**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**CAPTREE COMMONS, ROOM 114, MICHAEL J. GRANT CAMPUS**

**BRENTWOOD, NEW YORK**

**September 19, 2013**

The meeting was held on Thursday, September 19, 2013 at 9:00 a.m. in Captree Commons room 114 of the Michael J. Grant Campus in Brentwood, 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

Felipe Espitia-Cetina Student Trustee

Shaun L. McKay President

Mary Lou Araneo V.P. Institutional Advancement

Carla Mazzarelli V.P. of Academic & Student Affairs

Frances Dearing Executive Director Institutional Effectiveness

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 9:00 a.m.

Chairwoman Irizarry asked for everyone to stand to observe a moment of silence in honor of the late Presiding Officer of the Suffolk County Legislature William J. Lindsay. Where upon a moment of silence was observed.

Chairwoman Irizarry announced new Student Trustee Felipe Espitia-Cetina would be sworn in. Deputy County Clerk Christopher Como conducted the swearing in of Student Trustee Felipe Espitia-Cetina to a term through June 30, 2014. Congratulations and welcome was extended to him on behalf of the Board and the College.

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

Dr. Adams introduced Dr. Silvia Diaz, who joined the College as Director of Development for the Foundation. Dr. Diaz is a Bronx, New York native. She moved to Long Island with her family in 1971. She graduated from St. Joseph's College with a Bachelors of Arts in Human Relations and Psychology. Thereafter, Dr. Diaz was appointed to a position at the Town of Brookhaven's Youth Bureau, where she coordinated the town's first Hispanic outreach project in 1991, Dr. Diaz received the Richard Daly Memorial Alcoholism Studies Scholarship Award for her dedication and service to the Latino community. She later completed a graduate degree in social work at SUNY Stony Brook while attending the alcoholism studies' institute. In 1994, Dr. Diaz was appointed by then County Executive Robert J. Gaffney to head the Office of Minority Affairs. As special assistant for minority affairs, Dr. Diaz worked tirelessly to promote the economic development of minority and women owned businesses in Suffolk County by providing technical assistance and training to over 1,500 minority and women business owners. In 2001, she was appointed to the position of Chief Deputy Commissioner for the Suffolk County Department of Social Services, where she was responsible for and coordinated the operations of public assistance, Medicaid, child support enforcement, housing, family and children's services, finance, personnel, and information technology. In January of 2003, Dr. Diaz began serving as Regional Vice President of New York Cancer Society. In 2011, Dr. Diaz received a Ph.D. from SUNY Stony Brook in the School of Social Welfare. Dr. Diaz proudly joined the Suffolk Community College Foundation in August of 2013 and is excited to begin to tell the story of how the College plays a significant and transformative role in the lives of so many.

Dr. Diaz stated it was her honor to be among some of the brightest and the best in the community and was thrilled and excited to be joining Suffolk County Community College. She noted she was very excited to be telling the story of the successes at Suffolk County Community College. Dr. Diaz thanked the Board for the opportunity. Dr. Diaz reminded and invited all present to the Foundations Fashion Show on October 10, 2013.

Chairwoman Irizarry welcomed Dr. Diaz on behalf of the Board, and stated that she looked forward to working with Dr. Diaz.

Dr. Adams next introduced the new Director of Business Affairs of the Association, Ms. Barbara Hurst. Ms. Hurst served previously as the Director of Finance for the Long Island Association For Aides Care Incorporated. Previous to that, she was the Accounting Manager for the KORG USA, Incorporated. She previously served as the controller of the Child Care Action Campaign, and as the accounting supervisor for the American Licensing Group, LP. She's has a Master’s of Business Administration from Dowling College, and a Bachelors of Arts in accounting from Baruch College in New York City. Ms. Hurst is also a Brentwood native.

Ms. Hurst thanked everyone for the warm introduction. She stated she was happy to be joining the Association. She is happy to be in the Association, and is looking forward to working with everyone and doing great work for the Association.

Chairwoman Irizarry welcomed Ms. Hurst on behalf of the Board. The Chairwoman noted that this position has been vacant for some time and the Board was pleased that we now had a full time employee in place.

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Chairwoman Irizarry requested a motion to adjourn the Board of Trustees meeting and enter into Executive Session to discuss a personal matter relating to an employment history of a particular person and to discuss a settlement offer in a particular litigation matter at 9:15 a.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 11:15 a.m. Trustee Morgo so moved, Trustee Sanders seconded, and motion was approved unanimously.

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Chairwoman Irizarry stated there would be recognition of a special guest. Dr. Adams introduced Suffolk County Community College student athlete, Dannie Holland, who is a Longwood High School graduate and a two-time National Champion triple jumper for Suffolk's Track and Field team. As a high school student, Dannie was a stellar jumper and qualified for the New York State Championships. In his freshman year at Suffolk, Dannie won the triple jump at the NJCAA Northeast District Championship and Division III National Championship, and was a First Team All American. It was in his sophomore season at Suffolk that Dannie really matured as a triple jumper. During his regular season, Dannie broke two meet records and distinguished himself at the legendary Penn Relays with a second place finish against a field of mostly four year school competition. Dannie capped the season with his second triple jump national title and First Team All American honors at the 2013 NJCAA Division III National Championship. Dannie became the only track and field athlete in Suffolk's history to repeat as National Champion. Dannie's winning jump at the national meet was a personal best mark of 14.94 meters and a new school record. He also finished 7th in the long jump. Dannie will be graduating from the College in the winter.

President McKay asked Athletics Director, Kevin Foley to join them as they presented Dannie Holland with his national ring. Mr. Foley stated he wanted to introduce the two coaches that do a fabulous job with the track team. He noted in the past years, the College witnessed not only Dannie winning the national championship, but there was also a young woman who is now at Buffalo State, running, who graduated from Suffolk. The College is becoming more prominent at the national level. Mr. Foley stated this was due to the diligence of Matt French, head coach, and Lauren Biscardi, assistant coach of the College’s track team. He stated they do an outstanding job, not only in season, but out of season, noting athletics is not only in season, but it takes year round training and dedication.

