**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

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

**BRENTWOOD, NEW YORK**

**December 5, 2013**

The meeting was held on Thursday, December 5, 2013 at 4:00 p.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

Arthur Cliff Trustee

Paul Pontieri, Jr. Trustee

James Morgo 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 4:03 p.m.

Chairwoman Irizarry announced new Trustee Arthur Cliff would be sworn in. Deputy County Clerk Christopher Como conducted the swearing in of Trustee Arthur Cliff to a term through June 30, 2014. Trustee Cliff was congratulated on his appointment and welcomed to the Board by Chairwoman Irizarry.

Chairwoman Irizarry introduced the Executive Assistant to the President, Dr. Christopher Adams, to recognize a new employee.

Dr. Adams introduced Mr. Drew Biondo who joined the College on December 2nd as College Director of Communications and stated he would serve as the College's chief spokesperson. Mr. Biondo has more than twenty-five years’ experience as a strategic communications executive in both the public and private sectors. Prior to joining the College, Mr. Biondo served as Director of Communications and Press Secretary for 19-term New York State Senator Kenneth P. LaValle, Chair of the New York State Senate's Select Committee on Higher Education, where he acted as the Senator's chief spokesperson and also as a policy advisor. Mr. Biondo served as an Account Director and Counselor with The Torrenzano Group, a leading New York City strategic communications firm.

He joined Delta Financial Corporation in January 2002, and served as the company's senior communications executive where he had overall responsibility for public relations, executive and employee communications, and advertising and branding for the 1,500 employee public company's retail and wholesale divisions. Prior to joining Delta, Mr. Biondo served for more than a decade as an assistant and Director of Communications to the Suffolk County District Attorney where he served as the District Attorney's spokesperson and directed all communications and media relations.

Previously, Mr. Biondo was an account executive and Vice President of Henry Sheinkopf Communications, an internationally recognized consulting firm where he developed communications and media strategies. Mr. Biondo launched his communications career as a strategic communications advisor to the New York Hotel-Motel Trades Council during New York City's first-ever hotel strike in 1985 where he served as an editor of the Council's weekly newspaper.

At the conclusion of Dr. Adam’s introduction, Mr. Biondo thanked the President and Board Members and stated he looked forward to working with everyone and noted he hoped to meet and speak with each Board Member in the near future. Chairwoman Irizarry welcomed Mr. Biondo and stated she was sure his experience and expertise would serve the College well.

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Chairwoman Irizarry requested a motion to adjourn the Board of Trustees meeting and call to order the meeting of the Board of Directors at 4:08 p.m. Trustee Hazlitt so moved, Trustee Alvarez-Groneman seconded, motion was approved unanimously.

Chairwoman Irizarry called for a motion to adjourn the Board of Directors meeting and reconvene the Board of Trustees meeting at 4:11 p.m. Trustee Alvarez-Groneman so moved, Trustee Espitia seconded, and motion was approved unanimously.

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Chairwoman Irizarry requested a motion to approve the minutes of the October 17, 2013 Board of Trustees meeting. Trustee Pontieri so moved, seconded by Trustee Alvarez-Groneman, motion was approved unanimously.

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Chairwoman Irizarry requested a motion to adjourn the Board of Trustees meeting and enter into Executive Session to discuss the financial and credit history of a particular corporation and a particular college employee at 4:14 p.m. Trustee Lilly so moved, Trustee Morgo seconded, motion was approved unanimously.

Trustee Pontieri noted that AVP John Lombardo had been selected as Who’s Who in Long Island Business news and congratulated him, and the College.

Chairwoman Irizarry called for a motion to adjourn Executive Session and reconvene the Board of Trustees meeting at 5:10 p.m. Trustee Pontieri so moved, Trustee Alvarez-Groneman seconded, and 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 2013-2014 operating budgets continued to trend in the positive. Enrollment was flat for the fall, which is a positive for the College operating budget, since the 2013-2014 budget was predicated on an overall two percent reduction in enrollment. The College is guardedly optimistic in regards to the spring, and continues to be prudent with revenue and expenditures matters. The call letter to departments for next year's operating budget has gone out setting the parameters for the departments to submit their budget requests for the 2014-2015 budget. In light of uncertainties in enrollment and State and local Sponsor support coupled with our budget model projections of increases in certain areas of operation for contractual salary agreements, health insurance and employer retirement payment, the College will exercise fiscal discipline and prepare the budget in a prudent manner. Departments have been directed to submit a zero growth budget. Priorities are to be addressed first by reallocating existing resources to higher priorities. Consideration will be given to operating costs associated with new space and enhanced assessment consistent with our Strategic Plan.

