**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**MEDIA ROOM, CULINARY ARTS CENTER**

**RIVERHEAD, NEW YORK**

**June 20, 2013**

The meeting was held on Thursday, June 20, 2013 at 4:00 p.m. in the Media room of the Culinary Arts Center in Riverhead, New York.

PRESENT:

 Dafny Irizarry Chairwoman

Walter Hazlitt Trustee/Vice Chair

Brian Lilly Trustee/Secretary

Belinda Alvarez-Groneman Trustee

Paul Pontieri, Jr. Trustee

James Morgo Trustee

Theresa Sanders Trustee

Anne 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 4:15 p.m.

Chairwoman Irizarry introduced Executive Assistant Dr. Christopher Adams to recognize new employees.

Dr. Adams introduced Ms. Frances Dearing who joined the College on June 10, 2013 as the Executive Director of Institutional Effectiveness. In this role, Ms. Dearing is responsible for providing college-wide leadership for the design, development and implementation of strategies to assess and improve the effectiveness of all institutional departments and units in meeting the vision, mission, goal and objectives of the College. Ms. Dearing will provide oversight for the collection, maintenance and distribution of all institutional data and information and will work collaboratively with other departments to connect strategic planning with budgeting and assessment. For the past five years, Ms. Dearing has been associated with the Fashion Institute of Technology, serving first as the Assistant Dean-Curriculum and Instruction, then as the Associate Dean for Institutional Assessment. During her tenure there, she provided leadership and management of assessment-related accreditation activities, including directing the academic assessment for all program and general education areas, as well as leading the institutional assessment for all administrative units. Ms. Dearing holds a B.S. degree in Speech/Radio, Television and Film from Northwestern University and an MBA in Marketing from Northwestern University's Kellogg School of Management.

Dr. Adams then introduced Ms. Christina Vargas who joined the College on May 20, 2013, as the College's Affirmative Action Officer. In this position, Ms. Vargas has the responsibility for developing diversity and inclusion strategies and managing the College's Equal Employment Opportunity policies and practices, as well as its Affirmative Action Program compliance. Ms. Vargas will play a critical role in ensuring that the College will be able to meet the strategic initiatives and priorities related to diversity as expressed in our Strategic Plan in Goal Number 6. Ms. Vargas brings 20 years of progressively responsible experience in human resources, affirmative action and diversity leadership to this new position within the College. Prior to joining Suffolk, Ms. Vargas spent her professional career at Stony Brook University. As Director of Diversity, Affirmative Action and EEO for Stony Brook, she directed planning, compliance, training and development efforts for the University's diversity programs and activities. Ms. Vargas holds a Master of Science degree in Management and Policy from the Harriman School for Management and Policy at Stony Brook University and a B.S. in Business Management from Stony Brook University. She also holds a Diversity Management Certification as an Advanced Practitioner from Cornell University, School of Industrial and Labor Relations.

Dr. Adams lastly introduced Mr. Russell Malbrough who joined the College on May 28, 2013 as the College Director of Alumni Affairs for the Suffolk Community College Foundation. He brings almost 15 years of professional experience in non-profit organizations related to education and healthcare to this role. Mr. Malbrough joins us from Stony Brook University, where he served for over three years as the Associate Director of Alumni Relations. In this role, he was responsible for developing and implementing communication strategies and programs for the University's 150,000 alumni. During his tenure at Stony Brook, he supported the Alumni Association Board of Directors' Committees for Homecoming and Advocacy. His partnerships with key university administrative offices, such as Admissions and Career Services, improved the lifelong individual connections that developed from the point of university entry to the point of alumni status. Mr. Malbrough also managed the alumni social media strategy, expanding the social footprint by over tenfold. Earlier in his career, Mr. Malbrough held several planning and research positions at Columbia University, served as a development assistant for the American Lung Association in New York and co-founded the Inman Page Black Alumni Council of the Brown University Alumni Association.

Chairwoman Irizarry stated on behalf of the Board, it was a great honor to welcome Ms. Frances Dearing, Ms. Christina Vargas, and Mr. Russell Malbrough to the College’s family.

Chairwoman Irizarry stated there was a special award presentation for Student Trustee Anthony Mangual. Dr. Adams stated the award signifies the two years of dedicated service to the Suffolk County Community College Board of Trustees as Student Trustee. The Board of Trustees of Suffolk County Community College extends its appreciation to Student Trustee Anthony Mangual, for his service as Board of Trustee member from July 1, 2011, to June 30, 2013. Dr. Adams stated the College is grateful for his expertise and leadership as a valued member of the Board of Trustees and wished Trustee Mangual the best of luck at Hofstra University.