Dannie Holland thanked everyone for coming and celebrating his championship. He stated it was pretty tough, and required a lot of training. He thanked Coach Biscardi and Coach French for helping him achieve this goal. Dannie stated it was a great honor and hope for the future that he could do better and take it to the top.

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Chairwoman Irizarry thanked everyone for their patience and understanding with the Executive Session. She stated the Board takes its roles at the College very seriously. She stated they like to spend the time necessary to deliberate and have the discussions needed in the executive sessions, and they appreciate everyone’s patience and understanding.

Chairwoman Irizarry requested a motion to move the Presidential evaluation to the October 17, 2013 Board of Trustee’s meeting due to the revision of the Scantron report earlier in the week. Trustee Hazlitt so moved, Trustee Lilly seconded, motion was approved unanimously.

Chairwoman Irizarry requested a motion to adjourn the Board of Trustees meeting and call to order the Board of Directors meeting at 11:25a.m. Trustee Morgo so moved, Trustee Sanders seconded, motion was approved unanimously.

Chairwoman Irizarry requested a motion to adjourn the Board of Directors meeting and reconvene the Board of Trustees meeting at 11:32 a.m. Trustee Morgo so moved, Trustee Alvarez-Groneman seconded and the motion was approved unanimously.

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Chairwoman Irizarry requested a motion to approve the minutes of the June 20, 2013 Board of Trustees meeting. Trustee Hazlitt so moved, seconded by Trustee Morgo, motion was approved unanimously.

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Chairwoman Irizarry introduced Vice President of Business and Financial Affairs, Ms. Gail Vizzini to present the College Financial Report. VP Vizzini stated the College has begun its 2013-2014 fiscal year on September 1st. The 2013-2014 adopted budget was loaded into the financial system and the College is moving forward under the new budget. The Business and Financial affairs office is in the process of closing out the 2012-2013 year. VP Vizzini noted that not all the transactions are completed. Enrollment for 2012-2013 compared to last year leveled off at about 2.7%. The budget was predicated on a 1.5% shortfall. However, based on the College’s monthly monitoring of revenue and expenditures, and its daily monitoring of enrollment, the College was aware it needed to be judicious and prudent during the course of the year. VP Vizzini stated the College was able to close out the 2012-2013 fiscal year in the positive at about $1.83 million dollars. Thus, the College was prudent enough to cover the shortfall in the revenue and then have a positive fund balance.

VP Vizzini stated when the College adopted the 2013-2014 budget, the policy was to keep a modest tuition increase of $150 annually. However, to balance the 2013-2014 operating budget, the College authorized a transfer of $1.81 million from the reserve fund. She stated she was happy to report good news that with the positive monies leftover from 2012-2013, the College is able to replenish the reserve fund. The reserve fund is $21 million dollars, which is, roughly, 11% of the total budget. Adding the $1.8 million leftover from 2012-2013 operating budget, will bring the reserve up to $22.9, almost 12% percent of the College’s adopted budget. VP Vizzini noted it was not quite the 15% that Middle States recommended. In order to achieve that the College would need another $6.4 million.

Trustee Morgo clarified with VP Vizzini that the College had ended the 2012-2013 fiscal year with a surplus, and was able to use that surplus to replenish the money that was taken from the reserves in order to progress the budget, in essence a wash. VP Vizzini agreed and stated yes. She noted the College is required, when it ends the year in a positive, to put that in the reserve fund.

VP Vizzini brought to their attention item 11 the resolution for them to adopt that would authorize the recommendation to award the College’s banking services contract. The College pays its bills, accounts payable, and employees through TD Bank. TD Bank changed their method of collateralization. VP Vizzini stated this is not acceptable to the County Treasurer, and since the College patterns its investment and policy after its sponsor’s policies, it would then not be acceptable to the College. Therefore, a RFP was prepared, and sent out all 19 recognized depositories, only five responded. She noted they were all very good responses, but based on our quantitative assessment, the College is recommending going forward and doing business with Capital One.

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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 she and Dr. Shults and would be updating them on the College’s efforts in dealing with Middle States. She noted she would be remiss to do the presentation with Dr. Shults without acknowledging the additional Suffolk team members; Dr. Jeffrey Pederson, Dr. Christopher Shults, and Dr. Caroline Burns who all contributed tremendous amounts of time and effort throughout the process. Ms. Dearing stated the College submitted the Monitoring Report on August 27th, ahead of the September 1st deadline. The College tried to prioritize the commission's concerns in the report focusing on the critical standards, standards 2, 3, 7 and 14. There was substantial documented evidence, with over 125 hyperlinks that Dr. Caroline Burns skillfully applied to the flash drives and also uploaded in conjunction with Dr. Shults for Middle States. The College also had the option of submitting a supplemental document to the Monitoring Report to reflect activities completed in the last several weeks after the submission of the report. Ms. Dearing stated the Middle Sates Commission asked that the College emphasize institution assessment planning and resource allocation. The College’s response to that was the 2013-2020 Strategic Plan. Also included was a substantial revision of the CAPIE.

Dr. Shults stated he would give them an update on the College's Operational Plan, which was the focus of Standard 7. The Operational Plan was completed on August 23rd and placed into the Monitoring Report. The Monitoring Report is the plan that operationalized the Strategic Plan. Dr. Shults stated it does on a yearly basis by providing a road map on how the College integrates the plan and each of the plans are connected to measure an institutional objective. He stated the plan has sixteen separate plans within the overall Operational Plan. Under each of those sixteen plans there are action items. These action plans are connected to the MIOs, and are also key performance indicators (KPIs). The KPIs, are critical indicators of success. Dr. Shults stated there will be quarterly operational plans and progress reports presented to Dr. McKay. The executives who are responsible for each of the plans will be presenting progress. He added they would also be presenting quarterly institutional effectiveness progress reports. Dr. Shults stated in addition, at the end of each year they would have a progress report that fully encompasses all of the College’s institutional effectiveness efforts.

