

**SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
ALUMNI ROOM, BROOKHAVEN GYMNASIUM
AMMERMAN CAMPUS, SELDEN, NEW YORK
JANUARY 21, 2016**

The meeting was held on Thursday, January 21, 2016 at 9:00 a.m. in the Alumni room of the Brookhaven Gymnasium on the Ammerman Campus, in Selden, New York.

PRESENT:

James Morgo	Vice Chair
Bryan Lilly	Trustee
Gordon D. Canary	Trustee
Paul Pontieri	Trustee
Bergre Escorbores	Trustee
Anne Shybunko-Moore	Trustee
Denise Lindsay-Sullivan	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 9:08 a.m.

Vice Chair Morgo welcomed everyone; the Pledge of Allegiance was led by Trustee Canary. Vice Chair Morgo announced there were two excused absences, Chair Sanders and Student Trustee Gomez were not able to attend the meeting.

Vice Chair Morgo called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 9:10 a.m. Trustee Pontieri so moved, Trustee Shybunko-Moore seconded, and the motion was approved unanimously.

Vice Chair Morgo called for a motion to adjourn the Board of Directors meeting and reconvene the Board of Trustees meeting at 9:26 a.m. Trustee Shybunko-Moore so moved, Trustee Pontieri seconded, and the motion was approved unanimously.

Vice Chair Morgo requested a motion to approve the minutes of the December 3, 2015 Board of Trustees meeting. Trustee Lindsay Sullivan so moved, Trustee Canary seconded, and the motion was approved unanimously.

Vice Chair Morgo introduced Gail Vizzini, VP of Business and Finance to present the College Budget and Financial report. VP Vizzini reported the College continues to trend to the positive and continues its prudent fiscal management to remain positive. The College is in a slightly better position than at the beginning of the year due to some retirements at the end of December. The next cycle of projections will show some of the payroll related turnover savings that will be accruing from those retirements. Trustee Pontieri asked if there were large payouts. VP Vizzini replied the payouts were budgeted separately from salaries and were not very large.

The College has begun preparations for the 2016-2017 operating budget. The departments will be making their presentations to Business and Finance office and Dr. McKay at the end of the month and beginning of February. The administration will begin to make preliminary determinations as to what if any additional appropriations beyond zero growth will be presented to the Board for consideration. The Business and Finance department has identified the budget gap, and has preliminary numbers. VP Vizzini reported the Budget and Finance sub-committee met to discuss the options for addressing that budget gap. Factors contributing to the budget gap are the leveling off of enrollment, and the use of the one shot revenue from the reserve. VP Vizzini explained that although the official census leads one to believe that enrollment is flat, tuition revenue is actually down. Enrollment numbers are somewhat inflated by success with the Excelsior program. The rate of the tuition is approximately a third of the usual tuition. The program runs in the high school at a discounted rate of \$53 per credit.

VP Vizzini said the Budget and Finance sub-committee will be meeting in the next several months to review the options to mitigate the budget gap. In March, the administration will ask for very specific direction from the Board in terms of setting the expenditure level and how the revenue is going to be set to pay for that. At the April meeting the Board will be expected to approve a budget that will then be sent to the County for consideration by the County Executive and the Legislature.

VP Vizzini then reviewed the budget transfer resolution, item 6. She explained the budget transfer was to cover expenditures for Blackboard software, interpreter services and professional development through the Chair Academy. These funds are in the budget however, not in the right line item of expenditure to cover the costs. VP Vizzini explained the Blackboard software is critical to the College's Academic Affairs operation. It is what they rely on for communication with students on course work. The professional development through the Chair Academy is done during the summer for the Associate Chairs, and Chairs, to assist them in their leadership development. VP Vizzini said she and Dr. Adams have had numerous conversations in regard to the growing need for services for the disabled student population. The College has gone through what was budgeted for the full year in the first semester, so they need to readjust for meeting the spring semester demand. Dr. McKay reiterated that the budget transfer is moving funding that is already in the budget, a realignment of funds into the proper expenditure lines.

Lastly, VP Vizzini reviewed items 4 and 5, Abolishing an Employee Title and Creating an Employee Title. She said the College believes item 5 to be a better title to represent the duties

and responsibilities of what they have in mind for the IT department. A new position was created in the 2015-2016 operating budget for Associate Vice President for Information Technology. After further review and discussion they are proposing to elevate the position to the Vice President level. The head of IT will be involved in discussions that will help guide the College's future IT efforts. The recommendation is to abolish the Associate Vice President title and elevate it to a Vice President. There may be some salary differential between Associate and VP; however, the College has not filled that vacancy and has accrued some savings that would offset the increase.

Vice Chair Morgo asked if there would be any connection with the workforce position VP Johnson introduced last month. VP Vizzini explained organizationally that position is under Academic Affairs, however the IT position is linked to every department at the College. Trustee Canary asked if all the positions on the organizational chart were currently filled. VP Vizzini stated not all positions on the chart were filled. Trustee Escorbores asked what the difference in salary between Associate and Vice President was expected to be. AVP Tempera replied about \$20,000. However the position was budgeted for September of last year and so the College has about six months of internal savings.

