished last year was able to mitigate the budget gap.

Chairwoman Irizarry thanked President McKay and Associate Dean Bullard for the financial report.

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Chairwoman Irizarry moved onto the Committee reports. Trustee Sanders stated that the Student Services & Academic Affairs committee met on October 18th. The agenda items that they continued to discuss were the tobacco free policy, institutional goal six and the scholarship task force. Other items included updates from VP’s in attendance regarding a few activities that were taking place campus-wide. Trustee Sanders stated the committee would be meeting later on in the day at 5:00 p.m. and planned to discuss the warning from Middle States.

Chairwoman Irizarry moved onto the Facilities and Technology committee. Trustee Lilly stated on November 26th, he and Trustee Morgo met with EVP George Gatta to get an update on the current capital projects. He stated on the Eastern Campus, there was progress in regards to the Health and Wellness Center. There is an issue regarding construction in the core; however a resolution was passed earlier on in the meeting that allowed Counsel to speak with the Pine Barrens Commission to resolve the issue. Trustee Lilly stated the building would increase the College’s presence on the East end, as well as serve as a great benefit to residents in the area. He stated with more of the College’s presence on the East end, it would also hopefully increase enrollment for the campus. Trustee Lilly stated the maintenance issues on the Ammerman Campus were being handled, and noted the work of the staff that handles it always impressed him. He stated some of the older buildings are in dire need of repairs, and until recently the College had funding from the County to cover the costs of the repairs. The staff impresses him with the amount of knowledge they have and how they can accomplish the repairs with little to no funding coming in from the County.

Trustee Morgo stated it was his first meeting as part of the Facilities and Technology Committee, and he echoed Trustee Lilly’s sentiments. He stated the work being done is incredible.

Chairwoman Irizarry moved onto the Advocacy committee. Trustee Hazlitt stated one of the most important responsibilities of the committee is to maintain a relationship with the County Legislature. Trustee Hazlitt stated that on two or three occasions he along with Chairwoman Irizarry had the opportunity to have a conversation with Legislator Sarah Anker, Chairperson of the Education and Information Technology Committee for the Suffolk County Legislature. He stated Legislator Anker indicated she was very interested in meeting with the Trustees and the Advocacy committee. The meeting is projected to be scheduled after the first of January 2013. Trustee Hazlitt stated he and the committee would certainly pursue the scheduling of the committee very diligently. He noted the entity that has kept the College afloat has been the Suffolk County Legislature, because they have been particularly responsive to the needs of the College. Trustee Hazlitt acknowledged and thanked the Faculty Association and Guild for the invitation to their holiday party. Trustee Hazlitt noted President McKay had taken time out of his busy schedule to call him at home on Sunday to wish him a happy birthday, and he thanked President McKay.

Chairwoman Irizarry asked for the Personnel Committee update. Trustee Pontieri stated the update was given during executive session which could not be discussed during the open meeting session.

Chairwoman Irizarry moved on to the Budget Committee update. Trustee Fenchel stated there was no report for the Budget Committee. He advised the Board that because of personal time constraints he no longer felt he could fulfill his responsibilities as Chairman of the Budget Committee and therefore must step down as Chairman. He stated he would like to continue to receive assignments from the committee or from another committee, in order to continue to make contributions towards the College. Trustee Fenchel stated he would like to nominate Trustee Morgo as his successor as Chairman of the Budget Committee. Trustee Fenchel stated it had been an honor and privilege to serve in this position, which required a great deal of trust.

Chairwoman Irizarry stated the Board understood his situation and they appreciated the time that he devoted to the committee and to the issues that had been discussed.