Dr. Shults reported Standard 14 was another standard the College was placed on warning for. The main concern was the College provided limited evidence of a sustainable process to both utilize and measure results of students outcome assessment. The College’s response was to, first ensure within the revised CAPIE, it had a new process for academic program review, and course embedded assessments. The College wanted to make sure that it had the responsibility system in place as well as the accountability structures. The College also took the opportunity to make sure that it had program learning outcomes that were clear for each one of our programs of study. The learning outcomes can be found on the website.

Dr. Shults stated curriculum mapping was initiated and/or improved and reviewed for all of the programs of study. For Standards 2 and 3, the College was asked to just provide additional information. He stated the first one dealt with implementing institutional goals and objectives that were linked to the mission. This was accomplished with the Strategic Plan. Additionally, the College developed an Integrated Planning model. All of that information is housed within the CAPIE. In response to Standard 3, institutional resources, the College needed to provide evidence to taking steps to improve the long term financial viability and the institution's sustainability. In response the College provided a more comprehensive explanation. This information is in the CAPIE as well. This provided evidence of a budget and policy that was based on generally accepted best practices and was guided by proactive, prudent financial strategies, that were evidenced by the fact the College was able, to come up with $1.83 million this past year. Dr. Shults stated the College has evidence of compliance with GASB 45. The College went into the regulation and was able to document findings in compliance and to compare ourselves with peer institutions regarding other post-employment benefits positions.

Ms. Dearing stated the supplement to the Monitoring Report had its genesis in the fact that Dr. Deborah Klinman, the College’s middle states liaison, recommended this in her February 27th visit earlier in the year. She noted the writing team decided to take full advantage of the opportunity. For Standard 7 they had evidence of more activity toward the Operational Plan. She noted she and Dr. Shults have been actively meeting with Vice Presidents and the appropriate team leaders for all the institutional goals, working through their action plans, trying to match the KPIs, and trying to develop new KPIs. Ms. Dearing stated for Standard 14, they were making some changes on program review, by revising templates. She noted the faculty is working on revised guidelines out of Dr. Mazzarrelli's area, and Dr. Martha McKinney has been assigned as the general education facilitator for general education assessment.

Ms. Dearing stated in terms of Standard 3, Dr. Shults mentioned the College now has clear evidence from Mr. Jeffrey McGrath, who is the SUNY officer in charge of the comptroller's office. He issued a memo to all community college officers saying that if you adopt GASB 45 in your financial statements, you should report the post-employment benefits on a pay-as-you-go basis. She stated this validates the College’s approach with GASB 45. Ms. Dearing stated VP Vizzini has analyzed the memo from Jeffrey McGrath, and the college is in compliance with same..

Ms. Dearing stated Middle States would be sending two external reviewers, Dr. Richard Fox and Dr. R. Goldfarb, both experts on planning and assessment. Dr. Klinman, the College’s Middle States liaison, and a representative from SUNY Central to visit the College on October 9th. They will be interviewing people at the College and the Board of Trustees. She stated they expect it will be an all-day process with an exit meeting on October 10th. Ms. Dearing stated the first meeting will occur with President McKay and the team chair, Dr. Fox, and then there will be an open community presentation to the College community immediately following. Ms. Dearing noted they were working on coordinating the details. Ms. Dearing stated the Chair will not pronounce the decision whether to stay on warning or move off of warning, but will instead give some of the actual facts of the visit. Then there will be a number of exchanges of documents back and forth. Dr. McKay and his team will have a chance to correct errors of facts about the report that the team issues, and then a final team report will be issued. The College will have an opportunity to present an institutional response in writing, and then, at last, the Chair prepares the confidential brief and position, and recommend an action from that brief. Then the commission on Thursday, November 7th, will review the report in a formal meeting. The commission is comprised of community college presidents, as well as outside experts on assessment, as well as four year college and university Presidents. The College should then have the decision within seven to 10 business days.

Chairwoman Irizarry thanked Ms. Dearing and acknowledged all of the work that has been going on for over a year. She stated the Board looked forward to the meeting on October 9th.

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Chairwoman Irizarry requested a motion to approve College Resolutions 2013.51 through 2013.56. Trustee Morgo so moved, seconded by Trustee Sanders, College Resolutions 2013.51 through 2013.56 were approved unanimously.

**RESOLUTION NO. 2013.51 CONFIRMING THE ACCEPTANCE OF A BUDGET TRANSFER BY THE EXECUTIVE COMMITTEE ON JUNE 29, 2013**

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

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

**WHEREAS**, the President recommends the transfers on Attachment I as necessary for the operation of the College, and

**WHEREAS**, pursuant to Article V (F) of the Bylaws, the Executive Committee of the Board of Trustees approved the Budget Transfer on Attachment I on June 29, 2013, subject to confirmation at the next Board of Trustees meeting, with a quorum present, be it therefore

**RESOLVED,** that the conditional approval by the Executive Committee of the budget transfers as specified on Attachment I, is hereby confirmed in all respects.

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**RESOLUTION NO. 2013.52 CONFIRMING THE APPROVAL OF MONTHLY SPONSOR SERVICES FOR SUFFOLK COUNTY COMMUNITY COLLEGE BY THE EXECUTIVE COMMITTEE ON AUGUST 15, 2013**

**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, and

**WHEREAS**, pursuant to Article V (F) of the Bylaws, the Executive Committee of the Board of Trustees approved the monthly sponsor services on Attachment II on August 15, 2013, subject to confirmation at the next Board of Trustees meeting, with a quorum present, be it therefore

**RESOLVED** that the conditional approval by the Executive Committee of the monthly sponsor services in the amount of $1,736,833.63 for the month of June and $1,959,940.52 for the month of July, as specified on Attachment II, are hereby confirmed in all respects.