Dr. McKay added that the College has never looked at bringing forward an IT position like this before. They tried to get something through Civil Service and the candidates were not really qualified. He said when compared to what is happening across the system and across the state and country in regards to IT, this is the level position that the College needs to have heading its IT department.

Trustee Lindsay Sullivan asked if creating an employee title is saying yes, they are willing to hire someone. Vice Chair Morgo replied yes. Trustee Lindsay Sullivan said that after hearing the budget discussion over the last two weeks she was not comfortable making a decision to hire a new VP. She asked how many of the positions noted on the IT organization chart actually were filled positions.

Dr. McKay then spoke of the importance of the IT department at the College. He noted that when the College shifted from the County to the College on information technology, the team went through enormous work to get Banner, Payroll, employee benefits and financial aid running. He asked Mr. Gary Ris, College Associate Dean of Computer Information Systems to speak on the transition from the County to the College. Mr. Ris said the transition from the County involved taking over the payroll, which was a very complicated situation. They had three units, Administrative, Faculty and AME. They had to rewrite the front end to allow for the union requirements. This was a very significant task to take over that responsibility.

Trustee Lindsay Sullivan said she understood the need for the position. However, the College has been able to do without it. Dr. McKay explained that the College had a critical need for this position that it did not have before. The College is now addressing internet security, because it is currently vulnerable, and the College currently does not have the capability to protect itself right now. VP Vizzini added the College is doing it, but it is not doing it as well as it needs to. She currently meets with Mr. Ris weekly, and there are ongoing security challenges. There are

attempted attacks on the College's system. The new VP would bring in a higher level of information technology expertise and would steer the College in the right direction.

Trustee Shybunko-Moore said she understood Trustee Lindsay Sullivan's concerns. However, from the industry side, this is a risk mitigation move that the College is suggesting. She noted small businesses are having to invest a lot of money in protecting themselves and she believes this will save more than it costs. Trustee Lindsay Sullivan said she didn't disagree with the need. However, at a meeting a week ago it was reported that there was a budget gap of \$13 million and now the College is looking to add a position and salary. Vice Chair Morgo thanked Trustee Lindsay Sullivan for her question and discussion.

Vice Chair Morgo requested a motion for the approval of College Resolutions 2016.01 to 2016.10. Trustee Shybunko-Moore so moved and Trustee Escorbores seconded. The motion was approved unanimously.

RESOLUTION 2016.01 - 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 \$2,137,166.52 for the month of December 2015 (Attachment I) is hereby approved by the Board of Trustees.

RESOLUTION NO. 2016.02 - AMENDING THE COLLEGE BUDGET FOR A GRANT AWARD INCREASE FROM THE STATE UNIVERSITY OF NEW YORK FOR A SUNY CHILD CARE PROGRAM

WHEREAS, the 2015-2016 College operating budget provides \$169,900 from the State University of New York for a SUNY Child Care Program, and

WHEREAS, this grant supports the provision of quality child care services at the Ammerman and Michael J. Grant Campuses, and

WHEREAS, the grant award has been increased by \$24,300, bringing the total amount of the grant award to \$194,200, and

WHEREAS, it is necessary to amend the 2015-2016 College operating budget in the amount of \$24,300 to provide for the increase in the grant award, and

RESOLVED, that the 2015-2016 College operating budget be amended to reflect an increase in the amount of \$24,300, from the State University of New York for a SUNY Child Care Program, and the College President, or his designee, is authorized to execute any required documentation with the administering agency.

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

Note: No full-time positions
No in-kind contribution required

RESOLUTION 2016.03 - ACCEPTING A GRANT AWARD FROM THE NEW YORK STATE EDUCATION DEPARTMENT, THE UNIVERSITY OF THE STATE OF NEW YORK, FOR FUNDING OF A HIGH SCHOOL EQUIVALENCY TEST ADMINISTRATION PROGRAM

WHEREAS, Suffolk County Community College has received a grant award from the New York State Education Department, The University of the State of New York, for funding of a High School Equivalency Test Administration Program, in the amount of \$86,996, for the period of January 1, 2016 through December 31, 2017, and

WHEREAS, the program will provide High School Equivalency (HSE) Test Centers responsible for the management and oversight of a High School Equivalency (HSE) test that is both affordable and accessible for all qualified examinees, and maintains the integrity of the new test called the Test Assessing Secondary Completion (TASCTM) and its administration, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the College hereby accepts a grant award in the amount of \$86,996, including indirect costs, from the New York State Education Department, The University of the State of New York, for High School Equivalency Test Administration Program, for the period of January 1, 2016 through December 31, 2017, and the College President, or his designee, is hereby authorized and empowered to execute any necessary documentation, in such form as shall be approved by the College General Counsel.

