

**SUFFOLK COUNTY COMMUNITY COLLEGE  
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING  
CAPTREE COMMONS, RM. 114  
MICHAEL J. GRANT CAMPUS, BRENTWOOD, NEW YORK  
DECEMBER 3, 2015**

The meeting was held on Thursday, December 3, 2015 at 4:00 p.m. in room 114 of Captree Commons on the Michael J. Grant Campus, in Brentwood, New York.

**PRESENT:**

Theresa Sanders	Chair
James Morgo	Vice Chair
Gordon D. Canary	Trustee
Paul Pontieri	Trustee
Dafny Irizarry	Trustee
Anne Shybunko-Moore	Trustee
Denise Lindsay-Sullivan	Trustee
Maria Gomez	Student Trustee
Dr. Shaun L. McKay	President
Louis Petrizzo, Esq.	General Counsel
Jeffery Pedersen	V.P. for Planning & Institutional Effectiveness
Mary Lou Araneo	V.P. of Institutional Advancement
Gail Vizzini	V.P. of Business and Finance

\*\*\*\*\*

The meeting of the Board of Trustees was convened at 4:00 p.m.

Chair Sanders welcomed everyone; the Pledge of Allegiance was led by Trustee Canary. Trustee Canary asked for everyone to remain standing for a moment of silence for the victims of a mass shooting in California as well as the passing of former Trustee, John Pace, who was a Trustee from 1971 to 1974.

Chair Sanders asked Student Trustee Gomez to introduce the special guests in attendance. Student Trustee Gomez introduced Nykel Reese a student majoring in Business Administration and Francesca Rosario a student majoring in Criminal Justice. Ms. Gomez said they would be sharing their stories as students of the College and how the College has impacted their lives.

Mr. Reese is a student on the Eastern campus. He was raised by his single mother who had him at the age of 16, along with his grandmother. He had a hard upbringing often not seeing his mom because she had to work to support herself and her son. Not having a positive male role model around was tough and he often rebelled. He failed out of Riverhead High school and his mother transferred him into Bishop Mc Gann Mercy High School, a private school in Riverhead, where he did very well and excelled on the basketball court. His basketball success led him to

expect a Division one scholarship. However, he was devastated when he did not receive the scholarship. His goal had always been to make it to the NBA. Now with no scholarship and bad grades he was not sure what he would do. His mother and grandmother both suggested he come to Suffolk. Although Suffolk was not his first choice he came to Suffolk and took the placement test. He did poorly on the placement test and was placed in remedial courses. He struggled with the idea of attending Suffolk but with the advice of his grandmother he decided to enroll and put his all into school. He soon excelled and by his second semester he got into Phi Theta Kappa. Mr. Reese said coming to Suffolk, helped him become a better student and made him realize that he could succeed in achieving his goals in life.

Ms. Rosario introduced herself and said this was her first semester at the College. She was raised by her mother who was a single parent, and they struggled financially. During her upbringing her family struggled constantly to obtain food and shelter. As a result her mother became a drug addict and alcoholic. Ms. Rosario became the primary care taker of her sisters and did the best she could. Eventually her mother became free of her addictions and Ms. Rosario decided to focus on helping to improve their situation. During her eleventh grade in high school she joined the CT medical assistant program and she excelled in the program. During her senior year she attended a college fair and was accepted to all four schools she applied to. Due to her financial hardships she decided to come to Suffolk. She shared that coming to Suffolk was not like coming to a school; Suffolk has become a home to her. All of her teachers and counselors have been very helpful. Ms. Rosario currently has a job on campus, is a Campus Activity Board member and is Senator of Student Government as well an EOP student. She is very grateful to the College for all the opportunities and academic success she has enjoyed.

Dr. McKay thanked the students for sharing their stories, and said it was important for the students to share their stories so that faculty and administration can understand the value of what education means to them in their lives. Chair Sanders thanked the students and Student Trustee Gomez for all the advocacy efforts she does on behalf of the College's students.

Chair Sanders introduced Professor Ted Koukounas and Professor John Jerome of the Math department for an update from the math department on the SUNY 64 mandate. Mr. Koukounas said there was a great value in the SUNY initiative that took place last year. Initially, there were a lot of challenges; there was a complete review of all of the math department courses. This was the first time in the College's history that there was such a massive overhaul of courses and programs. The department looked at what it means for a student to study in the math program and to get a degree in the program for either an immediate job placement or for transfer to another school. The department developed new courses, new programs, and the result are extremely positive. All of their programs and courses are now current and up-to-date.

