

SUFFOLK COUNTY COMMUNITY COLLEGE  
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING  
ROOM 114 OF CAPTREE COMMONS  
MICHAEL J. GRANT CAMPUS, BRENTWOOD, NEW YORK  
OCTOBER 20, 2016

The meeting was held on Thursday, October 20, 2016 at 4:00 p.m. in room 114 of Captree Commons, on the Michael J. Grant Campus in Brentwood, New York.

PRESENT:

Theresa Sanders	Chair
Jim Morgo	Vice Chair
Bryan Lilly	Trustee
Gordon D. Canary	Trustee
Paul Pontieri	Trustee
Denise Lindsay Sullivan	Trustee
E. Christopher Murray	Trustee
Christopher North	Student Trustee
Shaun L. McKay	President
Louis Petrizzo, Esq.	General Counsel
Alicia O'Connor	Deputy 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 4:00 p.m.

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

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Chair Sanders welcomed new Trustee, E. Christopher Murray, whereupon he was sworn in by Deputy County Clerk, Chris Como. Chair Sanders continued with the recognition of special guests and welcomed students that were in attendance as well as Rabbi Moss and Steve Schrier.

Chair Sanders asked Chief of Staff Mrs. Carol Wickliffe-Campbell to introduce Shady Azzam-Gomez, the College's new Vice President for Information Technology and Chief Information Officer. Mrs. Wickliffe-Campbell stated that his appointment commenced September 26, 2016. Mr. Azzam-Gomez joins the College from Stony Brook University where he started as a program analyst in the Office of Finance and Administration and worked his way up to serve as the Senior Director of University Information Systems, Project Management, and Enterprise Data and Analytics. His eighteen year career includes fourteen years as an information technology leader, with eleven years in senior management roles. He has a proven track record with large-scale IT project management and implementation and brings with him the necessary

vision to create technology solutions that will support the College's strategic institutional priorities. Mr. Azzam-Gomez earned his Bachelor of Arts and a Master's degree from Stony Brook University and is currently working towards his Ph.D. in Leadership in Higher Education. VP Azzam-Gomez thanked Dr. McKay, members of the Board of Trustees as well as members of the cabinet for giving him the opportunity to work at the largest community college in the State of New York. He said he was very eager to get started working with the College's students, faculty and administrators providing technology to help them achieve successfully their careers and goals.

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Chair Sanders called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 4:12 p.m. Trustee Murray so moved, Trustee Lilly 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 4:18 p.m. Trustee Murray so moved, Trustee Canary seconded, and the motion was approved unanimously.

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Chair Sanders requested a motion to approve the minutes of the September 15, 2016 Board of Trustees meeting. Trustee Morgo so moved, Student Trustee North seconded, Trustee Murray abstained, and the motion was approved.

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Chair Sanders introduced Gail Vizzini, VP of Business and Finance to present the College Budget and Financial report. VP Vizzini reported the Business and Financial Affairs department continues to work on closing out the 2015-2016 operating budget and preparing information for the outside auditors. The auditors are expected to do their fieldwork in December and the results of the audit should be ready by the February or March.

VP Vizzini said that when preparing the 2016-2017 operating budget in April of 2016 they assumed that there would be a leveling off in enrollment of approximately 1%. Now that classes have started, enrollment is not as robust as they had assumed it would be when they prepared the operating budget. At this point, the College is projecting a shortfall in tuition revenue of \$1 million. VP Vizzini stated the College will continue to be fiscally prudent, and will not be spending more than the revenue that is taken in. The College is confident that through the extended vacancy policy, some of the energy savings and other belt tightening measures, it will be able to mitigate the \$1 million shortfall. She noted that as she reports each month, these numbers will change based on the actual data.

VP Vizzini then reviewed two of the resolutions before the Board. In item number 2 are budget transfers where the funds are currently in the operating budget but need to be moved to the correct category. The transfer is primarily for replacement computers. She noted some of the computers are six to seven years old and are XP, which is no longer supported. The replacements are primarily in student areas, libraries, computer labs, classrooms as well as in some of the College offices. The other resolution she reviewed was item number 4. This

resolution would authorize the College to proceed with the litigation of the former food service provider, Dover Hospitality Services. Based on an audit conducted by her department, it was determined that Dover had underreported gross sales thereby shortchanging the commission payments to the College. In addition, Dover stopped payment on two final checks. The College has been in conversations with the County Attorney and has turned over documentation for the litigation.