Project Director: Nina Leonhardt

Note: No Full- Time position

RESOLUTION NO. 2016.04 - ABOLISHING AN EMPLOYEE TITLE

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

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

RESOLVED, that the following employee title be abolished

<u>Title to be Abolished</u>	<u>B/U</u>	<u>Category</u>	<u>Effective Date</u>
Associate Vice President 1/21/2016 for Information Technology	Exempt	E	

and be it further

RESOLVED, that the title herein shall be abolished as of the date specified above.

RESOLUTION NO. 2016.05 - CREATING AN EMPLOYEE TITLE

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

WHEREAS, this change is necessary in order to align 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 title be created:

<u>Title to be Created</u>	<u>B/U</u>	<u>Category</u>	<u>Effective Date</u>
Vice President for Information Technology	Exempt	B	1/21/2016

and be it further

RESOLVED, that the title herein shall be created as of the date 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.

Vice President for Information Technology Job Description

The Vice President for Information Technology reports directly to the President, collaborates with senior administrative and academic leaders, and functions as the College's Chief Information Officer (CIO).

The Vice President will:

1. Serve as a strategic partner to the President to further enhance and progress the College through innovative use of technology.
2. Collaborate with cabinet members identifying effective IT solutions to address needs within their offices and service areas.
3. Provide college-wide leadership on the strategic use of information technology to advance the College's mission, goals and outcomes to assure academic and administrative support to assure student success.
4. Manage the College's administrative, academic and student technology areas, fostering an effective IT structure by applying ITIL principles to deliver customer focused services, a secure data environment, and resilient and sustainable systems and infrastructure.
5. Keep abreast of current trends within IT and in Higher Education to ensure the College is using the most effective technologies and strategies.
6. Develop strategic relationships between IT and external entities including SUNY service providers (e.g. ITEC, SICAS, Open SUNY, Central Administration, Security Operations Center, etc. . .) vendors, and external institutions.
7. Serve as the primary contact with vendors for IT RFPs.
8. Effectively represent the College and its interest as a member of SUNY groups (e.g. Council of Chief Information Officers and Computing Officers Association) and professional organizations.
9. Foster an effective planning and assessment process leading to continual service and operational improvement, and incorporating these activities within the College's planning and assessment process.
10. Provide leadership and vision to recruit, develop, structure, and supervise staff in accordance with College personnel policies.
11. Assess the department's operational and capital needs, identify short and long term fiscal requirements, present budgets in accordance with College financial direction, and authorize expenditures.

The ideal candidate will demonstrate the interpersonal, technical and leadership qualities necessary for success in a complex and dynamic Community College, and will have 15+ years of progressive information technology experience in a collaborative, service-focused environment, preferably in Higher Education. The candidate will possess a proven track record of success managing IT personnel and projects that connect to the College's strategic planning and operational goals. The position requires an undergraduate degree in computer science or related IT management field required. A master's degree with qualifying technical experience in higher education, along with proven success in implementing ITIL and ITSM at Higher Educational institution is strongly preferred.

RESOLUTION NO. 2016.06 - 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 III as necessary for the operation of the College, be it therefore

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

RESOLUTION NO. 2016.07 - APPOINTING A NEW DIRECTOR TO THE BOARD OF THE SUFFOLK CENTER ON THE HOLOCAUST, DIVERSITY & HUMAN UNDERSTANDING, INC.

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

WHEREAS, there is a vacant position on the Board, and

Karl Grossman has been nominated to fill such vacancy by the Board of Directors of CHDHU, and his credentials have been reviewed, see Attachment IV, be it therefore

RESOLVED, that the appointment of the following person to the Board of Directors of The Suffolk Center on the Holocaust, Diversity & Human Understanding, Inc. is hereby approved, for a term ending September 1, 2018, effective upon appointment.

Name
Karl Grossman

RESOLUTION NO. 2016.08 - REAPPOINTING DIRECTORS TO THE BOARD OF THE SUFFOLK CENTER ON THE HOLOCAUST, DIVERSITY & HUMAN UNDERSTANDING, INC.

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

Whereas, it is necessary to reappoint members whose terms are expiring, see Attachment V, be it therefore

Resolved, that the appointment of the following persons to the Board of Directors of The Suffolk Center on the Holocaust, Diversity & Human Understanding, Inc. is hereby approved, for a term of three years, effective September 1, 2015:

Name
Shirley Levitt
Sonia Palacio-Grottola
Veronica Treadwell
M. Vicki Wacksman

RESOLUTION NO. 2016.09 - AMENDING THE COLLEGE BUDGET FOR A COORDINATED LIBRARY COLLECTION PROGRAM

WHEREAS, the 2015-2016 College operating budget provided \$20,165.00 in anticipation of an award from The State Education Department, The University of the State of New York, for a Coordinated Library Collection program, for the period of July 1, 2015 through June 30, 2016, and

WHEREAS, the purpose of this program is to enhance academic library collections, thereby strengthening regional collections that are available via resource sharing, and

WHEREAS, Suffolk County Community College's areas of collection include nursing and health careers, business, and environmental technology/science, and

WHEREAS, the award includes an additional amount of \$965.00, bringing the total amount of the grant award to \$21,130.00, and

WHEREAS, it is necessary to amend the 2015-2016 College operating budget for the said increase in the grant award, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the 2015-2016 College operating budget be amended to reflect an increase in the amount of \$965.00, from The State Education Department, The University of the State of New York, for a Coordinated Library Collection program, and the College President or his designee is authorized to execute a contract, upon such terms as shall be approved by the College General Counsel, with the administering agency.

