

**SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
LECTURE HALL, MONTAUKETT LEARNING RESOURCE CENTER
EASTERN CAMPUS, RIVERHEAD, NEW YORK
March 17, 2016**

The meeting was held on Thursday, March 17, 2016 at 4:00 p.m. in the Lecture Hall of the Montaukett Learning Resource Center on the Eastern Campus, in Riverhead, New York.

PRESENT:

Theresa Sanders	Chair
Gordon D. Canary	Trustee
Paul Pontieri	Trustee
Dafny Irizarry	Trustee
Denise Lindsay-Sullivan	Trustee
Anne Shybunko-Moore	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
Christopher Adams	V.P. of Student Affairs

The meeting of the Board of Trustees was convened at 4:19 p.m.

Chair Sanders welcomed everyone; the Pledge of Allegiance was led by Trustee Canary.

Chair Sanders asked VP Christopher Adams to introduce the special guests in attendance. Dr. Adams introduced Kevin Foley, the College's Athletic Director, to say a few words about the athletic program. Mr. Foley thanked the Board, the President, and Dr. Adams for the opportunity to speak. He asked the women's cross country team to come up join him to thank everyone for their support of the athletic program. He said he was sure they will look back at their achievement with pride and fond memories of their time at Suffolk County Community College, and that, personally, it was a great pleasure to watch the team come together as they proceeded through the season and see the pride they developed.

Mr. Foley introduced Coach Matt French, also a Suffolk County Community College graduate, who excelled in track and cross country. He said Mr. French went on to Southern Illinois University, then came back to Long Island and now works at the College. He said Mr. French is one of the best hires he's had because of his willingness and dedication not only to the cross country team, but to the track team, and has built up both programs to be in the national

limelight. He announced that Mr. French was this year's Men's & Women's Region 15 Coach of the Year, and the 2015 National Junior College Athletic Association National Coach of the Year for cross country. He asked Mr. French to speak about his team.

Mr. French shared that the team played at many senior schools and many invitationals and was getting second and third place wins, beating the senior schools, getting attention, and representing the College very well. He said about mid-season, the team was ranked number one in the nation, and they handled that pressure very well for the rest of the season, and got the job done at the national championship.

Dr. McKay commended the coach and the entire athletic department for maintaining integrity for the institution, its focus on academics, and in allowing the College to be a model across the country. Mr. Foley announced that the young lady standing next to him, Menely Genao, had just won the Chancellor's Award. He said last semester, while the team was winning a national championship, she had a 4.0 grade point average. Mr. Foley added that she will probably win the Chancellor's Sportsmanship Award as well, which comes up in the springtime.

Dr. Adams then handed out certificates of achievement in recognition of the team's effort and for winning the national championship. Certificates were given to Kayla Clements, Ryleigh Donegan, Menely Genao, Theresa DeFilippo, Kristen Starke, Bridget Reiffert, Ashlee Rommeney, Stacey Sinkoff, and Leana Wiebelt. Dr. Adams also presented Mr. French with a special recognition certificate.

Chair Sanders announced there were also students present who would be recognized, and asked Student Trustee Maria Gomez to bring them forward. Student Trustee Gomez asked the two students to share news of an important event the following Saturday. Student Jarline Duran introduced herself as vice president of DLH, the Dream Love Hope club, and Student Veronica Burriesci introduced herself as a peer mentor on the campus, and president of DLH. Ms. Burriesci explained that DLH was actually founded by Student Trustee Gomez and some other students on campus, explaining it is a community service club which helps everybody in need. She announced that this Saturday the club would be doing a free Easter egg hunt for the entire community, and invited everyone to come with their families to enjoy activities and win prizes, and there would be a donation box for a women's shelter since it was Women's Month. She added the club would also do a bake sale for that as well.

Ms. Burriesci asked Ms. Duran to talk about yudabands, another project of the club. Ms. Duran explained that there is an organization in Guatemala which makes the yudaband bracelets from coconut and leather, and the club is selling them for \$7 each to sponsor a Guatemalan youth named Maynor who is struggling to finish high school because of financial hardships. She read his story from the website. Ms. Duran said she realized she has the opportunity to come to one of the best colleges and Maynor can't even graduate high school, so DLH really wants to help him finish and start his career in computers. She said the club loves to help its own community and also outside communities in other countries. Chair Sanders thanked the students and commended them for taking time out of their schedules working here at the College to help someone else. Chair Sanders noted for the record there were two excused absences, Trustee Jim Morgo and Trustee Bergre Escorbores.

Chair Sanders requested a motion to enter into Executive Session to discuss the medical, financial, credit or employment history of a particular person or corporation, the terms of a contract, matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation at 4:37 p.m. Trustee Lindsay Sullivan so moved, Student Trustee Gomez seconded, the motion was approved unanimously.

Chair Sanders reconvened the Board of Trustees meeting at 5:35p.m.

Chair Sanders called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 5:37 p.m. Trustee Canary so moved, Trustee Shybunko-Moore 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 5:41 p.m. Trustee Irizarry so moved, Trustee Lindsay Sullivan seconded, and the motion was approved unanimously.