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Chairwoman Irizarry requested a motion to adjourn the Board of Trustees meeting and enter into Executive session to discuss personnel and litigation matters at 4:25 p.m. Trustee Lilly so moved, Trustee Hazlitt seconded, motion was approved unanimously.

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Chairwoman Irizarry called for a motion to adjourn Executive session and reconvene the Board of Trustees meeting at 5:20 p.m. Trustee Morgo so moved, Trustee Mangual seconded, and motion was approved unanimously.

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Chairwoman Irizarry introduced Trustee Theresa Sanders for a report from the Ad Hoc Nominating Committee. Trustee Sanders stated that at the last board meeting, she was appointed as the Ad Hoc Nominating Committee for the Board for the positions of Chair, Vice Chair, and Secretary for the 2013-2014 year. She stated she contacted each Trustee either by e-mail or by telephone to determine if they were interested in serving in any position as a Board officer. As a result, the following members reported their willingness to serve in these positions. For Chair, Chairwoman Irizarry would like to continue. Vice Chair, current sitting Vice Chair Walter Hazlitt wishes to continue in his position as Vice Chair, and Secretary Bryan Lilly would like to continue as Secretary. She reported there were no contested seats, and requested a motion to elect the individuals to office for the 2013-2014 year. Trustee Mangual so moved, Trustee Morgo seconded, the nominations were approved unanimously.

Chairwoman Irizarry congratulated Trustee Lilly and Trustee Hazlitt and thanked everyone for their trust.

Chairwoman Irizarry requested a motion to adjourn the Board of Trustees meeting and call to order the Board of Directors meeting at 5:30 p.m. Trustee Lilly so moved, Trustee Hazlitt seconded, motion was approved unanimously.

Chairwoman Irizarry requested a motion to reconvene the Board of Trustees meeting at 5:37 p.m. Trustee Mangual so moved, Trustee Sanders seconded and the motion was approved unanimously.

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Chairwoman Irizarry requested a motion to approve the minutes of the May 16, 2013 Board of Trustees meeting. Trustee Hazlitt so moved, seconded by Trustee Mangual, motion was approved unanimously.

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Chairwoman Irizarry introduced Mr. Jon DeMaio, Administrative Director of Educational Facilities, for the Long Island University presentation. Mr. DeMaio stated the College had come a long way in a short period of time with the construction, installation and lease of a modular building on the Grant campus in its collaborative initiative between Long Island University and Suffolk Community College. Mr. DeMaio stated the College was able to draft and issue an RFP to which it received four responses from four independent vendors. A committee was formed with both LIU and Suffolk Community College personnel, to evaluate those proposals, scored them, and shortlisted them down to three. The shortlisted vendors were then invited to make presentations to the group. The College reviewed their costs, and the committee was unanimous in their decision to recommend Vanguard for this project. Vanguard had the most thorough proposal, answered all of the College’s questions, and had the most competitive costs. Mr. DeMaio stated the building Vanguard is proposing, is modular construction, about 24,000 square. The building includes some very important exterior options, which added value, such as a brick exterior façade, concrete entrances at all access points and an improved HVAC system with rooftop units that will save on energy costs. The building is U-shaped, and it includes about 16 classrooms, including a computer classroom, lounge area, and various office space for support staff. The building will be located right next to Interloop Road off the Wicks Road entrance. It has access directly to the parking area in front of the Health Sports Educational Center. Vanguard also agreed to include guardrail along the edge of the building for pedestrian protection from traffic on the road.

Mr. DeMaio stated the lease that was proposed was a ten-year with one five-year renewal. Over the first ten years, the monthly payments are a little over $51,000 a month, which comes to around $614,000 annually. If both institutions wanted to extend for another five-years, the cost would drop to $27,999 a month, around $329,000 annually. Long Island University would be responsible for those rental costs. Mr. DeMaio reported that in addition, LIU has also agreed to be responsible for the electric cost to power the building and the natural gas costs for the heating system. The College will provide custodial support, security, snow removal, grounds maintenance as well as water and sewer. Mr. DeMaio stated the vendor estimates the construction of the building and the installation and occupancy will take about seven months. The estimated occupancy date is around January or February of 2014. Mr. DeMaio stated with regard to the use of the building, Long Island University's schedule takes place generally in the late afternoon and evening. Prior to that time, the College would have access to the spaces within the building and those classrooms.

