**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**MILDRED GREEN ROOM, BABYLON STUDENT CENTER**

**AMMERMAN CAMPUS, SELDEN, NEW YORK**

**APRIL 18, 2013**

The meeting was held on Thursday, April 18, 2013 at 7:00 p.m. in the Mildred Green room of the Babylon Student Center on the Ammerman Campus, Selden, New York.

PRESENT:

Dafny Irizarry Chairwoman

Walter Hazlitt Trustee/Vice Chair

Brian Lilly Trustee/Secretary

Belinda Alvarez-Groneman Trustee

Saul Fenchel Trustee

Paul Pontieri, Jr. Trustee

Theresa Sanders 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 7:00 p.m.

Chairwoman Irizarry introduced Ms. Nina Leonhardt, College Associate Dean for Continuing Education, to introduce the special guests in attendance. Dean Leonhardt stated, there were three students present who had demonstrated excellence in science research. They had presented their work at the Science and Technology Entry Program Science Fair in Albany, and at the Long Island Diversity Summit at Farmingdale State College. The students had won awards at both of the events.

Dean Leonhard introduced Miss Giselle Feliciano. Chairwoman Irizarry congratulated Miss Feliciano and presented her with the award. Dean Leonhardt noted Miss Feliciano’s sisters were also part of STEP program, one of her sisters graduating and will attend Columbia University and the other sister is the class valedictorian.

Dean Leonhardt introduced, John Mele a graduating senior from Central Islip who had done research at Stony Brook University, and had also won awards both at the state level and at the Long Island level. Chairwoman Irizarry congratulated Mr. Mele and presented him with the award.

Dean Leonhardt introduced Javier Sanchez, an eighth grader at Brentwood East Middle School. She noted Javier had been reluctant to accept the award, after having announced he had some assistance from another student working on the project. Dean Leonhardt stated they were very proud of him for displaying that level of integrity. She noted his partner was not present. Chairwoman Irizarry thanked Javier for his honesty, congratulated him for his achievement and presented him with the award.

President McKay stated he would be remiss if he did not thank Dean Leonhardt for all of her hard work in making sure the future of the country looks really bright in the area of science technology engineering and mathematics. He congratulated and thanked her for all her work.

Dr. Christopher Adams, Executive Assistant to the President addressed Chairwoman Irizarry and the members of the Board of Trustees, and asked Student Trustee Mangual to join him at the front of the room. Dr. Adams presented Trustee Mangual with a plaque and read “the Board of Trustees of Suffolk County Community College extends their sincere congratulations for being selected as the recipient of the Get There From Here scholarship, the Chancellor's Award, Phi Beta Kappa All New York Academic Award, the New Century Scholar for New York State, and the Jack Kent Cook Scholarship Award winner. We applaud your outstanding achievements and celebrate your accomplishments that have brought acclaim to Suffolk County Community College. We wish you continued success and happiness in the future”.

Trustee Mangual stated he had not been prepared for the recognition and was a little taken aback. He thanked everyone and stated this was grand moment for him at this time. Trustee Mangual stated he was just like most of the students that had also received the awards. He came from Brentwood High School and very humble beginnings. He stated it was great to know that Suffolk County Community College was here and able to help every individual to build a strong foundation and establish themselves a nice stairway all the way up to the top of sky. He thanked everyone and noted he appreciated the Board’s well wishes.

President McKay announced Trustee Mangual would also be the keynote speaker at the faculty convocation on September 3rd. Chairwoman Irizarry thanked all the parents present and Dean Leonhardt for her wonderful leadership in the STEP program. She stated it was a moment of pride for the College and thanked the families for their support. She stated the Board continued to emphasize the need for more partnerships with high schools across the region, and this was proof of the partnerships. The Board would continue to do so, in order to have more students like Student Trustee Anthony Mangual getting all the awards.

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Chairwoman Irizarry requested a motion to call the Board of Directors meeting to order and to enter into Executive session to discuss personnel and litigation matters at 7:15 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 7:50 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 7:57 p.m. Trustee Mangual so moved, Trustee Pontieri seconded and the motion was approved unanimously.

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Chairwoman Irizarry requested a motion to approve the minutes of the March 21, 2013 Board of Trustees meeting. Trustee Alvarez-Groneman so moved, seconded by Trustee Mangual, motion was approved unanimously.

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Trustee Pontieri requested a motion to direct the College to do an RFP for legal services for the Board and the Board Chairwoman as needed; in areas such as employee relations, education law, municipal law, commercial contracts and other needs so determined by the Board Chairwoman. He stated this was a recommendation from the Board’s retreat in November from Dr. Narcisca Polonio. Trustee Fenchel seconded, the motion was approved unanimously.

