

**SUFFOLK COUNTY COMMUNITY COLLEGE  
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING  
BROOKHAVEN GYMNASIUM, AMMERMAN CAMPUS  
SELDEN, NEW YORK  
February 19, 2015**

The meeting was held on Thursday, February 19, 2015 at 4:00 p.m. in the Alumni Room of the Brookhaven Gymnasium on the Ammerman Campus, Selden, New York.

**PRESENT:**

Dafny Irizarry	Chairwoman
Theresa Sanders	Vice Chair
Bryan Lilly	Secretary
Gordon D. Canary	Trustee
Belinda Alvarez-Groneman	Trustee
James Morgo	Trustee
Anne Shybunko-Moore	Trustee
Denise Lindsay Sullivan	Trustee
Gardy E. Amilcar	Student Trustee
Dr. Shaun L. McKay	President
Louis Petrizzo, Esq.	General Counsel
Jeffery Pedersen	V.P. for Planning & Institutional Effectiveness
Gail Vizzini	V.P. of Business and Financial Affairs
Christopher Adams	V.P. of Student Affairs
Mary Lou Araneo	V.P. of Institutional Advancement

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The meeting of the Board of Trustees was convened at 4:10 p.m.

Chairwoman Irizarry welcomed everyone and proceeded with the introduction of special guests. She stated Dr. Christopher Adams would be presenting Coach Kevin Foley for special recognition. Dr. Adams stated it gave him great pleasure to present Kevin Foley, the Shark's women's basketball Head Coach and the College's Athletic Director with a plaque to recognize that Coach Foley earned his 400th victory. Coach Foley is the winningest basketball coach in the Long Island region. Dr. Adam's announced Coach Foley's plans to retire from coaching after twenty-four years of service to the College. Coach Foley will continue as the College's Athletic Director.

Dr. Adams noted Coach Foley's numerous accomplishments with the student athletes and all of the effort that went into working with them. He stated it just shows how much Coach Foley values sportsmanship because of the number of times the women's basketball team has led the region in sportsmanship awards throughout the years. On behalf of everyone, he thanked Coach Foley for all of his hard work and congratulated him.

Coach Foley thanked the Board members, President McKay and his colleagues at the College for the recognition and honor. He stated it has been a pleasure and honor to be at the College for thirty-nine years. Coach Foley stated he spent twenty-four years as the women's basketball coach and it has been a

labor of love. He added having the opportunity to coach the young women in Suffolk County has truly been a pleasure. They have been highly successful, mainly because the young ladies were willing to learn. He noted in this day and age, whether it's a classroom or a gym, when people come in with a willingness to learn, good things can happen. Coach Foley stated they had just received a tremendous acknowledgement, Larissa Ellermann, a young lady who played for the College for two years, was just named the national player of the week. He added Larissa has a 3.98 grade point average, tutors, speaks four languages and has done tremendous things at the College in a quiet way. Coach Foley stated she has been a blessing for the team; she comes in every day with a tremendous attitude and makes it easier for him to coach.

Coach Foley thanked those who he works with every day, stating it was a pleasure to work with them. He thanked the Board, Dr. McKay and Dr. Adams for their support, and support of the athletic program. He noted that next Tuesday night they would be playing in their first round of playoffs at 7:00 p.m., then the following Friday, the 27th, 28th and March 1st the regional tournament, and he invited all to attend.

Trustee Morgo stated a little known fact about Coach Foley, was when he was in high school, he broke the great Carl Yastrzemski's high school scoring record in Suffolk County and his dad would say about Kevin that he always played the right way. Coach Foley thanked Trustee Morgo.

Chairwoman Irizarry proceeded to welcome the following students who were present at the meeting: Alexis Barnes, Deandra Lane, Jennifer Culkin, Brian Darwell, Catlin Ansomiano and Anthony Chestlock. She thanked them for being present.

Chairwoman Irizarry requested a motion to adjourn the Board of Trustees meeting and call to order the meeting of the Board of Directors at 4:23 p.m. Trustee Sanders so moved, Trustee Morgo 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 4:27 p.m. Trustee Morgo so moved, Trustee Canary seconded, and the motion was approved unanimously.

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Chairwoman Irizarry requested a motion to approve the minutes of the January 15, 2015 Board of Trustees meeting. Trustee Sanders so moved, Trustee Shybunko-Moore seconded, and the motion was approved unanimously.

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Chairwoman Irizarry introduced Vice President of Business and Financial Affairs, Gail Vizzini, to present the College Financial Report. VP Vizzini reported the College expenditures and revenue projections showed the College continued to be fiscally prudent and continued to track to the positive for the 2014- 2015 operating budget. All of the College's departments have made their operating budget presentations to the Budget and Planning committee which consists of representatives from her staff, Dr. McKay and representatives from his staff. The finance department has provided the budget gap analysis to the Budget and Finance committee; they are reviewing it in terms of what can be included in the operating budget that has been requested by departments and what the options are in terms of the revenue to pay for those expenditures. VP Vizzini stated that by March her office will prepare a draft budget document to be reviewed by the respective Board sub-committees and will present the updated budget to the full Board, at the April 9th meeting to be voted on.

VP Vizzini reported that the results of the survey on paper reduction and the usage of tablets by Board members were varied. Many members indicated they prefer e-mail and PDF files as the main form of communication. She stated she had directed the IT staff to continue to follow the business process in terms of researching the purchase of tablets. She stated she thought it would be helpful to use a tablet, and some had questions in terms of how that would be different from the current process. VP Vizzini stated it would be helpful to show the Board what the use of the tablet would allow them to do, and it could be done during their retreat or at another convenient time.

Trustee Lindsay Sullivan stated she would be happy to help in any way with regards to the options of the tablet. She noted she feels like she's buried in paper and is trying to figure out herself where things are, and receives multiple copies of the same things. One of the things that she uses to help organize the paper is Google docs. She is able to access everything on her cell phone, desktop, laptop and tablet. When she first heard about this, as a non-techie, she was unsure of it, however now that she is using it, she finds it very helpful.

