

**SUFFOLK COUNTY COMMUNITY COLLEGE  
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING  
LECTURE HALL, MONTAUKETT LEARNING RESOURCE CENTER  
EASTERN CAMPUS, RIVERHEAD, NEW YORK  
May 19, 2016**

The meeting was held on Thursday, 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.

**PRESENT:**

Jim Morgo	Vice-Chair
Gordon D. Canary	Trustee
Dafny Irizarry	Trustee
Bergre Escorbores	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
Suzanne Johnson	V.P. of Academic Affairs

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

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

Vice Chair Morgo announced he would be sitting in for Chair Sanders, who was on a business trip in Washington, D.C. He also noted Trustee Pontieri was not present and both were excused absences.

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Vice Chair Morgo called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 4:11 p.m. Trustee Escorbores so moved, Trustee Shybunko-Moore seconded, and the motion was approved unanimously.

Vice Chair Morgo called for a motion to adjourn the Board of Directors meeting and reconvene the Board of Trustees meeting at 4:19 p.m. Trustee Irizarry so moved, Trustee Lindsay Sullivan seconded, and the motion was approved unanimously.

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Vice Chair Morgo requested a motion to approve the minutes of the April 21, 2016 Board of Trustees meeting. Trustee Lindsay Sullivan so moved, Trustee Escorbores seconded, and the motion was approved unanimously.

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Vice Chair Morgo introduced Gail Vizzini, VP of Business and Finance to present the College Budget and Financial report. VP Vizzini reported the monthly financial projections for the 2015-2016 operating budget trends for revenue and expenditures are consistent with what was reported last month. In order to address the revenue shortfall in tuition, the College continues to control spending and exercise prudent fiscal management, in order to end the year in the black.

Based on the Board's approval of the 2016-2017 operating budget at the last meeting, the budget request was submitted the next day to the County Executive and filed with the Clerk of the Legislature' as required. VP Vizzini' along with John Bullard and Ben Zwirn, met with staff from the County Executive's Budget Office and the Legislative Budget Review Office for the required budget hearing on May 11, 2016. VP Vizzini has been responding to additional requests for information or clarification as they come in from the County. She said the County Executive should issue the College Recommended Operating budget by May 31st. Legislative Public hearings will be scheduled for June 1 and June 21. The Legislative Budget Review Office will issue their report on the College operating budget and the College will go before the Education Committee in June. Legislative Counsel confirmed that the College budget should be eligible for a vote by the Legislature by June 21<sup>st</sup>.

VP Vizzini reviewed the three budget transfers. The first is \$116,000 moving within the equipment lines for replacement printers, screens and digital capability for smart classroom equipment. The second is \$112,000 for additional seating for the HSEC building and the third for \$14,000 is for payment to SUNY for software maintenance contracts.

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Vice Chair Morgo commended the College's administration for providing back up information for two Resolutions that were requested just earlier in the week. Trustee Irizarry asked if they could vote on the Resolutions individually because she was going to abstain from item four. Vice Chair Morgo agreed and called for a motion to approve College Resolutions 2016.35 to 2016.37. Trustee Escorbores so moved and Trustee Irizarry seconded. The motion was approved unanimously.

**RESOLUTION 2016.35 - 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 \$2,489,768.41 for the month of April 2016 (Attachment I) is hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2016.36 - AMENDING THE COLLEGE BUDGET FOR A GRANT AWARD INCREASE FROM THE STATE UNIVERSITY OF NEW YORK FOR A SUNY CHILD CARE PROGRAM**

**WHEREAS**, the 2015-2016 College operating budget provides \$194,200.00 from the State University of New York for a SUNY Child Care Program, and

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

**WHEREAS**, the grant award has been increased by \$14,738.00, bringing the total amount of the grant award to \$208,938.00, and

**WHEREAS**, it is necessary to amend the 2015-2016 College operating budget in the amount of \$14,738.00 to provide for the increase in the grant award, and

**RESOLVED**, that the 2015-2016 College operating budget be amended to reflect an increase in the amount of \$14,738.00, from the State University of New York for a SUNY Child Care Program, and the College President, or his designee, is authorized to execute any required documentation with the administering agency.