Trustee Morgo asked if it would be an appropriate time to discuss the issue he brought up during the Board of Trustees retreat on November 29th, regarding separating the Finance Committee into an Audit Committee and a separate Finance Committee. He stated through conversations with General Counsel Louis Petrizzo and Deputy Counsel Alicia O’Connor he was informed the Board was not required to have two separate committee’s; the rule which he had inquired about only applies to publicly traded companies. Trustee Morgo stated he had previously served as a trustee for a non for profit organization, where they observed the same practices as a publicly traded company and had two committees for finance. He confirmed with General Counsel Petrizzo that the College is not required to set up separate finance committees.

General Counsel Petrizzo stated the College was not required to but could voluntarily do so and in order to do so the Board would have to revise the by-laws. Trustee Morgo stated he believed it would be a good idea for the College to consider separating the budget committee into an Audit Committee and a Finance Committee, given the size of the College’s operating budget. Trustee Morgo stated he would agree to be Chair to one of those committees, and for the time being he would accept being the Chair of the Budget Committee. Trustee Morgo recommended changing the by-laws to accomplish separating the Budget Committee and reminded the Board they had also discussed at the retreat changing the name of the Student Affairs and Academic Affairs Committee. Chairwoman Irizarry confirmed with Trustee Morgo he had agreed to accept the position of Chair of the Budget Committee. She stated they would discuss Trustee Morgo’s concerns and recommendations for the Budget Committee, and would explore the possibility.

Trustee Hazlitt asked if it would be possible that the Audit Committee could be the Board as a whole. Chairwoman Irizarry stated the by-laws did not allow for more than five members to a committee.

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Chairwoman Irizarry moved onto her report. She stated that on November 29th, the Board held its retreat which was important and meaningful. She stated based on the discussions from the retreat, there were some clear priorities identified by the Board. Chairwoman Irizarry identified the following priorities: addressing the concerns from the Middle States Commission on Higher Education Report, standards 7 and 14; reviewing the strategic plan and budget process to ensure that there is adequate attention to student success and completion; charging the Student Affairs Committee to integrate and review the College's response to the Middle States Commission on Higher Education Report as one of its priorities; charging the Budget/Finance Committee to address investments that need to be made to ensure the College is making the appropriate investment in activities, programs, and services that lead to student success and completion. Chairwoman Irizarry stated they also identified ways to strengthen the operations and procedures of the Board by doing the following: examining the Board's committee structure; ensuring the Board has the proper, independent legal representation; consider the use of an auditing firm as a tool to assist the Board with appropriate financial oversight; and defining a series of communications strategies and clarifying expectations. She stated the Board will have quarterly retreats to address and follow up on the priorities and action items identified at the November 29th retreat. Chairwoman Irizarry welcomed and encouraged new Trustees to seek training from the Association of Community College Trustees (ACCT), noting ACCT would be hosting their National Legislative Summit February 11th through February 13th 2013, in Washington, D.C.

Chairwoman Irizarry stated also as a follow-up ACCT will be preparing a proposal to continue facilitating board retreats, review the by-laws and Board policies and procedures, and will be available to provide on-going technical assistance.

Chairwoman Irizarry stated she would also like to thank the Faculty Association and Guild for the invitation to their annual holiday party. She stated she and Vice Chair Hazlitt enjoyed the celebration and had a great time, and thanked them very much.

Chairwoman Irizarry addressed President McKay and stated that on behalf of the Board and herself she thanked him, the administrators, faculty, staff and students, and wished them a happy and safe holiday season.

President McKay addressed the Chairwoman and the Members of the Board of Trustees, stating that on behalf of the faculty, staff, and students, he thanked them for their service to the College throughout 2012, and looked forward to a bright and prosperous 2013. He stated that College had made great strides in 2012, and looked forward to working with his colleagues to lead the institution forward next year. President McKay thanked the Guild, the Faculty and the A.M.E. Unit for all their efforts and commitment to the College throughout 2012.

