**SUFFOLK COUNTY COMMUNITY COLLEGE**

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

**LECTURE HALL, MONTUAKETT LEARNING RESOURCE CENTER,**

**EASTERN CAMPUS, RIVERHEAD, NEW YORK**

**MARCH 20, 2014**

The meeting was held on Thursday, March 20, 2014 at 4:00 p.m. in the Lecture Hall of the Montaukett Learning Resource Center on the Eastern Campus in Riverhead, New York.

PRESENT:

 Dafny Irizarry Chairwoman

Bryan Lilly Trustee/Secretary

Belinda Alvarez-Groneman Trustee

Gordon Canary Trustee

Arthur Cliff 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

 Jeffery Pedersen V.P. for Planning & 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 4:05 p.m.

Chairwoman Irizarry announced new Trustee Gordon Canary would be sworn in. Chief Deputy County Clerk Nicole DeLuca conducted the swearing in of Trustee Gordon Canary to a term through June 30, 2020. Trustee Canary was congratulated on his appointment and welcomed to the Board by Chairwoman Irizarry.

Trustee Canary thanked everyone and thanked Suffolk County Clerk Pasquale for sending over Chief Deputy Clerk DeLuca to officiate over his swearing in. He stated he was deeply honored to have been appointed to serve on the Board by Governor Cuomo, and considered it a true privilege to serve with his fellow Board members, Dr. McKay, Chairwoman Irizarry and all the college administrators to help advance the goals and mission of Suffolk County Community College. Trustee Canary stated that in the fall of 1972, he attended the College’s Ammerman Campus in the Marine Tech program for a year. He eventually transferred to Florida Institute of Technology, in Melbourne, Florida, and received his degree in Oceanographic Technology. He noted his middle daughter Joanna attended Suffolk County Community College through the Good Samaritan Hospital special joint nursing program and received her R.N. degree. After passing her state licensing exam, she was immediately hired full time at the hospital and works in the Intensive Care Unit. His youngest daughter attended the College for one year at the Grant Campus, and transferred to SUNY at Farmingdale in the Visual Communications Program and is now studying graphic arts at the University of the Applied Sciences in Munich, Germany under a German government scholarship. He said it was clear that the Canary family has had good experiences with Suffolk County Community College in the past. Trustee Canary stated he would be remiss if he did not publicly thank Walter Hazlitt for his seventeen years of dedication and service to the College, his service to the Board and to the tens of thousands of students who benefited under his tenure. He noted he had very big shoes to fill, and pledged to all he would work diligently and strive to do as good a job as Walter.

Chairwoman Irizarry welcomed Trustee Canary on behalf of the Board, and stated it was a pleasure to have him join the Board of Trustees. She noted Trustee Canary has a vast experience and expertise in government and felt it would be very helpful.

Chairwoman Irizarry introduced AVP of Student Affairs, Dr. Christopher Adams to recognize special guests in attendance. Dr. Adams addressed the Trustee and stated it gave him great privilege to introduce and welcome several students that made a trip to Albany for a Community College Advocacy Day. He noted the students met at four forty-five a.m. to get on a bus to go to Albany, and stated it was very rare to have such dedicated and committed students. Dr. Adams commended and thanked the students for doing an outstanding job. He asked Student Trustee Felipe Espitia-Cetina to talk about the trip.

Student Trustee Espitia-Cetina thanked the College for providing the group with the experience. He stated the Legislators were able to listen to the student’s experience and what they had to say. Trustee Espitia-Cetina asked the group of students present to introduce themselves. Whereby the students introduced themselves as follows: Vanessa Cordova, Secretary for Student Government on the Grant campus; Ramona Miranda, President of Association of Latin American Students (ALAS) on the Eastern campus; Scott Bamberger, President of Student Government on the Eastern Campus;

Felipe Espitia-Cetina, President of Student Government on the Grant Campus; Frank Meza, President of the Association of Latin American Students as well as Secretary and Treasurer of Student Government.

President McKay asked the students to talk about their experience in Albany. Miss Cordova stated the experience was something new, she had never advocated for anything, but felt it was a fun experience in which she was able to see how the students and administrators care about the College. Miss Miranda stated the experience was one she will appreciate for the rest of her life. She stated she would like to become an Ambassador someday and continue advocating for all the big political issues in the world, and it was nice to advocate not only for the school but for immigration reform and the Dream Act to pass. Mr. Bamberger stated the experience was fun he was able to witness some of the inner workings of the College itself. He stated he didn’t think the student body understands how the College operates and how the funds are allocated. Student Trustee Espitia-Cetina stated he didn't know all of the things that the College does, and it was good to see the students contribute to the College and advocate for funding. Overall he felt it was a great experience which included students representing all the campuses and would love to see the experience supported by the College again. He added he never expected to be advocating in Albany. He felt he learned a lot and was thinking of changing his major to politics now. He felt it was great to be able to try to make a change, and he really appreciated the opportunity. Mr. Meza stated that as part of student government, he knows it's important to tackle the issues that students face throughout the campus, and thanked everyone for the opportunity of the unique experience.

