

**SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
MILDRED GREEN ROOM, BABYLON STUDENT CENTER
AMMERMAN CAMPUS, SELDEN, NEW YORK
April 21, 2016**

The meeting was held on Thursday, April 21, 2016 at 9:00 a.m. in the Mildred Green room of the Babylon Center on the Ammerman Campus, in Selden, New York.

PRESENT:

Theresa Sanders	Chair
Jim Morgo	Trustee
Gordon D. Canary	Trustee
Paul Pontieri	Trustee
Dafny Irizarry	Trustee
Berge Escorbores	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
Christopher Adams	V.P. of Student Affairs

The meeting of the Board of Trustees was convened at 9:06 a.m.

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

Chair Sanders moved on to the recognition of special guests. She welcomed and introduced the newly elected Student Trustee Christopher North. Christopher resides in Greenport and is a Graphic Design major from the Eastern Campus. Currently he's a Senator of the Student Governor's Association at the Eastern Campus. One of his main accomplishments in his role as senator is working on the Suffolk County transit issues along with the College administration, as well as students from the Michael J. Grant and Ammerman campuses. This year he was named Student Transportation Coordinator and his first order of business was creating a transportation survey for students. Once the results from the survey were announced, he, along with other members of the committee, met with representatives from Suffolk County Transit who were very responsive to the issue that many students face with public transportation. Mr. North also attended the Community College Advocacy Day in Albany. His term of office will be July 1, 2016 through June 30, 2017, and he will be sworn in at the August 2016 Board of Trustees Meeting. Mr. North said he looked forward to working with Board and the College.

Dr. McKay acknowledged Mr. Tom Lupo from the Suffolk County Comptroller's office who was in attendance.

Chair Sanders 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 Irizarry 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 9:19 a.m. Trustee Escorbores so moved, Trustee Canary seconded, and the motion was approved unanimously.

Chair Sanders requested a motion to approve the minutes of the March 17, 2016 Board of Trustees meeting. She noted that at the last meeting Trustee Bryan Lilly's absence was excused. The original message was that he was going to be late but he did not make it to the meeting. Trustee Pontieri so moved, Trustee Lindsay Sullivan seconded, and the motion was approved unanimously.

Chair Sanders introduced Gail Vizzini, VP of Business and Financial Affairs, to present the College Budget and Financial report. VP Vizzini reported that, once again, the College has received an unqualified opinion from the outside auditor indicating that the College is in full compliance with all applicable accounting principles and requirements. There is no management letter this year as there were no findings that were significant enough to require one. She thanked her staff, in particular Sarah Gordon, Associate Dean of Financial Affairs, for ensuring that all aspects of the accounting operations and business and financial affairs meet the highest level of professional standards.

The Legislative committee which was created to discuss a long term budget plan for the College continues to meet. The three budget offices - College, Legislature and Executive - met to review the enhanced five-year budget model which was presented to the committee. The model is being used to educate and inform the committee about the interrelationship between expenditures and revenues and that will be used to build a five-year model to plan for a sustainable County contribution. The committee will meet again April 29.

The monthly financial projections for the 2015-2016 operating budget continue to trend to the positive and the College continues its prudent fiscal management. The revenue projections are projecting a shortfall in tuition revenue of \$3.8 million. This is due to the decline in full- and part-time students from what was assumed when the 2015-2016 operating budget was prepared.

VP Vizzini reviewed item 4 on the agenda: the annual sponsor services payment of \$2 million for Workers Compensation, Liability and the Administrative charges, as well as the Fleet

Services (fuel) payment to the County. This year's bill includes a \$75,193 charge from last year in which the College was undercharged.

Before presenting the 2016-2017 budget request to the County, VP Vizzini thanked John Bullard, Associate Dean of Financial Affairs for his professionalism and dedication in working with her to prepare and oversee the operating budget. She also thanked Chair Sanders and the members of the Budget and Finance Committee, as well as the Executive Committee, for their advocacy efforts for the College and for all the work they have done to provide her with the direction necessary to prepare the operating budget.

VP Vizzini presented the 2016-2017 operating budget as one of the smallest percentage increases over the last five years. The operating budget for 2016-2017 is \$216,000,000. She noted that at the last meeting, she presented a budget gap of \$13.9 million. Based on the direction from Dr. McKay and the Budget and Finance Subcommittee, her office identified cuts in the original \$13.9 million and stated that the budget gap has been brought down to \$12.8 million. - a reduction of 1.1 million. Items cut included fuel, advertising, \$500,000 in anticipated savings based on the working relationship with Cenergistics, and reduced costs on some of the College's modular facilities' leases. This totaled \$750,000 in cuts. In addition, Dr. McKay instituted an extended vacancy procedure with an additional \$400,000 in savings. This brought the budget gap down to \$12.8 million. The budget gap is comprised of the \$4.4 million in expenditures, and a revenue shortfall of \$8.3 million. The revenue shortfall is due to a 3% decline in enrollment in 2015-2016, and the College is projecting for the 2016-2017 an additional 1% decline. The levelling off of enrollment also impacts State aid, which is based on FTEs and fees. The other large significant shortfall in revenue is the continued use of the College's reserve fund to balance the operating budget. The Board has authorized the use of reserves in order to mitigate the increase in tuition and keep education affordable. Once again, the operating budget is balanced based on the use of reserves for the fourth year in a row. The action and assumptions that constitute the revenue that supports the operating budget are as follows: the State adopted their operating budget and gave \$100 per FTE; this provided the College an estimated \$1.9 million in revenue. The Budget and Finance Committee has directed VP Vizzini to ask the County for a 2.5% increase in County contributions. This will provide \$1 million in revenue.