Professor Jerome noted that in the past some programs required seventy-two credits for completion of the program. A student seeking a bachelor degree that requires a hundred twenty-eight credits would not want to come to a two year school that required the seventy-two credits. He said the results for his programs have also been extremely positive. SUNY asked to have four core courses included in the program: Economics 111, Economics 112, Financial Accounting 1, and Managerial Accounting. The sections to all of his courses have been filled and he even opened offered a third section for Managerial Accounting, something he has not

done since I've since he first started in 1995. He reiterated it was not an easy task for the program to get down to sixty four credits but it was well worth all the work and effort. He attended a workshop at Nassau Community College that was run by SUNY, and he was happy to report that Suffolk has become the model for the State in regards to the sixty four credit mandate from SUNY.

Chair Sanders thanked both Professor Koukounas and Professor Jerome and noted she had received the great news that one of the College's students scored the highest score in the statewide math contest, and the math team placed second statewide, and offered her congratulations to the students and department.

Chair Sanders called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 4:26 p.m. Trustee Morgo so moved, Trustee Canary seconded, and the motion was approved unanimously.

Chair Sanders called for a motion to adjourn the Board of Directors meeting and reconvene the Board of Trustees meeting at 4:31 p.m. Trustee Morgo so moved, Trustee Irizarry seconded, and the motion was approved unanimously.

\*\*\*\*\*

Chair Sanders requested a motion to approve the minutes of the October 29, 2015 Board of Trustees meeting. Trustee Shybunko-Moore so moved, Trustee Morgo seconded, vote not taken.

Trustee Irizarry noted that her absence was not recorded as a justified absence in the minutes. Chair Sanders said her absence was excused and would have the minutes adjusted to note her excused absence. Student Trustee Gomez requested time to go over the minutes. Trustee Irizarry referenced resolution 2015.79 and said the program intends to have a partnership between the College and not-for-profits. She asked how other not-for-profits become aware of this program and if there was an application process. Dr. Troy Tucker from the Office of Grants Development replied that with that project, the College needed to name up front several agencies that they would like to approach and have involved. The program itself is intended to bring community service organizations and their services to the campus, to serve students and their parents while the students are at the College as an opportunity to use their presence on the campus to deliver services more widely. The intent is to invite as many organizations that deliver these kinds of services that would be interested in coming to the campus. The Grants department doesn't yet have specifics because they are waiting until they are awarded the grant to come up with a plan. Trustee Irizarry asked what the criteria was for the selection of the organizations that were named and how would the College be making it available to the other entities. Dr. Tucker replied the criteria of selection was opportunistic, the department chose based on who they knew they could get a letter of support quickly because they were on a short deadline. The criteria, for selection of other entities is unknown at this time, the intent is to have the most involvement possible from other not-for profit entities. The grant is a SUNY program called Community Schools. The objective is to make available services for students and their families that will improve students' ability to complete. Dr. Tucker said he would report back to the Board if the grant was funded.

Student Trustee Gomez referenced page 7 of the October 29<sup>th</sup> summary minutes and said it should read there were between fifteen and twenty students who had complaints. Mr. Petrizzo said they would correct the minutes to reflect her change. The minutes were approved as amended. Trustee Irizarry abstained on the vote due to her absence.

\*\*\*\*\*

Chair Sanders introduced Gail Vizzini, VP of Business and Finance to present the College Budget and Financial report. VP Vizzini reported the outside auditors will be at the College next week for a period of two weeks. They will be reviewing the financial statements and looking at all of the College's financial operations. Their report will be completed for the Board's consideration by February. The College's 2015-2016 operating budget continues to trend in the positive and the College continues to exercise prudent financial management to remain on target. Work on projecting the preliminary budget gap for discussion and preparation of the 2016-2017 budget is under way and the call letter is expected to be mailed out tomorrow. Based on preliminary projections, the departments will not be permitted to ask for anything other than a "no growth" budget. Any new initiatives more than likely will have to be funded based on the allocation of existing resources unless that particular initiative generated new revenue in and of itself. A Budget and Finance subcommittee meeting has been set up for mid-January to begin discussions on mitigating the budget gap analysis and setting the expenditure rate and the corresponding revenue for the 2016-2017 budget which will then be brought to the full board for consideration and discussion.