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Chairwoman Irizarry moved on to the President’s report. President McKay asked Dr. Nathaniel Pugh, VP of Planning and Institutional Effectiveness, and Dr. Christopher Shults, Director of Planning and Institutional Effectiveness, to address the Board and give the presentation on the College’s plan of action in response to the letter that was received from the Middle States Commission (MSCHE). President McKay stated that upon receiving the letter, he immediately convened the President’s Cabinet, where they agreed upon an approach that would enable the College to address what was set forth in the letter. President McKay stated they would be reporting to the Board every Board meeting going forward on the progress the College is making towards the fulfillment of the expectations.

Dr. Pugh stated the presentation would be a sketch of the College’s action plan which they believe will resolve the issues that have been raised by the Middle States Commission.

He stated the College submitted its Periodic Review Report (PRR) to Middle States on June 1, 2012. They accepted the report, but found some concerns, upon which they based their decisions in response to the PRR. He stated the College was placed on warning because there were some things MSCHE would like the College to pay attention to and to achieve. He noted being placed on warning, means simply that College did not do everything the Commission had recommended.

VP Pugh stated the College is accredited, and MSCHE has faith that the College will respond to the warning in terms of the four standards, and has given the College the time to do so. He noted there are about 30 percent of SUNY community colleges that are or have been placed on warning. VP Pugh stated he, Dr. Shults and several members of his staff responding had attended regional meetings in the fall, regarding standard 7 and 14. SUNY has three regional meetings throughout the State, and they attended the one at the Global Center in Manhattan just as recently as last week. VP Pugh stated the College was aware it could possibly be placed on warning by Middle States on standards 7 and 14. The peer self-study recommendation decided there was a need for an Office of Planning and Institutional Effectiveness headed by a Vice President, as well as additional planning and assessment staff, and President McKay saw to it that the budget was available to accomplish that. VP Pugh announced that on January 16, 2013, Dr. Deborah Klinman, Vice President at Middle States will visit the College to discuss the recent MSCHE actions and ensure the College is heading in the right direction based on the action plan to respond to standards 2, 3, 7, and 14. Trustee Morgo confirmed the date with Dr. Pugh in which Dr. Klinman would be visiting the College was January 16, 2013. Dr. Pugh stated that Dr. Klinman’s visit will be simulcast to all three of the campuses to give an opportunity for faculty and staff to engage in the procedures and raise questions with Dr. Klinman.

VP Pugh noted the standards had many similarities. Standards 2 and 3 deal with resource as well as planning, and the discussions will involve the new VP for Business and Financial Affairs Ms. Gail Vizzini. Dr. Pugh stated that although placed on warning, this gave the College the opportunity to shine and respond appropriately. VP Pugh stated that in response to the letter from MSCHE, President McKay convened his cabinet to put together a game plan that is very specific in terms of what is needed to respond to the challenge. The President’s cabinet has determined to create a task group for each of the four standards; standards 2, 3, 7, and 14. He stated Dr. Shults identified the key to being in compliance with each of the standards. The members of the task group have been identified including a chair for each group. They will meet monthly and make progress reports to the Monitoring Report Taskforce (MRT) that will report to President McKay. Dr. Pugh called upon Dr. Shults to discuss further the plan and the next steps.

Dr. Christopher Shults, Director of Planning and Institutional Effectiveness stated he would give a brief description of what is being put into place, and what has been put in place already in response to Middle States.

He stated the Board will be getting a report that has all of the processes the College will be trying to complete for each of the task groups in response to Middle States. The Strategic Plan will be finished in early spring. Dr. Shults stated the mission, vision, and goals have all been reviewed by the campuses and the institutional objectives have been developed. More than 70 percent of the individuals who were responsible for helping to develop these objectives were faculty, so all parts of the College have been involved. The College has had the direct involvement of more than 500 people in the strategic planning process, with multiple reviews by governance bodies in the entire College community. Dr. Shults stated the strategic plan is going through the final governance body review at this time. He stated the approved strategic plan is the lynchpin for all of the College’s planning and assessment. He noted, standards 7 and 14 are all about planning and assessment, and the Middle States Commission noted the strategic planning process is central to resolving the issues. Dr. Shults stated the College will also be revising the Comprehensive Assessment Plan for Institutional Effectiveness. This is a document developed prior to 2007, and the standards have changed, so the College will be revising it to ensure that all of its assessment systems, planning systems, and the budgeting system are in order.