Chairwoman Irizarry stated she thought it would be helpful to have it be part of the retreat.

Chairwoman Irizarry noted the Board had received the operating budget time line, and asked if the meeting listed under March was a special budget meeting held for the Board of Trustees or a committee meeting. VP Vizzini replied it was not a special meeting. Last year, through the subcommittees, they explained the budget gap, along with the budget assumptions in terms of revenue, State aid, tuition, County contribution and use of the reserve. This was fairly well received in the subcommittees and she would be making herself available to do similar presentations to the subcommittees. Chairwoman Irizarry clarified there was no additional meeting to the regularly scheduled meeting in March. Dr. McKay confirmed no additional meeting, and they would make sure each of the subcommittees would get a briefing. He noted they were cognizant that not all members served on a committee, and would be making sure that every member had an opportunity, one month ahead of time to see what is being proposed. Dr. McKay stated there was a lot of work being done at the present time to help keep tuition and fees as low as possible for the students.

VP Vizzini stated she wanted to address the College resolution to award the contract for food and vending services. She stated the College has enjoyed a ten-year business relationship with Dover Hospitality Services. Their contract was a five-year agreement which was extended for another five years; however, it expires in June of 2015. Pursuant to General Municipal Law and the College's procurement policies, the College issued a request for proposal for food and vending services. As part of the process, an RFP evaluation committee was constituted. Represented on that committee, were representatives from Student Affairs, Campus Activities, and Finance and, in addition, for the first time in the College's history, six students. Three of those students were present at the meeting in support of the resolution and available if anyone had questions in terms of the process or their participation. The RFP incorporated what the College community indicated they wanted through surveys and minutes of the food advisory committee. This included fresh healthy food choices, ethnic variety, the possibility of a food court or franchises with recognized brand names, concern regarding sustainability and cleanliness. They had a fairly good turnout in terms of expressions of interest, but only three companies' submitted proposals for evaluation by the RFP committee. The students and the College representatives on the committee were unanimous in the recommendation that the College partner with Aramark.

VP Vizzini reported the highlights of the Aramark proposal include a substantial capital investment which would revamp the College dining experience to include such entities as a Starbucks, Subway, Chick-fil-A, as well as an investment to remodel the food venue so that it is more of a social and inviting experience. Secondly, Aramark operates on the business plan that includes a "cost plus model". The College would be a partner, sharing in profits and losses. Aramark will present the College with a monthly statement

showing the revenue that was collected and what their expenses were, including the administrative fee and management fee and the College will pay them. Aramark will provide technology options that will enable customers to access food options online and via mobile devices.

Central to Aramark's business proposal is a \$110 meal card that all students must purchase each semester. The College will collect the money and remit to Aramark. Aramark is a major corporation. It has businesses in higher education and it is very much looking forward to partnering with the College. It has internships for College graduates. The pool from which they hire for their management internship program is from the institutions in which they do business. VP Vizzini concluded by stating the RFP evaluation committee had several meetings, with much discussion, and was unanimous in its recommendation of Aramark to the Board.

Chairwoman Irizarry asked if the students who were present could share their thoughts on the meal card, and having to pay a \$110 fee. She asked if they see it as benefit or inconvenience. Ms. Deandra Lane from the Eastern Campus said she was at first little skeptical about the card because she wasn't really sure that many students would be willing to pay it, and didn't really understand its usage. However, through discussion they found out that students can opt to have their financial aid cover the fee. She noted students spend at least that much in external food purchases. Ms. Lane feels once students understand they're going to be spending the same amount of money, they will work with it, especially since they will be getting better food now.

Ms. Barnes from the Ammerman Campus stated she too was skeptical at first. She noted there will now be vendors on campus that many students already frequent externally, such as Starbucks.

Mr. Darwell from the Ammerman Campus agreed with both Ms. Lane and Ms. Barnes. He also noted that after discussion, they also learned there would be no tax on the purchases made with the card. He added the vendor will have longer open hours, which will benefit night students.

Chairwoman Irizarry asked VP Vizzini if the meal card applies to students taking nine or more credits. VP Vizzini confirmed yes, and stated it is based on Aramark's model for commuter schools where that credit level seems to be the threshold at which the College could require such a card and fee arrangement. VP Vizzini thanked the students for pointing out the tax free and financial aid components. Card balances can be carried over, as long as they are used within the fiscal year. Cards can be used for vending machines purchases as well. Chairwoman Irizarry asked if it would be an option for employees to have the meal cards. VP Vizzini confirmed yes, and added if someone wanted to put more than one hundred dollars on the card, there is a five percent discount. Chairwoman Irizarry stated this would be a great benefit for employees.

Trustee Lindsay Sullivan asked what happens once their hundred dollars is out, could they use cash. VP Vizzini responded yes. During the deliberations, it was concluded that the best way to proceed was to introduce Aramark at two campuses. As the contract progresses, perhaps, after the second or third year, the College would then consider options for the Eastern Campus. There would be another substantial capital investment for the Eastern Campus.

Chairwoman Irizarry asked if when the proposals were evaluated, it was analyzed and determined that Aramark provided more investment and more revenue to the College and more benefits to the students than the other two vendors that submitted a proposal. VP Vizzini replied the cost proposal alone represented twenty-five percent of the overall evaluation. When all things were taken into consideration, the other vendors did not compare in terms of Aramark's partnership, commitment and capital investment.

Chairwoman Irizarry stated that before asking for a motion to enter into executive session, she wanted to make it known that Trustee Pontieri is not present at the meeting, and was excused from the meeting, as he was out of the state.

Chairwoman Irizarry requested a motion to adjourn to executive session to discuss the medical, financial credit or employment history of a particular person or corporation at 4:38 p.m. Trustee Lilly so moved, Trustee Alvarez-Groneman seconded, the motion was approved unanimously.