Chair Sanders requested a motion to approve the minutes of the February 29, 2016 Board of Trustees meeting. Trustee Pontieri so moved, Trustee Lindsay Sullivan seconded, Trustee Irizarry abstained, the motion was approved.

Chair Sanders introduced Gail Vizzini, VP of Business and Finance to present the College Budget and Financial report. VP Vizzini reported the outside auditors have sent a draft of the College's financial statements for her review. Once the final statements are completed it will be uploaded to the portal and sent to the Board for their review. She anticipates that financial statements to be on the April agenda for approval. VP Vizzini noted, the College is a component unit of the County, and therefore they are awaiting the College's approved statements to incorporate with their own.

The College met with the Legislative committee on a long-term budget plan for the College on March 11th. The College provided preliminary information in regards to a projection of its expenditures for the next five years and the corresponding revenue. This will be used as a basis to build a five-year model to plan for a sustainable County contribution. The next meeting is scheduled for March 24th.

VP Vizzini reported the monthly projections for 2015-2016 operating budget continue to trend to the positive. Revenue projections however are projecting a shortfall of total revenue of about \$3.8 million, due to a decline in enrollment of full- and part-time students. The number of full-time students began leveling off in fall 2015 and this trend continued for both full- and part-time

students in the spring. The result was less tuition revenue than anticipated. Through prudent fiscal management the College is endeavoring that it does not spend more than it takes in.

The College is discussing the 2016-2017 operating budget with the Budget and Finance Subcommittee and the Executive Committee of the Board. At the request of the Chair and the Budget and Finance committee, VP Vizzini said she would present the Budget Gap Analysis for the 2016-2017 operating budget, including assumptions as to sources of revenue to support the expenditures and projected revenue for 2016-2017. She noted the assumptions are based on the information they currently had. Neither the State nor the County has committed to what, if any, increase there will be in their support. VP Vizzini said her office needs specific direction from the Board as to what assumptions are to be included for expenditures and revenue in preparing the budget for their approval. The budget will be presented for their approval on April 21 and will be filed with the County the next day.

VP Vizzini said that initially they presented the Budget and Finance subcommittee with a budget gap of almost \$14 million. Dr. McKay and the Budget and Finance subcommittee asked her to identify areas of cost containment and to look at vacancies and quantify the areas where the College can do some expenditure reductions from the \$14 million. VP Vizzini reviewed expenditure reductions based on 2015-2016 trends. The areas identified were fuel advertising, light power and water, and rental of office space totaling \$750,000 thousand. They are also projecting from an extended vacancy practice an additional savings of \$400,000. This brings total reductions to the budget gap in the amount of \$1.1 million. The reductions bring down the budget gap to \$12.8 million.

VP Vizzini then went over the 2016-2017 budget overview spreadsheet, including options for bridging the gap. She said the expenditure portion of the increase is \$4.4 million, a 2.1% increase over the current operating budget. The current base of expenditures are primarily the increases in the permanent salary areas and the associated part-time salary areas that are correlated to the adopted and yet-to-be-approved contractual salary agreements. VP Vizzini noted the College has been fortunate enough to garner some projected savings as far as our retirement plans in both the ERS and the TRS. The rates are not growing at the same magnitude that they had been, and the College expects to have some savings in those employer payments to the retirement system. However, the TIAA-CREF rate did go up and that eroded some of the savings from ERS and TRS. Health insurance continues to go up and have increased 4.5%. The College departments requested about \$2 million in items for the 2016-2017 operating budget. VP Vizzini said that in light of the current fiscal climate those requests could not be approved, and they narrowed them down to \$250,000. She also pointed out the College's disability services area is growing. This year the College exceeded what they budgeted and are expecting that that same level of increases will continue in 2016-2017.

VP Vizzini went on to review the revenue portion of the budget. She noted the budget was short from projections in tuition in the amount of \$3.8 million this year. The College expects enrollment to continue to decline and projects another 1% decline which will translate to another \$1 million dollars in revenue shortfall from tuition. Enrollment also has an impact on fees as well as state aid. For the past three years the College has relied on the use of its fund balance reserve to balance the operating budget to mitigate the cost of increases in other areas of revenue.

The projected revenue for 2016-2017 operating budget is \$8.3 million. When you add the increases in expenditures to the shortfalls in revenue, you arrive at the \$12.8 million budget gap. VP Vizzini proceeded to present some of the scenarios and recommendations that are being discussed in the Budget and Finance committee to mitigate the gap.