Chairwoman Irizarry introduced VP of Business and Financial Affairs, Gail Vizzini to present the College Financial Report as of March 31, 2013. VP Vizzini stated the 2012-2013 operating budget continued to trend in a positive direction of about $500 thousand and is projecting a potential shortfall in revenue of $1.4 million. VP Vizzini stated the College continues to exercise restraint in expenditures by only filling the positions that are essential to the College’s goals and mission, and other areas of expenditures as necessary to keep the budget in balance.

VP Vizzini moved onto the presentation of the proposal for the 2013-2014 College Operating budget. She stated the proposal compares the 2013-2014 to the current adopted budget. There is an increase in expenditures of four million dollars, a 2.1% increase without grants. With grants, the total budget for 2013-2014 is $198 million, a 2.4% increase. VP Vizzini noted the projection for grants has increased by $322,000.00 primarily within the adult literacy education program, GED, the Liberty Partnership and STEP program. She stated the budget incorporates the $150 per FTE increase in State aid, which was a 6.6% increase. The County contribution is $38.9 million, and remains the same as last year’s budget. VP Vizzini stated tuition is proposed to increase by $150 annually for the full-time resident, a modest increase of 3.76%. VP Vizzini noted in order to keep the tuition increase at $150; the proposed budget also includes a transfer from the fund balance reserve of $1.800,000.00. She cautioned the use of the reserve is a one-time revenue, and this time next year, there would be a beginning budget gap of the $1.800, 000.00 as a result of this action.. VP Vizzini stated the expenditures were in the traditional categories of equipment, personnel, supplies, utilities, contract, and employee benefits. She noted the $4,000,000.00 dollar increase was primarily due to increases in the employee benefits area. The increase includes a $2.400, 000.00 for the employer contribution to the retirement system, an additional $400,000.00 related to health insurance and other employee benefit costs and a 1.1% increase in the cost of personnel services.

VP Vizzini stated the College has been fiscally prudent the last several years, and employees had partnered with the College in terms of give backs and savings at the College, where for the past two years Faculty, Guild, and AME were held to zero percent salary increases. She stated however, the Faculty and Exempts were due a 2% increase, and the other bargaining units are eligible for step increases. Despite these increases they were able to keep the College’s personnel services increase to only 1.1% .

VP Vizzini state the revenue presented was net of offset revenue, which was approximately $14,000,000.00. The offset revenue is comprised of things such as fees, commissions, rentals, interest earnings, everything other than the state aid, County share, and tuition. VP Vizzini noted that despite the modest increase in tuition, the student share is actually turning slightly downward from 50.6% to 49.5%. Chairwoman Irizarry asked if the proposed budget anticipated meeting the enrollment goal. VP Vizzini stated the budget projects a leveling off of enrollment of approximately 2%.

Trustee Hazlitt stated he had read that one of the reasons for the decline in enrollment were the effects of Hurricane Sandy. People who were affected by the hurricane now had major problems they were dealing with, and their education could no longer be a priority.

President McKay stated there was another trend across the institution, where there were more part-time students registering than full-time students. He noted it was an indication of some students having to work more. These economic, factors are beyond the control of the College. President McKay stated VP Mazzarelli and College Dean of Enrollment, Joanne Braxton would be giving a presentation on enrollment and how the College is currently working to address and mitigate these concerns.

Trustee Pontieri asked VP Vizzini how much of the fund balance was used in the 2012-2013 operating budget. VP Vizzini stated the College has not used the fund balance since the 2009 - 2010 operating budget. President McKay stated Middle States had cited the College in 2007 for not having the appropriate fund balance for the size of the institution. Since then the College worked to mitigate the problem, and achieve the requirement of having ten to fifteen percent of the operating budget in reserves. VP Vizzini stated the College’s reserve fund balance was $22 million dollars of which approximately $6 million is accounts receivable. Chairwoman Irizarry asked what percent that was of the College’s operating budget. VP Vizzini stated it was about 12%; to have 15% would have to be $29.5 million.

Trustee Pontieri stated is was a tough situation working to establish a surplus then having to draw it down. Chairwoman Irizarry stated it was a very difficult situation, and felt that VP Vizzini and her staff have done a great job in trying to keep the College’s tuition as affordable as possible while presenting a proposed budget that was reasonable. She stated that ideally the College would not like to use the reserve fund, but also understands that the students are facing difficult economic situations, and wants to be understanding of that. Chairwoman Irizarry noted that most colleges are increasing tuition between 3-5%, the 3.7% increase was the best the College could do at the present time. VP Vizzini stated the College had not raised tuition last year, and among the four community colleges that did raise their tuition, they raised it by approximately 4%. The College is not the most expensive, nor will it be the most expensive with the new rate.