VP Vizzini then reviewed the demands on the operating budget as it relates to computer technology. She said there are tremendous demands for enhanced services through computer technology throughout the College. These demands led them to review and reconsider the technology fee. The technology fee has not been increased in five years, yet the demand for technology has outpaced the revenue available to support it. The technology demands include hardware, software, licensing, the continued upgrades to different versions, and the maintenance of all the College's systems. Some of the computers have been purchased through the College's capital program as part of the new facilities. However, when the computers are five or six years old, they should be replaced in accordance with a replacement schedule. The College wants to continue to advance a positive student learning environment which includes a viable computer replacement program, smart classrooms complete with computers, projectors remote capabilities, and the wiring associated with the WIFI capability for the end users. She added that concerns regarding cyber-security are ever present and even the College's online learning tools, such as Blackboard, come with costs. Student authentication is also critical. The College wants to make

sure that students taking the online course are who they say they are. Based on all of these demands they are recommending a \$45 increase, bringing the technology fee to \$125 per semester. The technology fee is currently \$80 a semester. She noted this is \$10 below the SUNY average. They collected data from all the SUNY Community Colleges in terms of what their technology fees are, and the College is still below the average.

VP Vizzini added that she knows from communications on her listserv among community college business offices that several institutions are looking for an increase in their technology fees, as well. She said the College is also moving towards an E-Transcript capability which means that when students are ready to transfer to a four year institution or other institutions of their choice, they can order their transcript online and the College can transmit it to the receiving institution electronically. However, there is a cost to this, and in order to mitigate that cost, they are increasing the \$10 transcript fee to \$15. The transcript fee has also not been increased in five years. This only impacts those students who are requesting transcripts.

VP Vizzini said that after much discussion and various scenarios presented to the Budget and Finance and Executive Committees by her office, they are recommending that the tuition be set at a \$100 increase per semester, which is \$200 over the course of the academic year. This, all together, will bring in \$8.9 million in projected additional revenue. This is still not enough to close the \$12.8 million budget gap and she has been directed that it will come from the College's reserve - \$3.9 million dollars to balance the 2016-2017 operating budget. On an annual basis, tuition will go from \$4,570 to \$4,770, a 4.4% increase. On a part-time basis, it goes from \$191 a credit to \$199, which is an \$8 increase. The student activity fee is currently \$96 dollars for full-time students. This revenue funds all the clubs/groups, transportation of athletes and all the other things the Association does. The fee has not been increased in five years and will now be increased by \$4 to \$100. VP Vizzini reported that the student share is still at 50% percent, the County is up a little to 23.5% and the State's share is 26.4%. Trustee Morgo clarified with VP Vizzini that the State share should be at 40% and the County should be 26.7%.

VP Vizzini then reviewed the reserve fund balance. The reserve fund balance is currently \$22.8 million. The Board authorized the College to use \$2.7 million for the 2015-2016. If the College uses all of that, it will bring the fund balance down to \$20 million. With the authorization to use \$3.9 million in 2016-2017, this will bring the fund balance to \$16.1 million. This is about 7.5% of the College's \$216 million operating budget.

Chair Sanders asked what percentage requirement the College should be keeping. VP Vizzini said SUNY has guidelines whereby SUNY institutions should have 5-15%, depending on the size of the institution. Middle States suggests that the College keep at least 10%.

VP Vizzini noted that fund fluctuates between 70-80% cash. Chair Sanders asked VP Vizzini how the fund balance is replenished. VP Vizzini said that is accomplished by belt-tightening during the course of the year so that the College ends in the positive, or an increase in enrollment.

Trustee Irizarry asked VP Vizzini why the College was just asking the County for a 2.5% increase, and how did they arrive at that number. VP Vizzini said the College received a call letter from the County that said not to ask for any more than 2%. This was reviewed and

discussed with the Budget and Finance Committee and the committee suggested to ask for 2.5%. Trustee Morgo said he would discuss this further during his committee report. Trustee Irizarry asked how the College knows that the technology demands translate into that specific money. She asked if the student technology fee went into a separate fund.

VP Vizzini replied that running the computer information systems costs more than the revenue that is coming in from the technology fee. The College does not get enough from the technology fee to cover all of the computer-related expenditures. Trustee Irizarry asked what the grand total increase for students was. VP Vizzini said it was about \$149 a semester. It's a \$100 tuition increase, \$45 for the technology fee, and \$4 for the student activity fee. A student attending in both the fall and spring would pay \$298, not including the meal plan.