Trustee Morgo asked if the negotiations with Dover had stopped and had reached the point of no return. General Counsel Petrizzo stated that the College actually had negotiated a tentative settlement with Dover with the assistance of the County Attorney's office. The College was willing to accept the terms and conditions and Dover initially indicated their willingness to accept them as well. Subsequently Dover had a change of heart and have indicated that they are not willing to enter into any settlements with the College at this time. Trustee Morgo asked what the time period was from when the College thought they had reached a settlement. Mr. Petrizzo said he believe the contract with the new food service vendor had some influence on Dover's change of mind and it has been several months.

Trustee Murray asked what was in dispute. VP Vizzini said that based on the audit, Dover had \$99,000 in gross sales. The College was to receive 12% commission on gross sales. The issue was that Dover wasn't accepting credit and debit cards. When they were encouraged to do so by the College, they never reported that as part of their gross sales and eventually that became about 25 to 30% of their business. The contract required commission be paid on all sales without regard to cash or credit. The College's position is these are gross sales; whereby the College is owed a commission. Trustee Murray then asked approximately what would be the gross claim. VP Vizzini stated it was \$195,327 over a five-year period, and \$13,500 in stop payment of a check.

Trustee Morgo asked who would be representing the College during litigation. Mr. Petrizzo stated the County Attorney. .

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Chair Sanders called for a motion for the approval of College Resolutions 2016.73 and 2016.83. Trustee Lindsay Sullivan so moved, Trustee Murray seconded, and the motion was approved unanimously.

**RESOLUTION 2016.73 - 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 \$2,214,360.03 for the month of September 2016 (Attachment I) is hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2016.74 - 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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**RESOLUTION NO. 2016.75 - Approving the Agreement among the College, the County of Suffolk, and the Guild of Administrative Officers of Suffolk County Community College**

**WHEREAS**, the College, the County of Suffolk and the Guild of Administrative Officers of Suffolk County Community College have reached an Agreement covering the terms and conditions of employment for the period extending from September 1, 2015 to August 31, 2019, and

**WHEREAS**, said Agreement has been set down in a Stipulation of Agreement (*Attachment III*), and

**WHEREAS**, such Agreement has been ratified by the Guild of Administrative Officers, and

**WHEREAS**, the College President recommends the approval of this Agreement, be it therefore,

**RESOLVED**, that the Agreement among the College, County of Suffolk and the Guild of Administrative Officers of Suffolk Community College be and the same is hereby approved.

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**RESOLUTION NO. 2016.76 - Authorizing the Commencement of Litigation**

**WHEREAS**, based on the advice of the College General Counsel and the Vice President of Business and Financial Affairs, and the recommendation of the College President, the Board of Trustees has determined that it has a valid claim arising from the contract between Suffolk County Community College and Dover Hospitality Services, Inc., and

**WHEREAS**, the County of Suffolk Department of Law, pursuant to the terms of the Sponsor Services Agreement, will represent the College in the prosecution of this claim, be it therefore

**RESOLVED**, that the Board of Trustees hereby authorizes the commencement of litigation against Dover Hospitality Service, Inc. for any and all relief deemed necessary in order to enforce the College's rights, and be it further

**RESOLVED**, that the College President or the College General Counsel be authorized to execute any and all documents to effectuate the purposes of this resolution.

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**RESOLUTION NO. 2016.77 - Awarding a Contract for the Design of the Renewable Energy and STEM Center on the Michael J. Grant Campus, CP 2141**

**WHEREAS**, the design phase of capital project No. 2141 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**, proposals for the design of the Renewable Energy and STEM Center on the Michael J. Grant Campus have been solicited and reviewed by the College, and

**WHEREAS**, the College design committee has determined that the proposal submitted by AECOM best meets the needs of the College, be it therefore

**RESOLVED**, that the College President or his designee is authorized to enter into a contract with AECOM in the amount of \$900,000 for the design of the Renewable Energy and STEM Center upon such terms and conditions as shall be approved by the College General Counsel.

