

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
LECTURE HALL OF THE HEALTH SPORTS AND EDUCATION CENTER
MICHAEL J. GRANT CAMPUS, BRENTWOOD, NEW YORK
AUGUST 18, 2016

The meeting was held on Thursday, August 18, 2016 at 9:00 a.m. at the Lecture Hall of the Health Sports and Education Center, on the Michael J. Grant Campus in Brentwood, New York.

PRESENT:

Theresa Sanders	Chair
Bryan Lilly	Trustee
Gordon D. Canary	Trustee
Paul Pontieri	Trustee
Bergre Escorbores	Trustee
Christopher North	Student Trustee
Dr. Shaun L. McKay	President
Louis Petrizzo, Esq.	General Counsel
Alicia O'Connor, Esq.	Deputy 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

The meeting of the Board of Trustees was convened at 9:12 a.m.

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

Chair Sanders moved onto the recognition of guests and proceeded with the swearing in of Student Trustee Christopher North. Student Trustee North was sworn in by Ms. Anna Corrella of the County Clerk's office. After the signing of documents, photos were taken and Chair Sanders welcomed Student Trustee North to the Board of Trustees. Mr. North said he was honored to be part of the Board of Trustees. He then thanked Chair Sanders, Dr. McKay and VP Adams for reaching out to him and said he looked forward to working with everyone.

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 appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation and the collective bargaining negotiations which are taking place with the College labor organization.at 9:19 a.m.

Student Trustee North so moved, Trustee Escorbores seconded, the motion was approved unanimously.

Chair Sanders called the Board of Trustees meeting back to order at 10:16 a.m. For the record she noted the absence of Trustees Dafny Irizarry, Jim Morgo and Denise Lindsay Sullivan were excused absences.

Chair Sanders called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 10:18 a.m. Trustee Escorbores so moved, Trustee Canary seconded, and the motion was approved unanimously.

Chair Sanders called for a motion to adjourn the Board of Directors meeting and reconvene the Board of Trustees meeting at 10:30 a.m. Trustee Escorbores so moved, Student Trustee North seconded, and the motion was approved unanimously.

Chair Sanders requested a motion to approve the minutes of the June 16, 2016 Board of Trustees meeting. Trustee Pontieri so moved, Trustee Escorbores 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 the monthly financial projections for the 2015-2016 operating budget trends for revenue and expenditures are consistent with what was reported last month. She said the Executive Summary shows the College faced a \$4.3 million revenue shortfall in the 2015-2016 operating budget due to the leveling off of enrollment which adversely impacted revenue from tuition, fees and State aid compared to what was budgeted. The College then implemented an extended vacancy procedure leaving positions vacant for longer periods of time, expecting justification for requests to fill positions, and additionally, instituted expenditure controls to ensure it did not spend more than the revenue that was coming in. This prudent fiscal management allowed the College to be able to effectuate the savings in personnel services parlaying savings in employee benefits also detailed in the summary sheet. VP Vizzini explained the College was able to effectuate savings in energy not only due to the lower cost of fuel, but also in part due to behavior modification and Cenergistics approach to lowering or raising temperatures accordingly in unoccupied spaces.

VP Vizzini reported the College is participating in a working group comprised of representatives from SUNY and college presidents. Dr. McKay was asked to be a representative, as part of the larger institutions. She and Ben Zwirn, are support staff to Dr. McKay on the College Funding Formula Refresh Working Group. The purpose of the group is to make recommendations in terms of how to improve the State and its support of community colleges. She said one of the first orders of business discussed was to research how other community colleges are funded in other states. They will continue to report the status and progress of this group to the Budget and Finance Subcommittee of the Board.

VP Vizzini said the Legislative five-year budget committee met last week. The committee reviewed the model for budget planning. They have yet to come to a consensus in terms of what would be the base scenario assumptions. She expects there will be one more meeting and the result would be in compliance with the resolution that there be a report prepared by the budget review office and the model will be incorporated into the report. Then if it's the desire of the Budget and Finance Subcommittee of the Board the model will be updated annually as actual data is available.

VP Vizzini then reviewed the following two items that were on the agenda for the board's approval. The first was the sponsor services payment. There were two months' worth of health insurance payments to the county, July and August, since there was no meeting in July. The second was budget transfers. Two of the transfers are in the technology area, \$34,650 for license renewals and \$117,000 to replace the core switches. These components are critical to allowing the College to communicate within the campus and between the campuses. She noted the money was in the budget; this was a matter of apportioning funds into the right expenditure accounts. There was also a \$30,000 item; this is part of the energy efficiency efforts. The College is replacing the LED lighting, and retrofitting the ceilings in the Shinecock building on the Eastern campus. This particular effort has spent \$80,000 already. The \$30,000 would allow them to complete the retrofit. It is estimated to save \$8,342 annually, as well as position the College for eligible rebates in the amount of \$42,380 from LIPA.

Chair Sanders called for a motion for the approval of College Resolutions 2016.56 through 2016.70. Trustee Escorbores so moved, Student Trustee North seconded, and the motion was approved unanimously.