Chairwoman Irizarry stated on behalf of the Board of Trustees, that when they brought the idea to Dr. McKay, he loved it; he embraced it, and said “let's get a group of students and take them to Albany”. She thanked the students for waking up early and their commitment. Chairwoman Irizarry stated it was an inspiring and empowering experience and the Board would take their recommendations and make the same recommendations for the following year.

Chairwoman Irizarry requested a motion to adjourn the Board of Trustees meeting and call to order the meeting of the Board of Directors at 4:18 p.m. Trustee Morgo so moved, Trustee Espitia 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 4:22 p.m. Trustee Sanders so moved, Trustee Canary seconded, and motion was approved unanimously.

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Chairwoman Irizarry requested a motion to approve the minutes of the February 20, 2014 Board of Trustees meeting. Trustee Morgo stated there were a couple of errors that needed to be corrected for the record. On page 16 of the February 20th summary minutes, when speaking about the additional sixty-two acres in the Selden campus, in the last paragraph he noted he asked if the College had, “sewer” capacity, not “sole”. On Page 17, the last paragraph before the division, it talks about, pursuing an “RSP”. It should be an “RFP”.

Chairwoman Irizarry requested a motioned to approve the minutes of the February 20, 2014 Board of Trustee meeting with the two corrections. Trustee Cliff so moved, Trustee Alvarez-Groneman seconded, Trustee Canary abstained. The motion carried, the minutes of the February 20, 2014 were approved.

Trustee Morgo stated he had a question regarding the minutes of February 20, 2014. He noted that on page 11, they discussed the standing committees and there was one committee listed as finance and budget, and the other as budget and audit. Making it looks as if they were two distinct committees. General Counsel Petrizzo clarified there are five standing committees, which were provided in the bylaws. The actual committee is Budget and Audit. There is no committee by the other title. The other four committees are Student Success, Facilities and Technology, Advocacy and Personnel, pursuant to bylaws. Trustee Morgo mentioned that under FASBY, some organizations have to have a separate audit committee, and was not sure if that is why that was there. He asked if General Counsel Petrizzo could confirm for the next meeting and make a correction if necessary. Chairwoman Irizzary stated it was a good suggestion, they would go by the name on the bylaws, Budget and Audit, as previously shared. She stated General Counsel Petrizzo would clarify and they would make any changes if needed.

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Chairwoman Irizarry called for the presentations. Dr. McKay addressed the Board regarding the College’s sustainability and introduced Nick Palumbo, Executive Director of College Sustainability Programs to give an update on the College’s latest initiative.

Mr. Palumbo briefly described the Cenergistic performance contract and explained energy has been an area of interest with a big financial impact on the College’s operations as well as its environmental profile. He went on to explain energy performance contracting and how it will allow the College to reduce energy consumption. Mr. Palumbo stated the College has the opportunity to hire energy specialists that would focus on the Colleges energy consumption and would help reduce it while working with faculty, staff and students to identify sources of energy that can be more efficiently utilized. Mr. Palumbo distributed a detailed summary on Cenergistic and what they could provide. Mr. Palumbo stated the College’s current utility expenditures is over five million dollars for all three campuses. The College’s procurement office solicited offers from other firms that work in the sector and after receiving three offers, an evaluation committee was established and determined that Cenergistic was the best fit because their area of specialization included higher education, and their proposal required no monetary investment from the College.

Mr. Palumbo stated the contract with Cenergistic was a shared savings model where the College would split the savings derived over a five year term. Reference checks were conducted as well as speaking to other community colleges that had similar agreements with Cenergistic. Mr. Palumbo continued to give some background on Cenergistic pointing out they have worked with other community colleges throughout New York State as well as other institutions on Long Island. He explained that there is a proprietary software technology package they will share to help the College identify energy savings opportunities. Cenergistic will have a team of engineers and auditors that will work with the College. The projected savings are guaranteed with no cost from the College and the College will be reimbursed for the salary of the energy specialists as well as the training expenses incurred. Mr. Palumbo stated over a ten year period Cenergistic projects a potential energy savings of thirteen and a half million dollars for the College. In the beginning the College will have a six month quick start period wherein the College is not obligated to share the costs or the savings with Cenergistic. After the initial six months the College will start performance years and there will be a detailed analysis on how much the College has saved in energy costs. Fifty percent of the savings will go to Cenergistic. Mr. Palumbo emphasized the importance of reducing the carbon footprint for the College.