Dr. Shults stated that one of the areas where colleges are falling short is they are using their budgeting as operational planning. He stated the Middle States Commission is looking for the planning needs to drive budgeting, not budgeting driving planning; these expectations are highlighted in standard 7. Dr. Shults stated all of the fourteen standards come back to standard 7, and so if the College uses this document based on those expectations; it would put the College in a better position to respond to all standards. Dr. Shults stated the budget process is going to be revised with the goal of accomplishing the alignment of all the cycles to ensure there is an explicit linkage between planning and budgeting. Progress towards the achievement of the institutional objectives will also be included in budgeting, which is how to connect the strategic planning with operational planning very explicitly. Dr. Shults stated a portion of the operational funds are going to be allocated for achievement of the institutional goals. He stated if the College has even a small amount of money set aside that is explicitly for that purpose, it shows the College is indeed, making sure that it’s budgeting is based upon the achievement of the institutional goals. Dr. Shults informed the Board that over the coming months they will be hearing a lot about the development of operational planning. He stated in order to begin the development of operational planning the strategic plan needs to be in place. He noted it will be a very systematic approach with all units at the College, which will include central administration and all three campuses to engage in determining how more effectively and efficiently their daily operation can improve based on the use of assessment results. He stated this will need to be connected to budgeting, and integrated planning.

Dr. Shults stated the Assessment Advisory Council, is an institutional body which he is the Chair; will be responsible for quality control and quality assurance for operational planning. The last process being focused on is the revision of the Comprehensive Assessment Plan for Institutional Effectiveness (CAPIE). He stated the planning has already started with discussions regarding the budget and operational planning. Dr. Shults stated Dr. Mazzarelli, VP of Academic and Student Affairs has created with her staff, a much more comprehensive assessment process which relies on annual assessment of student learning outcomes for all program areas, not just general education.

Dr. Shults stated that most of the academic chairs attended in early September a number of workshops, in order to ensure that all of the College’s academic areas had a mission, goals, and student learning outcomes. He stated the processes he described are the most relevant and most important processes for the College to get in place. The report from Middle States focused on the connection of planning, assessment, and budgeting. He stated all four standards 2, 3, 7, and 14 deal with the connection between those three areas. The Commission highlighted the need for an integrated system, and the College was asked to focus on documenting evidence and showing that, the results drive decision making. He stated each process has definitive timelines, some have started, some are going to be continuous, and some of the processes are just getting going. Dr. Shults stated all the processes will be part of our College’s response to Middle States. Monitoring report task group chairs will be convening shortly; the chairs include: Dr. Pugh, Dr. Mazzarelli and Ms. Gail Vizzini (newly appointed VP of Business and Financial Affairs). Dr. Shults stated the task groups will work with each other to ensure there is no duplication of efforts and to ensure they are all operating in the same manner. The documentation of progress of each of these task groups is going to be the narrative for the monitoring report. Dr. Shults stated the monitoring report will have a narrative which will have an appendix that will show what the College has done in response to their report.

Dr. Shults stated the next step for the task group chairs will be reaching out to additional faculty and staff to finalize the membership of each task group. The membership of the teams will be finalized prior to January 1, 2013, and the teams are going to be holding their first meetings prior to Dr. Klinman’s visit to the campus. He stated the teams will be meeting regularly to track progress of the planning document, which will include a timeline. Dr. Shults stated the development of the timeline will start backwards from September 1, 2013. Efforts are being made to align the meeting of the task groups with the meetings of the Board of Trustees and with the governance committee to ensure everyone is getting the most update to date progress on a monthly basis. He stated communication will be critical to the whole process, and a fifth task group was created to be responsible for communicating progress, which will be chaired by VP Mary Lou Araneo, VP of Institutional Advancement. This task group will be communicating to the internal and external constituencies at the appropriate meetings. He noted they were not members of the other four groups, but their membership will attend each of the task group meetings. He stated each group is going to have their own writer; however, Dr. Douglas Howard, Academic Chair of the English department, will be the editor to review the document to ensure one coherent voice.