RESOLUTION 2016.56 - 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 \$2,477,638.67 for the month of July 2016 (Attachment I) and \$2,339,883.34 for the month of August (Attachment I-A) is hereby approved by the Board of Trustees.

RESOLUTION NO. 2016.57 - Approving Budget Transfers

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

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

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

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

RESOLUTION NO. 2016.58 - ACCEPTING A GRANT SUB-AWARD FROM THE RESEARCH FOUNDATION FOR THE STATE UNIVERSITY OF NEW YORK FOR A PROJECT ENTITLED “CONSTRUCTIVE CONVERGENCES”

WHEREAS, Suffolk County Community College has received a grant sub-award in the amount of \$22,500 from The Research Foundation for The State University of New York for a project entitled “Constructive Convergences,” for the period of January 15, 2016 through June 1, 2017, and

WHEREAS, under the project, Suffolk County Community College will partner with other institutions, including Stony Brook University, in a “learning community” devoted to exploring and testing the feasibility of combining multiple interventions geared towards retaining women and other underrepresented groups in STEM disciplines, and

WHEREAS, matching funds are not required, and

RESOLVED, that a grant award in the amount of \$22,500 from The Research Foundation for The State University of New York for a project entitled “Constructive Convergences” for the period of January 15, 2016 through June 1, 2017 is hereby accepted, and the College President, or his designee, is authorized to execute a contract, in a form as approved by the College General Counsel, with the administering agency.

Project Director: Candice Foley

Note: No full-time personnel

RESOLUTION NO. 2016.59 - AMENDING THE COLLEGE OPERATING BUDGET FOR AN EDUCATIONAL OPPORTUNITY PROGRAM GRANT

WHEREAS, the 2015-2016 College operating budget provides \$197,400 from the State University of New York for an Educational Opportunity Program (EOP) grant to provide counseling and tutoring services on all three of its campus locations, and

WHEREAS, the grant award has been increased by an additional \$53,462 for the 2015-2016 EOP, bringing the total amount of the grant award to \$250,862, and

WHEREAS, it is necessary to amend the 2015-2016 College operating budget in the amount of \$53,462 to provide for the total increase in the grant award, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the 2015-2016 College operating budget be amended to reflect the award increase in the amount of \$53,462 from the State University of New York for an Educational Opportunity Program (EOP), and the College President or his designee is authorized to execute a contract, in a form as approved by the College General Counsel, with the administering agency.

Project Director: Iaroslava Babenchuk

Note: Institutional Support required

RESOLUTION NO. 2016.60 - AMENDING THE SUFFOLK COUNTY COMMUNITY COLLEGE STUDENT CODE OF CONDUCT

WHEREAS, the student conduct program within the Division of Student Affairs is committed to an educational and developmental process that balances the interests of individual students with the interests of the College community, and

WHEREAS, a revised and updated Student Code of Conduct was adopted by resolution of this Board on August 20, 2015, and,

WHEREAS, in order to ensure compliance with current legal requirements, SUNY policy and best practices, Suffolk County Community College seeks to further amend the Student Code of Conduct, and

WHEREAS, in particular, provisions relating to transcript notations for certain code of conduct violations have been included in the new policy, be it therefore

RESOLVED, that the College hereby adopts the “Suffolk County Community College Student Code of Conduct,” as amended, effective August 18, 2016 (Attachment III), and be it further

RESOLVED, that the College hereby revokes the Suffolk County Community College Student Code of Conduct, adopted by this Board on August 20, 2016.

RESOLUTION NO. 2016.61 - AMENDING THE COLLEGE BUDGET FOR PARTICIPATION IN A PROJECT ENTITLED “BIOPREP: BIOLOGY PARTNERSHIP IN RESEARCH AND EDUCATIONAL PROGRAMS”

WHEREAS, the 2015-2016 College operating budget provided \$27,019 in anticipation of a grant sub-award from the Research Foundation for SUNY/National Institute of General Medical Sciences for participation in a project entitled “BioPREP: Biology Partnership in Research and Educational Programs,” and

WHEREAS, the grant sub-award includes an additional amount of \$7,629, which includes indirect costs, increasing the grant award to \$34,648, and

WHEREAS, the additional funds will be allocated to release time for the project director whose primary responsibility is to recruit students of the College for the BioPREP summer program, and the remainder of the funds will be used to purchase laboratory supplies, and for printing, distribution of recruitment material, and travel costs to attend meetings, and

WHEREAS, it is necessary to amend the 2015-2016 College operating budget to reflect the increase in this grant sub-award, be it therefore

RESOLVED, that the 2015-2016 College operating budget be amended to reflect an increase in the amount of \$7,629, including indirect costs, from the Research Foundation for SUNY/National Institute of General Medical Sciences for participation in a program entitled “BioPREP: Biology Partnership in Research and Educational Programs,” and be it further

RESOLVED, that the College President, or his designee, is authorized and empowered to execute any necessary documentation, including a contract amendment, in such form as shall be approved by the College General Counsel, reflecting the increase in the grant award for participation in a project entitled “BioPREP: Biology Partnership in Research and Educational Programs.”