The assumptions she presented are based on the most current projecting for State aid and County contribution as well as possible tuition increases. VP Vizzini noted the State has not adopted their budget yet and it could be more or less than the assumption presented of \$100 per FTE. If the College were to receive the \$100 per FTE, that would translate into \$1.9 million in revenue, even with the projected enrollment. Every \$100 increase in tuition equates to \$2 million in revenue for the College. If the annual tuition were to increase by \$250, there would be \$5 million in revenue for the College to offset the expenditures. An increase of \$275 would create \$5.5 million in revenue and an increase of \$300 would create \$6 million in revenue. She said the committee also discussed the status of certain fees, how long ago were they increased, and do they correlate to what services are being provided. She has made some limited recommendations in terms of certain fees that have not been increased since 2011-2012, such as the technology fee. An increase in the technology fee is under consideration, in the amount of approximately \$20 per semester. The College is projecting this will yield another \$947,500 in revenue. If the County agrees to a 2% percent increase in its current level of sponsorship that would be \$815,375. All these added together are still not enough to mitigate a \$12.8 million budget gap. The Trustees would have to authorize the College, once again, to rely upon the reserves. If the College were to take \$4.1 million from the reserve, that would leave the reserve fund balance at an estimated \$16.9 million, bringing it to about 7.9% percent, a little below the recommended threshold for Middle States.

Dr. McKay asked VP Vizzini to speak about accounts receivable versus cash accounts. VP Vizzini said that how much is in the reserves, cash versus accounts receivable, can vary based on the time the calculation is done. Currently, the ratio is 70/30. If the College puts itself in a position where the reserve fund is at \$16.9 million based on the 70/30 ratio, almost \$12 million would be cash; the remainder would be accounts receivable. At this time, the College is still awaiting the last of the tuition payment plan payments. The County does not typically remit the cash related to the County contribution until their cash flow is in a positive position, which is on or about May.

VP Vizzini concluded her report by asking for guidance from the Board as to what assumptions are to be included for expenditures and revenue in preparing the budget for their approval. The budget will then be presented for their approval at the April 21st Board meeting and filed with the County the next day.

Trustee Irizarry asked what the increase in fees would be per student. VP Vizzini said the technology fee is currently \$80 a semester, as it has been since 2011-2012, the proposal is a \$20 increase per semester; a full-time student attending fall and spring, would be \$40.

Trustee Pontieri asked VP Vizzini for an executive summary of her presentation and the scenarios. VP Vizzini agreed and said she would put that together and send out to the Board.

Chair Sanders thanked VP Vizzini for her report. She noted there was a lot of work involved, and they have been dealing with this in Executive Session [*Committee*] as well as in the Budget and Finance committee meetings. She said the Board is very sensitive in trying to keep tuition affordable, but it takes a lot of detailed work. She added the College should know the state budget numbers around April 1st and the Budget and Finance committee is meeting on April 4th, and invited any Board members that wanted additional information to attend the meeting on April 4th.

Chair Sanders requested a motion for the approval of College Resolutions 2016.20 to 2016.25. Trustee Pontieri so moved and Trustee Irizarry seconded. The motion was approved unanimously.

RESOLUTION 2016.20 - 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 \$2,487,706.06 for the month of February 2016 (Attachment I) is hereby approved by the Board of Trustees.

RESOLUTION NO. 2016.21 - 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 \$50,000 from the Island Outreach Foundation to provide support to student veterans at Suffolk County Community College, and an additional \$1,500 to sponsor a veterans' conference for student veterans at Suffolk and participate in dialogue about transitioning veterans into civilian life and the workforce upon their return from service, and

WHEREAS, the Foundation has authorized a portion of this grant award in an amount up to \$10,000 to be transferred to Suffolk County Community College to help 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 \$10,000 from the Suffolk Community College Foundation, which constitutes a portion of the grant award received by the Foundation from the Island Outreach Foundation, to fund staff positions in the Office of Veteran Affairs at Suffolk County Community College.

RESOLUTION 2016.22 - MAKING A SEQRA DETERMINATION FOR THE GREEN INNOVATION GRANT PROGRAM (GIGP) GREEN ROOFS INITIATIVE ON THE AMMERMAN, MICHAEL J. GRANT AND EASTERN CAMPUSES

WHEREAS, the College Board of Trustees serves as Lead Agency for determinations issued pursuant to the State Environmental Quality Review Act (“SEQRA”) (NYS Environmental Conservation Law, Article 8) and its implementing regulations at Title 6 NYCRR Part 617, and

WHEREAS, the College has been granted a Green Innovation Grant Program (GIGP) award from the New York State Environment Facilities Corporation in order to improve certain College buildings with green roof technologies, and

WHEREAS, this project will incorporate green roofs on the Peconic Building (Riverhead), William J. Lindsay Building (Ammerman) and the Learning Resource Center (under construction on the Michael J. Grant Campus), in order to reduce storm water impacts on these campuses and provide engaging living laboratories for students and demonstration sites for municipal officers, business and community representatives, and the residents of Suffolk County, and

WHEREAS, the College has reviewed the list of SEQRA Type II actions identified in Title 6 NYCRR Part 616.5, and recommends that the Green Roofs Initiative with respect to the Peconic Building and William J. Lindsay Building be classified as a Type II Action, pursuant to 6 NYCRR §617.5(c)(2), because it involves the “replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site,” and