VP Vizzini stated on the accounting side, the outside auditors arrived a week early. The auditors have started their analysis and will be with the College for several weeks during December and January.

VP Vizzini stated that on Monday there was a meeting of the Physical Resources Subcommittee. Through this committee the Campus Deans, Plant Ops and pertinent College stakeholders are briefed by Central on the status of the College's capital program. It also provides an opportunity for the College community to give input into their current and future needs. New forms have been introduced to formalize the input from the campuses regarding capital needs.

VP Vizzini noted the Trustees had a resolution before them to award the bid regarding repair to the East Campus roofs. The roofs are the original roofs at three buildings. The appropriation will address the age, the wear, leaks and recent damage from the high winds. The repairs will rebuild the roofs, soffits, down spouts, brick piers and enclosing the down spouts. The work will be performed on the Shinnecock, Orient, Peconic and central energy plant buildings.

Trustee Pontieri inquired if any of the repairs were FEMA eligible. VP Vizzini stated the College captured the hurricane related damages and submitted that to FEMA already.

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Chairwoman Irizarry introduced Dr. Jeffrey Pedersen to present the Middle States update. Dr. Pedersen reported that Middle States had formally advised the College that it remains on warning for Standards 7 and 14. As a result of that, another monitoring report is due March 1, 2014, to be followed by a Middle States team visit. Dr. Pedersen stated that the follow-up monitoring report will require substantially less narrative and will detail efforts that have taken place since the last team visit in October and present evidence of compliance for both standards. He added that a time line and a working outline for the follow-up report have been established.

Dr. Pedersen updated the board on actions taken on Standard 14, assessment of student learning, noting that assessment activities have begun or are scheduled in all academic areas and detailing some of the activities. He said that when the faculty returns on January 21st they will complete and submit assessment reports, which will be posted to a designated web page accessible to all faculty, staff, and the Board through the portal. He further stated that the reports will be also be entered into TracDat. A website has already been created and is currently being populated with materials, and that this will be available to the College community very soon. Dr. Pedersen explained that all academic assessment reports will be reviewed and checked for completeness by the Standard 14 committee and that the committee is currently reviewing previously unreported assessments. He said that delayed or incomplete program reviews will be submitted by December 15th. After administrative review, they will be sent out to external reviewers. He added that General Education assessment is proceeding as scheduled.

Dr. Pedersen then reviewed the actions being taken on Standard 7, institutional assessment, stating that assessments have begun for every AES division and included thirty-four assessment activities. He said that AES units not able to submit completed assessments because of the cyclic nature of the work will provide updates and that all submitted AES reports will be reviewed by the Standard 7 committee, posted on an AES web page, and entered into TracDat. He stated that a total of five AES reviews will be completed for incorporation into the follow-up report. Dr. Pedersen stated that reports will be made available at meetings mandated by the CAPIE, i.e., the Strategic Planning Council meeting December 12th and the Advisory Council meeting on December 19th.

Dr. Pedersen went on to say that another small team visit was anticipated, probably in April. He said that the Board will be able to access the assessment on the web pages, and all other evidentiary material will be provided with the report itself. He explained that four staff members would be attending the Middle States annual conference in the upcoming weekend and that they would update the college community about possible Middle States policy changes moving forward.

Chairwoman Irizarry questioned the time line of the web page availability and the College’s mandate to have it available for a specific amount of time. Dr. Pedersen answered the College is already working on the web pages, and that the only things that must be public are the curriculum outcomes. Trustee Morgo asked if we are consistent with the plan that was produced at the October meeting and Dr. Pedersen answered that we are ahead of that schedule. There were no further questions.