Trustee Canary asked VP Vizzini if the College predicted it would have a negative impact on the overall budget with the less credit hours resulting from the SUNY 64 mandate. VP Vizzini replied it was not significant; students will be taking fewer credits, which could then translate into fewer FTE's. However, there are many other contributing factors that it is not expected to have a significant impact.

\*\*\*\*\*

Chair Sanders introduced VP of Academic Affairs, Dr. Suzanne Johnson for a presentation of the proposed organizational chart for Academic Affairs. VP Johnson presented the proposed organizational chart for Academic Affairs, noting the proposed new position for a Senior Associate Vice President of Workforce Development Community Partnerships and STEM CTE. This proposed change came at the request of Dr. McKay to have her review the department and propose a change that would move the College forward. She describe the position as a 21st century community college position which will align and help the College connect many worlds of academics that have historically been silos between lower division academics, transfer programs and career technical education. This new position will help bolster support and grow capacity that will allow the College to transform students' lives in within the County. VP Johnson described the position as a transformative position that will bring the capacity to take connections between worlds that have parallel existed but now need to work cooperatively.

The position is an academic position with a pedigree of workforce and community partnership experience. This individual will have the STEM CTE background and/or workforce development and educational development background that can marry the worlds that are currently at the College. The four areas that already exist at the College are the Office of Sustainability, Continuing Education, AVP of Workforce Development and an Associate Dean of STEM/Academic Chair. Under STEM there are four venues of career and technical education, in HVAC, Manufacturing, Engineering and Renewable Energy and Sustainability. These areas are the most immediate venue that the College can infuse STEM/CTE in the context of workforce development community partnerships. These areas would report to the newly created position of Senior Vice President for Workforce Development, Community Partnerships, and STEM/CTE. VP Johnson said the new position is a 21st century community college position that will forge relationships and curricular connections between academic and CTE programs and between credit and non-credit programs at the College to create multiple pathways for transforming students' lives through the acquisition of "silver collar" high demand job skills. The new org chart will give the College the opportunity to further develop the College's capacity to offer credit-bearing certificates / stackable credentials in partnership with the College's academic departments and the division of workforce development. The new model will allow the College to serve student populations that are not being readily served at the current time. This will affect and can improve the College's current enrollment. The model promotes student access, success and completion to a much more diverse student population. This new org chart would create an infused general education where career and technical education and lower division transfer are both equally transformative in a student's life.

Trustee Irizarry said she was excited for the new approach, and it reminded her of some of her students who come to her high school in the morning and afternoon and go to BOCES to earn a license as a nurse's aide or other technical certificate, which allows them to graduate from high school but also allows them to earn an income right after high school.

Trustee Morgo commented to Dr. McKay that this was a great leadership initiative. He said they had received the presentation during the Executive committee meeting as well and wanted to note that there is an existing budget line for this position, and it will not have a fiscal impact on the budget.

Trustee Morgo asked if the certificates that would be created through the proposed changes would be measured for the State aid the College received and if they are not measured, would that be a negative for the College. Dr. Johnson deferred to Dr. Pedersen for response to Trustee Morgo's question. Dr. Pedersen replied that the certificates do count. The State is encouraging Community Colleges to look at other alternatives. The proposed changes will allow more certificates to be awarded, and by bringing the two pieces together students can go back and forth and hopefully some of them in the certificate program will also eventually move into a degree program.

Trustee Lindsay Sullivan asked if it were possible to receive the organizational chart filled in with the names of individuals currently in the existing positions. She also asked if the College had plans down the road to partner with K-12. Dr. Pedersen pointed out that the chart that was presented the other day, there was a dotted line from the Associate Dean Academic Chair CTE,

Paul Beaudin, and that is where the K-12 partnership would be joined with the STEM CTE course.

Dr. McKay added that Dr. Paul Beaudin is currently working with high schools within the county following the Hampton Bays model. He also oversees the Excelsior and EOP programs.

Trustee Lindsay Sullivan added that it was a great prospect for school districts to be able to have the opportunity to provide in-house programs partnered with the College. It helps keep the students motivated, gives them a job opportunity to take part in while also going to College.

Dr. McKay said that concluded the presentation on the proposed organizational chart change for Academic Affairs and there would be another presentation in January for a CIO.

Chair Sanders thanked Dr. Johnson for the presentation and Dr. McKay for his vision and leadership in moving this initiative forward.