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

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

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**RESOLUTION NO.2016.37 - AWARDING A CONSTRUCTION CONTRACT FOR THE WATERPROOFING OF THE AMMERMAN BUILDING ON THE AMMERMAN CAMPUS**

WHEREAS, capital project No. 2177 has been approved by Suffolk County and the State of New York for funding, and funds have been appropriated by the Suffolk County Legislature, and

WHEREAS, public bids for the Waterproofing of the Ammerman Building on the Ammerman Campus were solicited and opened on April 28, 2016, and

WHEREAS, these bids were reviewed and the qualifications of the lowest responsible bidder were evaluated by the College, be it, therefore

RESOLVED, that the College President or his designee is authorized to enter into a contract with Mt. Olympos Restoration Inc. of Seaford, NY, in the amount of \$718,000 for the waterproofing of the Ammerman Building on the Ammerman Campus, upon such terms and conditions as shall approved by the College General Counsel.

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Vice Chair Morgo called for a motion for the approval of College Resolution 2016.38. Trustee Lindsay Sullivan so moved, Trustee Canary seconded, Trustee Irizarry abstained. The motion was approved.

**RESOLUTION NO. 2016.38 - AUTHORIZING AN AGREEMENT WITH THE LONG ISLAND LATINO TEACHERS ASSOCIATION FOR A SUMMER STEM/ENVIRONMENTAL JUSTICE PROGRAM**

**WHEREAS**, the Long Island Latino Teachers Association (LILTA) is a nonprofit organization committed to increasing high school graduation rates and higher education enrollment, retention and completion, especially among Long Island’s underserved populations, including Latinos, and

**WHEREAS**, as part of Suffolk County Community College’s Strategic Plan, the Office for Continuing Education seeks to promote the social and economic development of the community it serves by providing learning opportunities and specialized programs, including those focused on science, technology, engineering and mathematics (STEM), which are critical to the economic vibrancy of Long Island, and

**WHEREAS**, LILTA and the College wish to collaborate on the design, development and implementation a one-week STEM/environmental justice summer program for junior high school students to be conducted at the Longwood Middle School, and

**WHEREAS**, the College’s Office for Continuing Education will provide twenty (20) hours of curriculum development and classroom instruction for approximately fifteen (15) junior high school students in the English as a Second Language (ELL) program in the Longwood School District, and,

**WHEREAS**, LILTA will tender to the College the sum of \$2,000.00 for these services, which cost is fair and reasonable, and

**WHEREAS**, the president of LILTA is a member of the College's Board of Trustees, be it, therefore,

**RESOLVED**, that the College President is authorized and empowered to execute an Agreement, upon such terms and conditions as shall be approved by the College General Counsel, with the Long Island Latino Teachers Association (LILTA) for a one-week STEM/environmental justice summer program for junior high school students of the Longwood School District, for a cost to be paid by LILTA to the College of \$2,000.00.

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Vice Chair Morgo called for a motion for the approval of College Resolution 2016.39. Trustee Lindsay Sullivan so moved, Trustee Shybunko-Moore seconded. The motion was approved unanimously.

**RESOLUTION NO. 2016.39 - ACCEPTING A FEDERAL GRANT FOR THE 2016-2017 FEDERAL WORK STUDY PROGRAM (FWSP)**

**WHEREAS**, Suffolk County Community College has applied to participate in the Federal Work Study Program (FWSP) authorized under Part C of Title IV of the Higher Education Act of 1965, as amended by the Education Amendments, and

**WHEREAS**, the application has been approved in the amount of \$452,036, and

**WHEREAS**, the federal regulations allow the sum of \$75,000 or 10 percent of the allocation, whichever is less, to be set aside for the Job Locator & Development Program, and

**WHEREAS**, this federal grant must be matched by a 25 percent administrative cost contribution, and

**WHEREAS**, amendments to the law became effective in October 1986 allowing five percent administrative expense allowance based on total student expenditures for FWSP, be it therefore

**RESOLVED**, that the Board of Trustees hereby accepts the total federal allotment of funds from the 2016-2017 Federal Work Study Program in the amount of \$452,036, and be it further

**RESOLVED**, that \$45,204 be set aside for the Job Locator Program, with the College matching contribution of 20 percent to be provided by in-kind contributions, and be it further

**RESOLVED**, that the Federal Work Study Program's five percent administrative allowance be charged against FWSP and deposited in the appropriate account, and be it further

**RESOLVED**, that the On-Campus Work Study Program shall continue to be matched by a 25 percent contribution by the College and that the Off-Campus Work Study Program be matched

by a 25 percent contribution from the respective participating off-campus agencies, except for the Community Service Employment, and be it further

**RESOLVED**, that the off-campus agencies shall contribute their respective shares of Employer's FICA and Workmen's Compensation, except for the Community Service Employment.