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Chairwoman Irizarry stated they would now discuss Resolution 2013.85, a major change order amount to the contract for the construction of the New Life Sciences building, and introduced Mr. Jon DeMaio. Mr. DeMaio stated that the change order was a combination of several individual change orders which have been lumped together reaching the total stated in resolution 2013.85. Mr. DeMaio continued to describe the change orders. First, is the removal of concrete drainage swale. There is a drainage swale coming down the middle of the site which drains to nowhere. That will be removed and they will finish the grading so that it is no longer a hazard. That amount is around fifty-five hundred dollars. Secondly, in the amount of six hundred fifty dollars, they are installing some wheel stops in the recently renovated parking area by the Annex to prevent cars from driving forward on the sloped landscaped area. The new observatory, which was recently completed on the Smithtown Science Building, needs to have additional conduit that was not included in the base bid. This will allow data and power to be brought to the telescope that has been mounted resulting in a cost of thirty-two hundred dollars. Mr. DeMaio stated that similarly, the telecommunications in the new science building are coming from the Riverhead Building. The base contract had old conduit and old telecommunications going into the base of Riverhead, and it was the responsibility of the College to bring it up into the main IT closet. He added that since the building is being renovated, it was an excellent opportunity with the open ceiling to have a contractor do that. The quote for that work is twelve thousand dollars.

Mr. DeMaio stated that the College would receive a credit in the amount of ten thousand dollars since we were able to substitute reinforced concrete aggregate as the sub-grade under the floor slab beneath the first floor instead of using blue stone. This was vetted through the structural engineer and was proposed as a substitute by the contractor. Both parties agreed and it was a cost savings of approximately ten thousand dollars.

Mr. DeMaio stated the other two change items were a video wall and dashboard technology. The video wall is a large series of screens in the lobby that will be a signature piece for the building with the ability to hold an assortment of content. The cost for this is sixty-eight thousand eight hundred as originally bid. He noted the contractor held his price with no cost increase which he also did for the dashboard, which will cost thirty-five thousand six hundred. The dashboard will allow faculty, students and staff to see in real time how the building is doing from an energy consumption perspective. Mr. DeMaio stated since this is a LEED building; it's a teaching tool that was a high priority for the College. Mr. DeMaio stated the contingency money remaining is over a million dollars, and the College is in good shape and is able to make these purchases.

There was a question from Trustee Morgo asking if it was a ten percent contingency to which Mr. DeMaio stated it was more of a five percent contingency. Trustee Morgo inquired as to a completion date and was told by Mr. DeMaio, the third week of August, 2014 for occupancy. The Board questioned whether or not Mr. DeMaio anticipated any contingency left when the job completed. Mr. DeMaio stated there were no other alternates that are high priority.

He noted there is an alternate for a photo voltaic systems and solar panels on the roof that was a seven hundred thousand dollar projection. Mr. DeMaio felt that if it kept going well, the College should be able to add some but not all of that system. The system would serve as a training tool that would help with the College’s LEED certification and help reduce the operating costs of the building.

With no further questions, Chairwoman Irizarry requested a motion to approve College Resolutions 2013.82 through 2013.86. Trustee Hazlitt so moved, seconded by Trustee Morgo, College Resolutions 2013.82 through 2013.86 were approved unanimously.

**RESOLUTION NO. 2013.82 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

$1,949,592.76 for the month of October and $1,901,003.75 for the month of November (Attachment I) is hereby approved by the Board of Trustees.

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**RESOLUTION NO.2013.83 AWARDING A CONSTRUCTION CONTRACT FOR THE REPLACEMENT OF ROOFS ON THE EASTERN CAMPUS - CP 2137 & CP2149**

**WHEREAS**, capital projects No. 2137 and 2149 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 Replacement of Roofs at the Eastern Campus involves roofing and infrastructure work, and

**WHEREAS**, public bids for the Replacement of Roofs on the Eastern Campus were solicited and opened on December 2, 2013, and

**WHEREAS**, these bids were reviewed and the qualifications of the lowest responsible bidder, *Statewide Roofing* , were checked by the College and its Consultant of Record, be it therefore