President McKay addressed the Chairwoman and Members of the Board stating the College has an outlined deliberate process in response to the Middle States Commission report. He stated the College will be utilizing this format to keep them up to date on the action plans progress. He stated the groups will be working with the subcommittee of the Board, the Academic Affairs and Student Affairs to brief that committee continuously. He stated if any members of the Board wished to participate with any of the groups that have been assigned to standards 2, 3, 7, and 14 to inform him. President McKay stated he would be reporting back to the trustees frequently with the progress, and invited them to participate during Dr. Klinman’s visit to the campus.

Chairwoman Irizarry asked to confirm who would be chairing each of the four task groups assigned to each standard. Dr. Shults stated, VP Vizzini would be co-chairing with Dr. Pugh standards 2 and 3, Dr. Pugh will be chairing standard 7, and Dr. Mazzarelli will be chairing standard 14.

Chairwoman Irizarry asked who would have oversight of the task groups. Dr. Shults stated the Monitoring Review Task Group, under the leadership of President McKay would be overseeing the process. President McKay stated he was the chair for the Monitoring Review Task Group, which includes cabinet members and the co-chairs. He stated he would convene the group monthly after the group had met with its independent body and then also meet with the co-chairs of each task group.

Trustee Morgo asked if the College would be creating these task groups and monitoring review task group had it not been place on warning by the Middle States Commission.

VP Pugh stated that when he became a member of the Strategic Planning Council in May of 2012, he knew based on his experience with standards 7 and 14, it would be difficult for them to redo the mission and vision statement quickly. The right structures were not in place prior; and they College knew they had to respond to 7 and 14 as well as 2 and 3. Trustee Morgo confirmed that yes, the College would be continuing their efforts had they not been place on warning. VP Pugh confirmed yes.

Trustee Morgo asked when the warning be lifted if the Middle States were to be satisfied with the College’s response to their report.

President McKay informed the trustees it had taken some institutions seven attempts to have their warning rectified. President McKay stated when the College submits its final report on September 13, 2013, Middle States will then determine whether to send a small visiting team to the College to review the report. It would then be submitted back to the full Commission and go under review probably in December 2013. Then the Commission would make a decision. He noted there is no middle ground, they will either extend the warning to give the College more time because they are satisfied with the progress but the College needs more time to accomplish the goals. He stated most often there is additional documentation to be submitted. He noted it is the College’s hope to submit a very strong document in September 2013.

Trustee Sanders asked in terms of the levels of reprimand, where does the warning fall. Dr. Pugh stated there are six possible outcomes once you've turned in the Periodic Review Report. He stated the College would have liked to have received the “reaffirm accreditation with no recommendations” response. And noted that as you go down the six levels there is more the College is required to do. He noted being placed on warning is the fifth level. Dr. Pugh stated that although the College was placed on warning the Middle States Commission believes that, the College does have the capacity to make appropriate improvements within a reasonable period of time and the College has the capacity to sustain itself in the long term.

Trustee Morgo asked if MSCHE defined what a reasonable time would be. Dr. Pugh stated they gave the College nine months. Trustee Morgo asked if after nine months the warning would be removed or continued. President McKay stated it would continue.

Trustee Sanders stated the presentation was also part of the discussion during her sub-committee meeting and congratulated Dr. Pugh and Dr. Schults for the amount of detail they were able to provide to the committee, making it easier for them to understand the issue. Trustee Sanders also congratulated the team and Dr. Mazzarelli for their efforts.