Trustee Canary asked VP Vizzini in regard to the audit report what the term "discretely presented component unit of the County of Suffolk New York" meant. VP Vizzini explained that when looking at the County's financial statements, it is the County and the College. Entities that prove assets and liabilities represented on financial statements are referred to as discrete component units. It's discrete because they have their own financial statements.

Chair Sander thanked VP Vizzini for her presentation, and moved to the Budget and Finance committee chair Trustee Morgo for comments regarding the 2016-2017 operating budget.

Trustee Morgo began by pointing out that the 2.12% increase in the overall operating budget took a monumental effort, particularly by Dr. McKay and Vice President Vizzini, and that the Board appreciated the work done on that. He also referred to the efficiencies that were found to bridge the budget gap, and asked that if any other savings are found or if there are unanticipated enrollment increases between the time that the Board adopts the budget and when it is finalized, that those savings or increased revenues be applied to reducing tuition, or at least mitigate tuition increases in future years.

Trustee Morgo stated that for this budget cycle there may be some reason for optimism. He explained that since the last Board meeting, the committee had met on April 4th and 14th, and significantly, the County legislators' College Budget Planning Committee met on March 24th and April 8th and would be meeting on April 29th. He said two years ago, during the worst budget cycle he'd been through, the Board put forth a resolution to have the legislature form a planning committee, which was finally passed in November of 2015.

Trustee Morgo showed a handout with a history of the State aid, this year increasing it to \$100 per FTE, and noted that the State is in much better fiscal shape than the County is. He then pointed out the County aid history, with this year at 2.5%, and showing that last year the percentage was more but the amount was less because of the size of the budget.

He said the reason for his optimism was that there is recognition that the County legislature and the County Executive and the College have to work together if the College is going to have a rational tuition plan, and the committee has been meeting regularly. It being so late, Trustee Morgo did not think they would have a positive impact on this year's budget, but they actually did. The State sponsor had disappointed the College, with their priority clearly being K-12 on

Long Island. He explained the College asked for \$285 per FTE, and they gave it \$100. But through discussion during the legislative committee and following the meeting, it appeared the County would agree to a 2.5% increase this year, and at least as much or more in coming years. He qualified this by stating it is all subject to executive and legislative deliberations after the College submits its budget, and won't be finalized until June. He said the goal is still in the coming years to get the State to contribute their 40%, which they are statutorily required to do, and the County to get to 26.7%, which would allow the College to minimize tuition increases and keep tuition flat.

Trustee Morgo addressed Trustee Irizarry's question, stating that after meetings of the legislative committee, and in discussions with the County Executive and legislators, all agreed that the process in the previous two years was a lot less than desired, but there is still uncertainty. And although it hasn't been confirmed and it still has to go through the Legislature and County Executive, 2.5% was seen as a reasonable increase and is just about what the County gave last year, with the understanding that in years going forward, absent a calamity or a windfall, it will continue to get better. He recognized it took a lot of meetings, back and forth, and number crunching, but stated the Committee recommended that the Board adopt this budget for this year. He said Resolution Item #9 gets into the specifics. Trustee Lindsay Sullivan agreed that future savings should be used to reduce tuition, and suggested that since the budget would not be adopted until June, the committee have another meeting before then to determine if any savings were found. Trustee Morgo agreed, and thanked Trustees Lindsay Sullivan and Escorbores for serving on the committee. He recommended that incoming student trustee Chris North serve on the committee.

Trustee Irizarry asked what increase was adopted last year, and Trustee Morgo replied it was \$180, \$90 per semester. Trustee Irizarry pointed out there was no technology or transcript fee then, and VP Vizzini added that it was also assumed enrollment would be higher than it actually was. Trustee Irizarry asked where unexpected revenues might come from. Trustee Morgo suggested revenues from when the College facilities are used, for example, but more so, if enrollment comes in above projections. Trustee Irizarry asked what the capital contribution is from the County. VP Vizzini answered the County has been very supportive and most of the monies for all the College's major new buildings have already been appropriated. She said she believed the debt service the County pays the College is in the neighborhood of \$7-9 million annually. Trustee Morgo pointed out that the budget committee looks only at the operating budget and not at the capital contributions.

Trustee Irizarry asked if the transcript fee is in line with what other colleges charge. VP Vizzini said it was relatively in line, and that part of it offsets expenses related to paying the vendor for the convenience of institution to institution transmission, and for students to order transcripts online rather than coming in person, as they do now. Trustee Lindsay Sullivan added it was much easier for students entering four year institutions than having to wait for the transcript and then sending it.

Chair Sanders said as the Board moved to the resolutions, this detail of raising tuition is very important.

She acknowledged it was a very difficult discussion, particularly in the students' committee meetings and the budget and finance committee, but said everyone is tightening their belts. She congratulated Trustee Morgo for not only on working with the subcommittee at the College but with the rest of the administrative team, and going out and working with the County. She said the meetings won't stop because part of the strategy is to come up with a long-term, sustainable tuition plan. She thanked VP Vizzini, saying her team is outstanding. Trustee Morgo commented that the mood of those meetings have improved, and VP Vizzini was asked to provide a lot of information and background, and he felt the fact that the College was transparent improved the atmosphere. Chair Sanders agreed, and told Dr. McKay he should very proud of the way the entire team executed the process going forward. She thanked him for his leadership.

