**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**LECTURE HALL, MONTAUKETT LEARNING RESOURCE CENTER**

**EASTERN CAMPUS, RIVERHEAD, NEW YORK**

**March 21, 2013**

The meeting was held on Thursday, March 21, 2013 at 4:00 p.m. in the Lecture Hall of the Montuakett Learning Resource Center of the Eastern Campus, Riverhead, New York.

PRESENT:

 Dafny Irizarry Chairwoman

Walter Hazlitt Trustee/Vice Chair

Brian Lilly Trustee/Secretary

Belinda Alvarez-Groneman Trustee

Saul Fenchel Trustee

James Morgo Trustee

Paul Pontieri, Jr. Trustee

Ann Shybunko-Moore Trustee

Anthony Mangual Student Trustee

Shaun L. McKay President

 Mary Lou Araneo V.P. Institutional Advancement

 Carla Mazzarelli V.P. of Academic & Student Affairs

 Nathaniel Pugh V.P of Planning and Institutional Assessment

 Louis J. Petrizzo General Counsel

 Gail Vizzini V.P. of Business and Financial Affairs

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The meeting of the Board of Trustees was convened at 4:05 p.m.

Chairwoman Irizarry called for a motion to enter into Executive session to discuss personnel and litigation matters at 4:07 p.m. Trustee Hazlitt so moved, Trustee Fenchel seconded, motion was approved unanimously.

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Chairwoman Irizarry called for a motion to adjourn Executive session and call the Board of Directors meeting to order at 5:25 p.m. Trustee Hazlitt so moved, Trustee Fenchel seconded, and motion was approved unanimously.

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Chairwoman Irizarry requested a motion to reconvene the Board of Trustees meeting at 5:28 p.m. Trustee Mangual so moved, Trustee Hazlitt seconded and the motion was approved unanimously.

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Chairwoman Irizarry requested a motion to approve the minutes of the February 21, 2013 Board of Trustees meeting. Trustee Fenchel so moved, seconded by Trustee Mangual. Trustee Morgo, Trustee Pontieri and Trustee Alvarez-Groneman abstained and stated they were not present at the February 21st meeting, motion was approved.

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Chairwoman Irizarry requested a motion to approve College Resolutions 2013.19 through 2013.22. Trustee Mangual so moved, seconded by Trustee Fenchel, College Resolutions 2013.19 through 2013.22 were approved unanimously.

**RESOLUTION NO. 2013.19 APPROVING MONTHLY SPONSOR SERVICES FOR SUFFOLK COUNTY COMMUNITY COLLEGE**

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

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

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

**RESOLVED**, that the health insurance payment to the County of Suffolk in the amount of $1,962,221.52 for the month of February 2013 (Attachment I) is hereby approved by the Board of Trustees.

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**RESOLUTION NO.2013.20 AWARDING A CONSTRUCTION CONTRACT FOR THE PARTIAL RENOVATION OF THE RIVERHEAD BUILDING, AMMERMAN CAMPUS, CP 2149, CP2138 AND CP2127**

**WHEREAS**, capital projects No. 2149, 2138 and 2127 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**, the Partial Renovation of the Riverhead Building involves air conditioning, ADA compliance work, and infrastructure replacements, and

**WHEREAS**, public bids for the Partial Renovation of the Riverhead Building were solicited and opened on March 14, 2013, and

**WHEREAS**, these bids were reviewed and the qualifications of the lowest responsible bidder,

E&A Restoration, Inc., were checked by the College and its Consultants of Record, and

**WHEREAS,** it is the recommendation of the Vice President for Business and Finance that the contract be awarded to E&A Restoration, Inc., be it therefore

**RESOLVED,** that the College President or his designee is authorized to enter into a construction contract upon such terms and conditions as shall be approved by the College General Counsel with E&A Restoration, Inc. for renovations to the Riverhead Building on the Ammerman Campus for a cost not to exceed $12,750,000.00.