Student Trustee Espitia-Cetina questioned how long it will take to complete the entire process and if there are any fees the College would have to pay. Mr. Palumbo stated this was a no cost situation for the College. Student Trustee Espitia-Cetina asked about installation and Mr. Palumbo explained this did not require any installation of equipment but rather an observation of the utility loads to determine what is unnecessary. Chairwoman Irizarry asked what the time frame was for the recommendations to be implemented and when to expect to see the profits. Mr. Palumbo stated the College would start seeing profits immediately. Trustee Morgo questioned where Cenergistic corporate headquarters were located to which Mr. Palumbo responded they are located in Dallas, Texas. Trustee Canary asked if the range of expertise of the company and the services they will provide as stated on page 19 of Mr. Palumbo’s handout is what is to be expected to which Mr. Palumbo agreed. Trustee Canary also questioned whether "Organizational Behavior," was about getting people to change their day-to-day behaviors, or just a general concept of being cognizant of conservation. Mr. Palumbo stated it was both to make people more conscious of their use of electricity and other fuels, with a mind to operate more efficiently.

Chairwoman Irizarry asked about the predicted savings and how these projections came about when the company has not worked with the College and the colleges listed are different sizes than Suffolk County Community College. Mr. Palumbo responded the predictions are based on their experience of similar work with other institutions. He also stated they have a general sense of the size of the College as well as the college’s utility cost on an annual basis because the College has provided some figures in terms of square footage.

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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 budget continues to be on track, revenue is a little healthier than originally anticipated, the College continues to maintain control over expenditures, and is on target for ending the fiscal year in the black. VP Vizzini stated in a meeting two weeks prior, the County Executive’s budget office had received the College’s capital budget requests favorably, and the College is awaiting their response which should be available the third week of April.

VP Vizzini stated she would now present the 2014-2015 operating budget using the same presentation she gave the Budget and Audit and Executive Committees, outlining expense, revenue intake, and the extent of the budget gap. Dr. McKay emphasized this would be an informational briefing only, not for Board consideration or vote at the present time, the information could change based on County and State funding.

VP Vizzini presented an overview of the College’s total budgets from 2009-2010 to the current period. She noted that in 2009-2010, the budget was $171,000,000, increasing almost 6% to $181,000,000 in 2010-2011, then to $186,000,000 in 2011-2012, and most recently at $195,000,000. She stated the expenditure the College is seeking for the 2014-2015 operating budget would most likely represent an increase of about 6% over the most recent budget of $195,000,000. VP Vizzini broke out the expense categories of the College budget, showing that salaries and benefits are the largest area of expenditure, at over 88% of the budget. The other categories of expenditure are a modest allocation for equipment and supplies, and payments the College makes to the County.

VP Vizzini then showed the revenue sources: student tuition, the County contribution, and State aid. She explained the aid is based on enrollment numbers, a rate for full time equivalent (FTE), and the College was hoping for a significant increase, since the student share is presently about 49%. VP Vizzini stated her department was also responsible for projecting areas of increase and decrease as they put together the 2014-2015 operating budget. VP Vizzini demonstrated a scenario based on flat enrollment rates, explaining if enrollment dips, the scenario would be dire; if it increases the scenario would be better. She explained because the College has contractual obligations already in place and because of the level of hiring that College has been able to sustain, it is expected permanent salaries will increase in 2014-2015 by $2 million, adjunct and overload salaries will increase as well by about $2.3 million. She stated the retirement costs for the three different retirement systems are going to go up, but only modestly. However the increase in health insurance costs for employees, is expected to result in a 13% increase in the EMPH premium.

VP Vizzini reviewed the areas of savings, including the LIU building for which the lease payment will be coming down, and some additional savings in the worker’s compensation area which are expected to continue. She stated that the new science building is a significant reason for the increase in the 2014-2015 operating budget, due to the associated expenses of opening a major facility, including equipment, supplies, electrical, air conditioning and others. VP Vizzini stated with all the expenditures considered, her office projects an $8.7 million increase looking forward to 2014-2015.

VP Vizzini moved onto address revenue. She stated head count and enrollment are currently flat, however, there are more part time students taking less credit than full time students. VP Vizzini noted there is a slight leveling off of FTEs, however because enrollment was flat compared to the projected level, tuition is doing a little better than the budget projected. She noted the College no longer has the hospital contracts, and the College used $1.8 million of its fund balance to balance last year’s budget which would need to be replicated.

VP Vizzini stated the revenue shortfall projected is about $1.7 million, and combined with $8.7 million in expenditures, leaves the College with a projected budget gap of $10.5 million going into 2014-2015. In addition to the gap, VP Vizzini continued, it was determined through committees and department meetings with the President, the College would present the Board with approximately $2.5 million in new requests for funding for a variety of needs from various departments. These new requests break out to an increase in temporary salaries, primarily for expansion of the call center to improve productivity and responsiveness in financial aid.