Chairwoman Irizarry requested a motion to come out of executive session and resume the Board of Trustees meeting at 5:12 p.m. Trustee Morgo so moved, Trustee Alvarez-Groneman seconded, the motion was approved unanimously.

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Chairwoman Irizarry requested a motion for the approval of College Resolutions 2015.14 to 2015.21. Trustee Sanders so moved, Trustee Morgo seconded. The motion was approved unanimously.

**RESOLUTION NO. 2015.14 - AUTHORIZING A CONTRACT WITH ARAMARK EDUCATION SERVICES LLC FOR FOOD AND VENDING SERVICES**

**WHEREAS**, on October 16, 2014, the College issued a Request for Proposals for the exclusive provision of food and vending services at the College, and

**WHEREAS**, a College Evaluation Committee, comprised of eight (8) College administrators and six (6) current students of the College, evaluated the proposals submitted, and

**WHEREAS**, it was determined that the proposal submitted by Aramark Education Services LLC will be most beneficial for the College and its students, be it therefore

**RESOLVED**, that the College President, or his designee, is hereby authorized and empowered to execute a contract, in a form as approved by the College General Counsel, with Aramark Education Services LLC for the exclusive provision of food and vending services at the College, for an initial term of five years, with an option to renew the term thereafter.

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**RESOLUTION NO. 2015.15 - APPROVING BUDGET TRANSFERS**

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

**WHEREAS**, according to said policy, budget transfers must be authorized by a resolution adopted by the Board of Trustees, and

**WHEREAS**, the Vice President for Business and Financial Affairs recommends the budget transfers on Attachment I as necessary for the operation of the College, be it therefore

**RESOLVED**, that the budget transfers shown on Attachment I are hereby authorized and approved.

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**RESOLUTION NO. 2015.16 - ACCEPTING A DONATION OF A 2014 TOYOTA COROLLA FROM THE SUFFOLK COMMUNITY COLLEGE FOUNDATION, INC.**

**WHEREAS**, the Suffolk Community College Foundation, Inc. (Foundation) is to receive a donation of a 2014 Toyota Corolla from the Toyota Training & Education Network (T-TEN) of Toyota Motor Sales, USA, Inc., and

**WHEREAS**, the Foundation wishes to further donate said automobile to Suffolk County Community College for use in the College's Automotive Technology Program to permit the Program's director, or his designee, to visit Toyota dealerships and area high schools, and

**WHEREAS**, the College wishes to accept this gift from the Foundation, be it therefore

**RESOLVED**, that the Board of Trustees hereby accepts the donation of a 2014 Toyota Corolla, with sincere thanks to the Toyota Training & Education Network (T-TEN) of Toyota Motor Sales, USA, Inc., for this generous contribution to the College, and be it further

**RESOLVED**, that the College President, or his designee, is hereby authorized and empowered to execute any necessary documentation, upon such terms as shall be approved by the College General Counsel, to facilitate said donation.

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**RESOLUTION NO. 2015.17 - AUTHORIZING AN AGREEMENT WITH LEVENTHAL, CURSIO, MULLANEY & SPECTOR, LLP FOR THE PROVISION OF LEGAL SERVICES**

**WHEREAS**, the Board of Trustees has determined that a matter has arisen which requires special expertise in the area of ethics, and the College General Counsel has concurred in this determination, and

**WHEREAS**, the College has issued a Request for Qualifications (RFQ) for legal services in this area, and

**WHEREAS**, two firms responded to the RFQ, and the Evaluation Committee, comprised of members of the Governance Committee, reviewed the responses and determined that the response submitted by Leventhal, Cursio, Mullaney & Spector, LLP best meets the needs of the College, be it therefore

**RESOLVED**, that the College President, or his designee, is hereby authorized to enter into a contract with Leventhal, Cursio, Mullaney & Spector, LLP to provide legal services regarding

an ethics matter and any related legal issues, and such contract shall be on such terms and conditions as shall be approved by the College General Counsel.

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**RESOLUTION NO. 2015.18 - 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 \$2,371,471.32 for the month of January 2015 (Attachment II) is hereby approved by the Board of Trustees.

**RESOLUTION NO. 2015.19 - APPROVING THE REQUESTED 2016-2018 CAPITAL PROGRAM AND 2016 CAPITAL BUDGET**

**WHEREAS**, the College has been requested by the office of the Suffolk County Executive to submit capital budget and program requests in accordance with Article IV, Section A4-1, of the laws of Suffolk County, and

**WHEREAS**, the capital program requests (Attachment III) have been solicited from the President, the Executive Vice President, Vice Presidents, Associate Vice President, Campus Executive Deans and Physical Plant Directors, and recommended by the Executive Council and the President, be it therefore

**RESOLVED**, that the Board of Trustees approves the submission of all capital projects in Attachment , and authorizes the President or his designee to submit the projects for the 2016-2018 capital program and 2016 capital budget.

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**RESOLUTION NO. 2015.20 - APPROVING A MAJOR CHANGE ORDER AND AMENDMENT TO THE CONTRACT FOR THE CONSTRUCTION OF THE WILLIAM J. LINDSAY LIFE SCIENCES BUILDING ON THE AMMERMAN CAMPUS**

**WHEREAS**, J. Petrocelli Contracting, Inc. was awarded a contract (“Contract”) to construct the William J. Lindsay Life Sciences 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 laboratory equipment; removal of an underground concrete slab; storm damage site remediation; additional power for laboratory stations; additional floor molding in storage rooms; and modifications to lecture hall white boards, and

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

**WHEREAS**, including the 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 \$59,324.46 to the Contract with J. Petrocelli Contracting, Inc. for additional work to be performed for the construction of the William J. Lindsay Life Sciences 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. 2015.21 - APPROVING A MAJOR CHANGE ORDER AND AMENDMENT TO THE CONTRACT FOR THE CONSTRUCTION OF THE WAREHOUSE BUILDING RENOVATION ON THE AMMERMAN CAMPUS**

**WHEREAS**, Rolands Electric, Inc. was awarded a contract (“Contract”) to renovate and modify the electrical systems in the Warehouse 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 power to a new water heater, exhaust fans, lighting and HVAC equipment and upgrading the fire alarm system, and

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

**WHEREAS**, including the additional work described herein increases the contract with Rolands Electric, Inc. 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 \$42,157.71 to the Contract with Rolands Electric, Inc. for additional work to be performed to renovate and modify the electrical systems in the Warehouse Building on the Ammerman Campus, is hereby approved, and be it further

**RESOLVED**, that the College President is authorized and empowered to execute the necessary documentation, as approved by the College General Counsel, reflecting the change order and the nature of the additional work so authorized.