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**RESOLUTION NO. 2013.53 CONFIRMING THE APPROVAL OF SUFFOLK COUNTY COMMUNITY COLLEGE’S MONITORING REPORT RESPONSE TO THE MIDDLE STATES COMMISSION ON HIGHER EDUCATION BY THE EXECUTIVE COMMITTEE ON AUGUST 15, 2013**

**WHEREAS,** on June 1, 2012, the College submitted its Periodic Review Report to its accrediting body, the Middle States Commission on Higher Education (Commission), and, thereafter, an external team of reviewers summarized its analysis in a report that was then forwarded to the full Commission for consideration at its November 2012 meeting, and

**WHEREAS,** upon conclusion of the November meeting, the Commission made the determination to place Suffolk County Community College on warning, based on items related to two areas: Standard 7 - Institutional Assessment, and Standard 14 - Assessment of Student Learning; and, additionally, requested that the College provide a greater level of detail regarding its compliance with Standard 2 – Planning, Resource Allocation and Institutional Renewal, and Standard 3 – Institutional Resources, and

**WHEREAS,** the College’s President convened a Monitoring Report Task Force under the leadership of Vice President Dr. Carla Mazzarelli and Vice President Dr. Nathaniel Pugh to develop the institutional response, and

**WHEREAS,** working groups were formed and tasked with finding evidence to document that the College meets the fundamental elements of each standard cited, and

**WHEREAS,** during the course of the spring 2013 semester, members of the College community:

* Completed the 2013-2020 strategic plan
* Revised the Comprehensive Assessment Plan for Institutional Effectiveness (CAPIE)
* Modified its budget process to ensure linkages with planning and assessment, and
* Hosted a visit by the Commission’s liaison, Dr. Deborah Klinman, to discuss the Commission’s expectations for the areas cited in our report as deficient, and

**WHEREAS,** the College community and the Board of Trustees have been kept informed regarding progress in the drafting of this response document, and the monitoring response has captured and presents evidence to document Suffolk County Community College’s efforts in regard to the Middle States request, and

**WHEREAS**, pursuant to Article V (F) of the Bylaws, the Executive Committee of the Board of Trustees approved the College’s Monitoring Report Response on August 15, 2013, subject to confirmation at the next Board of Trustees meeting, with a quorum present, and

**WHEREAS,** pursuant to such Executive Committee approval, the College Presidentissued the monitoring report response to the Middle States Commission on Higher Education by the applicable deadline of September 1, 2013, be it therefore

**RESOLVED,** that the conditional approval by the Executive Committee of the College’s monitoring report response to the Middle States Commission on Higher Education is hereby confirmed in all respects.

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**RESOLUTION NO. 2013.54 CONFIRMING THE ACCEPTANCE OF A SUBCONTRACT FROM THE RESEARCH FOUNDATION FOR THE STATE UNIVERSITY OF NEW YORK FOR THE PROJECT ENTITLED, “COLLEGE ACCESS CHALLENGE GRANT (CACG-EOP ENRICH)” BY THE EXECUTIVE COMMITTEE ON AUGUST 15, 2013**

**WHEREAS**, Suffolk County Community College has received a subcontract from The Research Foundation for the State University of New York for the project entitled, “College Access Challenge Grant (CACG-EOP Enrich),” in the amount of $43,310 including indirect costs, for the period of January 1, 2013 through August 13, 2013, and

**WHEREAS**, the project provides funding to enhance summer program activities designed to foster adjustment, higher levels of preparation and persistence for incoming students on all three of the College’s campus locations, and

**WHEREAS,** the enhancements will supplement the basic services already provided by the Educational Opportunity Program, and

**WHEREAS**, matching funds are not required, and

**WHEREAS**, pursuant to Article V (F) of the Bylaws, the Executive Committee of the Board of Trustees approved the acceptance of the subcontract on August 15, 2013, subject to confirmation at the next Board of Trustees meeting, with a quorum present, be it therefore

**RESOLVED**, that the conditional approval by the Executive Committee of a subcontract award, in the amount of $43,310 including indirect costs, from The Research Foundation for The State University of New York, for the project entitled, “College Access Challenge Grant (CACG-EOP Enrich),” for the period of January 1, 2013 through August 13, 2013, is hereby confirmed in all respects, and the College President or his designee is authorized to execute a contract, in a form approved by the College General Counsel, with the administering agency.

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

Note: No full-time personnel

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**RESOLUTION NO. 2013.55 CONFIRMING THE APPROVAL OF EXTENDING A TUITION PAYMENT PLAN TO CERTAIN NON-CREDIT WORKFORCE DEVELOPMENT CLASSES BY THE EXECUTIVE COMMITTEE ON AUGUST 15, 2013**

**WHEREAS**, it is the desire of the Board of Trustees to extend a Tuition Payment Plan to two (2) non-credit courses in Workforce Development, specifically, Welding (MEC211) and CNC Machining (MEC212), and

**WHEREAS**, a tuition payment plan is prudent for these non- credit courses as the non-credit tuition is currently $3895; and

**WHEREAS,** the tuition payment plan will mirror the payment plan for credit classes which includes three payments and the payment plan fee, and

**WHEREAS,** it is anticipated that the option of a payment plan will increase student enrollment, aid in the recruitment of veterans, assist students in completing the coursework and achieving gainful employment, and

**WHEREAS**, pursuant to Article V (F) of the Bylaws, the Executive Committee of the Board of Trustees approved extending the tuition payment plan to certain non-credit workforce development classes on August 15, 2013, subject to confirmation at the next Board of Trustees meeting, with a quorum present, be it therefore

**RESOLVED**, that the conditional approval by the Executive Committee of the Tuition Payment Plan is hereby confirmed in all respects and adopted for the Welding (MEC 211) and Machining (MEC 212) and be it further

**RESOLVED**, that the Tuition Payment Plan for these two noncredit courses will mirror the tuition payment plan for credit courses by including three equal payments and a payment plan fee.