Dr. McKay commended the Board for giving guidance and deliberating with the entire team and himself. He also commended the staff members and team especially when it came down to the last minute decisions without knowing what the budget would come in at. Trustee Canary also thanked the committee and also everybody who was involved in the lobbying effort that took place in Albany. He said he could see they were all excited to see how the effort expanded this year from last year, with many more colleges involved, and more students were getting up there. He said he wished it were more fruitful and, perhaps, next year it would be. Trustee Morgo said that NYSUT was also involved, and thanked Kevin Peterman for his lobbying effort.

Chair Sanders requested a motion for the approval of College Resolutions 2016.26 to 2016.34. Trustee Pontieri so moved and Trustee Escorbores seconded. The motion was approved unanimously.

RESOLUTION 2016.26 - 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 \$2,230,334.81 for the month of March 2016 (Attachment I) is hereby approved by the Board of Trustees.

RESOLUTION NO. 2016.27 - ACCEPTING A GRANT AWARD FROM THE NATIONAL SCIENCE FOUNDATION (NSF) FOR A PROJECT ENTITLED “GP EXTRA: GEOSCIENCE EDUCATIONAL OPPORTUNITIES AND CAREER-ORIENTED RESEARCH EXPERIENCES” (GEOCORE)

WHEREAS, Suffolk County Community College has been approved to receive a grant award in the amount of \$298,688 from the National Science Foundation (NSF) to fund a project entitled “GP EXTRA: Geoscience Educational Opportunities and Career-Oriented Research Experiences” (GEOCORE), and

WHEREAS, the GP EXTRA: GEOCORE project will build on ongoing STEM collaborations with Suffolk County Community College’s highly successful, state-funded Science & Technology Entry and Liberty Partnerships programs and its NSF S-STEM Scholars programs, and

WHEREAS, the program will be conducted from April 1, 2016 through March 31, 2019, and

WHEREAS, a matching contribution is not required, be it therefore

RESOLVED, that a grant award in the amount of \$298,688 from the National Science Foundation (NSF) to fund a project entitled “GP EXTRA: Geoscience Educational Opportunities and Career-Oriented Research Experiences” (GEOCORE) 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.

Program Director: Sean Tvelia

RESOLUTION NO. 2016.28 - AMENDING ARTICLE VIII OF THE BYLAWS OF SUFFOLK COUNTY COMMUNITY COLLEGE REGARDING ELECTRONIC COMMUNICATIONS AMONG BOARD MEMBERS

WHEREAS, Article VIII of the Bylaws of Suffolk County Community College establishes miscellaneous rules and procedures applicable to Board members, and

WHEREAS, the Board of Trustees wishes to amend this provision to reflect the Board’s adherence to the New York State Open Meetings Law (Public Officers Law, Article 7) with respect to electronic communications among Board members, be it therefore

RESOLVED, that Article VIII of the Bylaws of Suffolk County Community College is hereby amended to add a subsection E, as reflected on Attachment II herein.

BYLAWS
OF
SUFFOLK COUNTY COMMUNITY COLLEGE

Article VIII

Miscellaneous

- A. Inquiries from the media should, whenever possible, be referred to the president or chairperson for an official response. Individual Board members are not authorized to speak on behalf of the Board or the college unless specifically directed by Board action.
- B. Board members who are seeking data, records or other material or information or information from the college administration are to do so by preparing the appropriate form and submitting it to the chairperson.
- C. Inquiries received by Board members from college employees, college student or members of the public should be referred to the president.
- D. Board members should abstain from voting and not take part in any discussion on matters on which they have a personal connection or conflict of interest. Disclosure should be made of areas of potential conflict of interest.
- E. **All communications between and among Board members should comply with the New York State Open Meetings Law (Public Officers Law, Article 7), the purpose of which is to facilitate public access to official decision-making. In furtherance thereof, neither the Board of Trustees as a group, nor its individual members, may engage in electronic communications, which includes text messaging, email, and cell or telephone calls, for the purpose of making a decision or deliberating towards a decision which the Board, as a public body, is authorized to render. This would include sequential communications forwarded to or among Board members with respect to deliberations, opinions or matters which could result in a Board decision.**

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RESOLUTION NO. 2016.29 – APPROVING ANNUAL SPONSOR SERVICES FOR SUFFOLK COUNTY COMMUNITY COLLEGE FOR FY 2015-2016

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

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

WHEREAS, Workers Compensation and Liability Insurance are considered Sponsor Service; be it therefore

RESOLVED, that the following charges for Sponsor Services totaling \$2,056,398.77 for the College's 2015-2016 fiscal year are hereby approved by the Board of Trustees.