Project Director: Rebecca Turner-Wallace

RESOLUTION NO. 2016.10 - ACCEPTING GRANT FUNDS FROM THE SUFFOLK COMMUNITY COLLEGE FOUNDATION IN SUPPORT OF SUFFOLK COMMUNITY COLLEGE'S OFFICE OF VETERAN AFFAIRS

WHEREAS, the Suffolk Community College Foundation (Foundation) has received a grant award in the amount of \$80,000 from the Kisco Foundation to provide support to student veterans at Suffolk County Community College, and an additional \$4,000 to provide student veteran leaders at the College with opportunities to attend select veterans' conferences and participate in the national dialogue on veterans' higher education benefits, and

WHEREAS, the Foundation has authorized a portion of this grant award in an amount up to \$50,000.00 to be transferred to Suffolk County Community College to fund staff positions in the Office of Veterans Affairs at the College, be it therefore

RESOLVED, that the Board of Trustees hereby authorizes the acceptance of an amount up to \$50,000.00 from the Suffolk Community College Foundation, which constitutes a portion of the grant award received by the Foundation from the Kisco Foundation, to fund staff positions in the Office of Veteran Affairs at Suffolk County Community.

Vice Chair Morgo proceeded with the committee reports, starting with the Governance committee. Trustee Canary reported the Governance committee met on January 12th. In attendance were Trustees Morgo and Pontieri; Counsel Alicia O'Connor and Mrs. Gail Kenehan, Chair Sanders joined by teleconference. The Committee continued the discussion from the November 10th meeting regarding the Board's policy for the code of professional ethics. They reviewed and discussed the draft policy they had been given by counsel's office. He said the nepotism clause had been added as they requested; however, they also requested to have language in the policy about the trustees disclosing the hiring of a relative. The committee further discussed building that into the HR hiring process so that it is transparent, and feels that a Trustee or Chair could announce any conflicts or relationships at a meeting so it is publicly placed on the record. It was noted that a member of family definition exists in the document

under Article 2. A family member is defined as a person who lives in the same household as a trustee. The committee then went on to discussing the creation of a board of ethics for the Board of Trustees. Concerns were raised that a five member board may be difficult to fill. Suggestions were made as to possible individuals that they would seek to hold the positions, possibly clergy and retired judicial individuals.

The Committee asked counsel's office to take a look at, again, other community colleges if they had ethics boards and if so, how they selected their members. The committee also agreed that Article 7 of the draft assessment of penalties referral to a prosecutor should be amended, removing the reference to being fined. The board of ethics would recommend to the appointing authority, either the governor or legislature, either suspension or termination, depending on the outcome of the determination. They also discussed the implementation of internal communications policy for the Board of Trustees. Counsel's office provided them with a draft document for electronic communications policy that included text messaging, e-mails, cell phones, and phone calls.

The Governance committee discussed the need to be mindful of the open meetings law, how many people constitute a quorum, and noted that while communication and discussion is critically necessary to the process of the business of the board, no voting can take place during sub-committee meetings.. Also discussed was whether or not to renew the current contract with Leventhal Cursio Mullaney & Spector, LLP for legal services. The contract expires February 29th, there is a one year renewal clause in the current contract that they can exercise without having to go out for an RFP. The committee feels that they want to continue those services, and is making the recommendation to go forward with the one year renewal. Trustee Canary stressed there was no retainer agreement, the agreement is billed on an as needed basis. The next scheduled Governance meeting is scheduled for March 8th at 3:30pm on the Grant Campus.

Trustee Lindsay Sullivan gave the student success committee report. She said Dr. Johnson had updated the committee on Dr. Beaudin's developmental program, to prepare high schoolers for college, which is now up to twenty-one school districts. Updated practices, including allowing students to retake the placement test, waiving the reading placement test if the student scores higher than 85% on the Global Regents exam, and allowing students to take developmental classes simultaneously with credit classes, have reduced the remediation percentage from 62% to 58%. She stated the reason this last practice is important is because statistics show that only 3% of students in two or more developmental classes complete a degree.