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Vice Chair Morgo called for a motion for the approval of College Resolution 2016.40. Trustee Canary so moved, Trustee Escorbores seconded. The motion was approved unanimously.

**RESOLUTION NO. 2016.40 - APPROVING THE ALLOCATION OF THE 2016-2017 FEDERAL WORK STUDY PROGRAM (FWSP)**

**WHEREAS**, Suffolk County Community College is composed of three campuses, and

**WHEREAS**, the Financial Aid Office on each campus offers financial assistance via the Federal Work Study Program, be it therefore

**RESOLVED**, that the following distribution of the 2016-2017 Federal Work Study funds by campus is hereby approved.

Original FWSP Federal Allocation	\$452,036
Less: Transfer to Job Locator Program	<u>-45,204</u>
Remaining CWSP Federal Allocation	\$406,832
Less: 5% Admin Expense Allowance of Campus Wages	<u>-25,427</u>
Remaining FWS Allocation	\$381,405
Plus: 25% of Institutional Share of Student Wages	<u>+127,135</u>
Total Student Wages Available	\$508,540

Campus Wage Distribution of Federal College Work Study Allocation

Ammerman Campus (46%)	\$228,843
Grant Campus (40%)	\$213,587
Eastern Campus (14%)	<u>\$ 66,110</u>
Total Campus Wage Distributions	\$508,540

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Vice Chair Morgo called for a motion for the approval of College Resolution 2016.41. Trustee Irizarry so moved, Trustee Escorbores seconded. The motion was approved unanimously.

**RESOLUTION NO. 2016.41 - ACCEPTING A FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) FOR 2016-2017**

**WHEREAS**, Suffolk County Community College has applied to participate in the Federal Supplemental Educational Opportunity Grant Program as authorized under Subpart 2, Part A of Title IV of the Higher Education Act of 1965, as amended by the Education Amendments, and

**WHEREAS**, the application has been approved in the amount of \$771,758, and

**WHEREAS**, amendments to the law became effective in October 1986 allowing a five percent administrative expense allowance based on total expenditures for FSEOG, be it therefore

**RESOLVED**, that the 2016-2017 Federal Supplemental Educational Opportunity Grant in the amount of \$771,758 be accepted, and be it further

**RESOLVED**, that the Federal Supplemental Educational Opportunity Grant allotment be deposited in the appropriate accounts, after reducing that allotment with five percent of FSEOG expenditures as administrative expense being charged to the FSEOG account.

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Vice Chair Morgo called for a motion for the approval of College Resolution 2016.42. Trustee Escorbores so moved, Trustee Lindsay Sullivan seconded. The motion was approved unanimously.

**RESOLUTION NO. 2016.42 - ALLOCATING FUNDS FROM THE 2016-2017 FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM (FSEOG)**

**WHEREAS**, Suffolk County Community College is composed of three campuses, and

**WHEREAS**, the Financial Aid Office on each campus offers financial assistance via the Federal Supplemental Educational Opportunity Grants Program, be it therefore

**RESOLVED**, that the following distribution of 2016-2017 FSEOG funds is hereby approved:

Federal Supplemental Educational Opportunity Grants (FSEOG)

Original FSEOG Federal Allocation	\$771,758
Less: 5% Administrative Expense for Grants	<u>-\$ 38,588</u>
Remaining FSEOG Allocation for Student Grant Disbursement	\$733,170

Campus Distribution of FSEOG Student Grants

Ammerman Campus (45 %)	\$329,927
Grant Campus (42 %)	\$307,931
Eastern Campus (13 %)	<u>\$ 95,312</u>
Total of College Grants	\$733,170

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Vice Chair Morgo called for a motion for the approval of College Resolution 2016.43. Trustee Lindsay Sullivan so moved, Trustee Escorbores seconded. The motion was approved unanimously.

**RESOLUTION NO. 2016.43 - APPROVING BUDGET TRANSFERS**

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

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

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

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

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Vice Chair Morgo called for a motion for the approval of College Resolution 2016.44. Trustee Escorbores so moved, Trustee Canary seconded. The motion was approved unanimously.