Project Director: Rosa Gambier
Note: No full-time positions

RESOLUTION NO. 2016.62 - 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 additional concrete for the building foundation due to soil conditions, and supplemental air conditioning for high occupant density gathering spaces, 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 \$91,516.73 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. 2016.63 - ACCEPTING AN AWARD FROM THE U.S. DEPARTMENT OF LABOR, EMPLOYMENT AND TRAINING ADMINISTRATION, FOR THE H-1B TECHHIRE PARTNERSHIP GRANT

WHEREAS, Suffolk County Community College has received an award from the U.S. Department of Labor, Employment and Training Administration (DOL/ETA), for the H-1B TechHire Partnership Grant in the amount of \$2,949,137, for the period of July 1, 2016 through June 30, 2020, and

WHEREAS, the H-1B TechHire Partnership Grant will provide funds to Suffolk County Community College to address the unmet need for the high-growth H-1B industries of manufacturing, cybersecurity, and health information technology (HIT) by training young adults and incumbent workers via new, flexible options that leverage existing institutional and partner resources, and result in industry-recognized credentials, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the College President, or his designee, is hereby authorized and empowered to execute a contract, in such form as shall be approved by the College General Counsel, in the amount of \$2,949,137, including indirect costs, from the U.S. Department of Labor, Employment and Training Administration (DOL/ETA), for the H-1B TechHire Partnership Grant, for the period of July 1, 2016 through June 30, 2020.

Project Director: Suzanne Johnson, Vice President, Academic Affairs

Note: 3 Full-Time Professional Assistant positions

RESOLUTION NO. 2016.64 - ACCEPTING A GRANT AWARD FROM THE STATE UNIVERSITY OF NEW YORK FOR AN INNOVATIVE INSTRUCTION TECHNOLOGY GRANT (IITG), ENTITLED "EXPANDING MOBILE MAKERSPACES TO ENHANCE LEARNING THROUGHOUT SUFFOLK COUNTY COMMUNITY COLLEGE"

WHEREAS, Suffolk County Community College has received a grant award in the amount of \$19,500 from The State University of New York for an Innovative Instruction Technology Grant (IITG), entitled “Expanding Mobile Makerspaces to Enhance Active Learning throughout Suffolk County Community College,” for the period of July 1, 2016 through June 30, 2017, and

WHEREAS, the project will enhance active learning throughout Suffolk County Community College, and will expand the SCCC library’s 2014 SUNY IITG-funded mobile makerspaces pilot from one campus to all three campuses to allow expanded student access to 3D printing technology and a One Button Studio to provide easy-to-use video recording equipment and promote active learning across disciplines, and

WHEREAS, an in-kind contribution in the amount of \$9,362 will be met through administrative support and travel, and the associated benefits of faculty and staff, be it therefore

RESOLVED, that a grant award, in the amount of \$19,500 from The State University of New York for an Innovative Instruction Technology Grant (IITG), entitled, “Expanding Mobile Makerspaces to Enhance Learning throughout Suffolk County Community College,” for the period of July1, 2016 through June 30, 2017, is hereby accepted, and the College President, or his designee, is authorized to execute a contract, upon such terms as approved by the College General Counsel, with the administering agency.

Project Director: Kerry Carlson

Note: No full-time personnel

RESOLUTION NO. 2016.65 - AUTHORIZING AN AGREEMENT WITH HAMPTON BAYS PUBLIC SCHOOLS FOR A CHILDCARE DEVELOPMENT ASSOCIATE PROGRAM

WHEREAS, the Childcare Development Associate (CDA) Credential™ is the most widely recognized credential in early childhood education (ECE) and is a key stepping stone on the path of career advancement in ECE, and

WHEREAS, Hampton Bays Public Schools and the College wish to collaborate on developing a CDA program of instruction for the 2016-2017 academic year to be provided to Hampton Bays students entering 11th and 12th grade, consisting of New York State-approved online courses, supplementary coursework and observed field work, and

WHEREAS, the College’s Office for Continuing Education will provide approximately 60 hours of online instruction and 320 hours of fieldwork observation, among other instructional services, for 8-11 Hampton Bays 11th and 12th grade students, and,

WHEREAS, for these services, Hampton Bays will tender to the College the sum of \$19,800 for each cohort of 8-11 students (additional students at \$2,000 each), which cost is fair and reasonable, and

WHEREAS, an administrator of Hampton Bays Public Schools 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 Hampton Bays Public Schools for a Childcare Development Associate program, for a cost of \$19,800 to be paid by Hampton Bays to the College.