The Committee reported that the study abroad program is expanding to Japan and Italy, and is getting a lot of attention this year, unlike last year. Regarding enrollment, Dr. Adams had stated the figure was 96% FTE as of January 14th, with a rise in transfer students but a reduction in new and continuing students, possibly due to financial issues with students having to get jobs and/or go from full to part time. Site visits planned for Brentwood Middle School on February 6th, Hampton Bays eighth graders in March, and Hampton Bays juniors in April will be important because the more the College can promote getting students on campus, regardless of age, the better.

Trustee Sullivan reported on a presentation given at the meeting about students with disabilities on campus, accompanied by a handout with interesting data. The number of these students coming to Suffolk is on the rise, which translates to costs incurred by the College. She said one of the budget transfers the Board approved at the present meeting was to move funds in order to be in compliance with ADA.

The Committee also had a discussion about the incarcerated population, which Trustee Irizarry has been supporting. Dr. Adams will be meeting with Mr. Langhorn from the Sheriff's Office on this subject. Trustee Lindsay Sullivan said it was a truly interesting discussion and hoped it would go further.

Trustee Pontieri asked for the number of students that drop out, before or after the deadline for reimbursement. Dr. Adams said he would look into that. Going further, Dr. McKay added that part of that figure is the students who don't do well in high school, who come to Suffolk County Community College because it offers a full opportunity program and allows them to test into remedial. He reviewed how the College is aiming to start early in preparing high school and younger students, working with the school districts by testing their students and giving them feedback on what they are being tested on and what the results are, not as a critique but to assist in preparing them. He said the districts are eager to work with the College, and now they are taking more progressive steps to get their students ready for Suffolk. He said moving forward he hopes to have a hundred twenty-four Long Island school districts participating.

Trustee Canary commented that he was pleased about the possibility of the College going back to expanding services for inmates, saying that discussion may have been generated by a press release from the governor he sent to the President and the Chair the week before, which announced that the proposed budget would provide money to pay for college courses for inmates in state facilities. The Trustee said a light bulb went off when he read that, because the College is right down the road from the Riverhead county jail, and while it might not be possible to bring inmates to the campus, the College could bring its programs to the jail. He said it was a natural thing to pursue, as the College tries to be creative with finding new students.

Vice Chair Morgo talked about Chair Sanders reaching out to the organization New Hour for Women and Children, and his wife's involvement in the organization. He said education was a big part of the success stories coming out of there, and asked who at the College to connect with to arrange to have students visit the campuses. Trustee Lindsay Sullivan replied it was Dr. Adams, and Vice Chair Morgo told Dr. Adams he would speak to him about a particular high school.

Trustee Lilly gave the facilities committee report. He said the January 13th meeting was very well attended and very informative, with Jon DeMaio giving an overview of the present and future projects at the College, and the status of their funding. He reported that almost all projects are funded, calling it amazing in today's world, with the exception of some of the Sagtikos building renovations which got pushed back to 2017. He said they learned that Governor Cuomo basically approved the funding, reinstating the \$500,000. Mr. Petrizzo added that Mr. Cuomo had announced that all three of the capital programs the College requested were part of the

proposed budget, including the infrastructure program and the \$500,000 match with Suffolk County that was part of the College's budget discussions with the County Executive.

Trustee Lilly reported that according to the timeline Mr. DeMaio provided, the College will vote on some of the projects in February, and that the College needs to speak to its local sponsors to make sure they're behind these projects, and emphasize their importance to the local economy. He said an important issue brought up at the meeting was that the College is trying to get local law to allow the College to issue its own building permits to avoid the logjam of the county permitting process, which takes years, and allow the College to speed up its project timelines.

Trustee Lilly stressed that the College must meet with the County Legislators personally to advocate for the continuation of these projects in order to get them funded, as well as with the Governor. He explained the process starts with Mr. DeMaio and Mr. Cooper and their staff getting the plans ready, and when the projects do get funding, they come in on time and under or on budget, which in the public eye reflects well on the College. Trustee Canary agreed he was very impressed with the department's handling of the construction projects, and that it was exciting to see tens of millions of dollars of projects coming to fruition.

Dr. McKay also commended the entire facilities team and said that despite the potentially disruptive shift in supervision duties that was made, the employees did not miss a beat in the transition. He said that, unlike other colleges, Suffolk is focused on infrastructure and is the most aggressive in persuading the state and county to get funding for the projects. He commended the Governor and the local elected officials for supporting the College in this endeavor.

Vice Chair Morgo asked how realistic it is to be able to wrest the approval process from the county, and where that issue stands. Mr. Petrizzo explained that the College has had meetings with the Department of Public Works officials, facilitated by the Presiding Officer, and there have been drafts of the local law documents circulated for comment to DPW and the College. He said the College made comments and returned them to the county's office, and hasn't heard any objections to them. Mr. Petrizzo said he believed the College expects the local law to be laid on the table at the February County Legislative meeting, but explained because it is a local law, there will be public hearings, and somewhat of a lengthy process once it is adopted to go into effect. He stated it has been a collaborative process, with the College coordinating with DPW and Legislative Counsel to create a local law that suits each other's needs. Trustee Canary stated it is critically important that the College lobby the individual County Legislators for their support when it comes up for a vote.