VP Vizzini moved onto the proposed Capital Budget that had been submitted to the County Executive’s office. She stated the College had asked for eight projects to be funded in the 2014-2016 proposed capital programs. The College is very happy with the support from the County. Projects that have been included are Kreiling Hall Renovation, the Health and Sports Facility for the Eastern Campus, the Renewable Energy and STEM Center for the Grant Campus, and the construction of the warehouse building for the Eastern Campus. Some of the funding, compared to the College’s request, has been delayed by one year. VP Vizzini stated it is not atypical for the County to try to push some projects to further years in order to mitigate their concern in regards to upcoming debt service. She noted her staff is reevaluating the implications if any, in terms of state aid, but also possible escalation in construction costs, which average about 2-3% should the College have to wait another year for its projects.

Dr. McKay stated the College had already secured the state funding for the Health and Wellness and would be important to maintain the County’s share of the funding in order not to lose the state funding. He noted there would be a lot of work to do between now and September in order to get the County’s share of the funding.

Chairwoman Irizarry agreed it was important to not jeopardize the state funding that was approved and thanked everyone for their work. With no further questions Chairwoman Irizarry thanked VP Vizzini for her report.

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Chairwoman Irizarry requested a motion to approve College Resolutions 2013.23 through 2013.31. Trustee Fenchel so moved, seconded by Trustee Mangual, College Resolutions 2013.23 through 2013.31 were approved unanimously.

**RESOLUTION NO. 2013.23 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 $1,729,834.44 for the month of March 2013 (Attachment I) is hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2013.24 APPROVING THE BUDGET FOR SUFFOLK COUNTY COMMUNITY COLLEGE FOR FISCAL YEAR 2013-2014**

**WHEREAS,** the provisions of the New York State Education Law and regulations adopted in accordance with such law direct the Boards of Trustees of New York Community Colleges, subject to the approval of the State University Trustees, to prepare, approve and implement budgets, and

**WHEREAS**, Suffolk County Community College has developed its Operating Budget setting forth the budget total for the 2013-2014 fiscal year, and

**WHEREAS**, the 2013-2014 budget includes necessary amounts for meeting the operational needs of the College, and includes sufficient amounts for collective bargaining agreements, and

**WHEREAS**, the State commitment for base aid per full-time equivalent (FTE) has been increased by $150 from $2,272 to $2,422 per FTE,

**WHEREAS**, the College is submitting its Operating Budget for the 2013-2014 fiscal year to the Suffolk County Legislature and the Suffolk County Executive’s office as per the Memorandum of Understanding, and

**WHEREAS**, in recognition of the financial condition of the County of Suffolk, the College Board of Trustees is not requesting an increase in County support to the College for 2013-2014, and

**WHEREAS**, the Board of Trustees believes that it will be necessary to increase annual tuition by $150 annually to balance the budget, and

**WHEREAS**, the Board of Trustees believes that it will be necessary to access the Community College Fund Balance Reserve Fund to balance the budget, therefore, be it

**RESOLVED**, that the Board of Trustees hereby approves an Operating Budget for fiscal year 2013-2014 in the amount of $194,984,366 for operations and $3,107,947 for grants, and be it further,

**RESOLVED**, that annual tuition charges will increase from $3,990 to $4,140 per year for full-time resident students and from $167 to $173 per credit for part-time resident students, and be it further

**RESOLVED**, that the 2013-2014 operating budget shall include a transfer from the Community College Fund Balance Reserve in the amount of $1,831,434, and be it further

**RESOLVED**, that annual tuition and fees as provided in Resolution No. 2013.25 are to be included in the College budget for the fiscal year 2013 - 2014.

Total Appropriations: $198,092,313

Operation Appropriations: $194,984,366

Grant Appropriations: $ 3,107,947

**RESOLUTION NO.2013.25 AMENDING RESOLUTION NO. 2012.38, ADOPTING A TUITION AND FEE SCHEDULE FOR 2013-2014**

**WHEREAS,** by Resolution No.2012.38 the Board adopted a Tuition and Fee Schedule for 2012-2013, and

**WHEREAS**, the College has reviewed its Tuition and Fees schedules and recommends that, with the following changes, the Tuition and Fee Schedule be approved for the 2013-2014 academic year, be it therefore

**RESOLVED**, the following changes in the Tuition and Fee schedule be approved:

**Full-time Students** Fall Spring

2013 2014

Tuition, Residents $2,070 $2,070

Tuition, Non-Resident $4,140 $4,140

**Part-time Students** Fall Spring

2013 2014

Tuition, Residents (per credit) $173 $173

Tuition, Non-Resident $346 $346

And be it further

**RESOLVED**, that English as a Second Language Fee charges will increase commensurate with the increases in full-time resident student tuition as shown on the attached Tuition and Fee Schedule (Attachment II), and be it further

**RESOLVED**, that the student Tuition and Fee Schedule (Attachment II) is hereby approved and adopted for fiscal year 2013-2014.