RESOLUTION NO. 2016.66 - ADOPTING A POLICY ESTABLISHING GUIDELINES FOR THE USE OF COLLEGE RESOURCES BY NON-COLLEGE ENTITIES

WHEREAS, the College may not give or loan its funds, services or property to private individuals or outside entities unless it is for a lawful College purpose, and for a fair and reasonable compensation or other just consideration, and

WHEREAS, requests by members of the Board of Trustees or College employees to utilize College resources for the benefit of non-College entities must be evaluated to ensure compliance with College policies and applicable laws, rules and regulations, and

WHEREAS, it is necessary to establish guidelines for the College’s provision of services or resources to private individuals or outside entities, be it therefore

RESOLVED, that the College hereby adopts a policy, entitled “Authorizing the Use of College Resources by Non-College Entities,” effective August 18, 2016 (Attachment IV).

RESOLUTION NO. 2016.67 - AMENDING THE SUFFOLK COUNTY COMMUNITY COLLEGE PUBLIC DEMONSTRATION AND MASS GATHERING POLICY

WHEREAS, a primary component of the mission of Suffolk County Community College is to provide an academic environment that supports divergent viewpoints, and

WHEREAS, the College encourages students, faculty and staff to engage in free discussion and debate in a manner that does not disrupt the orderly operation of the College, cause harm to any individual or damage to property or the College or others, or interfere with the rights of others, and

WHEREAS, a review of the College’s *Public Demonstration and Mass Gathering Policy*, adopted by the Board of Trustees on October 8, 2007, was undertaken by the offices of the Vice President for Student Affairs, Executive Deans, Legal Affairs and Public Safety, and

WHEREAS, revisions to this policy are warranted, be it therefore

RESOLVED, that the College hereby adopts the “Suffolk County Community College *Public Demonstration and Mass Gathering Policy*,” as amended, effective August 18, 2016 (Attachment V), and be it further

RESOLVED, that the College hereby revokes the Suffolk County Community College *Public Demonstration and Mass Gathering Policy*, adopted by this Board on October 8, 2007.

RESOLUTION NO. 2016.68 - CREATING AN EMPLOYEE TITLE

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

WHEREAS, this change is necessary in order to better serve the College’s needs and to align with the College’s organizational structure, and

WHEREAS, the College’s 2016-2017 operating budget contains sufficient funding for the new employee title, and there shall be no negative fiscal impact by the creation of said title as the incumbent in the position of Executive Assistant to the President will transfer into this position and the Executive Assistant position will be left vacant, be it therefore

RESOLVED, that the following employee title be created as of the date herein specified:

<u>Title to be Created</u>	<u>B/U</u>	<u>Category on Exempt Salary and Benefits Plan</u>	<u>Effective Date</u>
Chief of Staff to the President	Exempt	I	8/18/2016

and be it further

RESOLVED, that the *Exempt Salary and Benefits Plan* shall be amended accordingly (see, *Attachment VI*), and be it further

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

RESOLUTION NO. 2016.69 - FIXING TIME OF 2017 MEETINGS OF THE BOARD OF TRUSTEES

RESOLVED, that during the year 2017, meetings of the Board of Trustees shall be held on the following dates:

<u>Date</u>	<u>Location</u>	<u>Time</u>
January 19, 2017	Alumni Room, Brookhaven Gymnasium Ammerman Campus, Selden, New York	9:00 am
February 16, 2017	Room 114, Captree Commons Grant Campus, Brentwood, New York	4:00 pm

March 16, 2017	Lecture Hall, Montaukett Learning Resource Center Eastern Campus, Riverhead, New York	4:00 pm
April 20, 2017	Mildred Green Room, Babylon Student Center Ammerman Campus, Selden, New York	9:00 am
May 18, 2017	Room 114, Captree Commons Grant Campus, Brentwood, New York	4:00 pm
June 15, 2017	Media Room, Culinary Arts Center Riverhead, New York	10:00 am
August 17, 2017*	Alumni Room, Brookhaven Gymnasium Ammerman Campus, Selden, New York	9:00 am
September 21, 2017	Lecture Hall MD-105, Health, Sports & Education Center Grant Campus, Brentwood, New York	9:00 am
October 19, 2017	Lecture Hall, Montaukett Learning Resource Center Eastern Campus, Riverhead, New York	4:00 pm
December 7, 2017	Room 114, Captree Commons Grant Campus, Brentwood, New York	4:00 pm

1. There is no July or November meeting scheduled.
2. A Board retreat may be held in July and/or November. Location and time to be determined.

* Subject to change on County Legislative action on the College Budget.

Dated: 8/18/16

RESOLUTION NO.2016.70 - MAKING A SEQRA DETERMINATION FOR THE CONSTRUCTION OF THE GREEN ROOF ON THE GRANT CAMPUS LEARNING RESOURCE CENTER

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

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

WHEREAS, the green roof on the Learning Resource Center (LRC) on the Michael J. Grant Campus will incorporate plant material, pavers and railings located above the conventional roof structure and membrane, converting approximately 1,300 square feet of the conventional roof into a green roof, and

WHEREAS, the green roof will reduce storm water impacts and provide engaging living laboratories for students, as well as demonstration sites for municipal officers, business and community representatives, and County residents, and

WHEREAS, the College has reviewed the list of SEQRA Type II actions identified in Title 6 NYCRR Part 616.5, and recommends that the green roof construction on the LRC be classified as a Type II Action pursuant to 6 NYCRR §617.5(c)(2) because it involves the “replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site” (see, Attachment VII), be it therefore

RESOLVED, that the Board of Trustees hereby finds and determines that the construction of the green roof on the Grant Campus Learning Resource Center be classified as a Type II Action pursuant to 6 NYCRR §617.5(c)(2) because it involves the replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, and be it further

RESOLVED, that as a Type II Action, no further review under SEQRA is required.