Vice Chair Morgo asked for the Personnel Committee report; Trustee Shybunko-Moore replied the committee had not met and she had nothing to report.

Vice Chair Morgo reported on the Budget and Finance committee meeting held in January, asking VP Vizzini to first go over the exact milestones, the dates she had presented at the committee meeting, for the trustees to commit to memory. VP Vizzini stated that August 22nd is the "drop dead" date by which the College must file a budget request with the sponsor. At the April 21st Board of Trustees meeting the budget document will be presented for approval. Prior

to that, through the subcommittee process, and probably at the March BOT meeting, the College will have some direction from the committee of what the '16-'17 budget is going to look like. She offered to do a preview at the March meeting, which would be followed by further discussion and a subcommittee meeting, but stated April is the date by which everyone will know what is going to be presented to the Board.

VP Vizzini continued, stating once the budget request is filed with the county, the budget review begins its report. She interjected that despite the April meeting date falling a week later than the Memorandum of Understanding requires the College to submit the operating budget, the MOU allows, by mutual agreement, the parties to come up with a later date, and that the county has been very cooperative in this. She said the College works very closely with the County Executive's Office, and by May 31st the County Executive will present his recommended total budget for the College, and that is when the College will know for sure what, if any, change in the county contribution there may be. She said the College has been successful in getting the legislature to adopt their budget by their second meeting in June, allowing the College to know for sure what its tuition is going to be and correlate that with the bills to students, rather than waiting until the outside date of August, which creates uncertainty and less productive communication back and forth on adjustments.

Dr. McKay stated to the Board that, under the Vice Chair, the College will present recommendations for the Board's consideration. He reported the Governor has proposed a 0.08% reduction in the community college funding. He reiterated that there are only three sources of funding—the state, the county and students—and a fourth, in that the College has used reserves the last three years that will have to be made up. He said he, the Budget and Finance Committee, and the staff have not yet come up with a proposal, but they know the gap is about \$13 million.

The Vice Chair continued his report. He stated that the students are now paying 51% of the operating budget, the county is paying 23%, and the state 26%, and that tuition has gone up almost 10% in the last two years, plus additional costs for which the reserves had to be used. Acknowledging that there are many moving parts, he called the budget process dysfunctional at best, reminding the Board that last year a last minute \$500,000 capital program was almost not approved but for the efforts of the legislative team. He said one ray of light was that in November, the legislature did adopt a five year long-term plan legislation, to give some tuition certainty and create some order from the chaos the College has experienced. He reported that committee has not met yet.

Vice Chair Morgo said if the students had some certainty of the percentage of increase in the next five years, it would eliminate the craziness the College goes through every year. He said the four year schools' twenty/twenty plan gave them a maximum increase over the years and this has given them certainty in their programs and for the students. He said his committee had expressed the desire to have a similar plan, and this was something that should be discussed with the local sponsor (easier to work with than the state sponsor) when those meetings start. The committee asked VP Vizzini to come up with different scenarios for the budget, to set percentage tuition increases from zero to five percent to present at the committee meeting February 18th. He said the way the College has had to work with the state is unacceptable, and that the College

must get the members of the Assembly and the Senate to work on that. He said he hopes that the new legislative committee will be effective with the local sponsors, to create more order in the budget process.

Vice Chair Morgo asked for members of the Board with experience in budget and finance to attend the next Budget and Finance committee meeting, naming in particular Trustees Escorbores and Pontieri.

Trustee Pontieri asked what the surplus in the fund balance is now; Trustee Lindsay Sullivan replied \$20 million. Ms. Vizzini explained that number is slightly higher, but the College is projecting that after recommendations from the auditors and considering accounts receivables, it will be about \$21 million, 10% of the \$211 million operating budget, and hovering around where the College needs to be for Middle States.

Dr. McKay expressed concern about the declining enrollment trend and the need to further tap the reserves, possibly bringing it below the 10%. Trustee Pontieri asked if what the College had taken from the reserves had been paid back. Ms. Vizzini replied that by law, whatever the surplus is goes back into the reserves, but the College has not been able to consistently put back what it took out. She added that the last two years the College used a portion of what was authorized. Trustee Lindsay Sullivan commented that was the reason for her apprehension about hiring. She asked for a discussion on the technology fee, for the benefit of the other trustees.

Vice Chair Morgo reminded the Board that at one of the last Budget and Finance committee meetings last year, an increase in the technology fee came up, which would have put about \$800,000 into the budget. He said the committee asked for it to be taken out because they did not have time to consider it. VP Vizzini introduced it again and it was discussed. The Vice Chair said everything is on the table and the committee is looking at all aspects. Trustee Lindsay Sullivan commented that it hasn't been increased in five years and remains at at \$80 a semester. She stated VP Vizzini proposed \$100 a semester, which would bring in \$300,000, adding every student pays that fee.