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Chairwoman Irizarry stated that before voting on College Resolution 2015.22, they would discuss the attachment to that resolution. The resolution calls for amending Article 6-1 of the bylaws of Suffolk County Community College regarding Board members' attendance at Board meetings. She directed them to Article 6, meetings of the Board number one, under attendance it says: Members may attend a meeting and participate by means of teleconferencing should such technology be available in the room the meeting is taking place. She expressed concern about executive sessions. Chairwoman Irizarry was informed that this was part of the previous bylaws. General Counsel confirmed yes. Chairwoman Irizarry stated she had asked his legal advice on the issue, wondering if they should keep it, or should they add language that limits the kind of teleconferencing for only the open meeting. General Counsel Petrizzo stated, no, because the person on the teleconference would have to obviously be in a secure room or by themselves. It would be expected anyone who is not a member of the Board would not participate in the executive session, unless it was disclosed and the Board had approved it. He added it is not the technology that's the problem; it's whether or not the person on the other end is alone when you go into executive session. The general session and regular meetings are not an issue.

Trustee Morgo asked General Counsel Petrizzo if they could limit it to video teleconferencing, and just to the public meetings. General Counsel Petrizzo confirmed yes, they could limit it to just video conferencing during the public meetings. Dr. McKay stated the State University of New York also has video conferencing meetings. There are times where from Albany they will hold a meeting, broadcast to the global center or Stony Brook University. It's conducted under the open meetings law. He added by law the College follows the open meetings law, which means if you declare a site open for a meeting, the public is able to attend the public session, but they would be excluded when executive session is declared like its done now. Trustee Morgo stated that was not what the issue was about. It was about members attending the meeting and they can attend through video conferencing. Dr. McKay stated he was responding to the Chair's question about whether or not it was open to others.

Trustee Sanders stated this had been discussed at one of the conferences she had attended. Based on the public meeting law requirement, video conferencing could occur if there is another site that is declared public meeting safe, for example if she were in her house and she wanted to video conference. She would however, have to make her home available if a person from the public knocked on the door and said they wanted to attend the public session. She could exclude them from executive session, but would have to open her home to whomever.

Trustee Morgo stated the Chairwoman's concern was that although it is existing policy, that somebody can attend a Board meeting through technology, inclusive of executive session. Chairwoman Irizarry agreed that was her concern. She noted Trustee Sanders added another concern, which is if someone couldn't attend the meeting, and wanted to attend via video conference from their home. They would have to declare that as a public site, which she would not be willing to do. She stated it creates an inconvenience.

Trustee Morgo stated the only alternative to avoid that is to get rid of that section all together, that you cannot attend through technology. Chairwoman Irizarry stated that might not be a bad idea since they have not exercised this in the past. General Counsel Petrizzo asked if she would you like to refer it to the committee to take another look at that particular aspect. Chairwoman Irizarry agreed and asked that of Trustee Canary.

Trustee Sanders made the recommendation for different wording that they exclude the executive session as eligible for video conference, restrict opening ones home to the public. General Counsel stated that would then be excluding a member from the executive session. Trustee Morgo suggested this should be for the Governance Committee to look into further.

Chairwoman Irizarry called for a motion to table resolution 2015.22 for further discussion by the Governance Committee, and be presented at the March 19, 2015 meeting. Trustee Morgo so moved, Trustee Sanders seconded, the motion was approved unanimously.

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Chairwoman Irizarry moved on to the committee reports beginning with the Student Success Committee. Trustee Sanders reported the committee had met earlier that afternoon. She stated Dr. Adams and Ms. Hurst gave them an update on the forensic audit, and the committee is confident that things are moving forward. They also discussed the tobacco free policy. She stated they expected to have a policy presented at the March Board meeting for adoption. In terms of student advocacy, the College is getting ready to have the College's students advocate to push the legislative priorities of the College forward. She stated they were able to go up to Albany for the Black and Puerto Rican legislative caucus on Valentine's Day. Invited on behalf of the Urban League of Long Island they had twenty-two Suffolk students that went up to Albany. Trustee Sanders asked if she could read her letter to Dr. McKay. "On behalf of the Urban League of Long Island and the New York State Association of Urban League affiliate CEOs, I thank you for accepting my invitation for the College students to be our guests at the New York State Black and Puerto Rican legislative conference of this past Saturday. I want to thank College administrator Dr. Christopher Adams for taking the lead in coordinating the College staff which included Jim Banks, the student attendees and providing continental breakfast as we left from the Grant Campus." They were also joined by Jessica Edwards, a volunteer from the Urban League of Long Island, and attended an open-house lunch reception in the office of speaker Carl Heastie. He is the new Assembly speaker and it is the first time in many years that New York State has a new speaker. She noted the students were invited into his office, and they sat at his desk and took pictures. They had a behind the scenes look at how Albany works. Trustee Sanders reported Arbor Rice, the president/CEO to New York Urban League brought Assemblyman Michael Blake from the 79th Assembly District to speak specifically to the College's students. This was a very intimate conversation around the table. She added Assemblyman Blake had a very interesting career, he ran two presidential campaigns under the Obama administration and then came back and decided he wanted to serve at home in the State. He inspired the students, particularly the immigrant students, because he talked about how he was homeless in Jamaica and his mother brought him here to the United States. He told his whole story. Trustee Sanders noted it was very empowering for the students. They had some free time to see vendors and to get internship applications for the Senate, and later attended a reception that was hosted by the New York Urban League. Trustee Sanders was called up to speak, and noted she felt like a rock star when all of the students cheered for her.