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**RESOLUTION NO. 2013.26 AMENDING THE COLLEGE BUDGET FOR AN ENTREPRENEURIAL ASSISTANCE PROGRAM CENTER**

**WHEREAS**, the 2011-2012 College operating budget provided $73,500 in anticipation of an award from the New York State Urban Development Corporation, d/b/a Empire State Development (ESD), for an Entrepreneurial Assistance Program Center, for the period of July 1, 2012 through June 30, 2013, and

**WHEREAS**, the award includes an additional amount of $26,093, bringing the total amount of the grant award to $99,593, and

**WHEREAS**, it is necessary to amend the 2012-2013 College operating budget for the said increase in the grant award, and

**WHEREAS**, matching funds, in the amount of $36,750, are provided for in the 2012-2013 College operating budget; and in-kind contribution, in the amount of $36,750, will be met through space, administrative support and the associated benefits, and

**WHEREAS**, matching funds in an additional amount of $13,047 will be provided for in the 2012-2013 College operating budget; and an in-kind contribution in an additional amount of $13,046 will be met through space, administrative support and the associated benefits; be it therefore

**RESOLVED**, that the 2012-2013 College operating budget be amended to reflect an increase in the amount of $26,093, from the New York State Urban Development Corporation, d/b/a Empire State Development (ESD), for an Entrepreneurial Assistance Program Center, and be it further

**RESOLVED**, that the College President, or his designee, is authorized to execute any necessary documentation, including a contract amendment, as approved by the College General Counsel, with the New York State Urban Development Corporation, d/b/a Empire State Development (ESD), reflecting the increase in the grant award for an Entrepreneurial Assistance Program Center.

Project Director: Daphne Gordon

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**RESOLUTION NO. 2013.27 ACCEPTING A GRANT AWARD FOR THE YOUTH ENTREPRENEURIAL SUMMER PROGRAM, EXTREME ENTREPRENEURSHIP TOUR – A DAY OF ENTREPRENEURSHIP FROM THE STATE EDUCATION DEPARTMENT, THE UNIVERSITY OF THE STATE OF NEW YORK, SPECIAL LEGISLATIVE GRANT**

**WHEREAS**, Suffolk County Community College has received a grant award in the amount of $3,000, from The State Education Department, The University of the State of New York, Special Legislative Grant for the Youth Entrepreneurial Summer Program, Extreme Entrepreneurship Tour – A Day of Entrepreneurship for the period of July 1, 2012 through June 30, 2013, and

**WHEREAS,** the program will bring the country’s top young entrepreneurs to Suffolk County Community College to help spread the entrepreneurial mindset during a half day, high energy conference, and

**WHEREAS,** matching funds are not required, be it therefore

**RESOLVED,** that a grant award, in the amount of $3,000, from The State Education Department, The University of the State of New York, Special Legislative Grant for the Youth Entrepreneurial Summer Program, Extreme Entrepreneurship Tour – A Day of Entrepreneurship for the period July 1, 2012 through June 30, 2013, is hereby accepted, and be it further

**RESOLVED,** that the College president, or his designee, is authorized to execute any necessary documentation, including a contract, as approved by the College General Counsel, with The State Education Department, The University of the State of New York, Special Legislative Grant for the Youth Entrepreneurial Summer Program, Extreme Entrepreneurship Tour – A Day of Entrepreneurship.

Project Director: Daphne M. Gordon

Note: No full-time personnel

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**RESOLUTION NO. 2013.28 AMENDING THE COLLEGE BUDGET FOR AN EDUCATIONAL OPPORTUNITY PROGRAM GRANT**

**WHEREAS**, the 2012-2013 College operating budget provides $160,675 from the State University of New York for an Educational Opportunity Program (EOP) grant to provide counseling and tutoring services on all three of its campus locations, and

**WHEREAS**, the grant award has been increased by $2,054, for the 2012-2013 Educational Opportunity Program (EOP), bringing the total amount of the grant award to $162,729, and

**WHEREAS**, it is necessary to amend the 2012-2013 College operating budget in the amount of $2,054 to provide for the increase in the grant award, and

**WHEREAS**, matching funds are not required, be it therefore

**RESOLVED**, that the 2012-2013 College operating budget be amended to reflect the award increase in the amount of $2,054, from the State University of New York for an Educational Opportunity Program (EOP), and be it further

**RESOLVED,** that the College President, or his designee, is authorized to execute any

necessary documentation, including a contract amendment, as approved by the College General Counsel, with the State University of New York, reflecting the increase in the grant award for the Educational Opportunity Program (EOP).