Trustee Canary pointed out that the State Comptroller just released numbers of a 2% property tax cap, and a .02% increase, a pitiful amount of money that school districts and municipalities are going to have to try to operate under. With the CPI index so low it is difficult for the College to justify increasing tuition for its additional costs. Vice Chair Morgo addressed his fellow trustees, saying there are no good choices, everything is on the table, and repeated that he would appreciate it if anyone could come to the February 16th meeting to give some help.

Vice Chair Morgo returned to the agenda and delivered the Chair's report. He said Chair Sanders asked him to mention that a good number of folks are going to the ACCT conference in Washington on the 8th, and that she had asked about emergency preparation in light of the forecast storm for the coming weekend. Dr. Adams reported that the campuses, Public Safety and Special Events are working together, and the emergency response team has a conference bridge set up for all members. He cited two concerns: public safety, making sure that College

facilities, sidewalks, and parking lots are all safe, and communication, important if the College is going to cancel classes or events. He said VP Mary Lou Araneo and Communications Director Drew Biondo were working to make sure that information is posted on the website and radio stations, local media, et cetera. He said he would brief the President throughout the weekend, and be in communication with Mr. Petrizzo and the Executive Deans before these conference calls are made.

Vice Chair Morgo asked Mr. Petrizzo to give an update on Start Up New York. Mr. Petrizzo reported the Start Up New York application was approved by SUNY and by Start Up New York itself, and the College sent notifications out to all the towns that are affected, as well as the county and industrial development agencies in those respective towns. The notices were sent not only to the supervisors, but to each council member to make sure everybody had adequate notice of the application and what is in it. He said the College received one response from Supervisor Romaine, Town of Brookhaven, who was primarily interested in being notified when applications came in on the sixty-two acres adjacent to the Ammerman campus. He stated the College has been working with its affiliation agreement with Suffolk County with respect to the sixty-two acres, which the county controls, and with the Town of Babylon with respect to the Wyandanch Rising, which the Town of Babylon is controlling. He said the affiliation agreements were reviewed by the SUNY General Counsel's Office who made some changes which the College agreed to. The College provided the agreements to Babylon and County of Suffolk, and when the affiliation agreements are complete, the application will be filed and the program will be effective.

Dr. McKay asked Mr. Petrizzo to speak to the Town of Babylon regarding the College's role in the sewer and traffic situations. Mr. Petrizzo replied it was his understanding that the Town of Babylon project is sewerred presently, and that they are attending to their own traffic issues. He said the Town of Brookhaven did raise a concern with respect to sewage on the 62 acre County parcel in that, if development would generate a sewage treatment plant, that the College do its best to get that plant sized to be available to other outside users in the vicinity. He said the other concern in Brookhaven was giving notice to the town and an opportunity for the community to be heard, to which the College is agreeable. Trustee Canary asked if by outside users the Town meant residential hook-ups; Mr. Petrizzo answered they were not clear but that the property is mainly surrounded by residential, probably with the exception of the apartment complex, and he assumes it would have to be residential.

Trustee Canary noted the Grant campus was also approved and Mr. Petrizzo confirmed all three facilities, including Wyandanch, were approved. Trustee Canary mentioned Wyandanch had some concerns from the traffic perspective. Dr. McKay thought the real concern should be focused on Selden, where sewage and traffic mitigation would have to be done, and that when considering projects the Board should take into consideration who will pay for those expenses. Vice Chairman Morgo revisited a conversation he and Dr. McKay had in the past, pointing out that a proposal to take 62 undeveloped acres would likely only come from a kind of corporate headquarters, and the other two sites were more realistic in terms of getting proposals. Trustee Lilly pointed out that adding excess capacity would also cost money, and Vice Chairman Morgo replied that the only solution would be to impose a hook-up fee.

Vice Chair Morgo moved to the President's report. Dr. McKay, giving his report, asked Dr. Pedersen to bring the Board up to date on Middle States, adding that Dr. Debra Klinman and the team will be visiting this semester and they are asking that Board members to be available for at least one hour to meet with her. He asked the Vice Chairman, working with the Chair, to let him know which Trustees would be available to attend.

Dr. Pedersen stated that the Middle States self-study will begin this semester and culminate with the Middle States team visit in 2018. He gave a timeline for the documents required and an overview of the steering committee, and the committees to be formed for each of the seven new Middle States standards, plus the writing and logistics committees for when the team visits in 2018. He said a draft of the committees has gone to the President for his review, representing all the campuses, all divisions, and disciplines, faculty governance, bargaining units, as well as the student body. A cabinet member has been assigned to each committee ex officio and he said that Dr. McKay hopes some BOT members will participate in committee work. Dr. Lauren Tacke-Cushing and Professor Daniel Linker will serve as co-chairs and Dr. Pedersen was asked to continue in his role as Dr. McKay's deputy to keep the process on track and facilitate and expedite the process, and keep the Board informed. Dr. Debra Klinman had confirmed that her self-study preparation visit will be Tuesday, April 19, 2016.