**RESOLUTION NO. 2016.44 - AUTHORIZING A MEMORANDUM OF AGREEMENT WITH THE URBAN LEAGUE OF LONG ISLAND, INC.**

**WHEREAS**, the Urban League of Long Island, Inc. (ULLI) has partnered with the College since 2006 to empower youths and adults with programs such as the ULLI College Prep Program, Employment and Training Programs, and Campaign for Achievement, and

**WHEREAS**, the College and ULLI's most recent Memorandum of Agreement expired on December 31, 2015, and

**WHEREAS**, the College and ULLI wish to enter into a new Memorandum of Agreement in order to continue the growth and development of ULLI Community Based Employment and Training Programs by providing academic, vocational and employment skills training for youth and adults, and

**WHEREAS**, under such Memorandum of Agreement, instruction will be offered under the College's Early College program and by the Office of Continuing Education, and students in these programs shall be charged tuition in accordance with established College policy, and

**WHEREAS**, the Board of Trustees Code of Professional Ethics requires any Trustee who has an interest in any contract with the College to publicly disclose the nature and extent of such interest to the Board of Trustees, and



**WHEREAS**, Theresa Sanders is the President and Chief Executive Officer of the ULLI, as well as the Chairwoman of the College's Board of the Trustees, and, as such, wishes to fully disclose her interest in the College and ULLI's Memorandum of Agreement, be it, therefore

**RESOLVED**, that the College President is authorize and empowered to execute a Memorandum of Agreement, upon such terms and conditions as shall be approved by the College General Counsel, with the Urban League of Long Island, Inc. for the ULLI Community Based Employment and Training Programs.

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Vice Chair Morgo called for a motion for the approval of College Resolution 2016.45. Trustee Lindsay Sullivan so moved, Trustee Shybunko-Moore seconded. The motion was approved unanimously.

**RESOLUTION NO. 2016.45 - APPROVING THE USE OF REVISED QUESTIONNAIRES AND THEIR ELECTRONIC SUBMISSION FOR THE PRESIDENTIAL EVALUATION PROCESS**

**WHEREAS**, the Presidential Evaluation Policy, effective as of April 14, 2005, requires a questionnaire to be completed by all members of the Board of Trustees and a representative sample of administration, staff, students and community members, so that the College President's performance may be evaluated, and

**WHEREAS**, the Board wishes to utilize revised questionnaires, to permit such questionnaires to be provided electronically to authorized recipients, and for such recipients to transmit the completed questionnaire electronically to a secure and confidential third-party website designated by the Board of Trustees for tabulation, be it, therefore

**RESOLVED**, that the questionnaires attached hereto as *Attachment III* are hereby adopted for use pursuant to the Presidential Evaluation Policy, and be it further

**RESOLVED**, that authorized recipients under the Presidential Evaluation Policy shall transmit such completed questionnaires electronically to a secure and confidential third-party website designated by the Board of Trustees for tabulation.

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Vice Chair Morgo called for a motion for the approval of College Resolution 2016.46. Trustee Irizarry so moved, Trustee Shybunko-Moore seconded. The motion was approved unanimously.

**RESOLUTION NO. 2016.46 - APPROVING THE FORM TO BE UTILIZED AND ITS ELECTRONIC SUBMISSION FOR THE POLICY ON BOARD OF TRUSTEES SELF-ASSESSMENT**

**WHEREAS**, the Board of Trustees Self-Assessment Policy, effective as of January 18, 2007, requires the Board to conduct an annual self-assessment by utilizing a form to be agreed upon by members of the Board each year, and by submitting such form to the Board Chair, and

**WHEREAS**, the Board wishes to permit such approved form to be submitted electronically to a secure and confidential third-party website for tabulation, on behalf of the Board Chair, be it, therefore

**RESOLVED**, that the Board of Trustees self-evaluation form, attached hereto as *Attachment IV*, is hereby approved for use for the Board's self-assessment, and be it further

**RESOLVED**, that said form shall be submitted electronically by the members of the Board to a secure and confidential third-party website designated by the Board of Trustees for tabulation, on behalf of the Board Chair.

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Vice Chair Morgo called for a motion for the approval of College Resolution 2016.47. Trustee Lindsay Sullivan so moved. Trustee Irizarry asked for further clarification on Suffolk County Community College is not a New York State operated campus of SUNY. General Counsel Petrizzo replied that the State-operated campuses are primarily the four-year institutions that are directly under the control of SUNY. Community colleges require county sponsors and under the provisions of New York State Education Law, the sponsor of our community college is the County of Suffolk. The College is not a State-operated campus and falls under different rules and regulations than the State-operated campuses. Trustee Escorbores seconded the motion. The motion was approved unanimously.