The Chair moved to the committee reports, starting with the Governance Committee. Trustee Canary said the Governance Committee met on August 9th, at 3:00 p.m. on the Grant campus. All members were in attendance except for Jim Morgo, who was on vacation. He said Deputy General Counsel O'Connor distributed a draft copy of the policy authorizing the use of college resources by private entities. Discussion regarding the policy began as to where would be the best place for the policy to be included. It was brought up if the policy should be part of the bylaws. Deputy General Counsel recommended the policy just be a stand-alone policy and not included in the bylaws. The committee agreed with the recommendation. Trustee Canary said discussion continued with questions being raised if each request needed to be approved by resolution of the full board. It was stated that due to time constraints, logistics of scheduling and planning, some requests would not be able to wait a full four weeks before the next Board of Trustees meeting. The committee agreed that the request be made in writing to the Chair, the College President and General Counsel for review and that only requests requiring a written agreement would be put forth for formal approval by resolution. Other requests would be disclosed at the next Board of Trustees meeting. It was suggested that the title of the policy be changed to read: Authorizing the use of college resources by non-college entities. It was asked that the policy, including the amendments noted at the meeting, go forward as a resolution to the whole Board for a vote which he noted had just been adopted.

He said they then discussed the fees being charged associated with the application for use of facilities by external organizations currently in use. Discussion was had about the fee structures and reducing the fees or possibly waiving fees for not-for-profit organizations, those that have

official IRS 501(c)(3) designation, veterans' organizations and elected officials. The fee schedule is still being worked on and will be updated for the September Governance Committee meeting.

Deputy General Counsel O'Connor shared with the committee a copy of the letter that was sent seeking more recommendations for the individuals to serve on the newly-created Ethics Board for the Board of Trustees. The letter was sent to the Suffolk County Bar Association, Nassau County Bar Association, Hispanic Bar Association of Long Island, the Amistad Long Island Black Bar Association, Touro Law School and Hofstra Law School. So far there has been one response from the Nassau County Bar Association. Trustee Canary said it was suggested that perhaps the slow responses were due to it being the summer months. They hope for more responses once the fall semester starts. He noted the Nassau County Bar Association had some questions regarding the length of terms and when the Ethics Board would meet. It was agreed that General Counsel's office would share with them the Board of Trustees Code of Professional Ethics approved on March 17th of this year. The committee chose meeting dates for the remainder of 2016: Tuesday, September 6th; Tuesday, October 11th; Tuesday, November 29th, all at 3:00 p.m. on the Grant campus in the Sagtikos Conference Room 221.

Chair Sanders then asked who was planning on attending the upcoming ACCT conference and to please let Sandy or Carol in the President's office know so that the arrangements could be made in accordance with the Board of Trustees' travel policy. Trustee Escorbores stated he was planning on attending. Chair Sanders said she would work with new Student Trustee North to get his arrangements squared away. Chair Sanders then thanked Trustee Canary for his work as Chair of the Governance Committee.

Chair Sanders called for the Budget and Finance Committee Report. She said she would report on behalf of Trustee Morgo who was absent. She reported that the Budget and Finance Committee meeting was held on August 15th and they did a comprehensive review of the first-year performance of the Aramark food service. In September the committee plans to discuss the savings as a result of Cenergistics, and in October when final enrollment figures are shown, they will do some additional reviews. There were two Budget and Finance and administrative meetings with the Suffolk County Legislature to recommend the five-year budget plan. Those meetings were held July 19th and August 16th. The committee hopes that they will agree on a report to the full Legislature that will recommend a rational budget roadmap that will provide direction going forward for the College's students, parents, administration and faculty. She said the majority of time during the two meetings was spent on annualizing what would be reasonable assumptions of variables, such as enrollment, state aid for the next five years, expenditure rates, and health insurance costs. There was also discussion on the impact of Dowling College's closing and Nassau Community College's current standing with Middle States, which translated into some enrollment gains for Suffolk.

Chair Sanders called for the Student Success Committee report. Due to the absence of Trustee Lindsay Sullivan she asked VP Adams to recaps the items discussed at the meeting. Dr. Adams said the committee had met a week ago, and some of the items discussed were an update from Dr. Pedersen on Achieving the Dream, an update from Dr. Johnson on Middle States, resolutions that were presented during the Board of Directors meeting and enrollment. The committee also discussed some of the events that took place over the summer, such as an all-Island on-site

registration day, where all three campuses were open from 8:30 a.m. to 2:00 p.m.. This resulted in about 153 registrations throughout the three campuses. Dr. Adams said the College will have advertisements in Newsday and will also have a second all-Island day. In addition there will be some radio advertisements targeting individuals from Suffolk County and all of Long Island to enroll at Suffolk County Community College.