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**RESOLUTION NO.2013.56 CONFIRMING THE APPROVAL OF A CONTRACT FOR COLLEGE EVENTS SCHEDULING SOFTWARE BY THE EXECUTIVE COMMITTEE ON AUGUST 15, 2013**

**WHEREAS,** Suffolk County Community College issued a Request for Proposal for College Event Scheduling Software, and

**WHEREAS**, the College received proposals from one firm, and

**WHEREAS**, an evaluation committee reviewed the proposal and determined that the proposal submitted by CollegeNet best meets the needs of the College, and

**WHEREAS**, pursuant to Article V (F) of the Bylaws, the Executive Committee of the Board of Trustees approved the contract for college events scheduling on August 15, 2013, subject to confirmation at the next Board of Trustees meeting, with a quorum present, be it therefore

**RESOLVED**, that the conditional approval by the Executive Committee authorizing the President, or his designee, to enter into a contract with CollegeNet for college event scheduling software in the amount $84,900.00 together with disbursements as provided by the contract is hereby confirmed in all respects.

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Trustee Morgo stated he wanted to move onto, item number seven, College Resolution 2013.57. The Holocaust Diversity Board, the reappointment of the Executive Director and the Chair. He noted he had served on that board, and stated both individuals served in, an exemplary fashion and wanted to make that motion. Trustee Hazlitt so moved, seconded by Trustee Pontieri. College Resolution 2013.57 was approved unanimously.

**RESOLUTION NO. 2013.57 REAPPOINTING DIRECTORS TO THE BOARD OF THE SUFFOLK CENTER ON THE HOLOCAUST, DIVERSITY & HUMAN UNDERSTANDING, INC.**

**WHEREAS,** the by-laws of The Suffolk Center on the Holocaust, Diversity & Human Understanding, Inc. provide for the Board of Trustees to appoint the members of its Board of Directors, and

**WHEREAS**, several appointments will be expiring and the Board of Directors recommends that these members be reappointed, be it therefore

**RESOLVED,** that the appointment of the following persons to the Board of Directors of The Suffolk Center on the Holocaust, Diversity & Human Understanding, Inc. is hereby approved, for a term of three years, effective September 1, 2013:

Name

Eleanor Kra

Steven Schrier

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Chairwoman Irizarry requested a motion to approve College Resolutions 2013.58 through 2013.73. Trustee Sanders so moved, seconded by Trustee Hazlitt, College Resolutions 2013.58 through 2013.73 were approved unanimously.

**RESOLUTION NO. 2013.58 AMENDING THE CONTRACT WITH EMTEC CONSULTING ENGINEERS FOR THE DESIGN OF AIR CONDITIONING SYSTEMS FOR EXISTING BUILDINGS ON THE AMMERMAN CAMPUS; CP 2138, 2149, 2302, 2127**

**WHEREAS**, funding for the design of projects CP2138, CP2149, CP2301 and CP2127 has been approved by Suffolk County and the State of New York, and funds have been appropriated by the Suffolk County Legislature, and

**WHEREAS**, the need for additional mechanical and electrical design services identified by the College exceed the original scope of services, as specified in the Consulting Services Agreement (“Agreement”) with Emtec Consulting Engineers (“Emtec”), dated September 9, 2011; and

**WHEREAS**, these additional design services include the design of humidification systems, lighting systems, and plumbing and heating systems; and

**WHEREAS**; the College has determined that the construction phase of this project cannot be completed within the timeframe specified in the Agreement; and

**WHEREAS,** the College has reviewed the proposals submitted by Emtec for these additional design services; and

**WHEREAS**, the value of these additional design services fall within SUNY guidelines; and

**WHEREAS**, the value of these additional services exceed $50,000, thus requiring the Board’s authorization for such additional services, as per College policy; be it therefore

**RESOLVED,** that additional design services, including the design of humidification systems, lighting systems, and plumbing and heating systems for existing buildings on the Ammerman Campus, valued at $106,559.00, are hereby authorized and approved, and be it further

**RESOLVED**, that the College President is authorized and empowered to execute an amendment to the Consulting Services Agreement with Emtec Consulting Engineers, in a form approved by the College General Counsel, reflecting authorization for Emtec to perform such additional design services for the sum of $106,559.00.

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**RESOLUTION NO. 2013.59 ACCEPTING A GRANT AWARD FROM THE STATE UNIVERSITY OF NEW YORK, FOR AN INNOVATIVE INSTRUCTION TECHNOLOGY GRANT (IITG) ENTITLED, “E-PORTFOLIOS TO ENGAGE STUDENT VETERANS AT SUFFOLK COUNTY COMMUNITY COLLEGE”**

**WHEREAS**, Suffolk County Community College has received a grant award in the amount of $10,000, from The State University of New York, for an Innovative Instruction Technology Grant (IITG) entitled, “E-portfolios to Engage Student Veterans at Suffolk County Community College,” for the period of September 1, 2013 through June 30, 2014, and

**WHEREAS,** the project will offer e-portfolio training to student veterans that integrates writing, video editing and information literacy, and

**WHEREAS,** matching funds are not required, and

**WHEREAS,** an in-kind contribution, in the amount of $15,796 will be met through space, equipment, administrative support, and the associated benefits of faculty and staff, be it therefore

**RESOLVED,** that a grant award, in the amount of $10,000, from The State University of New York, for an Innovative Instruction Technology Grant (IITG) entitled, “E-portfolios to Engage Student Veterans at Suffolk County Community College,” for the period of September 1, 2013 through June 30, 2014, is hereby accepted, and the College President, or his designee, is authorized to execute a contract, in a form approved by the College General Counsel, with the administering agency.