R**ESOLVED**, 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 *Statewide Roofing*, for $ 2,336,000.00

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**RESOLUTION NO.2013.84 CREATING AN EMPLOYEE TITLE**

**WHEREAS**, the President and the Assistant Vice President for Human Resources recommend creating a new employee title, and

**WHEREAS,** this change is necessary in order to align to the College’s organizational structure, be it therefore

**RESOLVED,** that the following employee title be created, as indicated:

**Title to be Created**  **B/U** **Category on *Exempt* Effective Date**

***Salary & Benefit Plan***

College Director Exempt K Immediately

of Legislative Affairs

and be it further

**RESOLVED**, that the title herein shall be created, as indicated, effective immediately, and be it further

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

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**RESOLUTION NO.2013.85 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**, Add Alternate No. 25 would add a video wall to the main entry lobby to serve as an aesthetic signature piece and be utilized to display various College related content, and

**WHEREAS**, Add Alternate No. 48 would add a dashboard feature to allow students and faculty to interface with building information including real time energy consumption and savings from specific building attributes, and

**WHEREAS**, J. Petrocelli Contracting is willing to honor their original bid prices for Add Alternates No. 25 and 48, and

**WHEREAS**, work which was not anticipated under the terms of this contract or shown on the design drawings is required, consisting of removal of an abandoned concrete drainage swale; installation of four wheel stops in Parking Lot #1; additional communications conduit in the observatory; and extending telecommunications conduit from the first floor to the IT closet in the Riverhead Building, and

**WHEREAS**, all prior approved change orders were within the allocated budget for this construction project as indicated in Attachment II, and

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

**WHEREAS**, including Add Alternates No. 25 and 48 and the other additional work described herein 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 $115,827.44 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. 2013.86 APPOINTING A DIRECTOR 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**, there is a vacant position on the Board, and

**WHEREAS**, Melisa C. Rousseau has been nominated to fill such vacancy by the Board of Directors of CHDHU, and her credentials have been reviewed, be it therefore

**RESOLVED,** that the appointment of the following person to the Board of Directors of The Suffolk Center on the Holocaust, Diversity & Human Understanding, Inc. is hereby approved, for a term ending September 1, 2016, effective upon appointment:

Name

Melisa C. Rousseau

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Chairwoman Irizarry moved onto her report. Chairwoman Irizarry requested a motion to defer consideration of the president's evaluation to the January 16, 2014 Board meeting. Trustee Hazlitt so moved, Trustee Morgo seconded, motion was approved unanimously. Chairwoman Irizarry reported that she attended the Hispanics Association of Colleges and Universities (HACU) conference on October 26th through the 28th in Chicago, Illinois. She stated she went to explore a possible partnership between the College and HACU in order to provide the College’s students with more educational opportunities. She noted that Dr. Hector Sepulveda and Dr. Christopher Adams were currently exploring the opportunity. Chairwoman Irizarry stated that when it was finalized she expected to have a report to the Board in terms of what the partnership is and how the students can benefit from this partnershipPresident McKay stated the report was currently being drafted, noting it was an institutional commitment and the returns from HACU would be extensive and benefit the entire institution. He stated they would have the report ready for the January board meeting.

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Chairwoman Irizarry called for the President’s Report. President McKay introduced Executive Director of Sustainability Programs; Nick Palumbo to give a report on an initiative the College was interested in pursuing. Mr. Palumbo stated there are a variety of initiatives the College is currently exploring to make the College more sustainable. One of the initiatives considered is the installation of charging stations on the campuses to promote the opportunity for faculty and staff to drive alternative fuel vehicles. There is a program in place right now sponsored by NYSERDA, which offers a significant discount rebate towards the purchase and installation of the charging stations and the College would like to take advantage of the program. The program pays for up to eighty-five percent of the total cost of a charging station. The College is considering installing two electric vehicle charging stations at each of the campuses. Early estimates show it may cost up to sixty thousand dollars for the six charging stations across the three campuses. The College is looking to potentially bring the numbers down by placing the stations closer to electrical utilities. Mr. Palumbo stated the intent was to have a state sponsored initiative to build an infrastructure for electric type vehicles. He noted currently, there are under a dozen such stations existing throughout the county, four of which are at Stony Brook University.