Project Director: Joanne E. Braxton, College Dean of Enrollment Management

Note: Institutional Support required

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**RESOLUTION NO. 2013.29 ADOPTING A POLICY ON MANDATORY REPORTING AND PREVENTION OF CHILD SEXUAL ABUSE**

**WHEREAS**, recent events have place renewed attention on the need for all colleges and universities to take steps to prevent child sexual abuse at events occurring on campus property and during college- or university-sponsored events, and

**WHEREAS**, legislation which would have addressed such concerns at the State level was proposed but not enacted during the 2011-2012 legislative session, and

**WHEREAS**, the State University of New York (SUNY) has recommended that community colleges operating under the program of SUNY adopt policies and procedures that will mandate reporting of incidents of child sexual abuse, and require certain other steps in order to prevent such incidents, and

**WHEREAS**, it is desirable for Suffolk County Community College to adopt a policy to protect potential victims of child sexual abuse during activities that occur on College property, during events sponsored by the College or in the conduct of College business, and

**WHEREAS**, this Board wishes to reaffirm the general moral responsibility of all members of the public to report wrongdoing to appropriate authorities without fear of retaliation, therefore be it

**RESOLVED**, that the Policy on Mandatory Reporting and Prevention of Child Sexual Abuse (Attachment III) be, and the same hereby is, approved.

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**RESOLUTION NO.2013.30 APPROVING A MAJOR CHANGE ORDER FOR THE PARTIAL RENOVATION OF THE PECONIC BUILDING, EASTERN CAMPUS, CP 2127, CP2149, CP2181**

**WHEREAS**, capital projects No. 2127, 2149 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,** during the final phase of construction additional work was required to complete the Peconic Building ‘one stop shop’ renovation, and

**WHEREAS**, the additional work included fire code requirements, patching of existing deteriorated masonry, replacements of existing deteriorated ceilings, elimination of conflicts between existing utilities and new work, and additional power needs for doors and fire curtains, and

**WHEREAS**, this additional work was completed in a expeditious manner in order to open the new ‘one stop shop’ facility on time, and

**WHEREAS**, the contractor provided cost estimates for these additional scopes of work, and

**WHEREAS**, these cost estimates were reviewed by both the architect of record and the College and determined to be reasonable, 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. 3 for GII Construction Co. in the amount of $30,978.83 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.2013.31 APPROVING A MAJOR CHANGE ORDER AND 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 additional existing underground drainage structures requires the performance of additional work not anticipated under the Contract or shown on the design drawings, and

**WHEREAS**, 8 underground drainage structures were discovered on February 28, 2013, and

**WHEREAS**, 2 underground drainage structures were discovered on March 20, 2013, and

**WHEREAS**, these 10 underground drainage structures are in addition to the structures previously discovered on the site, and

**WHEREAS**, the change order provided by the contractor for this additional work was reviewed by the College, and is recommended for approval, and

**WHEREAS**, three prior minor change orders (totaling $13,571.50), one prior major change order in the amount of $103,538.91 (authorized by a resolution adopted by this Board on February 21, 2013), and a second major change order in the amount of $76,309.19 (authorized by a resolution adopted by this Board on March 21, 2013, funded through infrastructure monies) 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 a change order in the amount of $32,319.02 to the Contract with J. Petrocelli Contracting, Inc. for additional work to be performed for the construction of the New Life Science Building on the Ammerman Campus, 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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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. Pugh stated there had been some adjustments to the monitoring report submission schedule. The first version of the proposed submission will be sent to the Board of Trustees on June 28th, a month ahead of the earlier schedule. The adjusted time line allows for greater review, editing, and consideration of evidence. He stated the working groups continue to meet monthly; members have started to collaborate with each other on the development of each of the standards 2, 3, 7 and 14.

Dr. Pugh stated President McKay had requested that he and Dr. Shults document the work they had done over the past two years. He and Dr. Shults prepared the nine page chronological document.. Dr. Pugh stated they would update the chronology on a monthly basis for the Board, and would color code the changes for them.

Dr. Shults reviewed the Keys to Compliance. He noted the Matrix was a one page snapshot of all the keys to compliance. It is an executive summary of the process, when it started, anticipated completion, actions that have been completed since the last update, and the actual deliverables. He stated this was the new form that replaced the old timeline in their binders. Dr. Shults noted that the monthly progress report they would be receiving would include all of the changes in one of the appendices, and the update on the activities as an appendices as well. The dates have been reviewed and updated; they would now receive the Comprehensive Plan for Institutional Effectiveness in May for their review and vote in June. This was done to give more time to develop the document and allow for more review. The Strategic Plan was placed on the My SCCC portal and a College Brief went out alerting individuals that it was available for them to review and provide feedback. He noted the Board had also been sent the Strategic Plan for their review. Dr. Shults stated the CAPIE would be placed on the portal in early May to ensure faculty had time to review before they left for summer break.

Dr. Pugh concluded his update by recapping his points. The Strategic Plan was sent out to the College community for their review and feedback. The Strategic Plan was also sent to the Board for their review and feedback. The first version of the CAPIE was completed and would be placed on the portal. He asked the Board to review the CAPIE and noted it was a little more technical and was available to assist them if needed.