WHEREAS, by a resolution adopted on August 26, 1994, the Board of Trustees determined that the College’s Comprehensive Master Plan, which includes the Learning Resource Center on the Michael J. Grant Campus, would not have a significant effect on the environment and, accordingly, issued a Negative Declaration under SEQRA (See Attachment II), be it therefore

RESOLVED, that the Board of Trustees hereby finds and determines that the GIGP Green Roofs Initiative with respect to the Peconic Building and William J. Lindsay Building be classified as a Type II Action, pursuant to 6 NYCRR §617.5(c)(2), because it involves the replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site,” and be it further

RESOLVED, that the Green Roofs Initiative with respect to the Learning Resource Center, which is currently under construction on the Michael J. Grant Campus, will not have a significant effect on the environment, as evidenced by the Negative SEQRA Declaration issued by the Board of Trustees with respect to the College’s Comprehensive Master Plan.

RESOLUTION NO. 2016.23 - ACCEPTING A GRANT AWARD FROM THE NYS ENVIRONMENTAL FACILITIES CORPORATION - GREEN INNOVATION GRANT PROGRAM

WHEREAS, Suffolk County Community College has been granted a Green Innovation Grant Program (GIGP) award from the New York State Environment Facilities Corporation in the amount of \$203,708 for a Campus Green Roofs Initiative, which will enable construction of green roofs on three College buildings in order to reduce storm water impacts on the Ammerman, Eastern and Michael J. Grant Campuses and provide engaging living laboratories for students and demonstration sites for municipal officers, business and community representatives, and the residents of Suffolk County, and

WHEREAS, this Campus Green Roofs Initiative will result in the conversion of 4,565 square feet of conventional roofs into green roofs, will establish 575 cubic feet of total stormwater storage volume that addresses approximately 438 cubic feet of storm water runoff per year, and will reduce peak storm water discharge by 97-100%, and

WHEREAS, pursuant to the terms of the grant award, ten percent (10%) matching funds are required, be it therefore

RESOLVED, that the College President, or his designee, is authorized and empowered to execute a Grant Agreement with the NYS Environmental Facilities Corporation, in such form as shall be approved by the College General Counsel, and any and all other documentation necessary to bring about the project and to fulfill Suffolk County Community College's obligations under the GIGP Grant Agreement, and be it further

RESOLVED, that the Board of Trustees hereby authorizes an appropriation of a minimum of 10% local matching funds (\$22,634), as required by the Green Innovation Grant Program for the Campus Green Roofs Initiative.

Project Director: Nicholas Palumbo, Executive Director of Sustainability Programs

Note: No additional full-time personnel

RESOLUTION NO. 2016.24 - ACCEPTING A GRANT AWARD FROM THE STATE UNIVERSITY OF NEW YORK (SUNY), IN COORDINATION WITH THE NEW YORK STATE DEPARTMENT OF LABOR (NYSDOL), FOR A CAREER SERVICES GRANT

WHEREAS, Suffolk County Community College has received a grant award in the amount of \$100,000 from The State University of New York (SUNY), in coordination with the New York State Department of Labor (NYSDOL), for a Career Services program for the period of April 1, 2016 through March 31, 2017, and

WHEREAS, this College-wide program will partner with the New York State Department of Labor to deliver employment services, host career fairs, and offer job readiness workshops and activities at Suffolk County Community College, and

WHEREAS, matching funds in the amount of \$11,111 are required, be it therefore

RESOLVED, that a grant award in the amount of \$100,000 from The State University of New York (SUNY), in coordination with the New York State Department of Labor (NYSDOL) to fund a Career Services program for the period of April 1, 2016 through March 31, 2017, 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: Sylvia Camacho, College Director of Career Services

Note: No Full- Time positions

RESOLUTION NO. 2016.25 - ADOPTING A NEW CODE OF PROFESSIONAL ETHICS FOR THE BOARD OF TRUSTEES

WHEREAS, by Resolution I, duly adopted in Executive Session on June 18, 2015, this Board declared:

“It is a current, policy making priority of the Board of Trustees to develop and adopt a clear and comprehensive Code of Ethics applicable to all College officers and employees and, in particular, to develop and adopt procedures for the investigation and determination of allegations of misconduct by a Trustee, and for the imposition of sanctions upon a finding that such misconduct occurred,” and

WHEREAS, a review of the *Board of Trustees Code of Ethics and Conflict of Interest Policy*, adopted by the Board on January 18, 2007, was undertaken by the College’s Office of Legal Affairs, and recommendations for revisions and updates to the policy were made in order to better serve the College’s needs, and

WHEREAS, the purpose of the new *Board of Trustees Code of Professional Ethics* includes providing guidance to the members of the Board in the exercise of their fiduciary duties; providing a procedure for disclosure of potential conflicts of interest; establishing minimum standards of conduct; and creating an Ethics Board for the Board of Trustees, be it therefore

RESOLVED, that paragraph 9 of Resolution I, adopted by the Board of Trustees in Executive Session on June 18, 2015, which reads as follows, is hereby revoked:

“The Board shall consider, in public session, the adoption of a resolution recommending to the Suffolk County legislature that the jurisdiction of the Suffolk County Board of Ethics be broadened so that the Board of Ethics may serve as a

resource to assist the College in ensuring both the reality and the appearance of integrity in its governance and administration, and in the discharge by College officers and employees of their official duties,” and be it further

RESOLVED, that the *Board of Trustees Code of Ethics and Conflict of Interest Policy*, adopted by the Board on January 18, 2007, is hereby revoked, and be it further

RESOLVED that the *Board of Trustees Code of Professional Ethics*, attached hereto as Attachment III, be and the same, hereby, is adopted and approved.