 Between now and when the building is ready to be occupied; LIU will need classroom and office space. The Grant Campus worked hard with LIU to find space on the campus that they can occupy temporarily until the modular building is finished. The Campus identified ten classrooms and associated office space which could be made available for LIU. In order to come up with a reasonable rental agreement for the temporary space with LIU, the cost per square foot for the modular building, which is what they would be paying once they move into the facility was used. That came to $21 per square foot per year. Mr. DeMaio compared the commercial real estate costs in Brentwood, which range from $20 to $25 per square foot per year. He added costs for utilities based on the actual costs the College was spending on the Grant Campus per square foot per year, and that was approximately $4.31. The complete rental agreement came to about $17,248 a month. Mr. DeMaio stated the entire process was documented very collaboratively with LIU. Mr. DeMaio asked if anyone had any questions.

Chairwoman Irizarry asked what the projected completion time would be. Mr. DeMaio stated in January-February of 2014 weather permitting.

Trustee Pontieri stated there was tremendous cost saving with modular construction, the Village of Patchogue had done a modular construction and it saved them about 40%.

President McKay addressed Chairwoman Irizarry and the members of the Board, and stated the incoming President of Long Island University Dr. Kimberly Cline, was present at the meeting. He noted this was a public-private partnership that is new to our region and an added benefit for the College in regard to expanding the footprints of the campus, and also having access to LIU for students on the Grant Campus who may want to continue their education. President McKay invited Dr. Cline to make any comments.

Dr. Cline stated she was thrilled to be working with Suffolk County Community College. She noted she had long been involved at SUNY Community Colleges, and was currently at Mercy College. She stated universities should not be taking your college students; they should be taking your graduates. Dr. Cline stated she believe there was a lot of opportunity for both schools in this project, and wanted to thank President McKay for being so gracious throughout the process and thanked the members of the Board for the opportunity.

Chairwoman Irizarry congratulated Dr. Cline on her recent appointment and stated the College looked forward to working with LIU.

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Chairwoman Irizarry introduced Associate Dean of Finance, Mr. John Bullard to present the College Financial Report as of May 31, 2013. Mr. Bullard stated for the current fiscal year, the College is still running a $1,000.000 to the good. Mr. Bullard stated the 2013-2014 operating budget was adopted by the County Legislature on June 18th unanimously. He stated the Legislature expressed its appreciation that the College’s Board considered the fiscal challenges before the County, and did not ask for any increase in the County contributions. Mr. Bullard stated the Legislature also adopted the 2014-2016 Capital Program on June 4th. This included advancing the funding for the Health and Wellness facility at the Eastern Campus and the Renewable Energy STEM building was advanced by one year as requested by the College.

Mr. Bullard stated the College Financial Statements for the 2011-2012 year received a clean bill of health from our Auditors. The College’s operating fund balance is about $23 million. Mr. Bullard introduced Mr. Brian Flynn and Mr. Larry Feldman from O’Connor Davis to give a short presentation on the audited financial statements.

Mr. Feldman thanked Mr. Bullard and the Board for inviting them to give the presentation. He stated O’Connor Davis was the audit firm engaged by the College to form an opinion on the financial statements and the fairness of the presentation. During the preliminary part of the audit, the firm did a risk assessment to determine what items they we're going to concentrate the audit on and tailor their audit program toward those areas. In addition, they went through the College’s internal controls with interviews and walkthroughs to develop the audit plan specific for Suffolk County Community College. Mr. Feldman stated at the conclusion of the audit, they issued an unqualified opinion. He noted an unqualified opinion means everything is acceptable according to accounting principles, and is the opinion you always want.

Mr. Feldman stated during the audit process, if they see anything that rises to a material weakness, they are required to sit and disclose that to management, and more importantly, they were required to disclose it to the Board. They did not see any material weaknesses. Although they did not identify material weakness or a significant deficiency, they did conclude three items that they thought might strengthen controls. These were noted in the letter addressed to management and have already been addressed.

Chairwoman Irizarry asked Mr. Feldman to briefly review the items. Mr. Feldman stated there was a significant change on how bond liabilities are being shown this year on the College’s financial statements. Noting it was really a change in the County and the State's liabilities. Mr. Feldman stated most community colleges have removed both the County and the State obligation. Mr. Flynn added Suffolk County does not have the State debt on their financial statements. The county debt is incorporated on the financial statements of the College because the College is reported as a component unit on the County statement. He noted most of the other counties they deal with have the debt on their statements, as duplication, and therefore are happy to remove the County debt. However with the College’s case the debt cannot be removed or else it would not be on any financial statement.

The second one had to do with the College’s liability for accrued compensation for vacation and sick time. It was a matter of including that in the general ledger on an ongoing basis so that if the College ever looked at interim financial statements, the liability would be there. Mr. Flynn noted the change has already been instituted by the College. The third recommendation was in regards to reconciliation. Mr. Flynn explained this had to do with getting the bond information from the County on a timely basis. He noted this has also been addressed going forward.