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**RESOLUTION NO.2013.21 APPROVING A MAJOR CHANGE ORDER TO BE FUNDED THROUGH INFRASTRUCTURE MONIES (CP 2149) AND AN AMENDMENT TO THE CONTRACT FOR THE CONSTRUCTION OF THE NEW LIFE SCIENCE BUILDING ON THE AMMERMAN CAMPUS**

**WHEREAS**, J. Petrocelli Contracting, Inc. was awarded a contract (“Contract”) to construct the New Life Science Building on the Ammerman Campus, and

**WHEREAS**, the discovery of an existing underground sanitary system requires the performance of additional work relating to the installation of a new sewer line, which work was not anticipated under the Contract or shown on the design drawings, and

**WHEREAS**, such work is required by the Suffolk County Department of Health Services, and

**WHEREAS**, the change order for this additional work in the amount of $76,309.19 is to be funded through infrastructure monies (CP 2149), and has been approved by the Executive Council, and

**WHEREAS**, three prior minor change orders (totaling $13,571.50), and one prior major change order in the amount of $103,538.91 (authorized by a resolution adopted by this Board on February 21, 2013), were within the allocated budget for this construction project, and

**WHEREAS**, this change order exceeds twenty thousand dollars ($20,000.00), thus constituting a major change order as defined in the College’s Procurement Policy, and

**WHEREAS**, pursuant to such policy, all major change orders require the approval of the Board of Trustees, be it therefore

**RESOLVED**, that Change Order No. 5 for J. Petrocelli Contracting in the amount of $76,309.19, to be funded through infrastructure monies (CP 2149), is hereby approved, and be it further

**RESOLVED**, that the College President is authorized and empowered to execute the necessary documentation, as approved by the College General Counsel, reflecting the change order and the nature of the additional work so authorized.

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**RESOLUTION NO. 2013.22 ACCEPTING A GRANT AWARD AS PARTNER IN A TRADE ADJUSTMENT ASSISTANCE COMMUNITY COLLEGE & CAREER TRAINING GRANT FROM THE U.S. DEPARTMENT OF LABOR**

**WHEREAS**, Suffolk County Community College has received a grant award in the amount of $103,739, including indirect costs, as a partner institution in a SUNY-wide Trade Adjustment Assistance Community College & Career Training Grant led by Monroe Community College for the period of October 1, 2012 through September 30, 2016, and

**WHEREAS,** the program will design, implement and deliver training and education in advanced manufacturing leading to the credentialing and re-employment of TAA-eligible workers, veterans, and adult learners across the state; and

**WHEREAS**, Suffolk will serve 75 participants interested in obtaining industry-recognized credentials incorporating the National Association of Manufacturers (NAM) Manufacturing Skills Certification System, thereby supporting Long Island manufacturers who require a skilled workforce to maintain their competitiveness and to grow the regional economy, be it therefore

**RESOLVED,** that a grant award, in the amount of $103,739, including indirect costs, for a Trade Adjustment Assistance Community College & Career Training Grant for the period October 1, 2012 through September 30, 2016, is hereby accepted, and the College president or his designee is authorized to execute a Partner Agreement with Monroe Community College, which is serving as Lead Applicant.

Project Director: Amy Seal

Note: No full-time personnel

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Chairwoman Irizarry introduced VP of Business and Financial Affairs, Gail Vizzini to present the College Financial Report as of February 28, 2013. VP Vizzini stated the 2012-2013 operating budget continued to trend in a positive direction and because of the leveling off of enrollment; the College is projecting a potential shortfall in revenue of $1.5 million. VP Vizzini stated the College continues to exercise restraint on expenditures to keep the budget in balance.

VP Vizzini thanked the Board of Trustees for expediting the approval of the change order that was needed for the Science building on the Ammerman Campus by the Executive Committee. She noted that during the course of excavation, two concrete blocks were discovered and the College’s protocols for the removal of the sanitation structures and testing of the soil were being followed. VP Vizzini confirmed she had the concurrence of the Board so as not to delay the project for the additional two structures.

Trustee Lilly asked if there would be another change order if more structures were found. Mr. Paul Cooper, Executive Director of Facilities/Technical Support stated if the cost of removal was under $20,000 a change order would not be needed.

Trustee Hazlitt stated the building was so old, one had to expect these types of unexpected findings.

VP Vizzini confirmed if the cost of removal was under $20,000 the College would do the necessary removal. If the activity were to uncover any other structures, and it the removal cost was over $20,000, the change order would be presented for approval to the Board.

President McKay stated he, VP Vizzini and Mr. Cooper would review the timeline, and if there were any additional findings that went beyond what has been approved, they would present it to the full Board for their direction.

Trustee Fenchel stated the Science building was one of the first capital projects he became aware of when he joined the Board of Trustees back in 2008, and it is still on the ground. He stated the building need to get done. He asked why the findings were not picked up during the first borings of the site back in 2008.