Project Director: Susan P. Lieberthal

Note: No full-time personnel

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**RESOLUTION NO. 2013.60 ACCEPTING MODIFICATION NO. 2 OF SUBCONTRACT FROM THE RESEARCH FOUNDATION FOR THE STATE UNIVERSITY OF NEW YORK FOR THE PROJECT ENTITLED, “SUNY WORKS – ADULT DEGREE COMPLETION”**

**WHEREAS**, Suffolk County Community College has received modification no. 2 of a subcontract from The Research Foundation for the State University of New York for a project entitled “SUNY Works – Adult Degree Completion” in the amount of $7,000, for the period of April 1, 2012 through September 30, 2013, and

**WHEREAS**, modification no. 2 will increase the total project funding from $10,000 to $17,000, and will extend the end date by 11 months, and

**WHEREAS**, the project provides funding to support development and implementation of the SUNY Works Cooperative Education Initiative on all three of the College’s campus locations, and

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

**RESOLVED**, that modification no. 2 of a subcontract award, in the amount of $7,000, from The Research Foundation for The State University of New York, for the project entitled “SUNY Works – Adult Degree Completion”, for the period of April 1, 2012 through September 30, 2013, is hereby accepted, and the College President or his designee is authorized to execute a contract, in a form approved by the College General Counsel, with the administering agency.

Project Director: Dr. Dorothy J. Laffin

Note: Full-time personnel: none for amendment

**\* \* \* \* \* \* \* \* \* \***

**RESOLUTION NO.2013.61 AWARDING A CONTRACT FOR BANKING SERVICES**

**WHEREAS,** the College’s contractual agreements for banking services have expired, and

**WHEREAS**, the College issued a request for proposals for banking services, and

**WHEREAS**, the College Evaluation Committee received and reviewed five responses to the request for proposals, and

**WHEREAS,** the College Evaluation Committee has determined that the proposal of Capital One Bank best meets the needs of the College, and

**WHEREAS,** the Vice President for Business and Financial Affairs concurs with this recommendation, be it therefore

**RESOLVED,** that the College President or his designee is authorized to enter into a contact with Capital One Bank for a term of two (2) years, with an option to be exercised at the College’s sole and absolute discretion to renew for two (2) additional one (1) year periods. Said contract to be in such form as shall be approved by the College General Counsel.

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**RESOLUTION NO. 2013.62 AMENDING THE COLLEGE OPERATING 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**, Resolution No. 2013.28 approved an increase of $2,054, for the 2012-2013 Educational Opportunity Program (EOP), bringing the total amount of the grant award to $162,729, and

**WHEREAS**, the grant award has been increased by an additional $2,946 for the 2012-2013 Educational Opportunity Program (EOP), bringing the total amount of the grant award to $165,675, and

**WHEREAS**, it is necessary to amend the 2012-2013 College operating budget in the amount of $5,000 to reflect the two increases ($2,054 plus $2,946) to provide for the total increase in the grant award, and

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

**RESOLVED**, that the 2012-2013 College operating budget is hereby authorized to be amended to reflect the award increase in the amount of $5,000 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, and empowered to execute a contract, in a form approved by the College General Counsel, with the administering agency.

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

Note: Institutional Support required

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**RESOLUTION NO. 2013.63 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. (“Petrocelli”) was awarded a contract to construct the New Life Science Building on the Ammerman Campus, and

**WHEREAS**, work which was not anticipated under the terms of this contract or shown on the design drawings is required, consisting of additional asphalt overlay and striping in the Annex parking lot; loading stockpiled soil for reclamation; incorporating existing road drainage into the project site drainage system; discovery of additional buried debris during excavation; preparing underground conduit for a future photovoltaic system; and performing additional clearing for the fence line, and

**WHEREAS**, the change order for this additional work totals $33,887.13, and

**WHEREAS**, three prior minor change orders (totaling $13,571.50), a major change order in the amount of $103,538.91 (authorized by this Board on February 21, 2013), a major change order in the amount of $76,309.19 (authorized by this Board on March 21, 2013, funded through infrastructure monies), a major change order in the amount of $32,319.02 (authorized by this Board on April 18, 2013), and a major change order in the amount of $58,000 (authorized by this Board on June 20, 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**, this change order increases the contract with Petrocelli by more than $20,000, 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 $33,887.13 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. 2013.64 ACCEPTING A FEDERAL GRANT FOR THE 2013-2014 FEDERAL WORK STUDY PROGRAM (FWSP).**

**WHEREAS**, Suffolk County Community College has applied to participate in the Federal Work Study Program (FWSP) authorized under Part C of Title IV of the Higher Education Act of 1965 as amended by the Education Amendments, and

**WHEREAS**, the application has been approved in the amount of $362,686, and

**WHEREAS**, the federal regulations allow the sum of $75,000 or 10 percent of the allocation, whichever is less, to be set aside for the Job Locator & Development Program, and

**WHEREAS**, this federal grant must be matched by a 25 percent contribution, and

**WHEREAS**, amendments to the law became effective in October 1986 allowing five percent administrative expense allowance based on total student expenditures for FWSP, be it therefore

**RESOLVED**, that the Board of Trustees hereby accepts the total federal allotment of 2013-2014 Federal Work Study Program in the amount of $362,686, and be it further

**RESOLVED**, that $36,268 be set aside for Job Locator Program, with the College matching contribution of 20 percent to be provided by in-kind contributions, and be it further

**RESOLVED**, that the Federal Work Study Program’s five percent administrative allowance be charged against FWSP and deposited in the appropriate account, and be it further

**RESOLVED**, that the On-Campus Work Study Program shall continue to be matched by a 25 percent contribution by the College and that the Off-Campus Work Study Program be matched by a 25 percent contribution from the respective participating off-campus agencies, except for the Community Service Employment, and be it further

**RESOLVED**, that the off-campus agencies shall contribute their respective shares of Employer's FICA and Workmen's Compensation except for the Community Service Employment.