Trustee Morgo commented on the first recommendation. He stated the Budget and Audit committee discussed the debt and asset question, and it was pointed out that the County Controller, soon to be the County Chief Executive Officer, did ask the College to keep recording the debt. At the committee meeting on Monday Vice President Vizzini said O’Connor Davis was looking for some consistency, he asked if they were looking for consistency with the other SUNY schools. Mr. Feldman agreed and stated it really has to be determined based on how the County debt is recognized. The other counties having included the debt, so it's off the column. Mr. Feldman added if the County looked to be consistent, then it would be an adjustment to the College's balance sheet, removing that debt.

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Chairwoman Irizarry introduced Ms. Frances Dearing, Executive Director for Institutional Effectiveness and Dr. Christopher Shults, Director for Planning and Institutional Effectiveness to give an update on planning assessment.

Ms. Dearing stated for integrated planning processes to function effectively, they must be informed with reliable strategic and operational functions as well as resource allocation. Assessment is the continuous loop which documents and supports integrated planning. The College's Comprehensive Assessment Plan for Institutional Effectiveness, known as the CAPIE, is a crucial planning and assessment document. She noted the Board of Trustees received the CAPIE about a month ago, and recently received and updated version of the CAPIE. Simultaneous to the Board of Trustees receiving the additional CAPIE documents four weeks ago, the College community received the CAPIE and provided feedback which was incorporated into the final document. Ms. Dearing stated Suffolk County Community College has committed itself to continually improving its programs and services. The CAPIE features the guidelines for accomplishing academic assessment and administrative, educational, and support unit assessment. She stated Middle States requires explicit details regarding the assessment framework for academic and administrative areas. The CAPIE accomplishes this task and will be central to the monitoring report.

Ms. Dearing introduced Dr. Shults to provide an update of the College’s monitoring report progress and an overview of the Comprehensive Assessment Plan for Institutional Effectiveness.

Dr. Shults directed the Trustees to the updated matrix with the monitoring reports progress. He stated the first two pieces of compliance that they were charged with completing was the Strategic Plan and the second being the CAPIE. He stated the Strategic Plan is on the website and a public version is being developed by VP Araneo and her office. They met the deadline with the Strategic Plan. The CAPIE, was to be delivered by the 20th of June noting that the Board had received the CAPIE. He stated the next phase was Operational Planning and would be launching the beginning stages of Operational Planning within the next few weeks. Dr. Shults stated that Dr. Howard and VP Araneo, were working on editing the Monitoring Report which will be delivered to the Board for adoption at the August meeting.

Dr. Shults stated that even with a very ambitious cycle, they have been able to deliver on all the keys to compliance that were set out. This was accomplished through great team work, through a lot of long nights and a lot of work.

Dr. Shults stated the CAPIE is a road map for assessing institutional effectiveness. The document provides the guidance and direction the College needs as an institution to ensure it is engaged in systematic and continuous assessment and that those assessments lead to planning. The planning is then evaluated and we are able to move forward and improve the teaching-learning environment. The document was developed to ensure compliance with Middle States standards.. The CAPIE is evidence of the College’s commitment as an institution to systematic assessment of continuous improvement.

Dr. Shults stated the purpose of the CAPIE is to have one document that captures all of the College’s major planning and assessment activities. It provides a bridge between strategic and operational planning and a framework for integrated planning. The Strategic Plan provided the goals and the institutional objectives and the College will operationalize them. He stated it is critical for the College as an institution to continue to understand resource allocation does not just mean a new budget. It means people; it means time. Assessing the resources you have at your disposal in any given area to accomplish the plans. He noted where all three things come together, you have institutional effectiveness.

Dr. Shults stated the CAPIE contains the institutional assessment system for academic programs and administrative and educational support, the AES units. AES units are educational support units the backbone operations. The College will be doing assessment annually, at the campus-level and central. The assessment processes will occur on a three-year cycle, and the AES units and academic programs evaluate themselves every seven years. In this way, the College will have a standardized approach to the data required, how the data is reported and used. The review process will include the President's Cabinet, as well as the Strategic Planning Council and Assessment Advisory Council. They are responsible for providing periodic reports that show the College’s progress for achieving its measurable institutional objectives and institution goals.

Dr. Shults stated the College was looking at central planning, which is the development of action plans each year, 16 of them, because there are 16 MIOs. VP Pugh is responsible for each of the action plans, and they will be implemented at the campuses. The annual Assessment, the Student Learning Outcomes Assessment and the Support Outcomes Assessments will be used for planning at the campus levels, each and every year, and the work that they do is connected back to the institutional goals. The major premise of institutional effectiveness is that every unit plays a role in helping the College achieve its mission.