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Chairwoman Irizarry moved onto the Roundtable session. Chairwoman Irizarry congratulated the College and the people in charge of producing the holiday e card. She noted it was beautifully done, and was beautiful to see the students and everybody in the College getting together this time of year. Chairwoman Irizarry also thanked the Faculty Association for the invitation to their holiday party, noting she unfortunately could not attend.

President McKay noted Trustee Hazlitt had a birthday on Monday and presented Trustee Hazlitt with a cake on behalf of the College, trustees, faculty and staff. Trustee Hazlitt thanked everyone and stated he appreciated everyone’s sentiments. Trustee Hazlitt wished everyone a healthy and happy new year. He stated he enjoyed his almost seventeen years with the College, and had been a pleasure to serve as a Trustee.

President McKay stated Trustee Hazlitt’s contributions would not go unnoticed. Noting Trustee Hazlitt continued to contribute to the institution and has brought so much to the table with his experience and advocacy efforts.

Chairwoman Irizarry stated she had received tremendous support from Trustee Hazlitt and thanked him.

President McKay stated AVP John Lombardo had been recognized for his work in workforce development, and he recently received a request from MIC in Trinidad and Tobago asking for AVP Lombardo to visit. He noted the trip would be paid for by the government of Trinidad and Tobago. President McKay stated that in the memorandum of understanding with MIC it is codified to have such visits, in which MIC would bear the full cost of accommodations, food, and transportation. President McKay stated the College would receive the curriculum or materials developed at no cost to the institution. President McKay congratulated AVP Lombardo.

President McKay noted the trustees had received in their packets a save the date for the gala scheduled for April 24, 2014. The gala is themed the Year of Labor, because of the College’s affiliation with those who are in the labor arena, the College felt it was important to celebrate them as a group and to share with them the College’s appreciation for the work they do for the institution. President McKay stated the gala will be held on the Michael J. Grant campus in the Health, Sports and Education Center and looked forward to having a successful event that evening. President McKay noted the individuals being honored at the gala are John R. Durso, President of Long Island Federation of Labor, Local 338, Richard C. Iannuzzi, President of the New York State United Teachers, Richard O'Kane, President of the Building and Construction Trades of Nassau and Suffolk County, and a special recognition to Ms. Ellen Schuler-Mauk for her 43 years of service to the College. President McKay added there would also be a special recognition for the late Presiding Officer William Lindsay.

Student Trustee Espitia thanked Executive Director Frances Dearing and Dr. Christopher Shults for their help with a special project. He noted there would be a tournament on the Eastern Campus for the debate team. Chairwoman Irizarry mentioned there was an award received not long ago. Trustee Espitia confirmed there was a college tournament and SCCC scored first place among community colleges. Chairwoman Irizarry congratulated the team.

President McKay stated the College’s chemistry students recently tested against other chemistry students across the country, and tested above average over four year and two year, private and public institutions that are well known. He noted this was the second or third year they have done that. He stated the College’s chemistry students are now ranked above the national norm in regards to their performance. He congratulated the Chemistry faculty and the students who participated in the assessment process.

Trustee Pontieri stated President McKay had visited the Patchogue Junior High School for the fifth year anniversary of the Lucerno murder. He stated Dr. McKay told his story to the kids and was very well received. He thanked Dr. McKay for his time and efforts. President McKay thanked Trustee Pontieri for taking the College into the communities. He noted the auditorium was totally packed, faculty lined the walls, and he remembered how quiet over five hundred students were in the room just to listen to his story. He stated it showed the level of commitment of the principal and the students.

Trustee Alvarez-Groneman thanked Dr. McKay and Executive Director Rick Guarino, for their support of the dedication of the Pronto pantry in honor of her mother’s passing.

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

The meeting of the Board of Trustees was adjourned at 5:50 p.m. The Board of Trustees next meeting is January 16th, 2014 at 4:00 p.m. in the Alumni Room, of the Brookhaven Gymnasium, on the Ammerman Campus, in Selden, New York.

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Respectfully submitted,

Bryan Lilly

Secretary