VP Vizzini added that due to the brutal last two winters, each campus has to replace one or more snow plowing vehicles. She said funding requests also include equipment for the new Life Sciences laboratories, as well as equipment for the new cyber security program at Grant and Ammerman. She stated the supplies total about $600,000, a large portion of this going towards supplies for the cyber security program, the new science building, as well as replenishing salt, ice melt and sand used during last winter. VP Vizzini stated there is also a modest increase in fees for services, noting that the College’s level of spending for background checks was under funded, and that the College needs to comply with New York State retention laws in terms of destruction and removal of certain sensitive documentation, an area that was also under funded. VP Vizzini asked on behalf of the College for the Board’s support for the inclusion of $2.5 million in requests from those departments.

VP Vizzini stated that the budget gap, which was the increase in expenditures and shortening of revenue, plus the $2.5 million, adds up to about an additional $13.1 million that needs to be addressed in the operating budget. She explained if State aid increases by $150 per FTE that will yield about $3 million in additional revenue. She suggested this is probably the year that the College should consider asking the County for an increase in its contribution to the College, adding that she would review the history of the County contribution momentarily. She stated every 1% is about $390,000, and demonstrated a scenario showing a 4% increase in County contribution, which would be $1.56 million, explaining that under this scenario, an increase in tuition of $250 over the full year would bring in approximately $5 million in additional revenue. She added that, despite these increases in State aid, County contribution and tuition, the College would still have to use $3.5 million from the reserve fund to balance the budget.

VP Vizzini then demonstrated several other scenarios and combinations of “what ifs”. She used for example what she called the Assembly version, stating she hoped it is no longer a viable version, providing for only a $50 increase per FTE and giving the College only $1 million as opposed to a $150 increase per FTE yielding $3 three million. She then demonstrated the Senate version which would provide $200 [per FTE], and showed that if the College matches the State increase, similar to what the College did last year, with a $100 per semester increase in tuition, tuition revenue would total $4 million and State aid revenue $4 million. She stated the College would still have to ask the County for approximately 4%.

VP Vizzini presented a chart showing that the College ranks number eight in terms of rate of tuition, with the caveat that it is not necessarily fair to compare Suffolk Community College with some of the lower cost of living areas. She showed that she had highlighted those institutions more in the New York metropolitan area, and that the College’s only real competition in terms of tuition is Nassau. She stated that last year the College increased tuition by about $150, and Nassau only increased theirs by about $50.

Dr. McKay asked VP Vizzini to cross-reference what Nassau receives as its sponsor share and VP Vizzini replied that Nassau receives about $52 million in sponsor contribution compared to the College’s $38.9 million from the County. She said the percentage of revenue the sponsor contribution represents for Nassau is 33.2%, for Westchester, 26%, and for Rockland, 31%. Chairwoman Irizarry asked what the student share of Nassau compared to Suffolk Community College. VP Vizzini replied she did not have that information and Dr. McKay stated they would get back to her.

VP Vizzini went on to explain that, as the College’s sponsor, the County has an obligation to provide a level of funding which cannot really go below the prior year's level of funding. She stated for the past five years the contribution has been relatively flat, with the exception of '11-'12 when the College was able to garner a 1% increase, or about $386,000. She said that since 2008-2009, the sponsor contribution has been about $38.6 million, now $38.9 million. She presented a chart showing that the College ranks number 17 in a list of 30 institutions in cost per FTE, and pointed out that this middle ranking is not bad considering the College’s geographic area, its three campuses and its operation. She showed another chart pertaining to administrative expense per FTE, stating the College has been able to maintain this per FTE expense of only $586 and ranks at number 9; again considering the location, size, and three campuses, this is very positive. She asked if there were any questions.

Chairwoman Irizarry asked for clarification, saying that from the presentation last week she understood that the suggested student tuition increase was $150, and she was now seeing $250. VP Vizzini replied that there was no specific recommendation that the goal of the presentation was to give an overview to aid in making policy decisions after the presentation and before the next meeting when the Board would be adopting the budget.

Dr. McKay explained the assumptions presented were before the Senate and Assembly figures came in. He clarified the different assumptions were made based on what was asked for, giving as examples the Assembly came in at $50 per base FTE, and the Senate at $100, when the College asked for $250. Dr. McKay stated the College is still advocating and talks are continuing, and the College is waiting on both Houses and the County to come in with a number, but as the variables change, the numbers will change. He explained the College had to show the Board several options so they could be informed and make decisions based on the information available.