1065 628300	Workman's Compensation	\$1,167,901.34
729600	Transfer Liability	466,130.08
	Administrative Charges	318,844.35
	Prior Year 2014 Unbilled	
	Administrative Charges	75,193.00
729020	Fleet Services	28,330.00

RESOLUTION NO. 2016.30 - APPROVING A MAJOR CHANGE ORDER AND AMENDMENT TO THE CONTRACT FOR THE CONSTRUCTION OF THE LEARNING RESOURCE CENTER ON THE GRANT CAMPUS

WHEREAS, Capobianco, Inc. was awarded a contract ("Contract") to construct the Learning Resource Center on the Grant Campus, and

WHEREAS, work which was not anticipated under the terms of this contract or shown on the design drawings is required, consisting of structural fill for foundation work, and minor door and louver changes, and

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

WHEREAS, including the additional work described herein increases the contract with Capobianco by more than thirty five thousand dollars (\$35,000.00), thus constituting a major change order as defined in the College's *Procurement Policy*, and

WHEREAS, pursuant to such policy, all major change orders require the approval of the Board of Trustees, be it therefore

RESOLVED, that a change order in the amount of \$36,839.87 to the Contract with Capobianco, Inc. for additional work to be performed for the construction of the Learning Resource Center on the Grant Campus, is hereby approved, and be it further

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

RESOLUTION NO. 2016.31 – ACCEPTING THE INDEPENDENT AUDITOR’S REPORT FOR THE FISCAL YEAR ENDING AUGUST 31, 2015

WHEREAS, the Suffolk County Community College contracted with the independent CPA firm, The Bonadio Group, to perform an annual audit of financial operations; and

WHEREAS, The Bonadio Group submitted an independent audit report to the College; and

WHEREAS, the Vice President of Business & Financial Affairs has reviewed the report and recommends that it be accepted; be it therefore

RESOLVED, that the Suffolk County Community College Board of Trustees accepts the audit report by The Bonadio Group for the fiscal year ending August 31, 2015.

RESOLUTION NO. 2016.32 - 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. 2016.33 - APPROVING THE BUDGET FOR SUFFOLK COUNTY COMMUNITY COLLEGE FOR FISCAL YEAR 2016-2017

WHEREAS, the provisions of the New York State Education Law and regulations adopted in accordance with such law direct the Boards of Trustees of New York Community Colleges, subject to the approval of the State University Trustees, to prepare, approve and implement budgets, and

WHEREAS, Suffolk County Community College has developed its Operating Budget setting forth the budget total for the 2016-2017 fiscal year, and

WHEREAS, the 2016-2017 budget includes necessary amounts for meeting the operational needs of the College, and includes sufficient amounts for collective bargaining agreements, and

WHEREAS, the State commitment for base aid per full-time equivalent (FTE) has been increased by \$100 from \$2,597 to \$2,697 per FTE, and

WHEREAS, the College is submitting its Operating Budget for the 2016-2017 fiscal year to the Suffolk County Legislature and the Suffolk County Executive's office as per the Memorandum of Understanding, and

WHEREAS, the Budget and Finance Committee of the Board of Trustees has carefully reviewed all the facts and circumstances attendant to the College's proposed 2016-2017 Operating Budget, and after due deliberation, is in support of the determinations made herein,

WHEREAS, the College Board of Trustees is requesting an increase in County support of 2.50% or \$1,019,219 to the College for 2016-2017, and

WHEREAS, the Board of Trustees seeks a sustainable level of sponsor support to meet the mutual goals of keeping higher education attainable to the residents of Suffolk County and tuition affordable at Suffolk County Community College, and

WHEREAS, in order to balance this budget, the Board of Trustees has determined that it will be necessary to increase annual resident tuition by \$200.00, and

WHEREAS, the Board of Trustees has determined to access the Community College Fund Balance Reserve Fund to balance the budget, be it therefore

RESOLVED, that the Board of Trustees hereby approves an Operating Budget for fiscal year 2016-2017 in the amount of \$216,068,117 for operations and \$3,886,331 for grants, and be it further

RESOLVED, that the annual tuition charges will increase from \$4,570 to \$4,770 per year for full-time resident students and from \$191 to \$199 per credit for part-time resident students, and be it further

RESOLVED, that the 2016-2017 operating budget shall include a transfer from the Community College Fund Balance Reserve in the amount of \$3,926,134 and be it further

RESOLVED, that annual tuition and fees as provided in Resolution No. 2016.33 are to be included in the College budget for the fiscal year 2016 - 2017.

Total Appropriations:	\$219,954,448
Operation Appropriations:	\$216,068,117
Grant Appropriations:	\$3,886,331

RESOLUTION NO. 2016.34 - AMENDING RESOLUTION NO. 2015.39, ADOPTING A TUITION AND FEE SCHEDULE FOR 2016-2017

WHEREAS, by Resolution No.2015.39 the Board adopted a Tuition and Fee Schedule for 2015-2016, and

WHEREAS, the College has reviewed its Tuition and Fees schedules and recommends that, with the following changes, the Tuition and Fee Schedule be approved for the 2015-2016 academic year, be it therefore

RESOLVED, the following changes in the Tuition and Fee schedule be approved:

Full-time Students	Fall <u>2016</u>	Spring <u>2017</u>
Tuition, Residents	\$2,385	\$2,385
Tuition, Non-Resident	\$4,770	\$4,770
Technology Fee	\$125	\$125
Student Activity Fee	capped at \$100 a semester	
Transcript Fee	\$15	\$15
Student Accident Insurance	\$9	\$9
 Part-time Students	 Fall <u>2016</u>	 Spring <u>2017</u>
Tuition, Residents (per credit)	\$199	\$199
Tuition, Non-Resident	\$398	\$398
Technology Fee	\$65	\$65

Student Activity Fee

\$9

\$9

And be it further

RESOLVED, that English as a Second Language Fee charges will increase commensurate with the increases in full-time resident student tuition as shown on the attached Tuition and Fee Schedule (Attachment IV), and be it further

RESOLVED, that the student Tuition and Fee Schedule (Attachment IV) is hereby approved and adopted for fiscal year 2016-2017.