Chair Sanders called for the Facilities and Technology Committee Report. Trustee Lilly said the committee had not met but he did have an update. He reported the LIU modular building was almost ready to be occupied for the fall semester. He noted the Health and Wellness Center is coming in over budget and there will be some revisions. Trustee Lilly asked Dr. McKay about the Empire State College purchasing. Dr. McKay replied that Empire State for many years was included in the sector of land that was part of the Ammerman campus. The prior president was in discussions regarding the 67 acres there and the land is also part of the START-UP NY plan. Empire State has recently paid about \$680,000 to the County of Suffolk for the acquisition of six acres of property and New York State has also given Empire State \$10 million to construct a building on that property. Dr. McKay said the College will work closely with Empire State to discuss mutual use of space. Trustee Lilly suggested the land could be used for additional parking which was a problem on the Ammerman campus.

Trustee Lilly then concluded his report and said the roofing projects are almost all completed on the Eastern campus. He then commended the College saying that since he has been a board member he has seen a large amount of much needed maintenance projects being addressed and worked on bringing the College up to standards that students should expect when they walk onto an institution.

Trustee Canary asked what the problem was with the LIU building flooring. General Counsel Petrizzo said the plywood that was used for the under flooring became warped once the building was heated and air conditioned. There was insufficient space left between the boards. When the floors were dried out and the heat came on, they buckled up. The floors are now being repaired. Trustee Canary asked about building permits. General Counsel Petrizzo said there were a number of building permits with DPW, and the College will be able to approve them as of August 23rd.

Chair Sanders called for the Advocacy Committee report. Trustee Pontieri said there was no report.

Chair Sanders then announced that Trustee Escorbores will be assuming the role as Chair of the Personnel Committee.

Chair Sanders moved to the Executive Committee report. She stated the committee had reviewed Gail Vizzini's report on Aramark and was pleased that the results showed Aramark was having a positive effect on the campuses. She said they also reviewed all the resolutions provided in the packets, discussed Achieving the Dream, and spoke about Middle States, commenting that she is proud of the progress made there and pleased with the feedback the College is getting from Middle States.

The Chair reported that she and Dr. McKay had been busy getting out into the community during the summer, including attending a meeting hosted by Assemblywoman Kimberly Jean-Pierre geared toward the community's youth. She said one young person in particular was very impressed when he was able to meet the President himself and have a discussion with him, which influenced him to return to college after being away from it for some time. She said that kind of mentoring and role modeling in the community is very important, as well as the professionalism and patience of the faculty and staff at the College who take time from their busy schedules to give young people and all the students their attention, all of which makes Suffolk stand out.

Chair Sanders also reported she had attended the Stay on Long Island scholarship luncheon meeting and was very pleased to see the students benefitting from the donations made to the College. She said she was proud to represent the College in attending a police memorial hosted by the County Executive and the County police commissioner after several police officers were shot in Dallas. She stated they want to be very proactive in planning how to prevent similar things from happening on Long Island, and she had participated in that discussion.

Finally, the Chair commented on the general community engagement and how the College is opening its doors, and the excitement that was palpable from the students outside the building during field day as she walked in. She said the personality of this College is very unique and she applauded the effort of all those involved. She moved to the Student Trustee's report.

Student Trustee Christopher North reported he had been visiting all three campuses, and had attended the orientation at the Michael J. Grant campus the day before. He said he has been meeting with student government from each of the campuses individually as well as all together, and working particularly with the Grant campus. He stated he's currently working on issues involving the College, particularly transportation, as Suffolk County is looking to cut nine to ten bus routes. He said he is working with Chris Adams to encourage students to attend and address the hearings September 8th and 9th to avoid those cuts so the College won't lose enrollment or cause students to be unable to finish their degrees. He invited the Chair to attend a meeting with the State on September 22nd, where he is planning to speak, to plan a car-free day.

Sylvia Diaz gave the Foundation report, reminding everyone of the College's 33rd annual golf event taking place the following Monday, with dinner tickets still available. She announced the honoree would be alumnus Kevin O'Connor from Bridgehampton National Bank, and said the many prizes would include two hole-in-one cars, a Maserati weekend, and a live auction for Billy Joel floor tickets, like last year. Dr. McKay made the point that the event supports student scholarships and will impact and transform the lives of the students. He stated over \$650,000 in scholarships were given to students last year.

Chair Sanders moved on to the President's report. Dr. McKay reviewed the various items on his agenda and who would address them, and asked Dr. Adams to address the first item, business matters. Dr. Adams followed up on several questions brought up by members of the Board at the

June meeting. Trustee Irizarry had asked about the amount of the money spent on multi-cultural programming at the Grant campus for the 2015-16 fiscal year, and Dr. Adams reported it was \$16,623.73 as of July 31, 2016. He pointed out this amount is housed under the campus activities programs in the Grant budget, and recommended for the 2017-18 budget that this money be moved to the multi-cultural programs, as it is for the other two campuses. He handed out a spreadsheet with a breakdown for the Trustees' review.