**RESOLUTION NO. 2016.47 - AUTHORIZING THE BASEBALL TEAM TO PARTICIPATE IN THE NJCAA DIVISION III BASEBALL CHAMPIONSHIP**

**WHEREAS**, the National Junior College Athletic Association ( NJCAA ) 2016 Division III Baseball Championship will be conducted from May 28<sup>th</sup> to June 2<sup>nd</sup>, 2016 in Kinston, North Carolina, and

**WHEREAS**, Suffolk County Community College's baseball team has qualified to participate in the championship series, and

**WHEREAS**, there are sufficient funds in the budget of the Suffolk Community College Association, Inc. (Association) to pay for the travel, meals, and lodging involved in sending the team and coaches to this event, and

**WHEREAS** the College has sought the advice of the Office of the Governor of the State of New York and has been informed that the Governor's Executive Order banning certain travel to the State of North Carolina is not applicable to Suffolk County Community College because the College is not a New York State-operated campus of SUNY, and because the College is sponsored by the County of Suffolk and not the State of New York, and

**WHEREAS**, additionally, the College was advised that the ban is not applicable to the Association because the Association is funded by student fees, not New York State funds, and

**WHEREAS**, the Board of Trustees is in full support of the anti-discriminations laws of the nation and further believes that, in a free society, the equal rights of all citizens must be protected and respected, now, therefore, be it

**RESOLVED**, that with the understanding that Suffolk County Community College is not subject to the New York State Governor’s Executive Order No. 155, the College’s baseball team is authorized to travel to and participate in the NJCAA Division III Baseball Championship, to be held in Kinston, North Carolina.

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Vice Chair Morgo moved onto the Chair’s report. He requested a motion for the appointment of Trustee Bergre Escorbores to serve as Chair of the Ad Hoc committee to survey the board members and report at the June meeting the names of the members who are a candidate for board officers. Trustee Lindsay Sullivan so moved. Trustee Shybunko-Moore seconded. The motion was approved unanimously.

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Vice Chair Morgo called for the Student Success committee report. Trustee Lindsay Sullivan reported that the committee had discussed the new Association Position, which Dr. Adams had previously mentioned, and that this item would be tabled until June. Another item discussed was that Trustee Lindsay Sullivan, like Trustee Irizarry, was pleased to find the Excelsior program is giving an increasing number of high school teachers access to be able to teach college-level courses. Dr. McKay commended Paul Beaudin and his team for expanding the program across Long Island, and the entire Academic Affairs team for working with Nassau County guidance counselors to recruit students for Suffolk.

Vice Chair Morgo asked Trustee Canary for the Governance Committee report. Trustee Canary stated that the Committee met May 10th and continued the discussion started in April about establishing a policy for private outside entities requesting College support for activities that may require College resources. He said Ms. O’Connor has been doing research and helping to prepare a draft of the policy, aiming for a first draft in the next couple of months. He said the draft would include language requiring all requests be made in writing, spelling out what is expected of both parties including fee payments, and will address requests for use of College resources utilizing its real property as well as intellectual property. He said they discussed contracts for previous activities to make sure those contracts are appropriate, with a review of the expenses for overseeing the activities and the fees for services, to be further reported on.

Trustee Canary continued, mentioning the resolution just passed for the Long Island Latino Teachers' Association, and stated the committee was continuing discussion on a BOT travel policy with the goal to have the formalized new amendments to the policy in place for the next meeting.

The Trustee also reported progress on taking the Board of Ethics policy to the next stage. He said Counsel’s office came up with draft guidelines for choosing potential candidates to sit on the newly-formed board, and they would reach out to various law schools and bar associations for recommendations for potential candidates to sit on the board in order to get a good pool of candidates. He stated he had a conversation with Chief Administrative Justice Randy Hinrichs, a

friend of his, asking him for recommendations of retired judges, and the Justice had provided a list of names.

Trustee Canary stated the last item of discussion was the contract with outside counsel, Leventhal, Mullaney and Blinkoff, whose contract has been extended for one more year. . He said the committee clarified the fact that all requests to utilize the services of the firm for an authorized ethics issue or question must be made to the sitting Chair, who will approve it and either allow the Trustee making the request to make contact with Steve Leventhal or go through the Chair. He announced the committee would meet again June 7th, and welcomed anyone to sit in.