Chairwoman Irizarry confirmed the College would be submitting its formal response to Middle States in September 2013. Dr. Pugh confirmed, yes September 2013. Chairwoman Irizarry stated that although it was a very serious matter, she was confident the College would do well and respond appropriately.

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President McKay addressed Chairwoman Irizarry and informed her there was one more presentation, on the College’s response to Hurricane Sandy. He stated Hurricane Sandy had a tremendous impact on the College in which faculty, students, and staff was impacted in a number of ways. He called upon Executive Assistant, Dr. Christopher Adams and Director of Development for the Foundation, Ms. Jeanine Reynolds to give an update on the College’s response to the storm.

Dr. Christopher Adams addressed Chairwoman Irizarry and the members of the Board, thanking them for the opportunity to give them the update on the College’s response to Hurricane Sandy. He noted one of the first things the College did under the direction of President McKay, was to contact the Plants Operations personnel, the directors on the three campuses letting them know, if they weren't aware already, they needed to prepare for the storm by cleaning out storm drains and protecting property and equipment. Dr. Adams stated on Friday, October 26th, under the direction of VP Araneo, a communication plan was developed on how the College would communicate effectively to the College community, including staff and students, if the College were to close. Dr. Adams commended VP Araneo for her work throughout the storm, probably, by candlelight as she herself had lost power as well during the storm. He stated the College was also in contact on Friday, October 26th, with the Office of Emergency Management from Suffolk County, Joe Williams. Dr. Adams stated the College has a Memorandum of Understanding with Suffolk County to provide a shelter on the Eastern campus, which did go into effect. The team was also in contact with the State of New York Department of Education to discuss the procedures after the fact if the College were to close.

Dr. Adams, publicly commended Steve Clark, Director of Networking and Telecommunications who helped with the flow of communication throughout the storm and Director of Public Safety, Baycan Fideli for his hard work, as well all the security personnel and the A.M.E. workers, Guild workers that worked during the week of the storm. He also commended the President’s Cabinet, which met, throughout the storm to come up with a comprehensive action plan.

Dr. Adams stated that during the height of the storm, the College was contacted and asked to provide at the Suffolk County Police Academy, located at the Michael J. Grant campus a location for 50 ambulances and support personnel to be housed and based just in case there was an emergency situation that would come up after the storm. He stated a couple of days after the storm; the College was contacted by National Grid to provide space in a vacant property also on the Michael J. Grant Campus to house some of National Grid's out-of-state utility vehicles and crews. That included several rigs and trucks. Dr. Adams stated he was contacted by Legislator Sarah Anker who asked if she could go over and tour the facility. After touring the facility she left Dr. Adams a very nice voicemail saying how happy and excited she was that the College could provide the service to the County, and she would share it with the rest of the County Legislators, and thanked President McKay for allowing that to happen.

Dr. Adams stated that many of the College’s student organizations came together and collected nonperishable food and disposable items that included diapers, razors for the Ammerman and Grant campus food pantries. In addition, the Faculty Association donated money to the Ammerman and Michael J. Grant Food Pantries.

Dr. Adams stated President McKay directed his cabinet to come up with a communication plan for the College’s efforts in response to Hurricane Sandy. He stated we were contacted by other colleges around the country offering their assistance. One of the best things to come out of this was Dr. McKay’s decision to create a microsite on the College’s homepage. The microsite allows people, not only students, faculty, and staff, but people outside of the Suffolk community to see what the College’s response was. He stated Ms. Reynolds, would be speaking about the Foundation and the creation of the Foundations Relief Fund. He noted there is usually a Thanksgiving drive on the Grant campus for people that need food, and this year in particular, there was an overwhelming response of about 150 families that signed up. Students, faculty, and staff were all involved in distributing the food to the communities. Dr. Adams stated that on Tuesday, December 18th, the Michael J. Grant Campus was planning to have a variety show, as a fundraiser for hurricane relief funds, and invited all to attend.