Dr. Pedersen outlined what the self-study design document would include and stated the committees will be able to use the accreditation and planning software the Board approved at the last meeting to collect the evidence and produce necessary documents. He summarized the standards committee co-chairs' duties, which are to provide evidence showing to what extent the College meets the standard, and how the standard aligns with the College's strategic plan. He reported that having met all the Middle States obligations in the past two years, the College is in good standing to have a positive self-appraisal document.

Dr. McKay commended everyone involved with the self-study process, stating the study will show how the College has sustained planning and assessment and how it has been used to inform decisions. He said Middle States would ask the Board members the same questions: how are they able to carry forward their fiduciary responsibility, etc. He commended the Board for overseeing what was a difficult task at a difficult time and commented the College was able to sustain it and go on to a brand new self-study. The Vice Chairman asked the President's staff to coordinate the meeting with the Board members and Dr. Klinman on April 19th, and Dr. McKay replied that Sandra O'Hara and Carol Wickliffe-Campbell would do that.

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Vice Chair Morgo moved on to the round table. Trustee Shybunko-Moore praised the College staff for the amazing job they do at her child's track meets each weekend, how well organized they are and how impressed she is with them. Dr. McKay agreed they do a phenomenal job, from badminton and basketball, to the high school championships. Trustee Lilly commented on the positive reactions when the surface on the track was changed from cement to rubber, one of only three in the area, and noted that the College now has a facility that competes with other top

notch venues. He said this could attract not just Section 11 but possibly state championships that the College can bring down from upstate. Mr. Collazo, Director of Special Events and Programs, replied that the College started last year to put out bids for the state championships, and won the three year bid for the New York State volleyball championships.

Dr. McKay wanted to commend Mr. Collazo and his staff on the record for the tremendous job that they are doing, and for bringing outside events to the College. Trustee Lilly said by raising the standards as they had done the past few years, the College now has a track record to attract events when it builds out east, and this will have an economic implication, not just at the College but in the County. Mr. Collazo stated his department has been aggressive this year. He reported the Long Island Visitor and Convention Bureau has a new director who will be given a tour of the facilities and informed as to what the College is capable of, which will also help to bring in events. He said the economic impact to the county from the badminton tournament was about \$450-500,000 for the week, and the hotels, restaurants and wineries all benefited. Dr. McKay mentioned the global impact as well, with the badminton tournament broadcast to fifty countries and over 200 million households.

Vice Chair Morgo suggested the College bring this new economic aspect up in discussions with the local sponsors. Trustee Lilly added that the events were also a recruitment tool for the College, particularly the county championships which bring a lot of athletes to the facilities and the campus and give them a taste of what the College has to offer. Mr. Collazo affirmed that this was one of the discussions he had with Dr. Adams and the director of Section 11, to be able to keep the students here in Suffolk. He said they have had success and doubled the high school championships for Section 11 this year for the first time.

Vice Chair Morgo asked VP Vizzini to prepare talking points on the economic impact of the community college to the greater Suffolk County economy for when the Legislative committee is formed and meets. Ms. Vizzini agreed, stating that in fact the College has such talking points that it shares with the Education committee. Trustee Canary made the final point on the discussion, sending a shout-out to the girls' cross-country team who won the cross-county community College Division 3 back in November.

Continuing with the roundtable discussion, Trustee Canary brought to the Board's attention a letter to the editor that Dr. McKay submitted to the Islip Bulletin. He said the letter was in response to a multi-page story and editorial in the Islip Bulletin about getting Certificates in the trades, and how every student isn't college bound, and why it's important to pay attention to the trades. He said he and Dr. McKay and Drew Biondo jumped at the opportunity to respond and a week after the story hit, there was the letter announcing that the College has these programs. He asked the fellow Board members to pay attention to stories in the weeklies which don't necessarily make it into Newsday and to take any opportunity to get a letter out there from the President or the Chair, or Board members individually. Dr. McKay commended Trustee Canary for reaching out to him and Mr. Biondo and working together on the letter. He emphasized Trustee Canary's point, that the College has to tell its story and it is important for everyone—the Board, faculty, students, staff—to get the word out there.

Vice Chair Morgo made a final point, suggesting the Board consider receiving the media clippings electronically, to cut down on paper as has been discussed.

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Vice Chair Morgo requested a motion to adjourn the Board of Trustees meeting at 11:08 a.m. Trustee Pontieri so moved, Trustee Shybunko-Moore seconded, the motion was approved unanimously.

With no further action, the meeting of the Board of Trustees was adjourned at 11:08 a.m. The Board of Trustees next meeting is February 18, 2016 at 4:00 p.m. in the Alumni room of the Brookhaven Gymnasium, on the Ammerman Campus in Selden, New York.

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Respectfully submitted,
Bryan Lilly
Secretary