Dr. Adams also followed up on a question as to whether the College could get a sponsorship for the new scoreboard in the Health, Sports and Education Center. He reminded the Board they had approved a resolution for purchasing it, and now Neftali Collazo had worked out a deal with AME, who would sponsor the entire scoreboard and give a donation of \$17,000 to take out the old scoreboard and install the new one. He congratulated Mr. Collazo on his good work.

Trustee Lindsay Sullivan had asked how many Dowling students transferred to Suffolk County Community College, and Dr. Adams reported 85 students have transferred for the fall of 2016. Trustee Canary had asked for a report concerning the propane incident at the Eastern campus in June, and Dr. Adams informed the Board there was a report for their review in their packets. Trustee Morgo had asked about the College's efforts in reaching out to students in the County to come back to Suffolk County Community College, as many Suffolk residents are attending Nassau Community College. He said based on Trustee Morgo's feedback and suggestions, the Office of Institutional Advancement and a representative from student affairs collaborated over the summer and ran two postcard campaigns geared toward the certificate of residency list obtained from the Suffolk County Clerk, based on a FOIL request from the College's General Counsel's office. In addition the College sponsored the all-Island on-site registration on Saturday, August 13th, and as a result of these efforts, 199 Nassau Community College students have transferred to Suffolk Community for the fall of 2016.

Dr. Adams asked Mr. Petrizzo to address a request following Dean Beaudin's report on the Excelsior program. Mr. Petrizzo reported that thanks to Ben Zwirn, the College would be doing a presentation on the program to the Legislature in September at the Education and Technology Legislative Subcommittee meeting.

Trustee Lilly asked if there was a breakdown of the residency on the 199 students mentioned previously. Dr. Adams replied his office was quantifying that and hoped to be able to give a more thorough update in September of how many were on that list originally.

Dr. Tacke-Cushing then gave an overview and update on the Middle States self-study. She shared that the process and the engagement of the College community has been wonderful and that she and Mr. Linker are very pleased. She reviewed the progression of events so far, including the appointing of the committees, creating the draft two-year self-study design, the visit and feedback from Middle States, and the launch of the Middle States website to communicate and share information with the College community. Since then, she reported, Middle States notified the College they had accepted the self-study design, commended the revisions to the draft, and made suggestions for an additional outline related to assessment to highlight the study. She said they also asked the committee to provide clarification of the timeline related to the editing process, and that they were moving forward on these items.

Dr. Tacke-Cushing reported that starting in the fall the group would begin to meet again as a Steering Committee, while the Standards Committees will spend their time collecting data, then start drafting their reports, due in the spring semester to the Steering Committee. In the summer of 2017 the Writing Committee will spend their time editing. She said she hoped by this time next year to be sharing with the Board and the College community the entire self-study report draft and asking for feedback.

Trustee Canary commented that Middle States and their importance has been prominent in the news regarding both Dowling College and Nassau Community College and stated that he spoke for the Board in thanking Dr. McKay for focusing in and getting the College to meet the Middle States standards, and commending everyone involved for their efforts. He said he felt the College is headed in the right direction and will be seen as an example by Middle States of how to set the direction and correct problems.

Chair Sanders reminded the Board to explore the Middle States link on the website to see the complete roadmap and details of the self-study, stating that this technology is very important.

Dr. McKay commended Dr. Tacke-Cushing and Mr. Linker for their work as co-chairs for the self-study project, as well as the entire institution for stepping forward and volunteering their expertise. He said the value of the study goes beyond meeting Middle States standards, to taking a look at and determining where the College can improve on what it does, and that this effort will be interwoven with the work Dr. Pedersen and Paul Beaudin are doing.

Dr. Jeffrey Pedersen welcomed everyone to the meeting, and began with the presentation on Achieving the Dream. He said a group of the College's administrators and faculty members went to Arizona for the kickoff meeting of Achieving the Dream (ATD). He said ATD is a data driven program designed to help community colleges look at themselves and see where they can enhance their performance to help their students. The College will get support from coaches and from other schools who, in the past, have been part of the program, and will help the College identify what needs improvement to help students meet their needs. Achieving the Dream is a comprehensive, non-governmental reform movement for student success. He said Dr. McKay thought this was a good time to engage with Achieving the Dream because of the work being done with Middle States.

Dr. Pedersen stated that the Office of Planning and Institutional Effectiveness has been very busy as the department has tied everything at the College into operational planning. Over the past three years the College has had a lot of requests for information, for self-analysis, evaluations and reports, from Middle States and the State University of New York. Many reports the College has had to produce for them have been voluntary frameworks for accountability and student achievement measures. He said the Office of Planning and Institutional Effectiveness (OPIE) has decided to use Operational Planning to answer all of those requests. OPIE has integrated a planning model where everything is tied back to the department's strategic goals and plan, as well as the six institutional goals.