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**RESOLUTION NO. 2013.65 APPROVING THE ALLOCATION OF THE 2013-2014 FEDERAL WORK STUDY PROGRAM (FWSP)**

**WHEREAS,** Suffolk County Community College is composed of three campuses, and

**WHEREAS**, the Financial Aid Office on each campus offers financial assistance via the Federal Work Study Program, be it therefore

**RESOLVED**, that the following distribution of the 2013-2014 Federal Work Study funds by campus is hereby approved.

Original FWSP Federal Allocation $362,686

Less: Transfer to Job Locator Program -36,268

Remaining CWSP Federal Allocation $326,418

Less: 5% Admin Expense Allowance of Campus Wages -20,401

Remaining FWS Allocation $306,017

Plus: 25% of Institutional Share of Student Wages +102,005

Total Student Wages Available $408,022

Campus Wage Distribution of Federal College Work Study Allocation

Ammerman Campus (46%) $187,690

Grant Campus (39%) $159,129

Eastern Campus (15%) $ 61,203

Total Campus Wage Distributions $408,022

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**RESOLUTION NO. 2013.66 ACCEPTING A FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) FOR 2013-2014**

**WHEREAS**, Suffolk County Community College has applied to participate in the Federal Supplemental Educational Opportunity Grant Program as authorized under Subpart 2, Part A of Title IV of the Higher Education Act of 1965, and as amended by the Education Amendments,

**WHEREAS**, the application has been approved in the amount of $771,758, and

**WHEREAS**, amendments to the law became effective in October 1986 allowing a five percent administrative expense allowance based on total expenditures for FSEOG, be it therefore

**RESOLVED**, that the 2013-2014 Federal Supplemental Educational Opportunity Grant in the amount of $771,758 be accepted, and be it further

**RESOLVED**, that the Federal Supplemental Educational Opportunity Grant allotment be deposited in the appropriate accounts, after reducing that allotment with five percent of FSEOG expenditures as administrative expense being charged to the FSEOG account.

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**RESOLUTION NO. 2013.67 ALLOCATING THE 2013-2014 FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM (FSEOG)**

**WHEREAS,** Suffolk County Community College is composed of three campuses, and

**WHEREAS**, the Financial Aid Office on each campus offers financial assistance via the Federal Supplemental Educational Opportunity Grants Program, be it therefore

**RESOLVED**, that the following distribution of 2013-2014 FSEOG funds is hereby approved:

Federal Supplemental Educational Opportunity Grants (FSEOG)

Original FSEOG Federal Allocation $771,758

Less: 5% Administrative Expense for Grants -$ 38,588

Remaining FSEOG Allocation for Student Grant Disbursement $733,170

Campus Distribution of FSEOG Student Grants

Ammerman Campus (46 %) $337,258

Grant Campus (39 %) $285,936

Eastern Campus (15 %) $109,976

Total of College Grants $733,170

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**RESOLUTION NO.2013.68 AWARDING A CONSTRUCTION CONTRACT FOR THE PARKING FIELD UPGRADE, GRANT CAMPUS, CP 2127 AND CP 2134**

**WHEREAS**, capital projects No. 2127 and 2134 have been approved by Suffolk County and the State of New York for funding, and funds have been appropriated by the Suffolk County Legislature, and

**WHEREAS**, the Parking Field Upgrade involves ADA compliance work and site improvements, and

**WHEREAS**, public bids for the Parking Field Upgrade were solicited and opened on September 16, 2013, and

**WHEREAS**, these bids were reviewed and the qualifications of the lowest responsible bidder, The LandTek Group, were checked by the College and its Consultants of Record, be it therefore

**RESOLVED,** that the College President or his designee is authorized to enter into a construction contract upon such terms and conditions as shall approved by the College General Counsel with The LandTek Group, for $122,600.00.

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**RESOLUTION NO. 2013.69 AMENDING THE COLLEGE BUDGET FOR A PERKINS IV CAREER AND TECHNICAL EDUCATION ACT PROGRAM GRANT**

**WHEREAS**, the 2013-2014 College operating budget provides $514,868, including indirect costs, from The State Education Department, Perkins IV funds, for the Carl D. Perkins Career and Technical Education Act (CTEA) Program for the period of July 1, 2013 through June 30, 2014, and

**WHEREAS**, the award has been increased by an additional amount of $5,534 bringing the total amount of the grant award to $520,402, including indirect costs, and

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

**RESOLVED,** that the 2013-2014 College operating budget be amended to reflect an increase in the amount of $5,534, from The State Education Department, Perkins IV for the Carl D. Perkins Career and Technical Education Act (CTEA) Program, and the College Interim President or his designee is authorized to execute a contract with the administering agency.

Project Director: Dr. Margery L. Oldfield

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**RESOLUTION NO. 2013.70 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 $1,955,154.15 for the month of August 2013 (Attachment III) is hereby approved by the Board of Trustees.

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**RESOLUTION NO.2013.71 AUTHORIZING AN AGREEMENT BETWEEN SUFFOLK COUNTY COMMUNITY COLLEGE AND SUNY DELHI FOR AN INTER-INSTITUTIONAL INSTRUCTIONAL PROGRAM**

**WHEREAS**, Suffolk County Community College (“College”) and SUNY Delhi mutually desire to enter into an agreement to establish an inter-institutional program whereby College students may enroll in courses offered by SUNY Delhi at the College’s Eastern Campus, and

**WHEREAS**, in order to facilitate this program, the College wishes to provide the necessary classroom space at its Eastern Campus to permit course instruction, and SUNY Delhi wishes to compensate the College for the usage of such classroom space in the amount of $3,000 per semester for the 2013-2014 academic year; and

**WHEREAS**, the College has available classroom space to accommodate SUNY Delhi, and the usage of such space will not displace any students of Suffolk County Community College, be it therefore

**RESOLVED**, that the College President is hereby authorized and empowered to execute an agreement, for a term of one academic year (2013-2014), between the College and SUNY Delhi, establishing an inter-institutional instructional program at the Eastern Campus, for a license fee of $3,000 per semester.