Chair Sanders moved to the committee reports, starting with Budget and Finance. Trustee Lindsay Sullivan noted that when the budget process started, she, Trustee Morgo and the Chair were all very apprehensive about any tuition increase at all and the \$200 per year figure originally discussed, now revised up to \$250-\$300, was a bitter pill to swallow. But she acknowledged funds to cover the budget gap of \$13.9 million have to come from somewhere, and the committee is hoping for a 2% County contribution. This, combined with use of the fund balance, would bring the figure down to 6.8%, still a scary number. She said Ms. Vizzini is now pleading with the Board for some direction, which she promised they would give.

Trustee Lindsay Sullivan stated the committee also spoke about the long-term planning meeting that occurred on March 11th with the County, and the items that needed to be discussed from that meeting. With that, she ended her report.

The Chair called for the Personnel Committee report. Trustee Shybunko-Moore stated the committee met on March 10th. She said that the 2014-2015 Presidential Evaluation has been closed, and the final recommendation is for an increase consistent with the contractual agreement. She reported the 2015-2016 evaluation process has been initiated and that the committee would advise on its progress at the next Board of Trustees meeting. She said that minutes will be provided.

Chair Sanders asked for the Governance Committee report. Trustee Canary reported that the committee met on March 8th, with the Chair, Trustees Morgo, Pontieri, and Escorbores, and Ms. O'Connor and Gail Kenehan, the recording secretary, present. He thanked the Board for passing their new Code of Professional Ethics, noting it is the culmination of one year's worth of effort by the committee working in conjunction with the counsel's office. He particularly thanked Ms. O'Connor for her great efforts in helping the Board achieve this goal.

Trustee Canary stated the committee discussed the electronic communications policy, to be continued at the next meeting, regarding coming up with a policy of how the Board should address communication amongst themselves, by cell phone and e-mail. He said they also discussed the overview of travel policies written up by Ms. Vizzini, and said the committee felt they needed a better definition for the Board of Trustees going on various conferences and how the expenditures and the reimbursements should be handled.

He stated the Board is embarking on a new venture in establishing a policy for private outside entities requesting College support for activities that may require College resources. He said Ms. O'Connor is looking at policies existing in other colleges to share at the next committee meeting. The last item discussed was the Leventhal Cursio & Mullaney contract and whether it could be expanded, not just to be narrowly focused on a particular ethics issue, but to give the Board broader legal expertise and advice in the event of a conflict of interest. He announced the next governance committee meeting would be on April 12th at 3:00 p.m., at the Grant campus.

Trustee Pontieri thanked Trustee Canary for being very organized, stating the committee gets a lot accomplished, and that it was a real pleasure to work with him. Trustee Canary thanked him, acknowledging the committee has taken on some big challenges, and again thanked Counsel's office for their expertise. President McKay thanked Trustee Canary and the committee for providing guidance and directions that his cabinet can utilize going forward, especially as things change in the community.

The Chair called for the Student Success committee report. Trustee Lindsay Sullivan announced the next Student Success meeting would be April 14th. She stated the committee met on March 11th, with herself, Chair Sanders, Trustees Irizarry and Gomez, Dr. Adams, Dr. Johnson, Mary Lou Araneo, and Carol Wickliffe-Campbell. She said they discussed the Study Abroad program, with five sites to be visited this summer.

Trustee Lindsay Sullivan also reported that Dr. Adams met with the Suffolk County jail people, which Trustee Irizarry had asked about a few months back. She said he met with Mary Reese, James Banks, and Tim McHeffey from the College and Butch Langhorn and Charles Ewald from the Sheriff's Office to discuss starting a pilot program. She explained they will begin by developing a survey to be given to 150 incarcerated women - this, at the request of the jail. The survey will look to identify the level of education the women currently have, and the types of courses they would be interested in. She said nothing is off of the table, and the committee is looking at the ACCEL classes, potentially remedial classes, trying to get a sense of what service the College can provide to these women. She explained the program would have an instructor going to the jail so there may be implications with Middle States, with courses offered off the campuses. She said Dr. Adams is hopeful that at the next meeting he'll have some survey results, and Trustee Lindsay Sullivan expressed excitement that the initiative was moving along so quickly.

Trustee Lindsay Sullivan reported that the Student Trustee election is in progress; applications were due on March 11th. She said elections will take place April 4th-7th, and on April 8th the College will have a new student-elect who will take office July 1st.