Following Dr. Pedersen, Professor Paul Basileo discussed the seven institutional capacities of the Achieving the Dream program. He said the new focus is about the student and student success, which goes with all the other goals at the College in regards to leadership and vision; data and technology; and equity. Achieving the Dream is primarily looking at data of student success, particularly those students in low-income families, students of color, and students in traditionally at-risk populations. The College will engage in communication not only with internal stakeholders, but also, externally, with K-12, other colleges and universities, the legislature, and other organizations.

Mr. Basileo concurred with Dr. Pedersen stating that without a strategic planning effort there's really not much the College can do. The policies and practices are really important because some of the improvements that can be done are administrative in nature.

Dr. Pedersen stated that the seven areas of focus within ATD align well with the College's institutional goals. He said equity, works with the College's goal of diversity. Data and technology would work with the College's institutional effectiveness goal. He added these also align well with not only the institutional goals, but also with President McKay's goals and with Middle States standards. The action plans for the coming year will be tied to both the institutional goals and Dr. McKay's goals. In addition, teaching and learning would go in the Middle States standards III, IV and V and will be tied to a Achieving the Dream framework. He stated Achieving the Dream is not just one more program; it provides a change in culture, a new perspective where the College can look at what is being done already with an eye toward improvement. It provides an opportunity for those committees and groups that already exist in the College, to aid them in the work currently being done by providing data support and information on best practices, professional coaching and the latest research. ATD compliments, supports and enhances the College's current efforts at helping students succeed. This will show the consistency of what the College will be doing with Middle States, the ATD events and then operational planning, which occurs consistently throughout the year. They all work together.

Mr. Basileo said that the structure of the program is two teams; there's a core team and a data team. The core team serves to steer the College through the process. It consists of everyone who went to the institution, with a few additions, such as the College's diversity officer. The College looked into making a student vision statement for student achievement, something that the College didn't have before and is now in the final stages of doing so. The core team is looking at what makes Suffolk, Suffolk. He said it is trying to leverage all of the committees with all of the expertise that is already there and bring it together in an ongoing effort of continuous improvement. There is a leadership coach on the core team and a data coach for the data team. These two people are going to be working through the entire process in helping to maintain the culture and improve upon the culture.

Dr. Pedersen stated the College has to ensure it has what it needs to be able to meet student success. As an example, he said the difference between equality and equity; equality would be giving everybody a pair of shoes, everybody gets the same. Equity would be giving everybody a pair of shoes that fit. ATD allows for a different perspective. It's data driven, knowledge and action. Looking at data, looking at specific populations, looking what their needs will determine what will be done operationally in the future. Other benefits of ATD are grant opportunities

open only to ATD schools. Once the College goes through the process, the College will be one of the ATD schools that can apply for eligible grants. Dr. Pedersen noted ATD will have a web page up soon for anyone looking for additional information.

Dr. McKay concluded by saying ATD was a very integrated comprehensive process and the team was very excited. He said they would continue to brief the Board as the College moves along in the process. Dr. McKay commended the teams that are leading, as well as the faculty and staff involved.

Dr. McKay reported that the College has recently been in discussions regarding a potential dental hygiene program at the College. The College is currently in a dialogue with Briarcliff about acquiring the dental hygiene lab program from them since they have closed. Dr. Johnson has reached out to Erie Community College which has a dental hygiene program to discuss curriculum. He said he would continue to update the Board on any progress being made with the development of the program.

Dr. McKay said the College has expanded upon the Stay on Long Island scholarship initiative. The College is currently working on expanding a Stay in the State of New York and two students were awarded scholarships this year -- one to Iona College and one to LIM.

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Chair Sanders moved on to the Round table. Trustee Lilly said he wanted to mention Senator Boyle's bill on the animal rescue requirement, and thanked Trustee Canary for having helped craft the bill. He said Senator Boyle was very instrumental in getting the bill passed in New York State and he was grateful having had a beagle himself and he commended Trustee Canary for his work with Senator Boyle on the bill.

Trustee Canary noted that one of the College's adjunct professors was participating in the Olympics. VP Araneo confirmed that Dr. Maria Michta-Coffey, adjunct professor in the biology department, was competing in the Women's 20km race walking event. Trustee Canary also noted that professor Steve Keuhaus was promoted to Chief of Staff for the Suffolk County Sheriff's office. He congratulated him on the record and said it was a well-deserved promotion.

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Chair Sanders requested a motion adjourn the Board of Trustees meeting. Student Trustee North so moved, Trustee Escorbores seconded, and the motion was approved unanimously.

The Board of Trustees meeting was adjourned at 11:34 a.m. The Board of Trustees next meeting is September 15, 2016 at 9:00 a.m. in room 114 of Captree Commons, on the Michael J. Grant Campus in Brentwood, New York.

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Respectfully submitted,
Bryan Lilly
Secretary