Chair Sanders went on record to excuse Trustees Anne Shybunko-Moore, Bryan Lilly, and Maria Gomez from the meeting, then moved to the committee reports, starting with the student success committee. Trustee Lindsay Sullivan stated they had only talked about the budget at their meeting but she did want to mention the Student Veterans' Association event put on in Riverhead to preview a documentary about the Wounded Warrior Project called Soldier Ride. She said the students did a phenomenal job and it was a very touching event. She announced Dr. Adams would be taking part in a 110-mile leg of the Shoulder Ride the following weekend, from Arlington to Gettysburg and, wished all the participants well.

Chair Sanders called for the governance committee report. Trustee Canary reported the committee met on April 12th, and had an overview of the budget presented by Gail Vizzini. He stated the committee is still developing the travel policy for the Board, and is close to a final resolution. He said they looked again at the policies, registration and hotel room fees, travel, and travel tickets, and to make it easier for the student trustees to attend, they are trying to come up with a policy that makes sense. He reported the committee has also begun research and has had discussion on establishing a policy for providing outside entities support for activities that may require the College's resources. He said the committee, working with counsel's office, is taking a hard look at that issue and that it would be some time before the policy is established. Trustee Canary stated the committee also discussed the Leventhal, Cursio, Mullaney contract that has come up for renewal and believes it has been approved for another year.

Following up on the establishment of the Board of Ethics for the Board of Trustees, Trustee Canary reported the committee wanted to take it to the next step and actually get it formulated, and had discussed coming up with the selection process for candidates who might serve on that board. He said he believed by the next meeting the committee would have those names for recommendation. He said the finalized electronics communications policy was on the agenda that day and was voted on and approved a short while ago. He announced agenda items for May, including continued work on the Board of Trustees travel policy, policy for outside entities requesting college support, and review of job descriptions of the proposed members of the new Board of Ethics. He announced the next governance committee meeting was scheduled for May 10th.

Chair Sanders announced they would table the facilities and personnel committee reports because the subcommittee chairs were not present, and asked for the advocacy committee report.

Trustee Pontieri said he had nothing to report. For the budget and finance committee, Trustee Morgo asked VP Vizzini if they could meet before the next Board meeting, at Trustee Lindsay Sullivan's suggestion. VP Vizzini agreed.

Chair Sanders said she would combine the Executive Board and Chair's reports. She stated that one of the main topics covered in all meetings was the College budget, and that she was pleased with the amount of time that volunteers gave to this topic, and the amount of detail the administration provided which allowed the Board to make good decisions. She recapped the Foundation's cultivation event with Dr. Frey and his family and said hearing him talk about Suffolk and the impact it had on his life made her proud to be part of the institution in a formal way. She said she hoped everyone would attend the Gala where they would be able to hear him speak.

The Chair thanked the trustees for diligently attending the subcommittee meetings, acknowledging the amount of detail that goes into them and that it helps the members make decisions in advance of the larger Board meetings. She spoke about the positive external audits and said she appreciated the work of the Association audit, that it makes the Board's fiduciary responsibility much clearer knowing the College has an external auditor giving it a clean bill of health. She drew attention to the Media Clips packet, a month's worth of information about the College that makes the news, highlighting departments, students, and events, and thanked Drew Biondo for his work in communications. She urged the Board to take time to review them.

Chair Sanders reported that the Student Trustee elections process went very well, with great candidates and representation from each of the campuses, and said she looked forward to having the new Student Trustee engaged and on board. Lastly, she talked about the conference call with the SUNY Chancellor pertaining to the State budget. She said, as Trustee Morgo had pointed out, the mood on the call wasn't very positive. Statewide, SUNY and CUNY are not very pleased with the result, and felt that K through 12 got more than the college system. She said advocacy, starting on the local level, would be very important, not just during budget time, to position the College to get its fair share and to come up with a rational tuition plan.

The Chair moved on to the President's report. Dr. McKay announced there would be brief presentations on the veterans and mental health programs, and an update on Middle States. He said he, Dr. Tom Tyson and Dr. Chris Adams, last year, instituted a College-wide mental health program and hired mental health coordinators, as well as a College-wide veterans' affairs program coordinator. He asked Dr. Tyson to speak about the programs.

Dr. Tyson thanked the trustees, Dr. McKay and Dr. Adams for their incredible support. He reviewed the comprehensive planning process to bring the program to where it is today, and reported that they are in the process of hiring a fourth coordinator for a possible June start. He outlined the structure of the program, explaining that he, as the College associate dean, oversees the entire program and that, currently, there are coordinators at all three campuses. He reported

that he does the clinical supervision, consultations, training and development with the coordinators. Dr. Eddie Martinez at the Eastern Campus and Theresa Dereme at Grant, both assistant deans for student services, are directors of counseling doing local supervision, and reporting directly to Dr. Tyson.