The completion of the draft responses to the Middle States standards is underway. Chairwoman Irizarry stated that the Board had full trust and confidence that this was not impossible and that they would accomplish what needed to be accomplished. 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, there was no report. Chairwoman Irizarry called for the Facilities Committee updated. Trustee Lilly stated he and Trustee Morgo had not had a meeting, however he had a few comments on the presentation given by VP Vizzini on the capital program. Trustee Lilly stated all the projects were important to the College and he felt they should be reviewed to see if they could be restored to their original timeline.

President McKay stated the entire team was currently reviewing what the College’s approach would be, and they would be judicious in their approach. He agreed the benefits of the projects far outweigh having a discussion of restoring them. President McKay stated for the first time the College has all the buildings in the plan with none of them removed. He emphasized the importance of sharing with the County’s Legislators the importance of the buildings, and the consequence of losing funding for a project that already received state matching funds.

Chairwoman Irizarry moved onto the Advocacy Committee. Trustee Hazlitt stated his comments were of a personal nature. He took the opportunity to personally congratulate Trustee Mangual for all his accomplishments. He commended and congratulated him for his academic accomplishments and stated he would be going to great places in life, and would bring credit to the College, because it was where he started. Trustee Mangual thanked Trustee Hazlitt for his acknowledgement.

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Chairwoman Irizarry moved onto her report. Chairwoman Irizarry commended Mr. Rick Guarino for the superb work done on the Salute to Excellence Gala. She stated the evening was well executed, attendance was at its max, and the venue was a dream. Chairwoman Irizarry thanked all the members of the Suffolk County Community College Foundation for doing an excellent job. She thanked all the Trustees for their support and attendance.

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Chairwoman Irizarry moved on to the President’s report. President McKay introduced Executive Director of the Foundation, Mr. Rick Guarino for an update from the Foundation. Mr. Guarino stated that on Friday, April 5, Suffolk Community College Foundation hosted its 2013 Salute to Excellence Gala at the historic Oheka Castle. He thanked the Board of Trustees for its support of that event on behalf of the Foundation. Mr. Guarino stated the Gala sold out with over three hundred forty attendees to celebrate the honorees and the great accomplishment of the last year at the College. The Foundation raised over $ 90,000.00 dollars from the Gala, which will go towards supporting student scholarships and emergency loans. He noted this could not have been accomplished without the dedication and activity of the Gala committee and the Foundation staff; inclusive of their student intern Briana Ryder. He publicly thanked everyone for their assistance in making the Gala a success. Mr. Guarino stated next year's Gala would take place on Thursday April 3, 2014. Mr. Guarino stated that on August 12th the Foundation would host we its 30th anniversary of the Golf Classic at St. George’s golf course in East Setauket. All the proceeds raised will go towards supporting student scholarships emergency loans and program development.

President McKay publicly thanked Mr. Guarino for stepping up to the plate, noting he started at the Foundation during the middle of the planning for the event and did tremendous and remarkable job along with the committee. Chairwoman Irizarry stated she also wanted to thank Mr. Kevin Peterman and the faculty members who put together the video of the Gala.

President McKay introduced College Dean of Enrollment Management Joanne Braxton for an update on enrollment management. Dean Braxton stated she would give them an overview of the College’s enrollment plan, share the activities underway to ensure the leveling off of enrollment does not go any further including the interaction between the various offices the Enrollment Management Office works with. Dean Braxton reviewed the folder she handed out to them, which included some of the literature that is produced by the Office of Institutional Advancement. The folder included Suffolk at a Glance, scholarship information, a international brochure and a Career Focus magazine. Dean Braxton noted the next edition would be out in May, the magazine goes out to over four hundred forty thousand households in Suffolk County. Some of the feature articles will be the honors program, adult learners and scholarships. Previous editions featured veterans and an article on how coming to SCCC could save them money and then transfer onto a four year school. Dean Braxton also reviewed the College’s view book and admissions application. She stated they were working on branding the College to make it more identifiable to the public. Dean Braxton stated the enrollment management team works hard to ensure that when an individual has an interest in the College, the interest will turn into enrollment.

Dean Braxton stated the College has a management Enrollment Committee that is charged with ensuring the College is engaged in activities that will attract people to Suffolk County Community College. The Enrollment Management Committee is a subcommittee of our overall Strategic Planning Council. It coordinates enrollment management activities, works to coordinate surveys,and data collection in coordination with the Office of Institutional Advancement. The Committee also evaluates college-wide policies and procedures to ensure there aren’t any barriers in the place of anyone who wishes to come to the College. It establishes priorities in terms of enrollment projections, reviews financial aid, admissions and other areas. The Committee also works to ensure they are working in connection with the Middle States planning, and is connected to Standard 2, Standard 7, Standard 8 and Standard 9. Dean Braxton stated one of the things that is critical in any enrollment management plan is collaborating with the Office of Planning and Institutional Effectiveness because it helps with data analysis, and benchmarking.