She added Long Island Assemblywoman Kimberly Jean-Pierre also came in and specifically spoke to the students, and took pictures with them. She hopes they will be able to do this again next year and take another contingent of students. She added advocacy will continue when more student go to Albany for SUNY Advocacy Day on March 4<sup>th</sup>. She invited any Trustees that would like to attend.

The committee also discussed in their meeting the transition transfer trip. Student Trustee Amilcar was instrumental in coming up with this idea. Schools visited were Hofstra and St. Joseph's; they would be soon visiting Adelphi University. Also at the meeting, Mr. Paul Beaudin presented on behalf of Dr. Pedersen and Dr. DeLongoria on Planning and Institutional Effectiveness, Seamless Transfer which is in process. Other items discussed were assessment updates in the academic program, and a new professional development pilot program that's being instituted by students, and Quantways, which will be getting underway this semester.

Trustee Sanders stated there was something that Student Trustee Amilcar wanted to bring up. Student Trustee Amilcar stated he had an idea for an alumni breakfast towards the end of the semester. It would include a Q and A where students can ask alumni about, their experience during the transition from a two-year to a four-year school and just what they've learned during their time away from Suffolk. Alumni can give their firsthand experience and the students can use it to prepare themselves for what lies ahead.

President McKay stated absolutely, this was an extension to what the paralegal program does. He had spoken to Dr. Diaz about bringing the Stay on Long Island graduates to come back and talk to the students who want to get into the program. He asked Russell Malbrough, Alumni Director and Dr. Sylvia Diaz to assist in spearheading those efforts with Student Trustee Amilcar. President McKay stated the College now has over a hundred and twenty thousand alumni across the country. Trustee Sanders stated there was an Alumni that joined the group up in Albany, Andrew Terizano. He now attends the University of Albany, and he came and met the group of students. He's part of an internship at the Senate, and was very instrumental in encouraging the students to take applications to become Senate interns.

Trustee Lindsay-Sullivan asked if she could update everyone about the study abroad program. She stated that at a recent Board meeting, there was a presentation about the study abroad program and she had asked if they could possibly a program for Suffolk County teachers. There are now thirteen teachers going on the trip to Spain in July.

Chairwoman Irizarry called for the Finance and Budget Committee report. Trustee Morgo stated they had met the previous day. Dr. Adams and Ms. Hurst gave an update on the forensic audit from the Association. He was happy that there are new policies in several areas they will be reviewed in March. The other good news he reported was that the current audit is problem free for the current year. The committee spent a lot of time on the proposed resolution for Aramark and had an intensive conversation on all the aspects of it, and the consensus was that it should be supported. The committee also discussed the housing feasibility study, and it was a suggestion of the President that it be part of the master plan financed through the capital programs. The committee discussed the Regional Economic Development Council, a grant that was ultimately turned down because of the funding requirements. Lastly, they discussed the possible budget gap. They concluded that if the College does not get the support from the State and County sponsors, the only other revenue areas are tuition and fund balance. They all agreed that a tuition increase is really a last and almost unacceptable resort. They discussed going back to meet with our local sponsor and continuing the meetings they had started after the last tuition increase where they could look at a five-year plan to stabilize the College's finances.

The budget and Finance Committee will be meeting soon with the Education Committee of the County Legislature and the Presiding Officer, along with Student Trustee Amilcar. He noted Student Trustee Amilcar is the most important person to come to those meetings because he represents all the students. Trustee Morgo stated that in their packets, was an article that was in the NY Times the previous day. He stated that on one hand the article talks about the great potential of Community Colleges and then it talks about what Community Colleges are up against. He referred to a paragraph that talked about community

college students come from stressed backgrounds, in the bottom half of the income distribution and they often lack the money and social support to help them through school. Most are not prepared for college, requiring remedial courses in Math or English before they receive their first higher education credits. Trustee Morgo asked Dr. McKay if that were, in fact, the case. Dr. McKay confirmed almost 60% of incoming students require at least one remedial course. He made the observation that if they require Math, usually the other two follow. Trustee Morgo stated this was why it was important to get the local sponsor and the State sponsor to support the College.

Trustee Sanders stated that one thing that was brought up terms of advocacy during their committee meeting, was that the New York State United Teachers are having a campaign to reclaim the promise of the funding. The strategy is to reclaim the promise of the amount of money that had been pledged to community college and to reinstitute that funding.

Trustee Morgo asked Kevin Peterman if he had heard there was going to be an attempt by students and faculty to start advocating for community college funding and it was going to begin on this campus next week. Kevin Peterman confirmed that it happened the previous day at the Grant Campus and Eastern Campus, and the Ammerman Campus would happen the following Monday and Wednesday.

Mr. Peterman stated he went over to the Grant Campus cafeteria the previous day during common hour. He said the students had iPads preloaded with an app called the Mac App. They were walking around the cafeteria asking for the students to just give them their ZIP code. The way the app works is within two or three touches you're sending a fax. You type in your zip code and then it gives you choices, for example Senator Boyle, Assemblyman Saladino and Assemblyman Ramos. You check off who you want to send the fax too, and then hit another button it shows the fax that's going to get sent, and then you can send off the fax. Trustee Morgo stated it would be helpful if he were present when they meet with the County sponsor to make them aware of these efforts. Mr. Peterman said he would be happy to join them for the meeting.