Dr. Tyson reported the College has created an agreement with Northwell Health that allows the program to send students to their state of the art facility in New Hyde Park under the Behavioral Health College Partnership Program. He explained it is structured so as not to traumatize students who don't have chronic illness, as some of the more typical facilities do, and said that general counsel's office has been helping to see if the program can be a part of new emerging tele-psychology assess at Northwell that would enable the students to be evaluated by psychiatrists remotely. He said he appreciated the budget support for the program's technology, for example iPads to do Facetime supervision, a very important time- saving tool. The mental health services team also uses the College's portal file-sharing system to post consultations, enabling the team to be in a better position to take care of the students.

Dr. Tyson talked about the wellness prevention outreach effort, Creating Awareness and Readiness to End Stigma (SCCC CARES), with programs such as International Happiness Day, Wind Down Wednesdays for de-stressing, and Color Me Calm days. He said with limited resources and such a short term to work with students with issues, one can still feel the power of how it can help even one individual, and he is trying to reach out to more students. He said it is a burgeoning, multidisciplinary, collaborative program, also involving faculty and administrators, with CARES committees on each campus, and therapy support groups for LGBT and autism spectrum individuals. He announced plans for mental health awareness week the first week of October and said there would be many other programs to come.

Dr. McKay stated that more information on the program would be shared at the meeting the following Friday, and asked Shannon O'Neill to speak about veterans' programs. Chair Sanders first had a question, and asked Dr. Tyson if the College had similar mental health services in place for faculty and staff. AVP of Human Resource Jeff Tempera explained that faculty and staff are covered by EMPH, with services comparable to the programs for the students. Trustee Irizarry asked if faculty members are notified when a student is diagnosed with a mental health issue, as they are in K through 12. Dr. Tyson explained as adults, confidentiality is required, and students wouldn't come to the program if it wasn't confidential. He said faculty is generally fine with that and happy to know that someone is working with the student to help them. Trustee Irizarry asked, if faculty notices students with issues, how that would be addressed. Dr. Tyson replied it is typically started by consultation, and that faculty, often the first intervention, try to do the best with the students to get them to one of the mental health coordinators for direct service. He said there is also an interdisciplinary College Students of Concern committee to look at students who might pose a threat or danger to themselves or others.

Dr. Tyson introduced Shannon O'Neill, who had been hired seven months prior to head up the veterans' program. Ms. O'Neill outlined the process of establishing resources for the veteran students, highlighted by an \$80,000 grant secured by the Foundation, and the establishment of veterans' resource centers on each of the three campuses, all officially opened and staffed as of that week. One full-time and two part-time professional assistants were hired, and there is a veteran work-study student fully-funded by the VA, with hopes to increase this number. Ms.

O'Neill also announced the College is now officially a Salute Campus, which is a National Veterans Honor Society Program.

Ms. O'Neill highlighted other accomplishments of the program, including a biweekly veterans resource center newsletter, a College 101 course for veterans to be offered in the Fall semester on all three campuses during the day, coordination with local four-year institutions for the position year transition trip, and a trip with students and staff members to the Student Veterans of America National Convention in Orlando, Florida in January, also fully-funded by the grant. In addition, Ms. O'Neill talked about the focus on awareness within the community and on campus, and working with the Foundation to secure a grant of \$3,700 through the Suffolk County Marathon Fund to conduct a veterans suicide prevention program during the fall semester. The program has also provided several professional development trainings and hosted a service animal awareness day, followed by a video and poster campaign, to increase the sensitivity of having service animals on campus.

Ms. O'Neill listed the events hosted by the program, including the Soldier Ride Project which raised about \$4,000 for scholarships and the creation of an emergency relief fund for student veterans; the Telling Project, a national organization which brings together local veterans from the community to tell their stories; and two 5K events which raised enough money to purchase an Angel Bike, given to a double purple heart student veteran. Upcoming events include a garden project at the VA Hospital and hosting a training by the Student Veterans of America this summer, open to all the colleges in the tristate area, plus a comedy show at the Ammerman campus in May.

Ms. O'Neill then spoke about community outreach and recruitment. They have hired a part-time professional assistant, Michael Wern, who is working specifically with her to go out into the community to establish relationships and network with the local Guard and Reserve units to recruit veteran students. She said the program members serve on the Veterans Advisory Board for the Towns of Brookhaven, Islip, and Riverhead, as well as the Suffolk County Suicide Prevention Board and Congressman Zeldin's Veterans Advisory Board. They are working very closely with Congressman Zeldin's office for advocacy on behalf of Suffolk Community College with the goal of becoming a Vets Success on Campus Program, which would give the College a full-time VA counselor on campus. She said they are taking a closer look at the numbers of veterans at Suffolk, trying to get to the 800 required for the program, and are reworking their application and intake process to gather that data. Other initiatives include working closely with the Suffolk County Veterans Services agencies and Tom Ronayne's office, coordinating with the Joseph Dwyer Project to offer peer to peer support services on all three campuses effective in the Fall semester, and revising their marketing brochure, with an ad campaign similar to the College's T-shirts campaign and the message to "get your start here at Suffolk."