Ms. Jeanine Reynolds stated President McKay contacted Chairman of the Foundation, Mr. Ed Boughal just days after the storm, and challenged the Foundation to develop a strategy to help the College’s students, faculty, and staff members who were affected by the storm. The Foundation came up with a framework for a Relief Fund. She stated they would present the framework in front of the full Board for approval in January of 2013. Ms. Reynolds stated Chairman Boughal feels the Foundation should be doing all it can to help students persist successfully at the College; whether it be scholarship assistance or cash assistance in the event of a catastrophe. She stated the Foundation developed the Fund with two main components; cash grants, and student vouchers for books for students; as well as cash grants for faculty and staff members. She stated they met with the Deans of Student Services of the three campuses to get their input in terms of the evaluation of the applications on behalf of the students. She stated the student applications are completed and submitted to those Deans, and they are then sent to the Foundation to be paid. Students are eligible to apply for up to $500 in cash to offset some of the expenses that are associated with the hurricane.

Ms. Reynolds stated some of the requests have been to help people pay their deductible for their insurance; cash for students to travel to and from school who have lost their transportation. She noted that there were book replacement vouchers available to replace text books or any other items that were damaged or destroyed in the catastrophic event. She stated the application process was similar for the College’s faculty and staff members, who have been with the College for more than one year; although, those applications are evaluated by a committee of the Board of Directors, which hopefully will be chaired by Leslie Anderson, an attorney who sits on the Board. She stated the Foundation received about six of those applications.

Ms. Reynolds stated that in addition to the framework for the Relief Fund, one of the other areas that Chairman Boughal approved to be funded was a discretionary fund at the campus level for the Associate Deans of Student Services to use. She stated one of the things they learned from their meetings was that often times the Office of Student Services front office staff are asked to provide bus fare for students who can't get home, and nominal expenses that often because of the compassion that faculty and staff have for students, provide out of their own pocket. In response to that, the Foundation has released funding of $1000 per campus, as discretionary money to pay those expenses. Ms. Reynolds stated that in order to fund this effort, President McKay granted the funding through the money he has been raising in the Major Gift Campaign. She stated an email was sent out requesting funding, from out of state alumni, last week, as well as an additional e-mail to about 31,000 alum tri-state and friends of the College to raise money for the relief fund. She noted the fund would be entirely segregated with money raised independent of the operational expenses.

Chairwoman Irizarry thanked Ms. Reynolds and Dr. Adams for their report, and thanked all the faculty, staff of the College and the Foundation for their efforts and leadership in response to the storm.

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Chairwoman Irizarry moved onto the Roundtable session. Chairwoman Irizarry shared with the trustees a thank you card from Trustee Alvarez-Groneman, noting her mother’s passing over the Thanksgiving weekend. She read the card from Trustee Alvarez-Groneman “During this time of sorrow, we learn how much our family and friends mean to us. Your kindness and sympathy will always be remembered by the family of Nilda Alvarez, mother of Trustee Alvarez. Thank you very much to the entire College community for their support”.

Chairwoman Irizarry asked if there was anything else for the roundtable session. President McKay stated that on Friday, December 21st, the Cabinet and Exempt Administrators would be hosting a holiday “thank you” party for staff and members of the NFL building on the Ammerman Campus in the President’s conference room; he invited the members of the Board to attend if their schedules permitted, and noted his office would send an email with the details of the celebration.

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Chairwoman Irizarry called for a motion to adjourn the Board of Trustees meeting at 11:44 a.m. Trustee Fenchel so moved, seconded by Trustee Mangual, the motion was approved unanimously.

The meeting of the Board of Trustees was adjourned at 11:44 a.m. The Board of Trustees next meeting is January 17, 2013 at 4:00 p.m. in the Alumni Room of the Brookhaven Gymnasium of the Ammerman Campus in Selden, New York.

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Respectfully submitted,

Bryan Lilly

 Secretary