The Enrollment Management Committee also collaborates with the Office of Institutional Advancement on the College’s branding, marketing, advertising, and social media. They work with the campus Office of Admissions in developing policies and procedures and communication plans. She stated any initiative the committee embarks upon to attract individuals to the College, will have complete communication plan.

Dean Braxton noted over 53% of students who come to the College are looking to transfer, 21% will transfer without a degree. In 2011 and 2012 more than 43% graduates transferred. She stated in the 2012-2013 school year, from the high school graduating class of 20,133 students, Suffolk County Community College received 22% of those graduates.

Dean Braxton stated Long Island is one of the areas that is a great exporter of students who want to go onto college. Noting it was one of the reasons President McKay put forth the Stay on Long Island initiative. She stated the enrollment management team develops a communication plan based on the marketing strategy for each identified group, whether it be an adult learner, veteran, or returning student.

She noted on Monday, Newsday will have a “post it” that will be announcing the College's open house next week. Each year, the College also, purchases the junior and senior lists of all Suffolk County students in August so the College can continuously reach out and engage them to have them select SCCC as their college of choice. Dean Braxton displayed a picture of a large announcement in Smithaven Mall, which will run until June, and will also be displayed in the Riverhead Tanger Outlet. The College also advertises on cable and through cable has the ability that if someone is interested in the College, they can press a key that will allow them to enter their information from the comfort of their home and the College will then send them the information requested.

Dean Braxton stated the committee does research in terms of making their decisions which particular populations to target. High school students are very important to the College and are the initial cohort of individuals. There is a very good communication plan as well as relationships with the high schools to ensure they have all the information needed on Suffolk County Community College. Dean Braxton stated the committee has noticed students are applying earlier and earlier to the College and parents are more involved than in prior years. Communication plans have been updated to address these new trends.

Dean Braxton stated the County spends over $9 million in out of county students. The committee is now working to increase the overall yield from Suffolk County high schools. The College surveys those out of county students to ask what programs they're in, and inform them SCCC has the same programs. The Enrollment Management Committee also works heavily with transfer students. The College has the ability to evaluate transcripts instantaneously so students will know exactly how their credits will be used. Dean Braxton stated the committee is always doing things every day, every month, in advertising, marketing, and customizing its communication plan to each of the cohorts, such as the adult students, veterans, international students, etc. She noted the College now uses the Google translator. It translates the College’s application to a foreign language to make it easier for the student to fill out and it translates it back to English when they submit it to the College.

Dean Braxton stated the College has many partnerships in working directly with high schools, adult students, veterans, community and civic organizations. The committee is working to ensure people understand what Suffolk County Community College can provide for them. Suffolk County Community College works to transform lives; the enrollment management plan focuses on being able to transform lives so students can reach their particular goals.

Chairwoman Irizarry asked Dean Braxton if the Enrollment Management Committee had been established this year. Dean Braxton stated the Enrollment Management Committee has been in existence for many years as a subcommittee of the Strategic Planning Council. Chairwoman Irizarry stated she was not aware of its existence before, and was glad the College has different types of ways of reaching out to its students. Chairwoman Irizarry asked Dean Braxton if the committee had ways of assessing all of its efforts.

Dean Braxton stated with the assistance of the Office of Institutional Advancement, the Committee now has the ability to determine what particular advertisement, whether it was the radio ad or the newspaper or postcard brought a student to the College. They potential student is asked to fill out a brief survey of three questions. One of the questions is how did you find out about SCCC. The committee is now assessing that information to see which one of the activities gives the greatest mileage in terms of increasing the number of students to come into the institution. The initiative is working well as they have many responses.

Chairwoman Irizarry asked Dean Braxton if they would share with the Board what the findings of the data were after they finished compiling the surveys. She also asked Dean Braxton why there was an asterisk by the social security question on the College’s application. Dean Braxton stated the College is required to ask for Social Security numbers and the asterisk indicates why it is required. She noted when the student enters the information it is redacted from the application and the student is issued an ID number. Dean Braxton stated there was a process in place for those students without social security numbers. She noted the information was in the folders they were given. Chairwoman Irizarry asked if there was a committee for retention similar to the Enrollment Management Committee. Dean Braxton stated part of her job description is enrollment and retention. This evening she focused on the enrollment side of the plan, there is also a committee works on a retention plan.

Trustee Sanders thanked Dean Braxton and stated that at the Student Success Committee meeting they had a discussion about the true story behind the data, and it looks like the College is getting closer to telling the story. If a student comes in and it's their intention never to stay two years, that is a story that needs to be captured. Trustee Sanders stated it was important for the College to be able to assess if the students intention was to stay two years of transfer after a year.