Trustee Canary asked Dr. Johnson if high schools have aptitude tests to give their students to see what they might be interested in and what they might be good in. Dr. Johnson said high schools do use aptitude tests and the College also has them and uses them. She noted the change will expose students to opportunities they were not aware of.

The Trustees continued to discuss the importance of partnerships with the high schools and middle schools in order to create career pathway opportunities for students who may be underserved. Dr. McKay asked Dean Mary Reese to give a brief update on her experience as the Dean who handles the testing and advising for students on the Eastern campus. Dean Reese shared the process of when a student first visits the College and meets with a counselor. The College counselors are well trained for issues around academic advisement and career counseling. They understand the transfer environment where potentially students may go after they study at the College. During the testing and advising process, they meet with counselors who help them continue the navigation they started at the high school levels. The counselors take them along as they define further what their interests are. Dean Reese added the cost to the College is minimal for testing incoming students at about \$2 a unit. For a student testing in the three areas Reading, Science and Math, it is about \$6 a student. The counseling departments finds that when they take those scores and parallel them to what the students high school performance has been, it gives them a good sense of where they should be placed in their course work at the College.

Chair Sanders shared how recently the Trustees had a session during their retreat on how it feels when you are a first time student and arrive at a college campus. She said they learned that regardless of age, looking at the buildings and seeing all the people can be very intimidating. It became obvious, in their role play, the importance of the first interface a student has with the College.

\*\*\*\*\*

Chair Sanders requested a motion for the approval of College Resolutions 2015.80 to 2015.84. Trustee Morgo so moved and Trustee Irizarry seconded. The motion was approved unanimously.

**RESOLUTION NO. 2015.80 - 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 \$2,362,297.8046 for the month of October 2015 and \$2,389,466.22 for the month of November 2015 (Attachment I) is hereby approved by the Board of Trustees.

\*\*\*\*\*

**RESOLUTION NO. 2015.81 - 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 II as necessary for the operation of the College, be it therefore

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

\*\*\*\*\*

**RESOLUTION NO. 2015.82 - ACCEPTING A GRANT AWARD FROM THE NEW YORK STATE DEPARTMENT OF EDUCATION FOR A STATE ADULT LITERACY AND BASIC ADULT EDUCATION PROGRAM**

**WHEREAS**, Suffolk County Community College has received a grant award in the amount of \$99,747, including indirect costs, from the New York State Department of Education for a State

Adult Literacy and Basic Adult Education Program, for the period of July 1, 2015 through June 30, 2016, and

**WHEREAS**, in cooperation with HELP Suffolk, the program will provide comprehensive and community-based adult literacy education, including High School Equivalency (HSE) and Test Assessing Secondary Completion (TASC) test preparation, as well occupational and vocational training, and

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

**RESOLVED**, that a grant award in the amount of \$ 99,747, including indirect costs, from the New York State Education Department for a State Adult Literacy and Basic Adult Education Program, for the period of July 1, 2015 through June 30, 2016, is hereby accepted, and the College President, or his designee, is authorized and empowered to execute a contract and any other required documentation, upon such terms as shall be approved by the College General Counsel.

Project Director: Nina Leonhardt

\*\*\*\*\*

**RESOLUTION NO. 2015.83 - AMENDING THE COLLEGE OPERATING BUDGET TO REFLECT AN INCREASE IN THE GRANT AWARD FOR THE LIBERTY PARTNERSHIPS PROGRAM**

**WHEREAS**, the Liberty Partnerships Program (LPP) at Suffolk County Community College represents a cooperative effort between the College and the Longwood Central School District to provide a unique, comprehensive and supportive environment for at-risk students, and

**WHEREAS**, the LPP is funded by a grant from the New York State Department of Education, and

**WHEREAS**, the 2015-2016 College operating budget provides \$385,000.00, including indirect costs, in anticipation of a grant award from the New York State Department of Education for the LPP, and

**WHEREAS**, the award is to be increased in the amount of \$29,579.00, including indirect costs, bringing the total amount of the grant award to \$414,579.00, including indirect costs, and

**WHEREAS**, no matching funds are required, be it therefore

**RESOLVED**, that the 2015-2016 College operating budget be amended to reflect an increase in the amount of \$29,579.00, including indirect costs, for the Liberty Partnerships Program, and be it further

**RESOLVED**, that the College President or his designee is authorized to execute any necessary documentation, including a contract amendment, as approved by the College General Counsel,



with the New York State Department of Education, reflecting the increase in the grant award for the Liberty Partnerships Program.