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**RESOLUTION NO. 2016.78 - Approving a Major Change Order to the Contract with Mt. Olympos Restoration, Inc. for Additional Waterproofing Work on the Ammerman Building on the Ammerman Campus, Project CP 2177**

**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**, by a resolution duly adopted on May 19, 2016, the Board of Trustees authorized a contract with Mt. Olympos Restoration, Inc. in the amount of \$718,000 for the waterproofing of the Ammerman Building on the Ammerman Campus, and

**WHEREAS**, additional waterproofing work not included in the original contract, including removing four courses of brick above 112 windows, replacing existing steel lintel with new galvanized steel lintel, and replacing the brick, is necessary in order to complete the project,

**WHEREAS**, including the additional work described herein increases the contract with Mt. Olympos by more than thirty-five thousand and one dollars (\$35,001.00), thus constituting a major change order as defined by the College's *Procurement Policy*, and

**WHEREAS**, pursuant to such policy, all major change orders require the approval of the Board of Trustees, and

**WHEREAS**, there is sufficient monies in the budget for this project to permit this change order, be it therefore

**RESOLVED**, that a major change order in the amount of \$118,500.00 to the contract with Mt. Olympos Restoration Inc. for additional waterproofing work is hereby authorized and approved, and be it further

**RESOLVED**, that the College President, or his designee, 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.

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**RESOLUTION NO. 2016.79 - Making A SEQRA Determination for the Construction of the New Plant Operations Building on the Michael J. Grant Campus (CP 2144)**

**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**, under Capital Project 2144, the College will be constructing the new Plant Operations Building on the Michael J. Grant Campus, and

**WHEREAS**, this project is subject to review under SEQRA as both the State of New York and the County of Suffolk have the authority to issue approval for the funding of this project, and

**WHEREAS**, the College recommends that this project be considered an “Unlisted Action,” pursuant to 6 NYCRR §617.2(ak), as this project neither meets or exceeds a threshold contained in the list of Type I Actions in 6 NYCRR §617.4, nor meets the definition of any listed Type II Action in 6 NYCRR §617.5, and

**WHEREAS**, a Short Environmental Assessment Form (SEAF) was prepared by the College, as shown in Attachment IV , attached hereto, to ascertain the environmental impacts of this project, as per 6 NYCRR §617.6(a)(3), and

**WHEREAS**, the New York State Department of Environmental Conservation (NYSDEC) EAF Mapper Application was used to populate answers to geographic or place-based questions on the SEAF, and

**WHEREAS**, the results of the EAF Mapper Application are consistent with other available sources that identify environmentally sensitive conditions with the exception of the relative location of wetlands to the project site which requires a check of other available sources to confirm or refute the finding, and

**WHEREAS**, the NYSDEC Environmental Resource Mapper indicates that no wetlands are located on the Grant Campus, nor near the project site, and

**WHEREAS**, the College's review pursuant to SEQRA has indicated that the construction of the new Plant Operations Building on the Grant Campus will not have a significant adverse impact on the environment, be it therefore

**RESOLVED**, that the Board of Trustees hereby finds and determines that the construction of the new Plant Operations Building on the Michael J. Grant Campus constitutes an "Unlisted Action," with no significant adverse impacts on the environment pursuant to 6 NYCRR §617.2(ak), for the following reasons:

1. The action will not exceed any of the criteria contained in 6 NYCRR §617.7(c) which sets forth thresholds for determining significant adverse impacts on the environment;
2. The action does not adversely impact surface or groundwater, traffic or noise levels, nor increase erosion, flooding, leaching or drainage problems as the topography remains flat, the building will be sewerred, and storm water will be managed with the existing Campus storm water sewer system;
3. The action does not remove large quantities of vegetation, does not impact a significant habitat area, and does not impact a threatened or endangered species of animal or plant;
4. As the action does not adversely impact groundwater, the action does not impair the environmental characteristics of the state listed Critical Environmental Area (CEA) identified by the EAF Mapper Application as SGPA nor the CEA listed under NYSDEC Critical Environmental Areas in Suffolk County as Oak Brush plains;
5. The action does not conflict with the College's Master Plan;
6. The action does not impair the character or quality of important historical, architectural or aesthetic resources as the site does not contain a structure that is listed on either the State or National Register of Historic Places;
7. While the site is located in an archeological sensitive area, there is no record of any significant archeological findings within the Campus property and therefore the action does not impair the character or quality of important archeological resources;
8. The increased use of electricity and natural gas associated with the action is not significant relative to the rest of the Michael J. Grant Campus;
9. The action does not create a hazard to human health;
10. The action is consistent with the current use of the land as a community college;
11. The action does not attract a large number of people to the Campus compared to the number of people who would come to the Campus absent the action;
12. The action does not create a material demand for other actions that would meet one or more of the criteria in 6 NYCRR §617.7(c);
13. The action does not result in changes to two or more elements of the environment that when considered together result in a substantial adverse impact on the environment;
14. There are no related actions to this action that when considered cumulatively would meet one or more of the criteria in 6 NYCRR §617.7(c);
15. All necessary State and County approvals will be obtained.

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**RESOLUTION NO. 2016.80 - Making a SEQRA Determination for the Construction of the New Warehouse Building on the Eastern Campus (CP 2145)**

**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**, under Capital Project 2145, the College will be constructing the new Warehouse Building on the Eastern Campus, and

**WHEREAS**, this project is subject to review under SEQRA as both the State of New York and the County of Suffolk have the authority to issue approval for the funding of this project, and

**WHEREAS**, the College recommends that this project be considered an “Unlisted Action,” pursuant to 6 NYCRR §617.2(ak), as this project neither meets or exceeds a threshold contained in the list of Type I Actions in 6 NYCRR §617.4, nor meets the definition of any listed Type II Action in 6 NYCRR §617.5, and

**WHEREAS**, a Short Environmental Assessment Form (SEAF) was prepared by the College, as shown in Attachment V, attached hereto, to ascertain the environmental impacts of this project, as per 6 NYCRR §617.6(a)(3), and

**WHEREAS**, the New York State Department of Environmental Conservation (NYSDEC) EAF Mapper Application was used to populate answers to geographic or place-based questions on the SEAF, and

**WHEREAS**, the results of the EAF Mapper Application are consistent with other available sources that identify environmentally sensitive conditions with the exception of the relative location of land that has been the subject of remediation for hazardous waste which requires a check of other available sources to confirm or refute the finding, and

**WHEREAS**, a search of the NYSDEC Spill Incidents Database, Remedial Site Database, and Bulk Storage Database indicates no record of any hazardous waste remediation on the Eastern Campus, nor near the project site, and

**WHEREAS**, the NYSDEC Natural Resources and Environmental Protection Maps indicate that no environmental remediation sites are located on the Eastern Campus, nor near the project site, and

**WHEREAS**, the College’s review pursuant to SEQRA has indicated that the construction of the new Warehouse Building on the Eastern Campus will not have a significant adverse impact on the environment, be it therefore

**RESOLVED**, that the Board of Trustees hereby finds and determines that the construction of the new Warehouse Building on the Eastern Campus constitutes an “Unlisted Action,” with no



significant adverse impacts on the environment pursuant to 6 NYCRR §617.2(ak), for the following reasons:

1. The action will not exceed any of the criteria contained in 6 NYCRR §617.7(c) which sets forth thresholds for determining significant adverse impacts on the environment;
2. The action does not adversely impact surface or groundwater, traffic or noise levels, nor increase erosion, flooding, leaching or drainage problems as the topography remains flat, the building will generate no wastewater, and storm water will be managed with the existing Campus storm water sewer system;
3. The action does not remove large quantities of vegetation, does not impact a significant habitat area, and does not impact a threatened or endangered species of animal or plant;
4. As the action does not adversely impact groundwater, the action does not impair the environmental characteristics of the state listed Critical Environmental Area (CEA) identified by the EAF Mapper Application as the Central Suffolk Pine Barrens Aquifer Overlay District;
5. The action does not conflict with the College's Master Plan;
6. The action does not impair the character or quality of important archeological, historical, architectural or aesthetic resources as the site does not contain a structure that is listed on either the State or National Register of Historic Places nor is it located in an archeological sensitive area;
7. The increased use of electricity associated with the action is not significant relative to the rest of the Eastern Campus;
8. The action does not create a hazard to human health;
9. The action is consistent with the current use of the land as a community college;
10. The action does not attract a large number of people to the Campus compared to the number of people who would come to the Campus absent the action;
11. The action does not create a material demand for other actions that would meet one or more of the criteria in 6 NYCRR §617.7(c);
12. The action does not result in changes to two or more elements of the environment that when considered together result in a substantial adverse impact on the environment;
13. There are no related actions to this action that when considered cumulatively would meet one or more of the criteria in 6 NYCRR §617.7(c);
14. All necessary State and County approvals will be obtained.