She said there was a very interesting report from Dr. Pedersen, an update on the IPEDS survey, which captures statistics on the College's full-time versus part-time students over a six- to eight-year period. She explained that while there are often reports about completion rates and percentages after two years, the College knows that sometimes people can't complete in two years. The survey breaks the numbers down by full-time students entering for the first time and non-first time entering students, looking at their completion rates. She shared some of the numbers which showed non-traditional students, those non-first time entering, completed at a

79% rate as opposed to first time entering students who had a 61% completion rate. She asked Dr. Pedersen to make the report available to Trustee Sanders and the members of the Board. She said she understood comparative data is to come and the College's results can then be compared to other community colleges.

Chair Sanders pointed out that, in comparing the data, it is important to understand that the College population, with its students working sometimes more than one job, has a difficult time completing in two years, compared to other colleges. Dr. McKay added that with the College working with school superintendents on Long Island to identify needs and perhaps remediation solutions, the College must be careful in how it addresses the superintendents as it publicly distributes this information.

Trustee Canary reminded the Board that the issue of completion rates is a very big one down in Washington, and many states and community colleges consider it unfair because these extenuating factors are not taken into consideration by the various Middle States accreditation units.

Trustee Canary asked Mr. Petrizzo what the average sentencing at the Suffolk County jail is, and Mr. Petrizzo replied the inmates typically can't be there for more than one year, but some may be there longer, while they're awaiting trial. Trustee Canary asked if they have to be transferred to State facilities if a sentence is greater than one year, and Mr. Petrizzo replied, yes, usually. Trustee Lindsay Sullivan clarified that the pilot program at the jail is not looking for the full two-year program, but rather a semester.

The Student Trustee committee report was given by Maria Gomez. Student Trustee Gomez reported that the Grant campus is working hard on the Bread Run event scheduled for April 8th, and that the Student Government Association (SGA) has been working on a leadership training on the three campuses, with SGA, herself and a student participating. Student Trustee Gomez also stated the Selden campus had a very successful fashion show, where the theme was 'dress for success' and the models were all SGA members. She added they are working on an event for Earth Week, with a cleanup day at the Selden campus, as well as a recycling day, and information for biology clubs and earth clubs.

Student Trustee Gomez reported that students at the Selden and Eastern campuses have raised concerns about many hit and run accidents in the parking lots, and the students are asking for cameras in the lots. She said they also are asking that the lines be repainted in the lots because they are unclear. Dr. McKay agreed.

Ms. Gomez reported that the Eastern campus has been working on getting free scantrons for the students. She said she believed SGA was working with Associate Dean Mary Reese, trying to get the bookstore not to sell them anymore but instead to let the professors provide them to the students in the classroom. She said there were free scantrons at the SGA office, which had been purchased for the whole year, but were almost gone. She said having the scantrons available for free has been a total success with every student who needs one. Chair Sanders asked how they were obtained and Student Trustee Gomez said people had purchased them. Chair Sanders asked how much they cost, and Dr. Adams replied they were 33 cents each.

Student Trustee Gomez asked for an update on the Health and Wellness Center, on behalf of the Eastern campus students. Mr. Petrizzo explained the building has been tied up for a while in the permitting process, but these issues have now been mostly resolved. He said the final drawings are being crafted now and the College would probably go out for bid sometime later this year to start the construction.

Student Trustee Gomez brought up a concern from the SGA office that students are applying for jobs but then don't get them because they don't have experience. She said she will work with Dr. Adams to create a kind of internship day with information for the students on the internship program to give them more experience when applying for jobs. Dr. Adams stated the College has career centers on each campus staffed by people that are dedicated to helping students.

Giving her report for the Executive Committee, Chair Sanders said there have been healthy discussions, a lot of it revolving around budget and budget assumptions, and how to format the budget presentation to the Board for a final vote. She stressed that it is taking a lot of work, involving a lot of detail. She said there are sacrifices from across the board and the committee is working diligently.

The Chair reported the committee has also been discussing Middle States, the self-assessment piece, and particularly about what the Board's role as trustees is, to advocate for the State and the County to pay their fair share as far as the budget is concerned. She said not knowing what the College is going to get forces it to lay several different options on the table and each option will require some type of an increase somewhere, which is of concern to the Board. She said, again, the goal is to keep tuition affordable..

Chair Sanders moved on to the Chair's report. She said the Board has been very busy this month. She stated she had to miss the Federation of Labor event on March 3rd and thanked everyone that went to it to support the Federation. She mentioned the Governance Committee meeting and, echoing what Trustee Pontieri said, thanked Trustee Canary for his leadership in drilling down a lot of details, a lot of policies. She said the Board also attended the State of the College Address on March 9th, and gave a really good overview of where the College stands, and praised Dr. McKay for doing a great job. She said everyone there wanted to know what they could do for Suffolk, and she and Dr. McKay put them in touch with the Foundation. She noted that the Gala is coming up and the College needs everyone's support; in addition to their time and talent, the College needs their "treasure" to provide scholarships for students.