Mr. Cooper stated the borings were taken in about 20 locations, the corners of the building, in the center and some in the parking lot. None of those borings showed evidence of any underground structures. Trustee Fenchel asked if there were any structures near the surface. Mr. Cooper noted they identified five structures that were close to the surface, these new findings are more than 4 feet deep.

Trustee Pontieri stated his concern was if more structures were later found, and the cost of the removal was in excess of the $20,000 requiring another change order to be approved, how long it would further delay the project. He asked if it would be advantageous to authorize the extension of some additional soil borings to do a complete assessment of the property and for the Board to give the authority to go forward with the removal of the structures, without another change order if the cost of removal were to be over $20,000. Trustee Morgo confirmed with Trustee Pontieri if he was suggesting a contingent approval. Trustee Pontieri confirmed he was recommending a contingent approval for additional borings in order to not keep delaying the project.

Trustee Fenchel stated he agreed, and also recommended to give the approval in order to not have continued delays in the project, and commented it was taking longer than the Manhattan project. Mr. Cooper noted they were almost out of the footprint of the building, and would know within the next few days if there is anything further underground.

Trustee Pontieri made the recommendation to the Board to give the authority in consultation with President McKay and his staff that if in fact, something else was found and the cost of the removal was over $20,000, they had the authority to make the decision to remove it and move the project forward.

President McKay stated he hoped nothing else would be found going forward, but if something were to be found, the full Board would be informed. He noted the goal was to move the project forward as expeditiously as possible, and deferred to the Board for their recommendation. General Counsel Louis Petrizzo stated the College would continue to move the project forward as expeditiously as possible. However, he hoped the established procedure would be followed. If a cost came in over the $20,000, the Executive Committee would be notified via e-mail or conference call seeking the approval. The approval process would be done with in a day or two. He noted there was an understanding of the Board’s position in moving the project forward.

Chairwoman Irizarry stated she agreed the procedure in place worked well, and did not believe it caused any delays in the process.

Trustee Fenchel suggested making a resolution to move forward with the building without further delays. Trustee Lilly asked how many units were found the first time. Mr. Cooper responded eight were found in the first batch and two additional ones later. Chairwoman Irizarry stated it was everyone’s wish to have the project move forward; things were being uncovered that were not anticipated however the process in place was not delaying the project.

Chairwoman Irizarry asked if there were any further questions. With no further questions Chairwoman Irizarry thanked VP Vizzini for her report.

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Chairwoman Irizarry introduced Dr. Nathaniel Pugh, Vice President for Planning and Institutional Effectiveness, and Dr. Christopher Shults, Director for Planning and Institutional Effectiveness to give an update on planning and assessment.

Dr. Shults stated there are standard elements within strategic planning, vision, goals and objectives. These standard elements have been approved by the Board. There are also key performance indicators, which are going to be used for each of the measurable institutional objectives to determine whether or not the College is making sufficient progress. He stated the strategic plan will be assessed on a yearly basis by the Strategic Planning Council. There are also communication plans to ensure the information is shared broadly and progress is shared with the College community. The key performance indicators are undergoing comprehensive review and will be delivered to Dr. McKay on or before April 1st. Dr. Shults stated the comprehensive assessment for institutional effectiveness is going to be the integrated plan on how the College evaluates its institutional effectiveness. It will include accountabilities, timelines, templates and a review processes for every institutional assessment and planning effort in the academic areas, as well as administrative and educational support.

Dr. Shults indicated the timelines would be aligned to the assessments for one year, then to planning and budget requests for the following year. He stated they were currently working on the timelines and would have it submitted to Dr. McKay before the end of April. Dr. Shults noted the Trustee’s packets indicated March in error, and pointed out it would be April and they would be delivering the strategic plan and the CAPIE to the Board for the May 16th Board meeting.

Dr. Shults stated that also under planning and assessment there is also a data and quality task force which will be reviewing the data that is gathered institutionally. This task force will ensure the College has the systems and processes in place to utilize the data. He stated the task group would be looking at ways to make data more accessible to individuals throughout the College so they have the access needed. Data mining is the ability to be able to filter out and bring specific reports on data sites. The task force will provide recommendations to Dr. McKay in the summer of 2013. Dr. Shults stated the critical part of the plan is the objectives and the new technology plan which link directly back to the institutional goals and measurable institutional measures. Moving forward, every planning effort the College has helps to make a statement about whether or not the College is achieving its mission.