Trustee Irizarry asked if the veterans program office handled housing challenges, which obviously impact the veterans' success at the College. Ms. O'Neill replied that they do network within the community, and connect the veteran with the resources they need; also the office is working on the resource manual. She said they hope to establish a relationship with the students early on so they will be comfortable asking for help when there is a concern.

Trustee Canary commended Ms. O'Neill for her great effort, and expressed interest in establishing the relationship with the Reserve Centers, saying that is a good conduit for bringing in more students. He asked if Ms. O'Neill was dealing with Pat Delapizzi at the Farmingdale Center, and Ms. O'Neill answered she had in the past but there is a new commanding office they have been networking with. She explained she tries to get into individual units to reach more people, and uses current students as the College's best spokespersons to ask if the commanding officer would be willing to invite them to give a presentation on education benefits. With that contact, she is able to speak to 100 or 150 people at a time.

Dr. McKay then asked Lauren Tacke-Cushing and Dan Linker to give a summary of what transpired with the Middle States visit. Dr. Tacke-Cushing reported that it was a very positive meeting, focused on the self-study design, and that Dr. Ellie Fogarty had given great feedback from the meetings. Dr. Tacke-Cushing thanked Chair Sanders, Trustee Lindsay Sullivan and Trustee Pontieri for taking the time to meet with Dr. Fogarty, who had shared her commendations on the self-study design, and said Dr. Kleinman was pleased, as well. She said they recognized that the makeup of the committees was very inclusive of all the College constituencies and campuses, and commended the launch of the reaccreditation website as a tool to communicate with the community. They were pleased with the student representation that the College has already on the committee, even though it will be changing. She said they had a few minor suggestions for the self-study design, pointing out that the design didn't adequately reflect all the great work that's been done in the College's institutional and academic assessment. She stated she and Dan Linker, along with the steering committee, will meet in two weeks and discuss how they can boost that up in the self-study design, then resubmit it to Dr. Kleinman and Dr. Fogarty by May 30th. Chair Sanders commented that the College should be proud of how far it has come in the Middle States process, something the trustees were initially really worried about, and thanked Dr. Tacke-Cushing.

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Chair Sanders moved on to the Round table. She announced that Trustee Irizarry is being recognized in the Long Island Latina Awards, which is an honor, prefacing it by saying Trustee Irizarry did not really want her to mention it because she is so humble. Trustee Irizarry thanked everyone. The Chair then asked Trustee Pontieri to talk a little about Patchogue, as he had been in the news recently.

Trustee Pontieri spoke about the Donald Trump rally that had taken place in Patchogue on April 14th, expressing great relief that it had gone well with no incidents. He gave credit to the Suffolk County Police Department and its new commissioner for planning it well and for focusing on their responsibilities. He said there had been real fear and concern in the Hispanic community about what might happen, and said he met with a group of them the night before the rally to talk about the planning going into the rally and how they should carry out their protest. Trustee Pontieri said he felt responsible for the all the residents of Patchogue, and regretted he had not fulfilled that responsibility when Marcelo Lucero was killed in 2008 because he had not reacted fast enough then to the racial undercurrents that were taking place.

Trustee Pontieri said thinking about the rally and having these discussions with the Hispanic community made him focus on, despite whatever is happening nationally, whether the

community is moving forward to help the kids who are affected by adult decisions and are struggling to get ahead, to become citizens. He thought about their fear that something would happen at the rally, someone would get hurt and they would be holding vigils, but it turned out to be the earthquake in Ecuador that forced the vigils in the largely Ecuadorean community. He thanked Dr. McKay and everyone for their support during this difficult time. Chair Sanders thanked Trustee Pontieri for his leadership.

Trustee Morgo asked Trustee Pontieri to share how Rachel Maddow in the media had slandered Trustee Pontieri and Patchogue the night of the rally, and had not reported on any of the progress the mayor had made since the killing in 2008. Trustee Pontieri mentioned an article he had written for the National League of Cities national bulletin about immigration and mayors, about working closely with the community. He said he responded to Rachel Maddow by sending that article and a brochure showing the progress Patchogue has made over the past 12 years, but as expected, did not hear back from her.

Trustee Canary congratulated Trustee Pontieri for getting through the situation back in 2008, bringing the community back together, and getting through the rally last week. He called for a cohesive national immigration policy, not fragmented state by state. The Chair acknowledged there is a lot of work to be done, and noted the College serves a student population that it hopes will become engaged and involved.

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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. Trustee Pontieri so moved, Trustee Escorbores seconded, and the motion was approved unanimously.

With no further action after Executive session, the meeting of the Board of Trustees was adjourned at 11:11 a.m. The Board of Trustees next meeting is May 19, 2016 at 4:00 p.m. in the Lecture Hall of the Montaukett Learning Resource Center, on the Eastern Campus in Riverhead, New York.

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Respectfully submitted,
Bryan Lilly
Secretary