Dr. Shults added there was also an evaluation plan to make sure the document remains relevant, useful, and is operating in accordance with expectations. The College is working to make sure that integrated planning is within the core of the CAPIE. By implementing the CAPIE, the College will have stronger compliance with Middle States Standards Dr. Shults stated it was their belief the CAPIE reaffirms the College’s commitment as an institution with institutional effectiveness and places the College ahead of the curve. He noted the CAPIE was not driven by Middle States; it was driven by the College’s understandings of what it needs to do to improve the teaching-learning environment at the institution.

Chairwoman Irizarry stated the Board recognized the hard work and dedication the whole team has put into the development of the CAPIE, and recognizes that without an effective assessment, the College would not know if things are working well or not. She thanked Dr. Shults and team for their effort.

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Chairwoman Irizarry requested a motion to approve College Resolutions 2013.40 through 2013.50. Trustee Mangual so moved, seconded by Trustee Sanders, College Resolutions 2013.40 through 2013.50 were approved unanimously.

**RESOLUTION NO. 2013.40 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 $1,960,025.04 for the month of May 2013 (Attachment I) is hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2013.41 AMENDING ARTICLE V(G) OF THE BYLAWS OF SUFFOLK COUNTY COMMUNITY COLLEGE TO RENAME THE ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE**

**WHEREAS**, Article V(G) of the Bylaws of Suffolk County Community College establishes the Academic Affairs/Student Services committee as a standing committee of the Board of Trustees, and

**WHEREAS**, the Board of Trustees wishes the name of this committee to be changed to the “Student Success” committee in order to better reflect the committee’s mission and goals, be it therefore

**RESOLVED**, that the Bylaws of Suffolk County Community College are hereby amended to delete the “Academic/Affairs/Student Services” committee and insert in its place and stead the “Student Success” committee.

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**RESOLUTION NO. 2013.42 ACCEPTING THE INDEPENDENT AUDITOR’S REPORT FOR THE FISCAL YEAR ENDING AUGUST 31, 2012**

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

**WHEREAS**, Suffolk County Community College contracted with the independent CPA firm of O’Connor Davies, LLP, to perform an audit for the College for the fiscal year ending August 31, 2012, and

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

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

**RESOLVED**, that Suffolk County Community College accepts the Independent Auditor’s Report and the management letters for the fiscal year ending August 31, 2012.

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**RESOLUTION NO. 2013.43 ESTABLISHING A SCHEDULE OF REGULAR MEETINGS OF THE BOARD OF TRUSTEES FOR THE 2014 CALENDAR YEAR**

**WHEREAS**, pursuant to Article VI, Paragraph A(1) of the Bylaws of Suffolk County Community College, a schedule of regular meetings shall be established for a calendar year period by concurrence of the Board at a meeting prior to January 1 of each year, and

**WHEREAS**, such schedule shall establish the time and location of the meeting, be it therefore

**RESOLVED**, that the schedule of meetings of the Board of Trustees for the 2014 calendar year, as set forth in Attachment II, be and the same is, hereby, approved and accepted.

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**RESOLUTION NO. 2013.44 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 bid submitted from J. Petrocelli Contracting included several add alternates which were not taken at the time of award in order to ensure adequate funding remained for unforeseen field conditions, and

**WHEREAS**, the center elevation of the new building is a glass curtain wall with the panes of glass separated by metal mullions, and

**WHEREAS**, at present, all these mullions are the same width, and

**WHEREAS**, Add Alternate No. 38 would add thicker mullions in strategic locations that would enhance the aesthetics of the curtain wall, and

**WHEREAS**, this aesthetic improvement is preferred by both the architect of record and the College, and

**WHEREAS**, the lead time for the curtain wall construction is significant and delaying fabrication at this point would delay the building construction schedule, and

**WHEREAS**, J. Petrocelli Contracting is willing to honor their original bid price for Add Alternate No. 38, and

**WHEREAS**, four prior minor change orders (totaling $13,571.50), Major Change Order No. 1 in the amount of $103,538.91 (authorized by a resolution adopted by this Board on February 21, 2013), Major Change Order No. 2 in the amount of $76,309.19 (authorized by a resolution adopted by this Board on March 21, 2013, funded through infrastructure monies), and Major Change Order No. 3 in the amount of $32,319.02 (authorized by a resolution adopted by this Board on April 18, 2013) were within the allocated budget for this construction project, and

**WHEREAS**, at this stage of the construction the College estimates that sufficient contingency funding remains in the project budget, and