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**RESOLUTION NO. 2016.81 - Accepting Grant Funds from the Suffolk Community College Foundation in Support of Suffolk Community College's Office of Veterans Affairs**

**WHEREAS**, Suffolk Community College Foundation (Foundation) received a grant award in the amount of \$50,000 from the Island Outreach Foundation to provide support to student veterans at Suffolk County Community College, and an additional \$1,500 to sponsor a veterans' conference for student veterans at Suffolk and participate in dialogue about transitioning veterans into civilian life and the workforce upon their return from service, and

**WHEREAS**, by a resolution adopted on March 17, 2016, the Board of Trustees authorized the College to accept a portion of this grant award in an amount up to \$10,000 from the Foundation to fund staff positions in the College's Office of Veteran Affairs , and

**WHEREAS**, the Foundation has authorized an additional amount of up to \$19,000 to be transferred to Suffolk County Community College to fund staffing in the Office of Veterans Affairs, be it therefore

**RESOLVED**, that the Board of Trustees hereby authorizes the acceptance of an amount up to \$19,000 from the Suffolk Community College Foundation, which constitutes a portion of the grant award received by the Foundation from the Island Outreach Foundation, to fund staffing in the Office of Veteran Affairs at Suffolk County Community College.

Project Director: Shannon O’Neill

Note: No full-time personnel

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**RESOLUTION NO. 2016.82 - Amending the College Budget for a Grant Award Increase from Suffolk Community College Foundation in Support of Suffolk County Community College’s Office of Veterans Affairs**

**WHEREAS**, the 2016-2017 College operating budget provides \$90,556 from the Suffolk Community College Foundation (Foundation) which constitutes a grant award received by the Foundation from the Kisco Foundation in support of Suffolk County Community College’s Office of Veterans Affairs, and

**WHEREAS**, the grant award has been increased by \$9,444, bringing the total amount of the grant award to \$100,000, and

**WHEREAS**, it is necessary to amend the 2016-2017 College operating budget to reflect the increase in the grant award, be it therefore

**RESOLVED**, that the 2016-2017 College operating budget be amended to reflect an increase in the amount of \$9,444 from the Suffolk Community College Foundation, increasing the amount of a grant award received by the Foundation from the Kisco Foundation to \$100,000, to fund staff positions in the Office of Veteran Affairs at Suffolk County Community College.

Project Director: Shannon O’Neill

Note: No full-time positions

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**RESOLUTION NO. 2016.82 - AWARDING A CONTRACT FOR INFORMATION TECHNOLOGY CONSULTING SERVICES**

**WHEREAS**, the College issued a Request for Proposals (RFP) for a consultant to provide a comprehensive evaluation and assessment of the College’s Information Technology Department’s structure and operations, and provide recommendations for improvements, and

**WHEREAS**, the evaluation will include an assessment of current capability, capacity, redundancy and resources in both the academic and administrative areas, with respect to the needs of the College, standards for services among peer institutions, and the College's readiness to make any recommended changes, and

**WHEREAS**, in addition, the consultant will conduct a staffing level assessment as related to organizational needs, and recommend clear lines of reporting and organizational structure, and

**WHEREAS**, proposals submitted in response to the RFP have been reviewed by the College's evaluation committee, and it has been determined that the proposal submitted by Berry Dunn McNeil & Parker best meets the needs of the College, be it therefore

**RESOLVED**, that the College President or his designee is authorized to enter into a contract, upon such terms and conditions as shall be approved by the College General Counsel, with Berry Dunn McNeil & Parker in the amount of \$82,660 for information technology consulting services.