Dr. Pugh stated the visit from Dr. Klinman's on February 27th went very well and the College was moving forward with the suggestions she made. The monitoring task force met on March 11th and reviewed the monthly reports that were put together by the working groups. Dr. Pugh noted the strategic plan is near completion as a rough draft and was being revised. Also being revised is the data collection to ensure the College has sufficient data to support the elements of each of the standards identified by Middle States, standards; 2, 7, 3 and 14. Dr. Pugh stated operation planning had not gotten off the ground yet because they were waiting for the approval of the strategic plan. The CAPIE, is near completion and under review. The assessment review has not been initiated yet, however the Assessment Advisory Council is in place and will have the responsibility to look across the College to make sure the College is operating effectively.

Dr. Pugh stated there would be a session on curriculum mapping on April 15th. This session would tie the student learning outcomes with the program learning outcomes to strengthen the College’s institutional effectiveness. He noted the assessments of student learning in academic programs was under Dr. Mazzarelli's leadership and was moving forward. Other efforts getting off the ground are Administrative and Educational Support Units (AES), and an inventory Trac Dat which is the management assessment system. Dr. Pugh stated the next steps would be to present the CAPIE, the institutional assessment system and the strategic plan before May 16th, as well as a robust system of collected evidence for each of the elements and each of the four standards for Middle States.

Chairwoman Irizarry confirmed that the timeline given should have said April instead of March. Dr. Shults indicated some of the dates had to be changed in order to get more input and to involve more people in the process.

Chairwoman Irizarry stated the original timeline the Board was given stated the strategic plan needed to be completed by the end of March; however, it seems some of those dates have not been initiated. Dr. Shults stated the strategic plan was a linear process, and if one part gets pushed back everything gets pushed back. Chairwoman Irizarry asked when she would receive the updated timeline. Dr. Shults stated he would provide an updated timeline for the Board.

Trustee Morgo confirmed the strategic planning process would have been done regardless of the warning from Middle States. Dr. Pugh confirmed, and Dr. Shults stated the process had started before the College received the warning.

With no further questions, Chairwoman Irizarry thanked Dr. Pugh and Dr. Shults for the update.

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Chairwoman Irizarry moved onto the Committee reports, and called upon the Personnel Committee. Trustee Pontieri stated the Personnel Committee’s report was discussed during executive session. Chairwoman Irizarry moved onto the Academic and Student Affairs Committee. Trustee Mangual stated the chair of the Committee was not present but had asked him to give a brief report on the Committee’s last meeting. Trustee Mangual stated the Committee met on March 13th with VP Mazzarelli, AVP Maria DeLongoria and Dean Jeff Pederson. Trustee Mangual noted the Committee discussed and reviewed the partnership with Hampton Bay High School, Middle States and the new student trustee election. He noted the election was underway and had personally met with a few candidates on all three campuses. Trustee Mangual stated he had attended the Eastern Campus Town Hall meeting and had the opportunity to discuss with VP Mazzarelli some concerns of the students from the meeting.

Chairwoman Irizarry moved onto the Facilities Committee. Trustee Lily stated he and Trustee Morgo did not have the opportunity to have a meeting. He noted he was on the Ammerman campus on Monday, and had a chance to look at progress being made with the new Science building. Trustee Lilly stated there was a work order for awarding a contract for the Riverhead building renovations and the project would now move forward. The update of the Riverhead building was part of the deferred maintenance. He stated he and Trustee Morgo would be meeting and would do a walk through on some of the noted projects.

Chairwoman Irizarry moved onto the Budget and Finance Committee. Trustee Morgo stated that at the Chairwoman's strong suggestion the committee has been meeting monthly since January to review the College's operating budget and capital budget, with the emphasis on the operating budget. The meetings have been well attended and have been very substantive and detailed. Trustee Morgo stated VP Vizzini had detailed the fiscal challenges facing the College and the attempts being made to meet those challenges. The committee had met the previous day, and was informed that the New York State Assembly and Senate proposed increasing the allocation $150 per FTE. The committee also discussed the fact that the County and the State are not providing one-third, which puts more emphasis and need on student tuition. Trustee Morgo stated Dr. McKay had given specifics on the cost saving measures the College has taken. He noted that VP Vizzini would be going into further detail during the operating budget presentation.