Chairwoman Irizarry called for the Facilities Committee report. Trustee Lilly stated they did not meet in February, but will be having a meeting prior to the March meeting. They will be doing a walk-through of the Eastern Campus and will get an update on the projects at the campus. He asked Vice President Vizzini if there could be an update or presentation on technology either at the next meeting or meeting in April since the committee also reviews technology. VP Vizzini asked what they would like them to cover in the update. Trustee Lilly stated he would like an update on ongoing projects at the three campuses.

Chairwoman Irizarry called for the Governance Committee report. Trustee Canary stated the committee had met on January 21st. In attendance were the Chairwoman, Trustee Pontieri, Trustee Alvarez-Groneman, Trustee Morgo, he and Mrs. Alicia O'Connor representing the Legal Affairs office. They discussed the attendance of members at the meetings and the policy. They talked about the expansion of the conflict of interest policy, and the Legal Affairs office is working on doing some more research on how they can expand the various categories. The committee also discussed the RFQ submittals for counsel and will continue to have further discussion on that in the future. He stated the committee reviewed one of the resolutions that had been presented earlier, regarding the hiring of outside counsel. The committee set the agenda for their next meeting on March 11th at 4:00 p.m. in the Grant Campus.

Chairwoman Irizarry called for the Advocacy Committee report. Trustee Shybunko-Moore stated she did not have a formal report. She noted she had seen former Trustee Walter Hazlitt earlier that morning. There was an accident on 25A and he was the volunteer fireman directing traffic on 25A. She stated she planned to have the committee meet prior to the next Board meeting, and would coordinate with Trustee Sanders and Dr. Adams.

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Chairwoman Irizarry moved on to her report. Chairwoman Irizarry stated The Long Island Latinos Teachers Association had an annual community program where different community leaders get invited to the middle school in Central Islip to inspire students to continue school, to graduate from high school and to pursue secondary education. She noted Trustee Sanders and many from the College came and met with a group of students and were able to inspire the students. She thanked all who attended on behalf of the Long Island Latino Teachers. Chairwoman Irizarry said hopefully next year, they could have President McKay come visit the schools along with more of the Suffolk Community College personnel. She stated it is very inspiring and creates a great partnership.

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Chairwoman Irizarry called for the President's Report. President McKay called upon Dr. Maria DeLongoria, Associate Vice-President of Academic Affairs, to speak on Seamless Transfer, and then Dr. Jeff Pedersen, Vice President for Planning and Institutional Effectiveness to speak on Middle States.

Dr. Pedersen stated that a committee had been put together to work on the progress report due to Middle States on September 1st, 2015. The committee has, assigned tasks, developed a time line and is working to put together an outline. Committee members are currently reviewing assessment data for inclusion, and the comprehensive plan for institutional effectiveness is being reviewed as per our accreditation action letter. He stated that earlier that morning Dr. Maria DeLongoria, Dr. Lauren Tacke-Cushing and he met with Dr. Debra Klinman, Vice President of Middle States in Philadelphia. The meeting was arranged to discuss the impending progress report. Dr. Klinman outlined the new directives for creating reports, including a strict limit of ten pages of narrative per standard involved and no more than a hundred pages of appendices for the entire document. The commission may reject any reports surpassing these hard limits. Dr. Klinman reviewed the College's approach to the report and found it sound. She gave direction on what should be included in the report, how materials should be articulated and what should be included as evidence of compliance and suggestions for the follow-up visit. In addition, Dr. Klinman was introduced to Dr. Lauren Tacke-Cushing, the College's new College Dean of Instruction, who will take over as accreditation liaison officer this summer when Dr. Philip Christensen retires. Dr. Klinman verified the date of the College's next self-study, which will be the 2017-2018 academic year with the team visit scheduled for the spring of 2018. The College will be able to send two individuals who will serve in leadership capacities for the self-study for training next October. Dr. Klinman will visit the College in the spring of 2016 to give instruction about the process to the College community. Dr. Pedersen stated Dr. Klinman verified the College will be using new standards of accreditation comprised of the revised seven standards compliance section. They discussed a substantive change regarding instructional technology and distance education. The College is ready to add additional fully online academic programs of study in addition to the business degree it currently offers in a fully online format. Once the College adds a second program, it must file a substantive change request because this would be a change in mode of instruction and there are federal guidelines that have to be followed. Any further programs added will just be notifications. The commission entertains substantive change requests every two months, and the College can file as soon as it files with SUNY and the State Education Department. Dr. Pedersen stated the Board had expressed interest in what Middle States' expectations of the Board of Trustees would be, and he provided them with information on governing boards and Middle States' expectations.

Trustee Sanders asked if the suggestions they gave on evidence of compliance was far off from what the College had been discussing. Dr. Pedersen stated no, except they would like it to be more condensed. He added, in the past they asked for evidence of everything, now they would like to have charts. He stated they are very pleased that the College has things online so that one of the evaluators can just be given a

password, go online and randomly go through and see what the College is doing rather than send volumes of material.

Dr. DeLongoria addressed the Board and stated she would give them an update on seamless transfer. She reported the College has made significant progress towards compliance with the SUNY seamless transfer. The first group of programs have gone through the College process and received President McKay's approval. Implementation of those approved revisions is underway through a collaborative effort between Academic Affairs and Student Affairs. The next group of programs requiring revision is scheduled to go before the appropriate College committees for review the upcoming week. The remaining programs are scheduled or are in line to be scheduled.

Dr. DeLongoria reported on assessment. She stated assessment is required by Middle States, and even though SUNY seamless transfer has taken priority, assessment has still been ongoing. Assessment is now back in the forefront with emphasis on the two-year cycle of the assessment. She stated the College was in year two for some of the assessment cycles and with closing loop activities. When they met with Dr. Klinman in Philadelphia, they shared some of the things the College had been doing with its assessment to make sure that those were the kinds of things Middle States was looking for from the College. Dr. DeLongoria reported Dr. Klinman was pleased with what they shared with her.