Trustee James Morgo asked if VP Vizzini would provide a timeline for when the College could expect the figures from the State and the County, and a synopsis of where the College stands regarding getting the College’s budget to the County. VP Vizzini answered that the College could hear back regarding the State budget at the end of the following week and surely before April 1, in time for discussions and feedback during committee meetings in April before the next Board of Trustees meeting. She expressed that she wanted the next budget she presented to the Board to be as close as possible to the College's recommended budget to the County and that this budget needs to be submitted to the County by the third Friday in April, the day after the BOT meeting. Trustee Morgo pointed out that the Board would meet on the 17th. VP Vizzini said there isn’t a large latitude between that evening and the next day for making changes and it would be best if, through the committee system or otherwise, she could convey to the Board as much as she knows in terms of the State budget and what the options are. She stated the College won't know what the County is willing to give until the County Executive's recommended college budget comes out around May 31st. She explained that typically, the College will request a certain amount of County contribution, and for the last two years the College had to be very respectful of the County's circumstances, so did not ask for an increase. VP Vizzini stated that she recommended, also based on discussions with Dr. McKay, that this is certainly a year where the College needs to get away from the unsustainable no increase in County contribution.

Dr. McKay addressed the Board, saying the College would be asking the County for a five year plan in order to be able to budget appropriately going forward, noting that for the last three years the College did not get an increase, and the year before a 1% increase of $380,000. He stated if the intention is to keep tuition down and keep students from leaving the county for Nassau, FIT and other places for programs that the College doesn't offer, the College needs to ask the County for an appropriate support level. He said that the students are currently at 52% and because of the actions the College has taken, they have moved down to 49%, and the College must continue to work hard on that. He noted that the College has been and continues to be in discussions with the County Executive's office. The Chairwoman asked if there was anything to be shared with the Board regarding what, if any, progress has been made in those discussions advocating for that type of funding. Dr. McKay replied that the College is in discussions. VP Vizzini added that the discussions are well received, but there is no commitment.

VP Vizzini stated that her last point was to explain that typically, passing a resolution asking for an increase in County contribution would be a 4% scenario, which would allow the College to hold tuition at $200, or $100 a semester, and that anything less than that leaves the potential for a more significant increase in tuition, or more significant draining of the College’s reserve fund, neither of which are palatable options. Trustee Saunders asked VP Vizzini to explain replicating the one shot [borrowed from the reserve fund]. VP Vizzini stated the College needed it as a source of revenue, and she believed the thinking there was, in order to avoid increasing tuition by $300 dollars annually, it was pulled from the fund. She went on to say that in the '14-'15 scenario with the onetime start-up costs of opening up a new building where there is close to a million dollars in expenses, the reserve has to be used, and using it for something like that, or using it to somewhat abate unnecessary increase in tuition seem to be primary reasons.

Dr. McKay elaborated on this by pointing out the huge cost of the many supplies, services and personnel necessary for opening the building and that taking money from the reserve for this would be a one shot, not a recurring expense. He recalled that the College did a one shot last year of $1.8 million. Lastly, he stated that in 2007, Middle States had told the College it did not have the appropriate revenues, and when the College went to the County for additional funding, the County replied that the College had a reserve. He summed up by saying the reserve is a one shot and should be used for a non-recurring expense, and that is what the College is doing.

VP Vizzini then addressed the Board regarding their own budget which has its own cost center. She stated the actual expenditures over the past several years ranged from $17,000 in 2011-12, $15,300 in 2012-13, and for the year to date, $13,600 spent for the adopted budget of $16, 850. She recommended $20,000 as a dollar threshold, pointing out new Trustees are coming on board and there is the opportunity to do a retreat. This new amount will allow a comfort level and be in line with anticipated expenditures. Trustee Morgo asked for clarification, understanding the money coming out of the president's budget for Board expenses is not in the $16, 850 budget, yet the budget will be in the twenties now. VP Vizzini answered yes.

Dr. McKay again reminded the Chairwoman and the Board members that this was an informational discussion intended to clarify what the College is dealing with, and reiterated that the numbers may vary or change based on more information from the County and State.

Chairwoman Irizarry expressed concern and disappointment about raising tuition, knowing that many students are working one or two jobs to pay tuition, and that last week she was hearing $150 and this week a different scenario. Dr. McKay again explained that the $150, the $250, and the $50 were all options based on what was currently known and that it was necessary to present all the assumptions to understand where the College budget would be based on the Senate and Assembly, and then County decisions. He expressed concern that if the decisions aren’t favorable, the College will have to go forward and use the one shot of almost $9 million as an expense and try to make it up, which he doubted would be possible. He assured the Board that he and others were working very hard to advocate for the County support, mentioning that Trustee Espitia was with the College contingent in Albany.

Chairwoman Irizarry thanked Dr. McKay and VP Vizzini for sharing all the scenarios, expressing hope the scenario eventually adopted is one that includes the least tuition increase for the students, allowing Suffolk Community College to continue to be the most affordable college in Suffolk County.