**WHEREAS**, including Add Alternate No. 38 increases the contract with J. Petrocelli Contracting by more than 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 $58,000 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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**RESOLUTION NO. 2013.45 APPROVING SUFFOLK COUNTY COMMUNITY COLLEGE’S COMPREHENSIVE ASSESSMENT PLAN FOR INSTITUTIONAL EFFECTIVENESS (CAPIE)**

**WHEREAS,** the College community agrees that comprehensive institutional assessment practices are fundamental to ensuring and valuing the College’s continued efforts in achieving its mission and vision, and

**WHEREAS,** systematic and continuous institutional assessment practices facilitate communication and engage the College’s various constituencies in a dialogue that supports and encourages continuous institutional improvement, and

**WHEREAS,** a plan to assess institutional effectiveness and improve the quality of academic programs as well as the administrative units, educational units, and community outreach units has been developed and reviewed by the entire College community, and

**WHEREAS,** the College’s Strategic Plan, supported by the Comprehensive Assessment Plan for Institutional Effectiveness (CAPIE)will build upon the institution’s existing assessment practices and philosophies, thus strengthening its ability for implementing improvements, based on assessment results, and assisting in maintaining transparency in the institutional decision-making processes, be it therefore

**RESOLVED,** that the Suffolk County Community College Comprehensive Assessment Plan for Institutional Effectiveness (CAPIE), be and hereby is approved and accepted.

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**RESOLUTION NO. 2013.46 AUTHORIZING THE COLLEGE PRESIDENT TO EXECUTE AN EQUIPMENT LEASE WITH VANGUARD MODULAR BUILDING SYSTEMS, LLC FOR THE DESIGN, CONSTRUCTION AND LEASE OF A MODULAR CLASSROOM BUILDING ON THE MICHAEL J. GRANT CAMPUS**

**WHEREAS**, on October 12, 2012, the College advertised a Request for Proposals (RFP) to Design, Construct and Lease a Modular Building on the College’s Michael J. Grant Campus; and

**WHEREAS**, an Evaluation Committee, comprised of representatives of both Suffolk County Community College and Long Island University (LIU), reviewed the four proposals submitted by modular building companies in response to the RFP, and

**WHEREAS**, after careful and due consideration, the Evaluation Committee has determined that the proposal submitted by Vanguard Modular Building Systems, LLC (Vanguard) best suits the College’s and LIU’s needs, be it therefore

**RESOLVED,** that the College President is hereby authorized and empowered to execute an equipment lease agreement with Vanguard Modular Building Systems, LLC, upon such terms and conditions as approved by the College General Counsel, for a term of ten (10) years, with an option to extend the term for an additional five (5) years, for the design, construction and lease of a modular classroom building on the Michael J. Grant Campus.

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**RESOLUTION NO. 2013.47 AUTHORIZING THE COLLEGE PRESIDENT TO EXECUTE A SUB-LEASE WITH LONG ISLAND UNIVERSITY FOR A MODULAR CLASSROOM BUILDING ON THE MICHAEL J. GRANT CAMPUS**

**WHEREAS**, the Board of Trustees of Suffolk County Community College has authorized the College President to execute an Equipment Lease with Vanguard Modular Building Systems, LLC (Vanguard), wherein Vanguard will design and construct a modular classroom building on the College’s Michael J. Grant Campus in Brentwood, New York; and

**WHEREAS,** the modular building provides adequate classroom and office space to accommodate the College’s academic and educational purposes during the College’s established daytime classroom hours; and

**WHEREAS**, the modular building is available to serve a similar purpose for Long Island University’s (LIU) students during the College’s established classroom hours occurring largely in the late afternoon and evening; and

**WHEREAS**, LIU wishes to provide academic courses and educational programs to its students, as approved by the College, during said time periods; and

**WHEREAS**, this Board deems such joint utilization of the modular building to be mutually beneficial for the College and LIU, and in furtherance of the educational goals and mission of each institution, be it therefore

**RESOLVED,** that the College President is hereby authorized and empowered to execute a sub-lease agreement with Long Island University, upon such terms and conditions as approved by the College General Counsel, for a term of ten (10) years, with an option to extend the term for an additional five (5) years, for a modular classroom building on the Michael J. Grant Campus.