Vice Chair Morgo pointed out that the Long Island Latino Teachers' Association Resolution and Item 10 were a direct result of the discussion on transparency and dealing with contracts for outside agencies using the facilities, and he praised the Governance Committee for once again delving into an issue under discussion and dealing with it well. He called for the Personnel Committee report.

Trustee Shybunko-Moore stated the Personnel Committee had not had a formal meeting, but have been moving along with the Presidential evaluation and goals required, and should have the names finalized this month. She said the board also just passed Items 11 and 12, stating the College would do electronic submission and the tabulation method this year. She said she would schedule the Committee meeting for next month.

Student Trustee Gomez presented her report. She thanked Dr. Adams for the Finish Strong campaign, that it was very good for the students, and said that finals were good in general for the students. She reported on a new Student Government Association for the three campuses, with new presidents, vice presidents and secretaries. She mentioned the new student Trustee, and said there couldn't be a better person to fill this position. She said he has done extremely good things with the College, including a great project with Dr. Adams regarding transportation, that he is an excellent leader, and that she was happy to hand the position over to him.

Student Trustee Gomez announced she was selected to be a student representative for SUNY in Albany, only the second time a rep has been selected from the College, and said she would do her best to represent the College.

Vice Chair Morgo reported on the Budget Committee meeting, stating it was held specifically to discuss any possible ways to mitigate the \$100-a-semester tuition increase that was part of the recommended budget passed at the April meeting. He said, as Vice President Vizzini mentioned, at this time there are so many uncertainties and it would be irresponsible to make changes because of the uncertainties, probably the biggest one being enrollment. He stated 50% of the College's costs come from tuition, and the College won't know what the enrollment is going to be until October 15th, and State aid is based on enrollment. He added that although both the County Executive and the Legislature have told the College that their increase will be 2.5% over last year, it won't be certain until the end of June. In addition, the College still has some collective bargaining agreements outstanding.

Vice Chair Morgo said that he, Chair Sanders and Trustee Escorbores were emphatic they didn't want to see the operating budget balanced on the back of students' tuition, and wanted to find any efficiencies to bring down tuition. He said that with all the focus on enrollment, the Committee discussed a targeted marketing plan for Suffolk County residents going to other community colleges, particularly Nassau, and for enrolling older residents who might want to go back to school.

The Vice Chair also reported that, on the suggestion of one of the other Trustees, the Committee would supplement the usual January to April meetings and meet after the College gets the census details in the middle of October and again at the beginning of December, to assess how the College is positioned going into the New Year.

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Vice Chair Morgo moved on to the President's report. Dr. McKay introduced Dr. Suzanne Johnson, VP of Academic Affairs for a presentation on the Achieving the Dream program. Dr. Johnson said Achieving the Dream (ATD) is an organization that is national and partners with community colleges with an interest in improving student success and completion. It especially looks at closing achievement gaps for underserved and underrepresented students. ATD partners with community colleges to support their ability to close achievement gaps and raise student completion rates in community colleges. This will be a three-year partnership where the College will be provided two specifically-assigned team leaders from Achieving the Dream. The College is currently aware of who the leadership team coach will be and is waiting to hear who the data coach will be to assist IE.

Achieving the Dream requests a team minimally of five people, including the President, Vice President of Academic Affairs, Vice President of Student Affairs, the Vice President of Institutional Effectiveness and a faculty leader as the primary team. Dr. Johnson said this will be a college-wide inclusive process in examining where the College is and discussions of what the next steps will be. The first year is the planning year which also happens to be a self-study year for Middle States. The College will be looking at data analyses of the various groups of students that it serves. There is data that shows that developmental students do not complete their education at the same rates as non-developmental students. The College will be looking at these different groups and how they perform once they enroll.

Dr. Johnson said that the College must start to examine how effectively it serves the different populations to the same level of completion. Achieving the Dream is going to help the College examine what the College does with these populations and how it can be more effective in bringing them all to that same completion. In years two and three the College will decide, based on what is discovered through the data analyses for different student populations, what the priorities will be, and how it will organize efforts in closing the achievement gaps.

Achieving the Dream has been around since about 2004 and every year they have a cohort. Suffolk County Community College is one of four SUNY schools that has been chosen to be part of this year's cohort. The cohort will all be convening in Scottsdale, Arizona for the kickoff meeting on June 21st.

Dr. Johnson discussed the reasons why the College should partner with Achieving the Dream. While the College just graduated the largest class ever on record, there is a large percentage of students that transfer prior to completing a degree at the College. There are many students that the College knows it can do a better job of retaining. This becomes extremely important, when, nearly 50% of the College's operating budget is dependent upon student tuition dollars. She said it was time to focus on keeping the students through completion.