Trustee Canary asked whether an exit interview is used when students transfer out of Suffolk to determine whether the cost of tuition was a factor. Dr. McKay replied that there is a non-returning student questionnaire for students that did not graduate and did not return and with this the College can run the last five years of data for the student success committee and Trustees. He said the College also ran a survey for students who attended Nassau, or FIT, and didn't attend Suffolk, asking them the reason they are not attending Suffolk if it has the same program. He said the reasons included no football team, no Radiology or Mortuary Science programs at the College. He stated that they advanced the idea in Albany that if the College offers the course or offers the degree program, the County or the Town should not pay for that if the student elects to go elsewhere. Dr. McKay said he is working hard to get this into the final bill.

Trustee Canary stated that he is familiar with the issue; he worked with Senator Johnson on the County tuition issue, especially with FIT. He stated his question was not for his own edification but more to use it as a tool to convince County Legislators that the College needs help.

Dr. McKay agreed, repeating that for years the College got zeroes, and that the College and agreed to be at zero and still keep down tuition and fees. He said it is time to stop cutting and to look to investing in the institution, believing that with education comes transformation and economic empowerment. Dr. McKay concluded by repeating that the College must continue to advocate, and that he would need Trustee Espitia again to help with the County as he did in Albany. Trustee Espitia agreed.

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Chairwoman Irizarry requested a motion for the approval of College Resolutions 2014.23 and 2014.27. Trustee Morgo so moved, seconded by Trustee Canary, the motion was approved unanimously.

**RESOLUTION NO. 2014.23 APPROVING MONTHLY SPONSOR SERVICES FOR SUFFOLK COUNTY COMMUNITY COLLEGE**

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

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

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

**RESOLVED**, that the health insurance payment to the County of Suffolk in the amount of $2,231,627.83 for the month of February 2014 (Attachment I) is hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2014.24 AMENDING THE COLLEGE BUDGET FOR A GRANT AWARD INCREASE FROM THE STATE UNIVERSITY OF NEW YORK FOR A SUNY CHILD CARE PROGRAM**

**WHEREAS**, the 2013-2014 College operating budget provides $155,000 from the State University of New York for a SUNY Child Care Program, and

**WHEREAS**, the grant award has been increased by $6,700, bringing the total amount of the grant award to $161,700, and

**WHEREAS**, it is necessary to amend the 2013-2014 College operating budget in the amount of $6,700 to provide for the increase in the grant award, and therefore be it

**RESOLVED**, that the 2013-2014 College operating budget be amended to reflect an increase in the amount of $6,700, from the State University of New York for a SUNY Child Care Program, and the College President, or his designee, is authorized to execute a contract, with the administering agency.

Project Director: Barbara E. Hurst, Director of Business Affairs

Note: No full-time positions

 No in-kind contribution required

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**RESOLUTION NO. 2014.25 AUTHORIZING AN ENERGY SAVINGS CONTRACT WITH CENERGISTIC, INC.**

**WHEREAS,** Cenergistic, Inc. delivers customized, comprehensive people-driven energy conservation programs that focus on changing human behavior to help institutions reduce consumption of energy without any equipment upgrades, and

**WHEREAS,** Cenergistic has offered to provide the College with an energy management program which focuses on organizational and behavioral change to enable the College to reduce consumption of energy and generate energy cost savings, and

**WHEREAS**, Cenergistic will provide the College with education, onsite training, action planning, and other conservation-related services, and

**WHEREAS**, Cenergistic’s fees shall be payable out of the energy savings realized from the program, and

**WHEREAS,** the College desires to work cooperatively with Cenergistic to implement an energy conservation program, be it therefore

**RESOLVED**, that the College President, or his designee, is authorized and empowered to execute an energy savings contract, upon such terms and conditions as shall be approved by the College General Counsel, with Cenergistic, Inc., 5950 Sherry Lane, Suite 900, Dallas, Texas, for a term of five (5) years.

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**RESOLUTION NO. 2014.26 AUTHORIZING A MEMORANDUM OF UNDERSTANING (MOU) WITH THE OIL HEAT COMFORT CORP. FOR THE USE OF COLLEGE FACILITIES**

**WHEREAS**, the Oil Heat Comfort Corp. (OHCC) has in the past had a MOU with the College for the use of College facilities, specifically the Workforce Development building and labs on the Michael J. Grant Campus, and

**WHEREAS**, the aforesaid MOU has expired, and

**WHEREAS**, the OHCC wishes to enter into a new MOU with the College concerning use of College facilities particularly the Workforce Development building on the Michael J. Grant Campus, and

**WHEREAS**, the College desires to work cooperatively with the OHCC to implement an MOU, be it therefore

**RESOLVED**, that the College President or his Designee is authorized and empowered to execute a Memorandum of Understanding upon such terms and conditions as shall be approved by the College General Counsel with the Oil Heat Comfort Corp. aka Oil Heat Institute, 200 Parkway Drive South, Suite 202, Hauppauge, NY 11788 for a term of two (2) years.