Project Director: Nina Leonhardt

Note: No full-time personnel for amendment

In-kind contribution – none

\*\*\*\*\*

**RESOLUTION NO. 2015.84 - ABOLISHING AND CREATING EMPLOYEE TITLES**

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

**WHEREAS**, these changes are necessary in order to align with the College’s organizational structure, and

**WHEREAS**, the College’s 2015-2016 operating budget contains sufficient funding for the new employee title, and there shall be no negative fiscal impact by the creation of said title, be it therefore

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

<b><u>Title to be Abolished</u></b>	<b><u>Spec #</u></b>	<b><u>B/U</u></b>	<b><u>Category on Exempt Salary &amp; Benefit Plan</u></b>	<b><u>Effective Date</u></b>
Vice President for Workforce and Economic Development	9182	Exempt	D	12/3/15
<b><u>Title to be Created</u></b>		<b><u>B/U</u></b>	<b><u>Category on Exempt Salary &amp; Benefit Plan</u></b>	<b><u>Effective Date</u></b>
Senior Associate Vice President for Workforce Development, Community Partnerships and STEM/CTE		Exempt	E	12/3/15

**and be it further**

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

**RESOLVED**, that the newly created employee title and position description (see, *Attachment II*) shall be submitted to the Chancellor of the State University of New York for approval in the professional service.

\*\*\*\*\*

Chair Sanders proceeded with the committee reports, starting with the Executive committee. She said their meeting focused heavily on the presentation just shown, the restructuring of academic affairs and aligning the College with the new growth areas. She emphasized that, with another shooting incident the day before, it was imperative to develop policy and procedure and publicize clear guidelines on what to do if there is an active shooter. Finally, she reported that the committee had discussed preparing for the next budget cycle, with a meeting coming up in January.

Trustee Morgo announced the budget committee would meet January 15th, and praised the Trustees for focusing on what is really important. He said the College's operating budget was over \$210,000,000 dollars, and with only three sources of funding—tuition, county and state—that Dr. McKay and Vice President Vizinni do a good job of managing it. He said he would not want to see the College go into another budget cycle looking at another tuition increase on top of last year's. He asked that other Trustees join him and Trustee Lindsay Sullivan on the budget and finance committee, specifically asking Student Trustee Gomez, who agreed to join.

Chair Sanders asked for the Student Success committee report. Trustee Lindsay Sullivan reported that Dr. Johnson addressed the committee about some of the projects that she is working on, one of them being reviews of any policy three to five years old. She said Dr. Pedersen had shown the committee the CSSE survey, available on the Trustee portal, which compares the College's demographics information to national community college data, with very interesting results. Among the many figures available, she said one of the most interesting was that the survey revealed that 58% of the College's students work between 21 and 30 hours a week, a burden on full-time students, and also that working full-time is a significantly higher cause of leaving Suffolk County Community College. She said she really liked seeing that 91% of the students would recommend Suffolk to someone else.

Trustee Lindsay Sullivan reported that Dr. Adams had talked about advocacy trips taking place, namely the Black and Puerto Rican caucus advocacy meeting on February 13th, and Higher Education Day, scheduled for February 25th in Albany, and the important impact these events have on the students. She said the committee talked about the activities that took place around Veterans Day, and Shannon O'Neill, the new Director for Veterans Affairs, talked about some of the things she had planned. She said they discussed the transition visits, three trips last year and three already this year, with the goal of visiting all the partner schools. She stated the College now has sixteen Stay on Long Island schools participating and according to Dr. Adams, Dr. McKay has challenged them to advance to Stay in New York partnerships, with the goal of creating six new partnerships within the New York State college system.

Trustee Lindsay Sullivan reported that new business on the committee agenda would include talking about special populations. She said that Trustee Irizarry asked, and she agreed 100% that the College should be tapping into students with disabilities, non-documented students and incarcerated students, and they would be looking at those populations in the future.

Trustee Irizarry announced that NYSUT would be sponsoring the Black and Puerto Rican legislative caucus again and therefore would have input on what topics are discussed, especially an educational panel. She said she was sure NYSUT would look to hear from Mr. Peterman, and the more voices the better to try and influence that panel to make community colleges the topic. Mr. Peterman announced that he was on the NYSUT board and would certainly make that initiative.