Chairwoman Irizarry moved onto the Advocacy Committee. Trustee Hazlitt stated the Advocacy Committee had recently met with the Education and Information Technology Committee of the County Legislature. He shared with them that he had been a member of the Education Committee in 1970 and back then the Education Committee would meet with then President of the College, Dr. Albert Ammerman. He stated they discussed everything non College related, and noted those were simpler times and indicated he felt the meeting was very successful. Trustee Hazlitt stated the Committee was very impressed with Trustee Mangual, and all the accolades he has accomplished. Trustee Hazlitt congratulated Trustee Mangual, and thanked him for all his contributions to the College. Chairwoman Irizarry noted she had heard it was a wonderful presentation by both Trustee Hazlitt and Trustee Mangual and thanked them both.

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Chairwoman Irizarry moved onto her report. Chairwoman Irizarry reminded everyone the Foundation’s Gala was coming up on April 5th. She expressed her deep appreciation to the Board for their very generous support of the Gala.

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Chairwoman Irizarry moved on to the President’s report. President McKay stated he echoed Trustee Hazlitt’s comments, and stated having Trustee Hazlitt and Trustee Mangual speak with the Legislature’s Education and Information Technology Committee gave them a frame of reference for the College. President McKay noted Trustee Mangual has been offered several internships and was being influenced to get into the field of law by some of the Legislature, and had also received a call informing him that Trustee Mangual won another national award. President McKay stated the awards Trustee Mangual has won, speaks to the attributes of the work he is committed to doing and the work of the faculty and the staff at the College.

President McKay stated he wanted to publicly thank Dr. June Ohrnberger from the Grant campus Assembly, Ellen Schuler-Mauk and Tom Breeden for their continued support and advocacy on behalf of the College. He stated advocacy means they were in this together and together through education they transform lives. He thanked them for all their efforts, travelling to Albany, submitting letters of support advocating on behalf of the College. President McKay also commended Mr. Ben Zwirn and Dr. Christopher Adams for also travelling to Albany, and their commitment and hard work in advocating on behalf of the College.

President McKay introduced Mr. Ben Zwirn, Inter-Governmental Relations Coordinator to give an update on the status of the Pine Barrens application the College submitted and the SUNY advocacy trip to Washington. Mr. Zwirn stated the Pine Barrens Commission met the previous day to review the application submitted by General Counsel Petrizzo and Deputy Counsel Alicia O’Connor to see if the College could be approved for the development of the Health and Wellness Center on the Eastern campus. Mr. Zwirn indicated the vote had been approved; the College could move forward with the project and commence with the soil borings. Mr. Zwirn noted a point of interest, he stated Anna Throne-Holst, the Supervisor of Southampton, made the motion, seconded by Supervisor Edward Romaine and supported by Sean Walter and Peter Scully from the DEC, interestingly though, the County Executive's representative, Sarah Lansdale abstained. Mr. Zwirn was not able to get an explanation, but would try to pursue it.

Mr. Zwirn stated he was one of the representatives who represented a community college at SUNY Day. While in Washington, they had the chance to talk to Congressman Tim Bishop, who was one of the keynote speakers, and Congressman for the campus. He stated Senator Charles Schumer, and Senator Kirsten Gillibrand were also in attendance, and he was able to briefly meet with Congressman Peter King, who represents Suffolk County. He noted the meetings were very productive and the Chancellor and her staff were appreciative of the College being there. Mr. Zwirn thanked the Unions for all the work they have done in advocacy on behalf of the College. He stated that working in tandem sharing information covering all the grounds, they were able to get the Senate to give the College the exemption on the MTA payroll tax. He noted that unfortunately, the Assembly side did not agree. Mr. Zwirn stated the Childcare funding has been restored, and within the next day or so the College would be informed of what projects are included in the capital program.

President McKay introduced AVP for Workforce and Economic Development, John Lombardo to give an update on the College’s workforce training development area. AVP Lombardo shared with the Trustees a power point slide that is representative of what has been accomplished in the area of workforce training over the past seven years. He stated the Mechatronics Grant, the Team Grant and the Career Technical Education Act Grant represent about $4.25 million, 772 workers training in manufacturing skills, and roughly 500 of those workers trained were incumbent workers and continue to reside and work on Long Island. The balance is a mixture of displaced workers, and high school students. He noted also with the grant money high school technology teachers were trained, which would then become the stewards of the College’s program in the high schools. AVP Lombardo stated the entire view of workforce training is based on the College’s analysis of skill gaps in the region.