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Chairwoman Irizarry moved onto the Committee Reports. Chairwoman Irizarry called for the Student Success Committee report. Trustee Sanders reported that their March meeting was very good and they covered a lot of information and received some updates concerning Middle States, and a lot of detail regarding the unit reviews and how those work and the cycle sequences. Trustee Sanders continued to say that the Assembly is looking into ways for the college to include an educational component for faculty and staff regarding deferred action. Trustee Sanders went on to announce the college’s new membership with the Hispanic Association of Colleges and Universities and their upcoming conference on April 8th. She then pointed out that it is a membership organization and the committee is excited that the College has a new partnership. Next, Trustee Sanders stated that the Dream Act was defeated by two votes and the college has a lot of students that are challenged by being brought here by parents, and they may not have documentation. Trustee Sanders questioned how the College is going to help and support students that don't have access to our financial aid. She mentioned the excitement around the Hampton Bays program, and trying to replicate that in other school districts. The committee reviewed a couple of resolutions that are being proposed and they also discussed Advocacy Day. Trustee Sanders went on to congratulate Student Trustee Espitia-Cetina for receiving a Chancellor’s Award and she also expressed her excitement that there are quite a number of students interested in the student trustee seat on the board. Trustee Sanders brought up an issue that there has been a delay of transcripts getting to four year institutions. Lastly, it was reported that the committee discussed Legislator Spencer’s recently passed proposal on raising the smoking age since the college is discussing a no smoking policy. Trustee Sanders ended her report by stating the next meeting would be on April 3, 2014.

Chairwoman Irizarry thanked the committee for their work and she wished them luck at the upcoming HACU Conference and told them that she was looking forward to hearing about the conference and the partnership.

Chairwoman Irizarry called for the Facilities and Technology Committee report. Trustee Lilly stated that last month he was on jury duty and a report was given by Trustee Morgo at the last meeting. There was no update to report.

Chairwoman Irizarry moved on to the Budget and Finance Committee. Trustee Morgo reported that the committee met on March 17th and learned that the College is facing a thirteen million dollar budget gap. He also stated the Trustees have to extend a certain amount of trust to the administration for prudent fiscal management, noting that Cenergistic seems to be an indication of that. The College will have the nine hundred thousand dollar savings which will be reflected in the budget. Trustee Morgo pointed out that when the Budget Committee makes a recommendation to the full Board, and the Board gets a recommendation from the administration, everyone needs to feel comfortable. Trustee Morgo commended Kevin Peterman for writing the letter in Newsday, about the College getting shortchanged. He went on to say how advocacy is important as well as knowledge of the legislative process and therefore requests that Trustee Canary join the Budget Committee. Trustee Morgo concluded his report by again congratulating Kevin Peterman and everyone who worked on the legislative package.

Chairwoman Irizarry thanked Trustee Morgo for his report and moved on to the Personnel Committee. Chairwoman Irizarry informed everyone that Trustee Pontieri had been hospitalized earlier that day and sends well wishes to him.

Chairwoman Irizarry announced the Advocacy Committee Chair position is vacant and asked Trustee Canary to consider becoming the new chair. Trustee Canary stated since he worked in the State Senate he cannot lobby senators and assemblymen and the Senate ethics committee has placed limits on advocacy issues with him. Chairwoman Irizarry thanked Trustee Canary for the information and asked if anyone was interested in chairing the Advocacy Committee to please let her know.

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Chairwoman Irizarry moved onto her report. Chairwoman Irizarry noted there are vacancies for both the Advocacy Committee Chair as well as the Vice Chair for the Board and elections are scheduled for June. She suggested waiting until then to fill the Vice Chair vacancy; otherwise, there would be an ad hoc committee, nominations, and this process will likely lead into June. It was noted that all positions will be open for elections. Trustee Sanders asked if the bylaws called that the Board take action and Chairwoman Irizarry turned the question over to General Counsel Petrizzo.

Mr. Petrizzo responded the bylaws do not require that the Board take action, but if the Board wishes to take action it has to be by way of an election. Trustee Sanders followed up with a second question asking if the Board had to take action on the Chairwoman’s recommendation and wait until June. Mr. Petrizzo stated that if the Board would like to acknowledge support of the position, it is their decision and Trustee Sanders asked that the decision be formalized and made a motion to support the Chairwoman's recommendation that the Board does not fill the Vice Chair vacancy until the June elections. The motion was seconded by Trustee Cliff with no opposition or abstention, the motion carried.