Mr. Peterman explained that the session starts the week of February 25th and with NYSUT hosting Higher Education Lobby Day that day, there will be a lot of students present. He recalled the meeting November 13th in Cooperstown when NYSUT leadership met with SUNY leadership, community college union presidents, and community college presidents. He said it was the biggest turnout ever, and the College came away with the strategy to get a commitment from the leadership of the other community colleges that were there to try to get buses, and a commitment from NYSUT to help fund some of that. He said there is a real effort to have the community colleges represented there, and over the years CUNY and SUNY have brought up students, and now the College has to bring up its students. He said Dr. Adams is talking with student leadership to have the leaders come to Albany to tell their story.

Trustee Morgo asked if there was resistance from NYSUT, and Mr. Peterman answered no, that over the years, a coalition is forming. He said it was decided several years ago to have the event the day before the community college conference to allow for a greater mass of people, and they are taking the initiative and building on it. He said Andy Pollata, the Executive Vice President of NYSUT, spoke at this meeting and said the College is a role model for NYSUT, talking about Suffolk's capital projects and other things it has accomplished. He said the goal is to work together with management to gain a stronger voice. He said he proposed not only having the mass meeting in Albany, but also going to the Oval Office to follow up with students, for which SUNY Vice Chancellor Duncan Potier commended him. Trustee Morgo congratulated Mr. Peterman on his accomplishments.

Trustee Lindsay Sullivan stated she wanted to show pictures from the Hampton Bays middle school visit to the Ammerman campus but not without Dr. Adams being present. The Chair asked for the Governance committee report.

Trustee Canary reported that the committee met November 10th, joined by Steve Leventhal, counsel, by conference call to discuss the most important agenda item, what the Board should do in terms of ethics concerning future complaints that may be brought. He said the initial idea of asking the Suffolk County Legislature to amend the County Charter to require the Suffolk County Board of Ethics to take complaints for Trustees was not an option, as clearly defined in the April 21, 2009 Sponsored Services Agreement executed between the County and College. He said the committee is now looking at the possibility of establishing its own Board of Ethics for the Board, and is trying to come up with an outline of how it would be set up and whether it would even be what the Board would want to do, the results to be presented at the January meeting.

Trustee Canary stated the committee is continuing discussions about expanding the code of ethics and conflict of interest policies, reviewing the draft that Deputy Counsel O'Connor

provided a few months ago. He said new business on the agenda will be to address a concern that the Chair had expressed, about certain dialogue going back and forth via text messages and e-mails, and the committee will look to develop a policy on what should and should not be communicated in those formats, with the hope to present a proposal to the Board in February.

Trustee Morgo clarified that the committee did reach a consensus that forming a Board of Ethics and having a stronger code of ethics would be preferable to going to the County Legislature. He said it would be necessary to either agree to withdraw a previously approved resolution, or amend it and come up with a new resolution.

Trustee Irizarry asked if there was discussion on the issue of fees for the use of facilities by external groups (not-for-profits), a request brought to the Board by the Muslim group back in August and discussed at a governance meeting in September. She asked to know the status of that request. Mr. Petrizzo replied that issue should be addressed by the Facilities area first, or perhaps Budget and Finance.

Dr. McKay stated this Board passed a schedule of fees that the auxiliary enterprises administered. He said there is a lot involved with these events, including insurance requirements, the Department of Health, Public Safety, Police Department and cleanup, and that waiving fees does impact the budget so the issue of offering waivers should be seriously considered. He added the College also looks at the community side of it, and how much it gets involved with community.

Chair Sanders asked how frequently the fee schedule is reviewed, was it part of the budget process? Dr. McKay replied no, it is when the College brings it before the Board. Mr. Petrizzo thought the last review was in 2011. Dr. McKay offered to look into the schedule of fees that deals with auxiliary at the same time the student fees are reviewed. Trustee Morgo suggested since the budget committee was asked to look at everything involving cost cutting and revenue producing, they should be involved in this too.

Trustee Irizarry wanted to make sure that the concern about the fees that was brought to the Board by the public would not go unanswered. The Chair stated she knew there was a formal response sent back to that individual, whether or not it was what they wanted to hear. She said that going forward, the College would look at the fee schedule and see if a two-tiered schedule would be possible or whatever recommendation the budget area makes. Trustee Morgo suggested looking at counterbalancing revenues as well, and the Chair suggested he make that recommendation.

Chair Sanders asked for the Personnel committee report. Trustee Shybunko-Moore stated she had nothing to report. The Chair stated the Facilities committee report was tabled right now. Trustee Lindsay Sullivan announced the next meeting for Student Success would be January 14th. Chair Sanders stated for the record that Trustees Lilly and Escorbores were excused tonight. She asked for the Advocacy committee report. No report.