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The Chair moved to the committee reports, starting with the Student Success Committee. Trustee Lindsay Sullivan reported that the Student Success Committee had met earlier in the day and was attended by herself, Chair Sanders and Student Trustee Christopher North. The committee was given an update from AVP Jeff Tempera regarding the Guild contract and from Mr. Paul Beaudin regarding Early Intervention. She said the College is working with 12 school districts and has developed a partnership with McGraw Hill. VP Adams also gave the committee a brief update on Student Affairs. Chair Sanders thanked Trustee Lindsay Sullivan for her report.

Chair Sanders then stated for the record that Trustee Escorbores absence was excused as he had informed her earlier via text that he was unable to attend.

Chair Sanders called for the Governance Committee Report. Trustee Canary stated that the Governance Committee met on October 11<sup>th</sup>, also in attendance were Chair Sanders and Trustee Morgo. The committee received an update from VP Gail Vizzini and AVP Jeff Tempera on the Guild contract. He said VP Vizzini indicated that her office is reviewing the rental rates for use of College facilities which will include a review of current labor rates for College staffing. VP Vizzini will report that information for the committee at the November 29th Governance Committee meeting. On the committee's agenda for the meeting was the review of the facilities use policy, review of the fee schedule to be utilized, facilities use application, and review of the additional responses to the mailing soliciting new ethics board members. Deputy General Counsel O'Connor stated she responded to questions from the Suffolk County Bar Association and the Nassau County Bar Association regarding the committee's request for recommendations of new ethic board members. She has not heard back from them since. He said Ms. O'Connor is going to reach out to both of those entities again. As part of new business discussed, Chair Sanders asked the committee if they had any topic suggestions to be added to the retreat agenda scheduled for November 17th. He said it was suggested that state advocacy be added to the retreat agenda. Trustee Canary said it was also decided that the retreat would be a good time for the new trustees to receive their tablets, and requested that an IT representative be present to

train the new trustees and answer any questions that current trustees may have since utilizing their tablets. The committee also asked that the IT department work with the legal department to create a policy for Trustee use of College property. The policy should include information regarding the return of equipment when a Trustee's term expires and when a Trustee resigns from the board. Trustee Canary said that during the open discussion of the agenda questions were raised on the status of the Leventhal contract and whether an opinion on an outstanding personnel issue had been received. Mrs. O'Connor stated that the contract has been renewed. It was agreed that Chair Sanders would contact Steve Leventhal to request an opinion. The committee also discussed the new electronic system for the Presidential Evaluation, the number of responses received and that they may need to review the contract with Scantron to make sure there are enough reminder emails sent as part of the contract. In light of the upcoming retirement of Steven Schrier, a question was raised as to whether the Holocaust Board was supposed to have a member of the Board of Trustees on it; and if so, who is currently the BOT representative. Mrs. O'Connor is gathering that that information. Trustee Canary said the agenda items for the November meeting were identified as review of the fee schedule to be utilized with facilities use, review of the facilities use policy, review of additional responses from the mailing for the new ethics board members and review of the policy for trustee use of college property. The next Governance Committee meeting has been scheduled for Tuesday, November 29th at 3:00 p.m. in the Sagtikos Building conference room 221 on the Grant campus.

Trustee Morgo asked if he could clarify who the Trustee representative was for the Holocaust Board. Mr. Petrizzo stated it was the Chair of the Board or her designee.

Chair Sanders called for the Budget Committee report. Trustee Morgo said the committee met on October 17<sup>th</sup> and also in attendance was Student Trustee North, and Chair Sanders attended via teleconference. The committee reviewed enrollment through the first month of the new fiscal year and energy savings from Cenergistic's. The official enrollment figures that they thought would be available as of October 15th were not available because of an error with SUNY however VP Vizzini worked with the Office of Planning and Institutional Effectiveness to come up with the best assumption on enrollment figures. The assumption projects enrollment is down 2.7% from October of 2015. Since the College budgeted for a 1% decrease, the shortfall is about \$1 million. Trustee Morgo said the policy perspective that they, as trustees, should focus on is that the College's operating budget is too dependent on enrollment, which results in it being too dependent on tuition. He did note that part-time enrollment is up by a little over 1%.