Trustee Cliff reported on the Salute to Labor since Trustee Alvarez-Groneman had to leave the meeting. The Salute of Labor Gala venue has been changed to the Huntington Hilton. The date, time and price remain the same. To date there is $93,900 in and the total number of attendees, including pledges is one hundred forty-five guests. There are sponsorship and ticket table reservations in and the numbers have increased significantly from where it was at this point last year. Chairwoman Irizarry stated that she hoped all of the Trustees would be able to attend. Dr. McKay stated that the Gala is for the students and that several students will speak about their personal experiences that evening. President McKay asked on the record that Tom Breeden and Kevin Peterman contribute on behalf of the Guild and Faculty Association with a table and sponsorship.

President McKay spoke about the SoLI scholars and how the Suffolk County Community College received the highest number of Chancellor Awards in New York State for this year as well as the last three to four years. He also pointed out student, Amanda Koscik, who received an All New York Academic Team Bronze Scholar award and Trustee Espitia’s Chancellor’s Award stating that this is what the College is supporting. President McKay stated that the College is working with Senators, Assembly, Suffolk County Executive, Presiding Officer Gregory and the Budget & Audit Committee to keep the tuition and fees down for students.

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Chairwoman Irizarry called for the President’s Report. Dr. McKay acknowledged the hard work that led to the important process of developing, getting Board approval for, and submitting the report to Middle States. He asked Dr. Jeff Pedersen to give a final update to the Board on the upcoming Middle States visit. Dr. Pedersen stated all logistical arrangements were complete for the small team visit, and key individuals who will meet with the team have been identified and a process is in place to help prepare them for their interviews, the preparations are being coordinated by Drs. Pedersen and Dr. Shults.

Dr. Pedersen stated Vice President Araneo had arranged for a series of videos to be made to inform the College community of the assessment and evaluation efforts, and they would be available on the website on or before April 15th. He added he was in the process of developing a Power Point presentation for Dr. McKay to send to Board members to prepare them individually for the team visit, which would include a synopsis of the efforts to achieve compliance.

Dr. Pedersen stated additional information requested by the MSCHE small team chairperson, Dr. Margaret McMenamin, would be sent to her and other team members immediately. The information included a supplement to the Monitoring Report detailing additional evidence. Dr. Pedersen added he and Dr. Shults would attend the Middle States Town Hall meeting concerning the changing standards on April 1. He concluded by announcing to the Board the College is ready for the small team visit from Middle States.

Dr. McKay commended the efforts of the faculty, students and staff for taking on the formidable task of transforming how the College operates, saying it has been a transformative process for the institution. He then acknowledged the efforts of Dr. Pedersen for taking over and leading the process of one of the most important elements of the institution.

Chairwoman Irizarry stated she was very pleased to hear the College was ready, and hoped that after the team visit, April 24th would be a day to celebrate all the hard work the College members have devoted to the process.

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Chairwoman Irizarry moved onto the Roundtable session and asked if there were any questions or concerns. Trustee Espitia-Cetina brought everyone’s attention to an article in the Western Press about Cassandra Nyati, a student at the Grant Campus who will be attending the National Conference on Undergraduate Research. President McKay also announced she will be a SoLI scholar as well. Chairwoman Irizarry noted this was another example of the great work done at the College and thanked Trustee Espitia- Cetina for pointing out the article.

Trustee Morgo congratulated the College on the submission of the Start Up New York application. Dr. McKay informed Trustee Morgo and the Board that there was a modification that needed to be added to the application and it has been completed and will be submitted tomorrow.

Trustee Lilly expressed that he will miss working with Walter Hazlitt. Chairwoman Irizarry informed the Board that at the April meeting, Walter will be presented with a plaque on behalf of the Board of Trustees, administrators and faculty in appreciation for his many years of service. She went on to say that Walter mentored her when she came in and was very helpful in learning about the Board of Trustees, the policies and understanding the history of so many policies and so many actions taken by the Board. Dr. McKay addressed the members of the Board and asked that he be on record as saying that on behalf of his team, everyone appreciated Walter’s comments and contributions as a member of the Board. Walter always wanted to keep tuition and fees down and at the core of his decisions it was always about the students.

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With no further comments Chairwoman Irizarry called for a motion to enter into executive session to discuss the employment history of a particular college employee 5:50 p.m. Trustee Morgo so moved, seconded by Trustee Sanders, the motion was approved unanimously.

With no further action the meeting of the Board of Trustees was adjourned at 5:50 p.m. The Board of Trustees next meeting is April 17, 2014 at 7:00 p.m. in the Mildred Green room, of the Babylon Student Center, on the Ammerman Campus, in Selden, New York.

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Respectfully submitted,

Bryan Lilly

 Secretary