**\*\*\*\*\*\*\*\*\*\***

**RESOLUTION NO. 2013.72 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 IV must be authorized by Board resolution, and

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

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

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**RESOLUTION NO:2013.73 ABOLISHING AND CREATING EMPLOYEE TITLES**

**WHEREAS**, the President and the Assistant Vice President for Human Resources recommend abolishing certain employee titles and creating new titles, and

**WHEREAS,** these changes are necessary in order to align to the College’s organizational structure, be it therefore

**RESOLVED,** that the following employee titles be abolished and created, as indicated:

**Titles to be Abolished Spec # B/U Category Effective Date**

College Associate Dean 9083 4/Guild I June 10, 2013

for Institutional Effectiveness

College Success Program Director 9174 4/Guild I June 24, 2013

College Associate Dean 9184 4/Guild I Sept. 19, 2013

for Student Success

**Titles to be Created Spec #** **B/U** **Category on *Exempt* Effective Date**

***Salary & Benefit Plan***

Executive Director 9083 Exempt H June 10, 2013

for Institutional Effectiveness

Executive Director 9174 Exempt H June 24, 2013

of Sustainability Programs

College Communications 9184 Exempt K Sept. 19, 2013

Director

and be it further

**RESOLVED**, that the titles herein shall be abolished and created, as indicated, effective as of the dates specified above, and be it further

**RESOLVED**, that the newly created titles and position descriptions be submitted to the Chancellor of the State University of New York for approval in the professional service.

\* \* \* \* \* \* \* \* \*

Chairwoman Irizarry moved onto the Committee reports, and called upon the Personnel Committee. Trustee Pontieri stated the committee had completed its documentation on the Presidential Evaluation, and they were now in the final process.

Chairwoman Irizarry moved onto the Student Success Committee. The Chairwoman stated the committee had met the week before, in which she chaired the meeting because Trustee Sanders had an emergency. She stated the committee met with VP Mazzarelli and received a presentation from the Interim Director of Athletics, Kevin Foley. Chairwoman Irizarry stated the committee was updated on the progress with intramurals, and it seems the programs are more structured and better coordinated and the members were very pleased. She stated there were recommendations made in terms of the website, and they were communicating with those interested in participating in athletics and intramurals. Chairwoman Irizarry stated VP Mazzarelli gave the committee an update on the policy and the efforts that are being made to adopt such policy in the near future.

Chairwoman Irizarry called for the Finance Committee report. Trustee Morgo stated the committee had not met since the submission and the approval of the 2013-2014 College budget. He noted the only outstanding item from the last meeting was the financial services RFP, in which VP Vizzini had already reported. Trustee Morgo stated the committee would try to resume to its monthly meetings starting in October.

Chairwoman Irizarry stated one item she didn’t mention from the Student Success Committee meeting was the committee’s request for a presentation regarding the services that the veterans received from the College. She stated the committee would like to review then share with the full board in the future.

Chairwoman Irizarry called for the Facilities Committee report. Trustee Lilly stated the Committee had not met however the capital projects were moving along, except for the small hiccup in materials delivery, but that's to be expected on large projects. He stated he noted that in College Resolution 2013.68, a contractor was awarded, and there was no person listed.

General Counsel Petrizzo stated there should have been a substitute resolution in the packet indicating that it was awarded to LandTech and it would be revised.

Chairwoman Irizarry moved onto the Advocacy Committee. Trustee Hazlitt asked the Board as a whole pass a resolution expressing their condolences to the family of the late Presiding Officer of the Suffolk County legislature, William Lindsay. He stated his loss was certainly felt by his family and couldn’t be equated, but the loss to the College is also quite acute. Trustee Hazlitt stated the last appearance he witnessed Presiding Officer Lindsay was at the dedication of the building out at the Riverhead campus. He noted Presiding Officer Lindsay had stated at the ribbon cutting ceremony “if you give me the tools, I will work for you” and he did. Trustee Hazlitt stated at the most trying times, from 2008 to current things the efforts that he put forth on behalf of this group kept us alive. He asked the Board recognize Presiding Officer Lindsay for his contribution to the community college. Motion was seconded by Trustee Pontieri. Motion was approved unanimously. Trustee Hazlitt asked for the resolution in its final form be forwarded to the Lindsay family.

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Chairwoman Irizarry moved onto her report. She stated Student Trustee Espitia-Cetina and she would be attending the New York Community College Institute. They were looking forward to the professional development so they could continue to carry their duties in the manner that is expected.

\* \* \* \* \* \* \* \* \*

Chairwoman Irizarry moved onto the Roundtable session. Trustee Morgo mentioned that back in June at the last meeting they had been updated on the partnership relationship with the Long Island University. He noted the Long Island University President had been present for the meeting. Trustee Morgo stated he wanted to acknowledge the great work of the President and his team in getting that done. He stated he knew there was an article in Newsday, but didn’t think there was enough recognition of what kind of significant achievement that was.

Chairwoman Irizarry stated that on October 25th and November 22nd, the Long Island Latino Teachers Association would be having conferences with high school students with partnership to the College. She stated they were looking at this as a recruitment tool, and serving also as the President of the Long Island Latino Teachers Association, looked forward to welcoming hundreds of students into the College and hopefully increasing the enrollment in the near future.

Chairwoman Irizarry introduced Mr. Kevin Peterman, President of the Faculty Association who wanted to address the Board. Mr. Peterman stated the Faculty Association was having a retirement party for Ellen Schuler Mauk, who was the president of the union for 34 years. He stated the Faculty Association had authorized the money to pay for the event, so, every dollar raised will go to a scholarship in Ellen's name set up in the Foundation. He invited all to attend and stated he looked forward to seeing everyone there.

With no further comments Chairwoman Irizarry called for a motion to adjourn the Board of Trustees meeting Trustee Hazlitt so moved, seconded by Trustee Sanders, the motion was approved unanimously.

The meeting of the Board of Trustees was adjourned at 1:00 p.m. The Board of Trustees next meeting is October 17, 2013 at 4:00 p.m. in Captree Commons, room 114, on the Michael J. Grant Campus, in Brentwood, New York

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Respectfully submitted,

Bryan Lilly

Secretary