He noted the College takes a look at what the school skill gaps are, and then partners with the State Department of Labor and the local Workforce Investment Board. The result of that is a clear analysis of where the gaps are and where the College will focus its training. At which point the College will then develop, with the grants, the curriculum needed to mitigate the shortfall in the skill gaps and provide a knowledgeable productive workforce.

AVP Lombardo noted the New York State Workforce Training grants, Empire State Development grants, focused on company skill gaps, including more of the soft skills. The Empire State Development Grant is the College’s entrepreneurial assistant program, which enables the College to train and support emerging industries on Long Island. The Adult Basic Literacy Grant was an ESL grant the College had for several years at the Corporate Training Center. That grant trained 150 workers in ESL but, unfortunately, that grant has ended. AVP Lombardo stated all the involvement with industry has enabled the College to develop very strong partnerships with business and industry. These partnerships have come back to the College in many ways. The College is constantly meeting with industry, and upgrading the skills being trained, keeping the training relevant and the worker ahead of the curve. AVP Lombardo stated the partnerships have also resulted in about $65,000 in scholarships provided to the College by industry for both manufacturing and engineering students currently as well as seven honorees for the gala generating about $60,000 in donations to the College.

AVP Lombardo stated $650,000 from the original grants went into the equipment that currently resides in the Workforce Development Training Center, and benefits both sides. The nine-credit program, the certificate programs use that equipment, to provide American Welding Society certifications. AVP Lombardo noted many of these relationships have evolved into sophisticated programs, which are detailed in the latest issue of the Pipeline. The relationships have allowed the College to integrate the workforce training and academic training to provide senior level graduates to the local business industry.

AVP Lombardo noted that recently Cablevision laid off 100 people. Within that group of 100 people, 25 were graduates of Suffolk County Community College's TV and Radio Program headed up by Professor Al Bernstein. Professor Bernstein called AVP Lombardo, and asked what they could do to help those laid off. AVP Lombardo and Professor Bernstein convened a meeting with career services to take a look at the resumes, evaluate the talent and see what could be done to help. AVP Lombardo set up a meeting with Bill Haberman, a partner of the College who manufactures equipment for the broadcast industry, to give the students a view from his side of why broadcast industry is vibrant and why the students shouldn't give up because they were laid off.

After they toured the facility, viewed the labs that Professor Bernstein has, they all met with the students and projects evolved. Opportunities for the students came out of the meeting, recommendations were made, and Mr. Haberman announced he would donate new equipment to replace some of the outdated equipment.

From Mr. Haberman’s announcement of the donation for new labs, they are working with Professor Maritago’s engineering lab and two production students will work with the engineering students in a real world experience of designing a sophisticated lab. Mr. Bernstein and two of his production students, who had worked at his lab, are going to have a project that will jointly put the internship at Forecast Consoles with an internship with the broadcast students from Professor Bernstein's lab. They will design the ergonomics of the lab and utilize the equipment and the furniture that Forecast Consoles has donated. AVP Lombardo stated this was the essence of what the College does and it all started at the desk of Dr. McKay back when he was the Executive Dean of the Michael J. Grant Campus.

President McKay thanked and congratulated AVP Lombardo for the training he has done in the field, which he referred to as transcending. He noted the Renewable Energy Center is a new project that is currently in the SUNY 2020 or in the State capital funding project. President McKay stated he started working with AVP Lombardo in 2005 and felt they had made significant headway and thanked AVP Lombardo.

Chairwoman Irizarry asked if the students that take these courses at the high school level generate FTE funding. President McKay stated they did and noted high school students in the HVAC program will come to the College with four credits into the program; the credits are transferable into a degree program or eligible program for liberal arts. Chairwoman Irizarry inquired what type of revenue these students generated. AVP Lombardo stated in high school, if they enroll through the Excelsior program, they pay $150. Chairwoman Irizarry stated it would then make sense to increase tremendously those types of partnerships since they do generate funding. President McKay agreed, with no further questions Chairwoman Irizarry thanked AVP Lombardo for his report.

President McKay introduced VP Gail Vizzini and Mr. John Bullard, Associate Dean of Finance to give a presentation on the operating budget. He noted that several years ago he met with Ellen Schuler-Mauk and Tom Breeden to discuss how they could help mitigate the anticipated leveling off of enrollment. They negotiated in good faith on the financials and were able to move forward and established a road map to address the anticipated leveling off of enrollment and decline in potential revenue for the College. President McKay stated that also at that time the reserve fund was not what it should have been, and the College was cited in 2007 for not having the reserve fund in the appropriate category. Since then they have worked to get the reserve fund between 10 to 15 percent of the operating budget. In order to accomplish this they had to strictly manage expenditures and revenues.