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**RESOLUTION NO. 2013.48 AUTHORIZING THE COLLEGE PRESIDENT TO EXECUTE A LEASE WITH LONG ISLAND UNIVERSITY FOR THE USE OF CLASSROOMS, CONFERENCE ROOMS AND OFFICE SPACE ON THE MICHAEL J. GRANT CAMPUS**

**WHEREAS**, the Board of Trustees of Suffolk County Community College has authorized the College President to execute both an equipment lease with Vanguard Modular Building Systems, LLC, and a sublease agreement with Long Island University (LIU) for a modular classroom building on the Michael J. Grant Campus, and

**WHEREAS,** it is anticipated that the modular building will not be certified for occupancy until on or about the Spring semester of 2014, and

**WHEREAS**, LIU has requested permission to lease classrooms, conference rooms and office space on the Michael J. Grant Campus, beginning in the Fall semester of 2013, in anticipation of its usage of the modular classroom building, once fully constructed, and

**WHEREAS**, the College has determined that certain classrooms, conference rooms and office space are available for LIU’s use on a short-term basis, including approximately seven (7) rooms in the Health, Sports and Education Center; six (6) rooms in the Sally Ann Slacke Center; and two (2) rooms in Caumsett Hall, be it therefore

**RESOLVED,** that the College President is hereby authorized and empowered to execute a month-to-month lease agreement with Long Island University, upon such terms and conditions as approved by the College General Counsel, for the use of certain classrooms, conference rooms, and office space on the Michael J. Grant Campus beginning in the Fall semester of 2013.

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**RESOLUTION NO. 2013.49 APPROVING BUDGET TRANSFERS**

**WHEREAS**, the Board of Trustees established a policy on the authorization of budget transfers, and

**WHEREAS**, according to that policy, the transfers on Attachment III must be authorized by Board resolution, and

**WHEREAS**, the President recommends the transfers on Attachment III as necessary for the operation of the College, be it therefore

**RESOLVED**, that the budget transfers shown as Attachment III are hereby approved.

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**RESOLUTION NO. 2013.50 ACCEPTING YEAR TWO OF A FIVE YEAR GRANT SUB-AWARD FROM THE NATIONAL INSTITUTES OF HEALTH PASSED THROUGH THE RESEARCH FOUNDATION OF SUNY STONY BROOK FOR A PROJECT ENTITLED IRACDA – THE NEW YORK CONSORTIUM FOR THE ADVANCEMENT OF POSTDOCTORAL SCHOLARS (CAPS) 100% REIMBURSED BY FEDERAL FUNDS AT SUFFOLK COMMUNITY COLLEGE**

**WHEREAS**, Suffolk County Community College has received a sub-award from the National Institute of Health passed through the Research Foundation of the State University of New York at Stony Brook as a member of a consortium for year two of a five year project entitled IRACDA – The New York Consortium for the Advancement of Postdoctoral Scholars (CAPS) in the amount of $21,615, including indirect costs for the period May 1, 2013 through April 30, 2014, and

**WHEREAS,** the grant award amounts for years three through five are expected to be $32,427, $32,426, and $32,428, including indirect costs, for a total grant award of $139,905 for the period of August 1, 2012 through April 30, 2017, and

**WHEREAS**, the grant sub-award will provide for a mentored, independent teaching experience for postdoctoral trainees who will be paired with STEM community college teaching mentors to provide practical exposure in the formulation and implementation of pedagogic instruction and professional development at the College in partnership with SUNY Stony Brook’s Research Centers/Institutes.

**WHEREAS,** no matching funds are required as the program is 100% reimbursed by Federal funds, and

**RESOLVED**, that a grant sub-award, in the amount of $21,615 including $1,601 in indirect costs, for year two of a five year National Institutes of Health Project, passed through the Research Foundation of the State University of New York at Stony Brook, entitled IRACDA – The New York Consortium for the advancement of Postdoctoral Scholars (CAPS) for the period May 1, 2013 through April 30, 2014, is hereby accepted, and the College President or his designee is authorized to execute a contract with the administering agency.

Project Director: Dr. Candice J. Foley, Ph.D.

Note: Full-time personnel: none for amendment

 No in kind contribution required.

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Chairwoman Irizarry moved onto the Committee reports, and called upon the Student Services and Academic Affairs committee. Trustee Sanders stated the committee had a meeting the past Tuesday and spent a significant amount of time hearing updates from Dean Braxton regarding scholarships. She noted it was exciting news because the committee heard detailed information about marketing, the application process, how it's much easier for students, the distribution of the funds that are getting directly to the students to help them attend the College, and the potential of a software purchase that will help the College in the future be able to monitor and track. Trustee Sanders stated the committee was also updated on the No Smoking Policy, which was implemented by SUNY.

Chairwoman Irizarry called for the Finance Committee report. Trustee Morgo stated Mr.DeMaio had covered most of what the committee had discussed. He noted the Committee had also discussed the status of the Capital Projects.

Trustee Morgo stated the capital projects did very well, the College’s capital projects were kept on schedule except for one, which was a very minor one; a warehouse on the Eastern Campus. He stated President McKay and his team should really be complimented for the work done to get the budgets passed. Noting getting that kind of the unanimity from the Legislature is unusual. Trustee Morgo stated the Committee also went over the financial statements, particularly, the question of assets and debt which had been explained by the Auditors.