Student Trustee Gomez reported that with Suffolk now a smoke free institution, there are some students who are concerned they are the ones that are telling all the students they are not allowed

to smoke. Ms. Gomez thanked Christine Constantino, who was in attendance, on behalf of all the students, for being more than a counselor, and more like their own mom. She announced that EOP student Christopher North was doing a great job working with Christopher Adams, with those that have issues with the bus. She announced that Eastern campus has three new senators, Selden has three, and while she didn't report on Grant campus this month, she was sure they were doing "amazing" as well. She said that SGA is working hard on giving students information about scholarships and EOP programs to make sure they are aware of the resources, and said she hoped there would be a lot of students applying for scholarships.

The Student Trustee continued, reporting the College hosted Hampton Bays High School on November 20th and got really great feedback. She said a lot of students changed their mind about not finishing high school and it was discussed in the Student Success meeting that the College should do this with all the high schools. One student volunteered to help in the programs and interact with the students, and asked if the College could host Riverhead High School. She said the more high schools and students the College could reach out to, the better.

Student Trustee Gomez reported that students are complaining that the computers and particularly the printers in the library are too slow; logging in is very slow and at times, when trying to finish work before class, their papers don't get printed out in time. She said she is going to work with Eastern and Grant campuses on this issue. Trustee Canary asked to clarify if the complaints were from all three campuses, and Ms. Gomez replied she had not received any complaints from the Selden campus.

The Student Trustee also reported students are complaining that the vending machines eat their money, on all three campuses. Another complaint from many students was that the scantron forms are not free. She said the committee was buying big packages of them and giving them out for free, but they are thinking now to give the packages to the professors to hand out to students when there are exams. The Chair asked what the process is if a student loses the money in the machine, whether there was a complaint number. Ms. Gomez didn't know. Dr. McKay directed Mr. Peterman to speak to the libraries.

Mr. Peterman reported that he is coordinating with the libraries, and Steve Evans, one of the ETU people at campus who was present, could address the issue of slow computers. Mr. Evans explained that there is not enough space on the machines to accommodate all the security protocols implemented for the student authentication process, or to store all the user profiles, especially during times of heavy volumes of classes, and during exam times. He said they worked hard on the problem this past summer and cut the wait time down by half, but they were maxed out as far as what they could do at this point. He said there are some higher end technical solutions that the College might put in place this summer. Dr. McKay said that before the January Board meeting Ms. Vizzini would be looking to get the RFP out to be able to study all the technology problems and what needs to be improved or changed. He said with the CIO coming on board, it would bring all the pieces together allowing the College to have one conversation, how to help the students.

Student Trustee Gomez reported one last concern, that the students require more light in the parking lots especially because of the incident that happened this month on Selden campus.

\*\*\*\*\*

Chair Sanders moved on to her report. The Chair began her report by announcing that Middle States had posted official notification on the SUNY site that, as a follow-up to the monitoring report, Suffolk County Community College has corrected all outstanding issues and is back in good standing with Middle States. She acknowledged it was a long process and applauded Dr. McKay and the entire team that worked tirelessly to make it happen. She said Part Two of that was to jump right back into the decennial cycle for next year, and the Trustees would roll up their sleeves and engage. She stated Middle States is important as it pertains to the College's accreditation, and the Board would be assigning each Trustee to a subcommittee that is already aligned with the committees that they're chairing.

Chair Sanders reminded the trustees that ACCT would have a legislative policy conference in Washington DC in February, with one day of Trustee training. She asked that the Trustees attend that one day, to expand the Board's view in terms of what its role is from a governance perspective. She announced the deadline for early bird registration was December 18th and that she herself would be there as she had a National Diversity Committee for Community Colleges meeting that Sunday.

The Chair highlighted the events of the Board of Trustees retreat on November 19th, including getting engaged in technology training. She said there was great synergy with all who lent their expertise to the Board in all the different areas involved, and with the cabinet members who came in and had a working session with the Board. She said Dona Bullard, Deputy General Counsel, came down from SUNY and talked about the Board's role in terms of governance, and got some great feedback from the evaluations the Board took.