President McKay directed the Board’s attention to the report in their packet that showed where the high schools are leveling off in regards to graduation rates. He thanked VP Vizzini and Mr. Bullard for the difficult task of pulling together budget formulas in the middle of the year before the year has ended, and also thanked the Executive Board and Budget and Audit Committee and for working with them over the last few days to listen to the presentations and assumptions. He noted the presentation was an informational assumption being presented, no votes were required. The 2013-2014 operating budget presentation for the Board’s consideration and vote would be presented at the next meeting in April.

VP Vizzini stated the projections were for the next fiscal year, 2013-2014. Based on certain assumptions, the College is projecting the budget gap from the current year to next year will be $8.4 million. All the departments were told to submit a no growth scenario for the non-personnel areas, such as equipment, supplies, and contracted services. The $8.4 million gap is comprised of an increase in expenditures of $4.1 million. She noted of which about $1.5 million was due to contractual salary increases.

VP Vizzini stated for 2013-2014, the AME base salary will increase with the adoption of the contract and the faculty salaries will increase by 2 percent. There will also be an additional $2.4 million increase in the employer contribution to the retirement system. The last piece of the projected expenditure increase is $300,000 in health insurance. The retirement projections the College is using are the growth factors that are provided by the New York State Comptroller's web page. VP Vizzini reported that out of the $8.4 million, half of the problem is due to increases in expenditure in salary and benefit areas. In addition the 2.5 percent leveling off of enrollment in the current year is also expected to happen in 2013-2014 based on discussions with Mr. Jim Lagonegro, Director of Enrollment Information and Reporting. Mr. Lagonegro’s model takes into consideration economic factors, historical factors, and high school enrollment. The leveling off will translate into a loss of revenue of $2.8 million in addition to the $1.5 million of leveling off on the current year budget. The loss of revenue, the increase in expenditure gives you the $8.4 million budget gap.

VP Vizzini stated that although not final, if the College receives the proposed $150 per FTE in State aid, it would generate $3 million in recurring revenue for the College, bringing the $8.4 million shortfall down to $5.4 million. VP Vizzini noted the last time the County contribution was increased was in the 2011-2012 College fiscal year, and was increased by one percent. Every one percent increase is $389,890. VP Vizzini stated in last year’s County's call letter to the College, they respectively asked the College not to ask for an increase in County contribution. VP Vizzini noted the College had not yet received the formal letter from the County, however in her conversations with the Deputy County Executive, the College can assume the letter this year will be the same as the letter last year.

VP Vizzini stated based on discussions with Dr. McKay, and the Budget and Audit Executive Committee, she presented an alternatives in closing of the remaining gap. VP Vizzini stated she was presenting a recommendation that tuition be increased. The College’s current tuition is $3,990 annually. The last time the College increased tuition was in the 2011-2012 fiscal year and was increased by $214 annually, bringing tuition to $3,990 annually. VP Vizzini stated a five percent increase in tuition would be an increase of about $200 bringing the College’s tuition to $4,190 annually. This would generate $4 million in revenue. This would bring the College’s $5.4 million remaining shortfall down to $1.4 million. She stated this would not close the gap completely, and was recommending any amount remaining, be accessed through the fund balance reserve fund to cover the shortfall.

VP Vizzini stated the Budget and Audit and Executive committee had asked her to present a second scenario. The second scenario would increase tuition by 3.76 percent, or $150, bringing full-time tuition to $4,140 and generate $3 million in revenue. The difference would be $2.4 million that could be taken out of the College’s fund balance reserve. VP Vizzini stated the fund balance at one time was only $4 million and due to the College’s disciplined control of expenditures it was now at $22 million. She cautioned, regardless of whatever scenario the Board votes on the use of the fund balance is what is referred to as a one-time shot. It would be a form of revenue, if the College were to use $2 million out of the fund balance to address the 2013-2014 budget gap, this time next year it would be part of the new gap and the College would have to decide how to regenerate that source of revenue.