Trustee Morgo stated the only new material discussed was the RFP for banking relationships for the College’s payroll account. The College will not be looking at the termination of banking relationships for a chosen depository until August. There were five responses, so the responses are being analyzed.

Chairwoman Irizarry called for the Facilities Committee report. Trustee Lilly stated the Committee had not met however he wanted to commend Mr. Jon DeMaio and his team on all the hard work on the proposed LIU building.

Chairwoman Irizarry called for the Personnel Committee. Trustee Pontieri stated the Committee met last week and the President's Evaluation Forms should have been received and were due back in on the 15th of July. Trustee Pontieri noted the College would be using Scantron to do the scoring of the evaluations. The policy requires it should be done on a system outside of the Colleges. Using Scranton maintains the confidentiality of the documents. He stated the Committee would also be looking for the President's self-evaluation and goals and objectives.

Chairwoman Irizarry moved onto the Advocacy Committee. Trustee Hazlitt stated the Committee had a meeting with Mr. Rick Guarino to discuss a meeting with the attorney for the Estate of Robert David Lion Gardiner's Will to explore the possibility of contributions or some sort of an arrangement with the College. Unfortunately, the meeting was can cancelled, and would be rescheduled for the first or second week in July. He hoped to have a significant progress report at the August 15th meeting.

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Chairwoman Irizarry moved onto her report. She stated there was a scheduled Board retreat for July 22nd, and hoped all Trustees could attend. Chairwoman Irizarry thanked, once again, Trustee Mangual for his dedication and service for two years, and welcomed the new Student Trustee Felipe Espitia.

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Chairwoman Irizarry moved on to the President’s report. President McKay stated Coach Kevin Foley has served admirably in his interim role as Director of Athletics. He invited Coach Foley to speak on his Department’s recent accomplishment.

Coach Foley stated he attended the National Association of College Athletic Directors conference last week. The College was recognized for being an outstanding athletic program, and was awarded the Director's Cup. The Director's Cup is given to the top three junior college and community college athletic programs in the country. The College was able to come in second behind Gloucester Community College. This is the first time the College has ever gotten national recognition on this level. Coach Foley stated one of the things the athletics department was especially proud of, was the College had the best balance between men’s and women's sports of any four-year or two-year school in the country.

Coach Foley gave the history of some of the success the athletics department had this year. In the spring, the College had two national champions in track and field. The College was able to have nine all-Americans on a national junior college level. In the past year, the College also had six teams that were recognized by the National Junior College Association as an All-American for academic recognition with a GPA over 3.2. The College had eight young men and women who won the distinguished academic award for athletes on a junior college level. They had to have a GPA of over 3.6.

Coach Foley announced there would be a women’s lacrosse program next year. He thanked President McKay for his support and approval in adding a woman's lacrosse team. He noted the College’s intramural program has also expanded tremendously this year. He stated next year will be the first time at the College there will be a calendar of every athletic event from September to May. The calendar will be available to all incoming students as well as accessible online.

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Chairwoman Irizarry moved onto the Roundtable session. Trustee Mangual stated the Hispanic Day Parade is going to take place this Sunday in Brentwood on Fifth Avenue, and Dr. Adams had just passed around a T-shirt and some memorabilia that the College’s students were going to be either wearing or giving out that day. Trustee Mangual noted the Director of the Foundation, Mr. Rick Guarino and the new Director of Alumni Affairs, Russell Malbrough would be joining the group for the parade. . Trustee Mangual stated the newly assembled Association of Latin American Students from the Grant Campus stood behind the whole effort and has done the majority of the work in coming together to put the event on the ground and thanked them for their efforts.

Trustee Mangual thanked entire College community especially the members of the Board for the experience he has had over the past two years as a Student Trustee. He stated it was a major change in his life, and has given him a complete different view.

Trustee Morgo noted the Grand Marshal for this year’s Hispanic Day parade was Chairwoman Irizarry.

With no further comments Chairwoman Irizarry called for a motion to adjourn the Board of Trustees meeting and go into Executive Session to discuss personnel and litigation matters. Trustee Hazlitt so moved, seconded by Trustee Mangual, the motion was approved unanimously.

The meeting of the Board of Trustees was adjourned at 7:15 p.m. The Board of Trustees next meeting is August 15, 2013 at 7:00 p.m. in the Lecture Hall of the Health, Sports and Education Center, on the Michael J. Grant Campus, in Brentwood, New York

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Respectfully submitted,

Bryan Lilly

 Secretary