Dr. DeLongoria reported that the College would be piloting a program in the fall called Quantway Pathway. The program is an accelerated post-secondary program that moves students through remedial or developmental mathematics courses very quickly. She stated students who take developmental courses don't always do so successfully. Sometimes they're in the same developmental course more than once. The College will be one of five SUNY institutions that are offering this program and five of the College's best full-time faculty will be participating in the program. She pointed out that when you have strong teachers in a program, who are saying they believe in this, and want to do this and are willing to be trained and run the pilot, it says a lot for the faculty and the program.

Trustee Lindsay-Sullivan asked if it was a software or way of teaching. Dr. DeLongoria stated it was a way of teaching. Student Trustee Amilcar asked if the program is going to take the course over a full semester or was it shortened. Dr. DeLongoria stated it was a semester course; however there are different paths within the structure. The one the College is starting with is the one semester course that gives the same kind of math theories and math equations, but in a real-life practical application. She stated, for example students who have a fear of just the word math or linear equations they are going to be doing them, but applying things like working out minimum wage, working out salary, and then they'll uncover that they're doing these kind of linear equations that they needed to get through. Dr. DeLongoria reported the second part of the program is a credit course. If the College finds that this part is successful, they will pair that up so the students will progress straight through. It will not run instead of the College's developmental course but it will be in addition to the developmental courses. Faculty will go to the Carnegie Foundation for the Advancement of Teaching this summer to be trained. The College will then offer ten sections on the three campuses as part of the pilot. An assessment of the pilot's success will determine the future continuation.

Trustee Lindsay-Sullivan asked what would determine success. Dr. DeLongoria stated the number of students that successfully complete the course, pass, and move on to the next stage. Trustee Morgo asked if the course description was written up for Quantway. Dr. DeLongoria replied yes. Trustee Morgo then requested a copy of the description for the Board. Dr. DeLongoria stated she would provide the copy of the program description. Dr. Pedersen stated the College would also be looking at, after the students go through the program, how well they do in the gateway courses. Trustee Lindsay-Sullivan asked if this is something the College would know immediately. Dr. DeLongoria stated the College will have some benchmarks immediately, but the long-term effects will not be known immediately. The College knows

how many students now take developmental courses and how many successfully get through it the first time around and will be able to compare that cohort to another. Trustee Morgo asked if the students would be taking it for credit. Dr. DeLongoria stated not the developmental part, similar to the developmental courses the students would take; the second part is the credit part. Chairwoman Irizarry asked if the College was selecting the students for the program or how they would be enrolled in the program. Dr. McKay stated the counselors and the advisors would be placing the students into the sections when they look to see how the students are assessed during the placement testing.

Chairwoman Irizarry asked what were the other four institutions participating in the pilot program and if they were community colleges. Dr. McKay stated they were all community colleges, Westchester, Rockland and BMCC, he could not recollect the fourth community college. Suffolk County Community College would be the fifth in New York State.

Dr. DeLongoria explained the placement will happen when the students take the placement test based on their scores, they're placed into the various levels of the developmental course. There will be a cut off score to place a student into the pilot program. Trustee Morgo asked if it would affect the seamless transfer to SUNY. Dr. DeLongoria confirmed it would not.

Dr. McKay stated the faculty and the faculty disciplines on all campuses have worked really hard and worked really well in working with Governance. He has met with College Governance Chair Dr. Turhan, that has gone very well. He stated they were working very closely with regard to ensuring that the College curriculum gets through the revision process and up to Albany as soon as possible. Trustee Morgo asked if there was any notification on the waiver request. Dr. DeLongoria stated the College did get notification on two of the programs.

Dr. McKay invited Dr. Sylvia Diaz, Executive Director of the Foundation to speak. Dr. Diaz said she wanted to extend a personal invitation to the Board and other people present at the meeting to participate in the College's Gala this year scheduled for May 7th. She said there are two honorees confirmed, Mr. David Calone, a venture capitalist with Jove Equity. She said the other is an individual, John Cochran, who is receiving a legacy award. Dr. Diaz stated the Gala's theme this year, financial leaders making a difference, bodes well for how this institution is making such an impact in the communities across the Island.

Dr. Diaz stated the legacy award winner, John Cochrane, Sr., also known as the Admiral, was the former County Treasurer and former chairman of the Boys in Need Committee of the New York State Assembly, and is very supportive of the Foundation at the college level for many years and also very well known.

Dr. Diaz asked that each person reach out to their representative networks, connect with friends, family, and supporters of the College and invite them to come and participate and support the College in advancing its mission. She invited anyone to call her with questions and said the Foundation will be happy to reach out to anyone the Board would like to connect with to make sure that they get an invitation. She said there is already a great list, but the College could certainly use more support and more friends.

Trustee Canary asked if the event is at the Huntington Hilton and Dr. Diaz confirmed, adding it is May 7th starting at 6:30 p.m. She announced that our corporate sponsor this year is Ferrari Maserati of Long Island and that the College is very excited to welcome them in a new partnership. She said there will be some sports cars in the room, as many had seen last year, and said they had had a weekend raffle. She joked that one person who seems to win everything will be banned from buying raffle tickets, but said perhaps the College will get a second car because it's a lot of fun to have a Maserati for the weekend.

Dr. McKay then thanked Dr. Diaz and her staff for doing tremendous work in the Foundation. He said last year over \$550,000 in scholarships went to students out of that Foundation, and stated securing the major sponsors and getting the donors is very significant for our students. He said the gold and silver pages of the journal ads go very well and encouraged support from the Board, and the College's business and industry supporters as well. He thanked the members of the Board of Trustees for supporting the Gala. Dr. Diaz thanked Dr. McKay.