Trustee Morgo commented it was only two months since the Budget and Audit Committee came back with the sense that tuition not be raised. Since then, VP Vizzini and Dr. McKay went through a very complicated analytical look at the operating budget. He emphasized it wasn't too long ago that the fund balance was only $4 million and is now $22 million. Trustee Morgo noted the reserve fund balance was currently 12 percent of the overall operating budget of $190 million, and VP Vizzini had stated the preferred is 15 percent.

Trustee Morgo stated as it was mentioned earlier fiscal problems are being faced at all colleges. For some coming up with the $3990 annual tuition is a hardship. Raising a$150 to $200 would be an additional hardship. He stated it was essential for the College to give a clear detailed explanation of whichever scenario was voted on by the Board.

Chairwoman Irizzary thanked VP Vizzini for a very comprehensive detailed presentation, making it easy to understand.

Chairwoman Irizarry said the scenarios were very honest about what needs to be done. She stated they needed to honor the mission of the institution, to keep tuition as affordable as possible. Chairwoman Irizarry noted the Board would have liked to see no increase in tuition, however after all the information presented it was unfortunately not possible to keep the tuition as is. She asked the Board of Trustees to use the next month to consider the different scenarios that would be voted on at the next board meeting. She stated she favored the $150 increase for the students, for the tuition increase to be fair and feasible, and recognized it would mean going into the fund balance for the remaining $2.4 million. Chairwoman Irizarry recognized the reserve fund balance was at $22 million and would be a one-time shot to make up the gap, which would have to be regenerated in the following year’s revenue. She stated she felt it was a fair compromise to work with that scenario.

Trustee Morgo stated one of the things the Budget and Finance committee had also discussed, was the importance of marketing the College to increase the enrollment.

President McKay stated considerable constraints had been placed in regards to the College’s fiscal administration, and the Executive Deans in regards to efficiencies. He noted he had shared some of those efficiencies at the meeting with Budget and Audit committee and would get the document to the full board. He noted the funding the College currently receives from the State is at the 2008-2009 level, while the demand upon the College will continue as enrollment continues leveling off. President McKay stated the College is seeing more students now with proficient levels that it hasn't seen before; with more students in the STEM areas and the technical programs. Retaining those students will be especially important to the College. President McKay stated the College also had the most applicants this year for the Stay on Long Island scholarship, which totaled about $1.5 million. He noted Trustee Mangual was one of the recipients of a Stay on Long Island scholarship. To date the Foundation has raised over $1.5 million towards scholarships and was looking forward to the Salute to Excellence Gala on April 5th which would help in continuing to provide scholarships. He noted some students are doing three or four jobs, raising the complexity in regards to the decision from the board in how to move forward with next year’s operating budget. President McKay stated the College would continue to work through the year to mitigate cost factors.

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Chairwoman Irizarry moved onto the Roundtable session. Trustee Morgo stated that on January 22nd, several trustees met with Legislator Sarah Anker and Legislator Kara Hahn concerning the Accelerate Long Island Program. The program is an initiative from then Brookhaven Town Supervisor Mark Lesko and all the research institutions on Long Island. The goal was to create an organization that commercializes the research that comes from the research institutions. Where the scientists and technicians coming up with innovative ideas and turn them into businesses that stay on Long Island. Both legislators asked Trustee Morgo to recommend the College get involved with Accelerate Long Island program, because the College is going to have graduates that can benefit from the program.

Trustee Morgo stated that Mr. Lesko saw the greatest need being in Information Technology, for computer engineers. He noted a company wanted to come to Long Island, a multi-million dollar software company, and it had to leave because it couldn't find the workers who had the skill set needed. A skill gap analysis was being done in order to see what could be done. He stated this could potentially provide high-paying jobs for the College’s graduates would be a good program for the College to be involved in.

Trustee Mangual stated he recently went to see the speech and debate teams for the Ammerman and the Grant Campus compete at Nassau County Community College, and one of the College’s students from the Grant Campus, Fatima Madar made it to the nationals and would be competing soon. He stated the Grant Campus student press paper is discussing doing a short story on her, and he would keep the board informed on how she does.

With no further comments she called for a motion to adjourn the Board of Trustees meeting at 6:40 p.m. Trustee Pontieri so moved, seconded by Trustee Fenchel, the motion was approved unanimously.

The meeting of the Board of Trustees was adjourned at 6:40 p.m. The Board of Trustees next meeting is April 18, 2013 at 7:00 p.m. in the Mildred Green room of the Student Babylon Center of the Ammerman Campus in Selden, New York.

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Respectfully submitted,

Bryan Lilly

 Secretary