The Chair also reported that she had a great meeting with Sylvia Diaz at the Foundation office, where they discussed the vision of the Foundation and how to provide more scholarship support for the students. She asked that everyone try to find time to attend some of the upcoming student events, including the Student Diversity Leadership Conference the following day. She said the work that the Board and the College does drives student engagement, and as a result of the students engaging with the process in our State Capitol, they want to do a leadership piece at this

Conference. She reported that Christina Vargas, Dr. DeLongoria, Jarvis Watson from Stony Brook and Justin Brown would come together and help the students develop leadership skills.

Student Trustee Gomez announced that the three campuses are working on a time table to meet with the students to get them to understand the importance of voting and to get them registered. She also reported that as part of a new initiative, some students would individually go to the Assemblyperson in their districts and advocate for tuition and other benefits, and that those students may need the Board's help getting appointments with the Assembly members. Lastly, she stated the Eastern campus president had gotten very good feedback from the students about the exceptional performance of public safety on the campus, and that she was asked to write a letter commending them. Chair Sanders thanked her for the positive feedback and also acknowledged the past Student Trustee who was in attendance, pointing out that the students do stay engaged.

The Chair moved on to the President's report. Dr. McKay told the Board it was an honor to be working with them and asked the faculty and students in the room to stand and be recognized. He recalled that at his inauguration in 2010, he talked about four things: accountability, integrity, transparency and loyalty, which guide his administration of the College. He talked about maintaining integrity in representing the Board's recommendations and decisions, a policy that guides him every day, and restated on the record his commitment to uphold those standards.

Dr. McKay discussed the upcoming Middle States self-study. He said the project is being overseen by co-chairs, one from Governance and one from Administration, involving committees that the President is serving on, and he explained that the work entails looking at the next ten years, to be guided by the faculty in the programmatic areas. He said the co-chairs are experts and will report back to the steering committee and the President and, in turn, he would report back to the Board. He introduced the co-chairs, Dan Linker and Dr. Lauren Tacke-Cushing.

Dr. Tacke-Cushing reported that she and Mr. Linker did a self-study overview at Professional Development Day on March 1st, with a record attendance of over 400 faculty and staff. She announced there were 28 presentations on the theme of assessment from across the campuses, disciplines and units, and it was a very successful day, offering the opportunity to discuss the self-study design and process to be implemented for the next two-and-a-half years.

Dr. Tacke-Cushing gave an update that Dr. Klienman, the College's Middle States liaison, would be unable to attend the preparation visit scheduled on April 19th, but instead, Dr. Ellie Fogarty, also a Middle States Vice President, would be attending and sharing Dr. Klienman's comments on the self-study design as well as giving her own critique. She said that the committee is hoping to get feedback at that meeting, but also approval from Middle States to then implement and move forward on the self-study which is anticipated to be really building up steam at the beginning of the fall semester. She reported the steering committee will be finalizing the self-study design, and hopes to have it ready to be sent to Dr. Klienman and Dr. Fogarty by April 1st, prior to the visit on April 19th. She asked Mr. Linker to talk about the Middle States standards and the self-study design.

Mr. Linker gave a brief overview of the Middle States standards, explaining that the fourteen original standards were condensed to seven, covering basically the same material. He stated that for each standard there is a dedicated committee with co-chairs, appointed partially by Dr. McKay and partially on advice from the members of the community, each with large representation from across all three campuses at the College, from administration, faculty, and students. He said it was rare to see such an enthusiastic group of people, eager to start working.

Dr. Linker then explained the self-study design, due to Middle States around April 1st, approximately two weeks before the liaison visits. He said the nine components of the study are dictated by Middle States, and the design is not, by any means, the finished product, but indicates how the committees are going to go about creating the finished product, due two years from now. He gave an update on the progress so far, stating that each of the committees' co-chairs have met together, and have an understanding of what the charges are from Middle States. He said those co-chairs helped come up with the elements of the design, as well as using various resources from the College to produce the draft document. He stated the document has been reviewed by the steering committee which implemented changes, and that it had been sent to the Board of Trustees. He invited them to make any suggestions, after which it would be sent to President McKay for a final look before going to the Middle States liaisons. Pending their approval after their visit, the committees can progress towards the College's reaccreditation process.

Dr. McKay commended Dr. Tacke-Cushing, acknowledging she has taken on a major task at the College for the next ten years, starting with the two-year process of the self-study. He commented that she got Stony Brook off their warning status and got them through accreditation.

Trustee Irizarry asked if the Board members were expected to give feedback on the draft. Chair Sanders suggested the Board vet the draft at the committee level and talk about it at the Board meeting. She asked if there was a timeline for feedback or if it was for informational purposes only. Dr. McKay replied that the document was informational at this point, but since it had to be submitted to Middle States before the next Board meeting, any comments should come back to the team before April 1st. He explained that it involved so many faculty and staff, and the team had just finished the draft two days prior, and if the Board's comments were needed it was understood it would have to be before the next board meeting.