Dr. McKay continued, stating he would have members of the cabinet provide a brief update on where the College is and what it is doing through the spring semester, saying the members are stretched a little bit thin with only about 24-25 people running back and forth between the institutions. He said he and Trustee Shybunko-Moore were just at an event on Thursday, and the Trustee confirmed it was on Feb 12th. Dr. McKay said the HIA LI breakfast meeting went very well and was well attended, and after that meeting Dr. McKay was asked to be on a television program, a radio program and a couple of others. He said the word is getting out, and joked that he thinks he's got to hang out with Trustee Shybunko-Moore a little bit more. Trustee Canary reminded all that Trustee Shybunko-Moore is a TV star and Dr. McKay agreed.

Dr. McKay asked Vice President Araneo to give a brief update on Institutional Advancement. She presented a brief summary update to let the Board know the activities currently taking place in the Office of Institutional Advancement.

She began with the College's annual publication, Career Focus. She explained it is mailed to 455,000 households in Suffolk County once a year, and features important activities and events taking place at the College on the cover, and highlights of various things inside the magazine. She said this particular issue talks about the College's veterans program, highlights one of the College's alumni, and talks about the College's welding program. She added the magazine has a two-page spread, Campus Conversations, which talks about some of the accomplishments that are occurring at the College.

VP Araneo pointed out that this issue will feature the 50th anniversary of the College's nursing program, including a whole calendar of activities being planned to mark that important milestone. She said proofreading of Career Focus is ready to begin, and the publication will be mailed beginning of March.

VP Araneo continued, reporting on the College's advertisements and TV campaign, specifically the sweatshirt campaign which has received numerous awards nationally, locally and regionally. She stated filming has just been completed on the College's latest iteration of the commercial, featuring faculty members for the first time. She said it highlights a cross section of faculty, including John Jerome from the Grant Campus, who graduated from Stony Brook University, Tim McHeffey from Eastern Campus, who is an alum of Suffolk, Andrea Glick from the culinary program and who started her career at Le Bernardin, one of the top restaurants in Manhattan, Dr. Michael Inglis from the University of Hertfordshire in England, and Steven Lantz-Gefroh, a graduate of Yale. She explained that this campaign recruits students by featuring the fact that at Suffolk the faculty is topnotch, with premier credentials, and they bring their expertise and experiences to the College where the students can take advantage of their knowledge and move forward with it.

VP Araneo said another campaign in progress uses Dr. McKay's question and answer sessions with students that take place every semester at the Town Hall sessions. She explained Dr. McKay always asks the students to tell him about their Suffolk experience, their Suffolk story, and those stories are really motivational. She said as a result of last year's stories, it was decided to take the opportunity to select certain students and ask them the question on film, and these will be used as testimonials on the College website. She said they will also be used to work with enrollment management as outreach for students who are applying, possible to try and match some of the particular characteristics of students with those of

the students that were filmed, where it could be a deciding or a motivating factor for them to complete their enrollment at the College.

Finally, VP Araneo reported her department is also focusing now on working closely with the Office of Enrollment Management in promoting the College's summer session. She said at present activities include working on the development of a pop-up screen for College students so when they are online during priority registration, they will get a message prompting them to consider attending during the summer, and suggesting this is the time to do so. She said this campaign will also be promoted on the regular College portal and on digital screens across the campuses, and of course with a feature story in Career Focus. She stated the College will also be running advertisements in the SUNY publications across all of the State of New York to try and tweak the interest of those students who are away at school but coming home for the summer and hopefully engage them in applying for a summer course. She added that the College's regular online and radio campaigns and Newsday notes would carry summer session ads as well. With that, VP Araneo concluded her summary.

Dr. McKay addressed the Board, saying this report shows the College is actively telling its story, as Walter Hazlitt used to say it must. He said it is true people don't know about Suffolk, for example at a meeting the previous Thursday that he and Trustee Shybunko-Moore attended, a number of folks approached them and said they didn't know the College offered certain programs. He added there was a parent who said they were going to send their kid away to college, but now she's coming to Suffolk. He reinforced that is what the College is doing now, telling the story all over the place, and that he hoped the Board will tell the story as well. With that, Dr. McKay concluded his report. The Chairwoman thanked him and thanked VP Araneo for her comprehensive report.

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Chairwoman Irizarry moved on to the Roundtable session. Trustee Morgo pointed out a Newsday article in the media packet regarding parents whose kids are having trouble with math, with common core. He said he could relate to that because his 10 year old grandson is having a horrible time, and parents can't relate to the common core. He asked if anyone knew if the College's course on this from 6:00 to 9:00 Thursday evenings course that started February 5th was filled. No one answered immediately, and Trustee Shybunko-Moore asked where it was. Trustee Morgo answered it was at the Ammerman Campus.

Mr. Biondo offered he'd heard that because of the weather it was either condensed or postponed. He said it did have one session but he didn't know if additional sessions would take place. Trustee Morgo commented he thinks it is a real anxiety that people are going through with the common core teaching and said the course was a terrific idea and he was glad it was mentioned in Newsday.

The Chairwoman asked for any additional comments. Trustee Shybunko-Moore said actually, it has been mentioned a couple of times. She said she is also on the Board at the Hauppauge Industrial Association, and wanted to thank Dr. McKay for speaking at the annual economic summit. She said it was a great panel, and wanted to make a point that LIU was also there. She explained a lot of the meeting focused on the role of education with economic recovery, so it was very well received as a lot of industry members were there. She told Dr. McKay she thought he did a wonderful job. Dr. McKay thanked the Trustee.

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Chairwoman Irizarry requested a motion to adjourn to executive session to discuss the medical, financial, credit or employment history of a particular person or corporation. She stated the Board would not be taking further action after the executive session. Trustee Morgo so moved, Trustee Sanders seconded, the motion was approved unanimously.

With no further action, the meeting of the Board of Trustees was adjourned at 6:11 p.m. The Board of Trustees next meeting is March 19, 2015 at 4:00 p.m. in the Montaukett Learning Resource Center on the Eastern Campus, in Riverhead, New York.

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Respectfully submitted,

Bryan Lilly  
Secretary