The College is also aware it has to increase enrollment of the high school population. The College is also aware it has significant demographic shifts that are occurring. There are larger populations of first in their family students, larger populations of Spanish-speaking students, as well as African-American students. Dr. Johnson said these issues are not unique to the College, and when compared to other community colleges, the College looks pretty good. This would be the College challenging itself to be the best it can be for its students.

Dr. Johnson invited Dr. Jeffrey Pedersen to contribute to the presentation. Dr. Pedersen began by saying that Achieving the Dream is data-driven program. The project involves digging deep into student success data and the possibility for creating interventions or initiatives to promote student success and completion. Dr. Pedersen said the College has been looking at developing a better understanding of variables in its student demographics and how they affect learning. It's also been looking at students and the number of hours they work, students' socioeconomic status, and students who are first-generation college students. The first set of data being looked into is the top 20 highest-enrolled courses which make up 44% of total enrollment and student success rates by ethnicity. If the College discovers any potential issues where student performance is hampered by some variable, it can then work to address it. The College is also stepping up its use of the National Student Clearinghouse to see where its students go after leaving the College and the success they have at their next institution. Dr. Pedersen said this will help inform programmatic decisions and can enhance efforts at preparing students for transfer, a significant part of the College's mission.

Dr. Johnson continued by saying that through this data analysis the College will be able to start learning how it can achieve greater completion rates for all of its students. She added this is a partnership that's going to allow the College to really focus all of its energies and discussions on student retention and success. The Achieving the Dream program will capture every institutional goal of the College. ATD will help the College identify what works and help identify what may not be working, and look at how the College can increase its student completion at the highest levels possible.

Vice Chair Morgo thanked Dr. Johnson for the presentation and asked if there were any questions for Dr. Johnson. Trustee Canary referred to Dr. Pedersen's statement that this was a data-driven project. He asked if this would then allow the College to review certain sets of data that could help target students that are on the cusp of possibly dropping out or not returning, and then address the situation ahead of time. Dr. Pedersen, gave as an example, half of the College's students are part-time students. The College hasn't looked into some of the difficulties that part-time students have. He said part-time students have very little time to engage into some of the College's student support services. This type of data analysis will help identify those situations and help address them with new initiatives and interventions.

Trustee Irizarry thanked Dr. Johnson for the presentation and noted she was very excited for the initiative. Noting the discussion on completion rates, she asked what the completion rate was at the national level for community colleges, what the completion rate was for New York and what the completion rate was for the College. Dr. Pedersen said he did not have it with him, but he could get her the data.

Trustee Irizarry asked if the College had data on institutions that have used ATD, showing where they were prior to their participation and how they were doing after their participation. Dr. Johnson replied that on the Achieving the Dream website they indicate institutions that have partnered and have documentations of the before and after's in terms of what was focused.

Trustee Irizarry then asked if they would repeat some of the possible barriers that the project might be able to identify for the College. Dr. Johnson noted that Dr. Pedersen had just shared as an example the part-time students. However, she said it could be any number of things and would be speculation on her part to know what those answers would be, and said that was the journey the College will be on while partnering with Achieving the Dream.

Trustee Irizarry then asked if there was a cost to the College participating in the program. Dr. Johnson said the College did have information on this which was shared with Chair Sanders and Vice Chair Morgo at the Executive Committee meeting, however it could not be made public as of yet because the other SUNY schools were not informed of the amount yet.

Vice Chair Morgo shared that 50% of the cost would be paid by a grant and the College would pay the other half. Vice Chair Morgo asked that the College release the information as soon as it was available from SUNY. Dr. McKay confirmed the College would share the information as soon as it was publicly available. Trustee Irizarry asked from where the College would be paying the 45% that is not covered by the grant.

VP Vizzini said once they had the amount, the College would re-prioritize and reallocate if necessary in the next budget cycle. Trustee Irizarry shared her concern about when the budget was discussed, she understood that all line items were allocated for things that the College must have, and now she's trying to understand what would be reprioritized or reallocated that couldn't have been before.

VP Vizzini said that similar to the end-of-the-year housekeeping resolutions that are presented, if the College generated more turnover savings than anticipated, there is a surplus there and can be used for such expenditure. Dr. Johnson said it was expected the cost would be less than \$50,000.