Dr. McKay then introduced Dr. Sylvia Diaz to speak about the Foundation's effort. Dr. Diaz said the Foundation was very excited to announce the 2016 Salute to Excellence Gala scheduled for May 5th, and that the invitations would be distributed sometime in the following week. She explained the theme this year is "The Bridge to Opportunity," indicating a picture of the Robert Moses Bridge on the invitation. She said this year the College would recognize one of its most distinguished alumni, Dr. Robert Frey, not only a wonderful benefactor of the institution with an endowed scholarship and so much more, but somebody who truly loves the institution and speaks highly of his experience here. She pointed out the sponsorship letter being sent out to new and returning sponsors, with the sponsorship opportunities named for bridges, to emphasize the theme that the College is, in fact, the bridge to opportunity for so many.

Dr. Diaz thanked Chair Sanders for joining her to talk about the activities the Foundation is engaged in and its vision for the future. Chair Sanders thanked her and Trustee Escorbores, who is assigned to help support the work the Foundation does.

Dr. McKay thanked Mr. Linker, Dr. Tacke-Cushing, and Dr. Diaz for the reports, and congratulated Carol Wickliffe-Campbell and Trustee Irizarry for the honors they received at the Urban League event. He also acknowledged members of his team, including, Dr. Suzanne Johnson and Dr. Pedersen, and recognized the academic chairs, faculty, students, executive deans, and union members, thanking them for their support.

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Chair Sanders moved on to the Round table. Trustee Irizarry thanked the College for sending an official response to the Muslim group that had inquired about the use of the facilities on the Grant campus. She said she believed the person would be contacting the College. She added that, as a matter of clarification, the minutes last December stated that the College had already responded to them, but that information was inaccurate. She clarified for Dr. McKay that it was for the Grant campus, and would probably be during Ramadan season, and the figure given was somehow attractive to the group. Mr. Petrizzo explained he believed the group had been given that figure orally but the College didn't have it in writing, and that is why it was confirmed.

Trustee Irizarry then asked the College to consider conducting a follow up to the faculty profile conducted in 2011-2012, to measure progress in regards to the institutional goal #6, Diversity, which came out of that study. Chair Sanders asked if that could be available for the next Student Success committee meeting, since the original request came through that committee. Dr. McKay stated that because it was a personnel-related request, he would work with Christina Vargas to get the information together, then discuss it in Executive Session before concurring with the Board's advice for moving forward. Trustee Irizarry noted that it had been discussed at regular Board meetings, and Trustee Sanders stated that was because it was just numbers coming out of the Student Success committee at that point. Dr. McKay recalled that this was a plan that was approved in 2012 to run to 2020, and it being 2016, it was time that the information be produced. He said because it is personnel-related he would defer to Mr. Tempera, Mr. Petrizzo and Ms. O'Connor regarding how that material should then be advanced to the Board in public session. Mr. Petrizzo stated it would depend on what is in the report, and to await the report before making any decision.

Trustee Shybunko-Moore commented on the Pipeline publication, featuring a welding article, and praising the welding program and the manufacturing program in general. She stated she was an advocate all the time for manufacturing, and Suffolk is still the premiere college in terms of workforce training for the region. She said she is proud to represent the College when she travels, and talks about just how profound it is in this region being ahead of the curve.

Trustee Shybunko-Moore reported that she just attended a few meetings regarding workforce training and that Aviation Week is partnering with the Aerospace Industries Association on a national workforce study to look at gaps, and to look at needs and forecasts. She said she had no doubt that Long Island will be involved because she sits on the AIA, so the regional manufacturers will be part of the survey. She said she would be sure to tie in the workforce gaps

and make sure the College curricula are in line with the national results regarding manufacturing. She thanked the President and the College for its work with the manufacturing sector, not only regionally, but also setting an example nationally. She also thanked The Pipeline team for producing the wonderful issue.

Trustee Pontieri asked if Start-Up New York was specific to technology only on Long Island, as the Governor's rep, had told him. General Counsel Petrizzo explained that Start-Up New York is split between Upstate and Downstate, and Downstate is limited to high tech companies. Trustee Sanders commented that after attending Manufacturing Day where all of the companies were presenting, manufacturing and technology look seamless to her because one doesn't run a manufacturing entity without the use of technology. Dr. McKay mentioned the ABA site visit, for a technical program, and the positive reaction from the chair of the committee. And he brought up the Governor's High Needs program, now focused on technical programs and half of that money now focused on aid for all thirty community colleges.

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Chair Sanders requested a motion to enter into Executive Session to discuss the medical, financial, credit or employment history of a particular person or corporation, the terms of a contract, matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation at 7:06 p.m. Trustee Anne Shybunko-Moore so moved, Trustee Canary seconded, the motion was approved unanimously.

With no further action after Executive session, the meeting of the Board of Trustees was adjourned at 7:06 p.m. The Board of Trustees next meeting is April 21, 2016 at 9:00 a.m. in the Mildred Green Room of the Babylon Student Center, on the Ammerman Campus in Selden, New York.

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Respectfully submitted,
Bryan Lilly
Secretary