The Chair commented on the new Board portal and said there would be more in-service training. She congratulated the math team that placed second statewide, and the student that had the highest score statewide for math, saying that Suffolk Community College's name is popping up everywhere statewide. She said in preparing for the next budget cycle, the Board would be doing due diligence to try to hold the line on tuition increases.

Chair Sanders stated that, on the topic of an active shooter on campus, she wanted to go on the record to make sure the College develops policy and procedures to put up for students, visitors, faculty and staff. She said she was excited about the College's new growth areas and its expanding outreach to underperforming high school students and adults that are unemployed, while aligning this with presidential and institutional goals. Lastly, the Chair wished everybody a happy holiday period and said she appreciated the students' dedication and for giving testimony for what it means to be with the Suffolk family.

Student Trustee Gomez added that she wanted to mention a student, Francesca, who had shared a very moving and beautiful story about her mother and sisters and told Ms. Gomez she wanted to be an inspiration and motivate other students so they'd know they were not alone. Ms. Gomez said she loved what she was doing, volunteering and listening to the other students' stories.

\*\*\*\*\*

Chairwoman Sanders moved to the President's report. Dr. McKay reported that he and Ms. Vizzini had already had several meetings on the budget, and while it was too early to present anything to the Board, they had done some preliminary analysis. He said he was waiting for the auditors to close out the books and give the College a letter of acceptance, then he and Ms. Vizzini would meet with the budget subcommittee and analyze what the budget gap is and how to proceed. He said he knows that the budget call letter that would go out to the campuses will say "no growth". He said SUNY is asking for \$250 per FTE, and that the College and Advocacy committee will begin working with the County in earnest after their legislative session opens in January.

\* \* \* \* \*

Chair Sanders moved onto the round table. Trustee Irizarry reported that the Long Island Latino Teachers Association hosted the women's conference November 6th and she thanked the many female employees from Suffolk County Community College who attended and served as panelists on the science, business and medicine panels. She announced there would be one for men on December 14th, and she requested to have a male student or faculty member attend, that it would be a great opportunity for Suffolk to promote the Nursing program. The Chair said that Dr. Adams would be back Friday and he would need to get that information.

Trustee Irizarry thanked Nina Leonhardt for being one of the panelists, and announced that Dr. Jerome will be serving on the science panel in the men's conference, saying part of the idea is to promote Suffolk as the best choice for students.

The Chair apologized for leaving it to the end but acknowledged a guest, Tom Lupo, with the Office of the Comptroller of Suffolk County. Mr. Lupo said he was grateful to the County Comptroller for allowing him to be present on his behalf, and said he had taken notes which he would be sure to share with him. He was very impressed with the work the Trustees and the faculty do at the College.

Trustee Canary followed up Trustee Irizarry's comments on the Nursing program, pointing out an article on the Trustee portal site on baccalaureate degrees tailored for community colleges' jump in population. He said he would like to start thinking about making Suffolk's Nursing program become a baccalaureate program, as it is inevitably going to become an industry standard.

Trustee Canary reported that a mother of a student who attends night classes at the Grant campus pointed out that there is a traffic safety issue in accessing the southbound Sagtikos Parkway, within the Pilgrim State property owned by Jerry Wolkoff. She asked Trustee Canary, and he in turn asked Mr. Wolkoff, to paint a yellow line to indicate a two way traffic situation on both legs of a dangerous triangle. Mr. Wolkoff complied, then asked quid pro quo for a left-hand signal to be added to the light at the Crooked Hill Road, G Road and College Road intersection where traffic gets backed up at peak hours. Trustee Canary reported that a letter was sent to the DPW asking for a traffic safety study, and hopefully there will be the installation of a left-turn arrow

there. Dr. McKay mentioned the county did have about \$50,000 that had not yet been used for a different traffic study. Trustee Morgo clarified that this money came from the REDC to the county to be used for Heartland.

\* \* \* \* \*

Chair Sanders requested a motion to enter into executive session at 6:35 p.m. to discuss the employment history of a particular college official or college employee on medical, financial, appointment, employment, demotion, promotion, dismissal, removal of a particular person. Trustee Morgo so moved, Trustee Lindsay Sullivan seconded, the motion was approved unanimously.

With no further action, the meeting of the Board of Trustees was adjourned at 7:15 p.m. The Board of Trustees next meeting is January 21, 2015 at 9:00 a.m. in the Alumni room of the Brookhaven Gymnasium, on the Ammerman Campus in Selden, New York.

\* \* \* \* \*

Respectfully submitted,  
Bryan Lilly  
Secretary