Dr. Johnson provided further detail by saying the College learned through conversation with ATD staff who have a connection to the Kresge Foundation that the Kresge Foundation board had met. They made their decisions in terms of how much money the SUNY schools are going to be receiving and the College is waiting for the official letter via ATD from the Kresge Foundation. None of the other SUNY schools know this information.

Trustee Lindsay Sullivan commented that it will also cost the College money to identify the issues and additional money to remediate the problems. She added the issue was not the importance of having such a partnership rather the potential cost when they were told during the Budget and Finance committee meeting that there were no further possible cuts and now there can possibly be an additional \$80,000 that can be moved around. Dr. Johnson clarified and said the cost to the College will be less than \$50,000.

Vice Chair Morgo thanked the Trustees for their questions, and said they have a statutory fiduciary responsibility to ask such questions. He then asked Dr. Pedersen, that if the partnership yields the results the College is hoping for, with more completion and more graduation rates, could it also help the College with an increase in state aid. Dr. Pedersen said if the State were to move to a performance-based funding it would definitely help the College with an increase in funding. Dr. Pedersen added that this type of partnership opens grant opportunities for the College that they could not apply for previously.

Dr. McKay then introduced Dr. Lauren Tacke-Cushing for an update on Middle States. Dr. Tacke-Cushing said the Board members should have received a copy of the self-study design. The main activities in the past month regarding Middle States included responding to the suggestions that Dr. Fogarty made in her visit last month. She had made three particular suggestions that she thought would strengthen the self-study design. The first would be to highlight the institution's success and improvements through the College's academic institutional and assessment process; the second was modifying the timeline to better incorporate the editing process; and third to identify the background the College would like for evaluating the team chair during the team visit. The co-chairs worked with the steering committee and made changes to the self-study design. They added an additional institutional intended outcome that specifically addressed institutional and academic assessment. Each standard now has an intended outcome that reflects ongoing assessment and they updated the timeline to make sure it included additional times to ensure enough of a lag time for various constituencies to edit the report. Dr. Tacke-Cushing said they would be submitting the design to Middle States to Dr. Fogarty by May 30<sup>th</sup>. The second activity for the month is that the Standards Committee has now met and been charged with their activity, which will start next fall. The Writing Committee is scheduled to meet tomorrow and they are going to be looking at creating a template for the final self-study design report. Dr. Fogarty had suggested that more members be added to the Logistics Committee and more members have been added.

Dr. Pedersen addressed Trustee Irizarry and said he had found the data she was looking for in regards to completion rates and would provide it to her, as well as the other board members for their review.

Dr. McKay concluded the President's report by thanking those members that attended commencement and the gala. He also thanked faculty governance and all the faculty members who also participated in both events.

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Vice Chair Morgo moved on to the roundtable. Trustee Escorbores congratulated Dr. Diaz for doing such a great job on the gala, and said the trustees had a wonderful time. Trustee Canary



spoke of a situation that had developed during the week regarding a 56 year-old constituent who had told him of his difficulties with employment. Trustee Canary suggested the Labor Department's One Stop Employment Office, but the constituent was not pleased with the attention he got there. The Trustee then thought of the career counseling services at the College, and got in touch with Jason Cascone, who responded immediately. The constituent reported that he was very pleased with the services and help he received, and Trustee Canary said that is just what a Trustee wants to hear, to make recommendations and get positive results.

Vice Chair Morgo had some positive input as well. He commended the entire administration, led by Dr. McKay, for scrambling to get the memos of agreement behind the two not-for-profits. And he brought up the travel ban issue for the baseball team which affected the lives of the students but turned out to be a positive. He went on record to say he had an email from the Governor's secretary which stated that Suffolk Community College is not subject to the travel ban, because it is not a State entity but an independent local County entity, and also not a State-operated campus. In addition, community college sports are supported by student fees and not State money. He noted the resolution made clear that by making the decision to go, the College is in no way supporting a discriminatory law, but quite the opposite, it is standing in solidarity with all its students. He thanked the administration for bringing it to its positive conclusion.

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Vice Chair Morgo 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 5:40 p.m. Trustee Canary so moved, Trustee Irizarry seconded, the motion was approved unanimously.

With no further action after Executive session, the meeting of the Board of Trustees was adjourned at 6:30 p.m. The Board of Trustees next meeting is June 16, 2016 at 9:00 a.m. in the Media room of the Culinary Arts Center, in Riverhead, New York.

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Respectfully submitted,  
Bryan Lilly  
Secretary