Dean Braxton agreed and stated that was the reason the questions were added to the application, in order to help define success. If a student came in and said they were here to take courses for advancement in their job then that was a success. She stated the issue is that for all federal and state, they base success on full-time first time students, graduation rates. Dean Braxton stated there was now a move within the community college arena to begin to redefine success, with many discussions in the higher education and community college areas. Chairwoman Irizarry thanked Dean Braxton for her report.

President McKay stated he was proud to announce that Associate Vice President for Economic Development, John Lombardo was being recognized nationally. He was selected by a select group of corporate and manufacturing organizations to travel to Colorado to speak at a panel that is a closed door session. He noted you could not apply to attend the event it was by invite only. President McKay stated that Trustee Anne Shybunko-Moore was also selected to speak at the panel and congratulated both of them.

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Chairwoman Irizarry moved onto the Roundtable session. Trustee Shybunko-Moore thanked everyone and commented that on March 29th her company GSE Dynamics had an event that was attended by Congressmen Tim Bishop and Congressman Steve Israel. She noted there were district changes, and now Suffolk County Community College is in the Congressional District of Peter King. The concept of the event was to have a cross-congressional meeting where they could all come together and talk as one. The event was very well attended with over a hundred fifty people, as well as Chairwoman Irizarry, and Trustee Mangual. She stated there were a few questions at the meeting about how Long Island was going to recover from the economic condition and how it would fill the skill gap and train its workforce. Trustee Shybunko-Moore stated Suffolk County Community College came up throughout the entire meeting as the solution. She quoted both Congressmen as having said that Suffolk County Community College was going to be the solution as to how Long Island was going to get out of the current economic condition. Trustee Shybunko-Moore stated the message was quite clear on the federal level from Obama down, that community colleges are the answer.

Chairwoman Irizarry agreed and stated that the College was at the heart of the conversation throughout the meeting.

Trustee Shybunko-Moore announced that President McKay was selected to join Governor Cuomo's Long Island Regional Council, and was chosen to be the co-chair for the work group in workforce and education. She stated she had mentioned briefly in the past the community college was being overlooked with the regional council. The focus now in the upcoming months with the awards and grants will be to bring the community college to the forefront and make sure that the community college is looked in the next round of awards. She congratulated President McKay for being chosen to sit on the regional council.

Trustee Shybunko-Moore stated that both she and AVP Lombardo were invited to be the keynote panel at the United States Summit for Next Generation of Manufacturing. She stated she and AVP Lombardo had established a road show that works very well, and the partnership between industry and education is the hot topic right now.

President McKay stated the he along with AVP Lombardo and Executive Assistant Dr. Adams, had been invited to also keynote for Latin America and the entire Caribbean on May 1st, in the workforce area as well. Dr. McKay also stated he thanked the Board of Trustees for their diligence in working with administration on the budget.

Mrs. Ellen Schuler-Mauk, President of the Faculty Association asked if she could address the Board. She stated she had not planned to speak but was surprised to hear the resolution to have an RFP for counsel for the Board of Trustees. She stated she was alarmed by it because she felt it could set up a tension between attorneys. Mrs. Schuler-Mauk noted there has been college counsel since 1975 in various titles. The College counsel does most of the research on education law, usually handles issues such as building contracts. The only times that the College actually brought in outside counsel had been in terms of collective bargaining on occasion, and brought someone in who specializes in labor relations. She stated she thinks the College counsel’s client is the institution including the Board Mrs. Schuler-Mauk stated she was not aware of any other community college that has that kind of setup. She stated in her experience it was unusual and found it worrisome and would hate to think the Board is setting up a situation where it separates itself from the overall operation of the institution.

Chairwoman Irizarry stated the legal counsel that was at the college level would continue, this was not an unusual practice. She noted that Niagara Falls Community College is one of the colleges that has outside legal counsel. This was recommendation by the American Community Colleges Association, which is a national organization, and was researched and confirmed that other colleges do have outside counsel. She stated in the best interest of the institution, which they were here to protect, it is best that only in certain times the Board look for outside counsel to have a better understanding of the issue. She stated it did not mean there would be separate counsel at every meeting on every issue, only on certain issues, related to personnel and employee relations. There was no intention to create any kind of friction. Chairwoman Irizarry stated the Board did not want the faculty and its employees to worry about it. They were not looking to separate themselves from the institution in any way. It was just to make sure they protect the institution and we do our fiduciary duty.

With no further comments Chairwoman Irizarry called for a motion to adjourn the Board of Trustees meeting at 9:05 p.m. Trustee Hazlitt so moved, seconded by Trustee Pontieri, the motion was approved unanimously.

The meeting of the Board of Trustees was adjourned at 9:05 p.m. The Board of Trustees next meeting is May 16, 2013 at 4:00 p.m. in the Lecture Hall of the Montaukett Learning Resource Center of the Eastern Campus in Riverhead, New York.

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Respectfully submitted,

Bryan Lilly

Secretary