Trustee Morgo noted that Dr. McKay sent out an editorial to him and Chair Sanders from the Albany Times Union that gives a bigger perspective for all 30 community colleges in the state and the College is similar to all of them in that they're also having a hard time with enrollment. He said community college enrollment is counter-cyclical to the economy. When the economy is bad, enrollment goes up and when the economy is good enrollment goes down. He noted that through the concerted efforts of VP Adams and Dr. McKay the College enrolled approximately 85 students from Dowling, 29 from Briarcliffe and 212 from Nassau. He added that everyone understands the importance of keeping tuition as affordable as can be, however if both the state and the county did what they were statutorily required to do, the College would be in much better shape. Trustee Morgo said the other topic the committee discussed was utility costs in the budget. VP Vizzini gave the committee a very comprehensive look at how the College budgets for light, power and water based on historical expenditures. Over the past year the College has

spent less than budgeted for utilities. One contributing factor is Cenergistic's used data to determine unused spaces within the College and then in turn took the information to conserve the use of fuel and electricity. By year end 2015-2016, the College projected spending \$1.2 million less than budgeted. He added there were several factors that helped in the cost savings, such as a mild winter last year, and cost of fuel was down. VP Vizzini discussed with the committee that they do not expect the same level of savings for this current fiscal year due to fuel prices that are projected to increase and the weather will be a factor. He encouraged the Trustees to read the editorial which shows that the College is fortunate because of the work of the College administrators and the legislatures of both the state and county. The next meeting of the Budget Committee, is January 17th at 4:30 in the NFL building, President's conference room on the Ammerman Campus.

Chair Sanders called for the Facilities and Technology Committee report. Trustee Lilly said the committee met on earlier that afternoon. He and Trustee Canary met with Mr. John DeMaio and Mr. Lou Petrizzo and they reviewed some of the projects that are ongoing and planned. He said the LIU modular building will have a ribbon cutting after they go through few punch list items. The Science Building is also going through their punch list items. They discussed the Health and Wellness Center planned for the Eastern Campus and they hope to have construction starting in the springtime, adding that this was a much-needed facility out on the east end. The committee also reviewed the work being done on the Learning Resource Center on the Grant campus and discussed bureaucratic situations that John DeMaio and Paul Cooper have to deal with on a daily basis with construction projects and grants. He noted that he and Trustee Canary were actually shocked at some of the requests that the outside agencies ask of the College that aren't reasonable.

Trustee Canary said they were specifically referring to the SEQRA review that the state is now requiring of the College regarding the green roof component which is not even worth moving forward to pursue it because of the amount of time and effort and money that will have to be spent to comply with their requests, which are ridiculous and unnecessary. Mr. Petrizzo said they College will evaluate what the State wants them to do and make a determination as to whether or not it's worth pursuing by doing a cost/ benefit analysis. Trustee Lilly continued with his report, he said they also discussed capital projects, and discussed Kreiling Hall and some of the issues that arise with maintaining and repairing the building. They also reviewed some of the next RFP's, the College is going to be doing a PLA study for certain projects. These are home-grown projects that are benefitting the communities. Trustee Lilly commended John DeMaio, Paul Cooper and their entire department for their work. He said the College now is able to self-permit and which should be able to speed up some of projects to completion.

Chair Sanders called for the Advocacy Committee Report. Trustee Pontieri stated he continued to advocate on behalf of the College.

Chair Sanders moved onto the Personnel Committee report. She said she chaired the meeting earlier that day on behalf of Trustee Escorbores. The committee reviewed the new electronic process for the Presidential Evaluation.

Chair Sanders asked for the Student Trustee report. Student Trustee North said he was disappointed that Suffolk County transit, unfortunately, cut the route to the Ammerman campus.

He said he would working with VP Adams to advocate to bring back the route and see if there were plans to cut more routes next year. He added that all the SGA on all three campuses are doing well. He will continue to meet and work with them on any issues they have.

Chair Sanders asked for the Foundation report. Dr. McKay said he had sent a letter out to the members of the Board of Trustees in regards to having VP Mary Lou Araneo be the cabinet member to provide direct oversight for the Foundation. He also had discussions with the Foundation's executive committee and sent the same letter to the Foundation board. Dr. McKay said the Foundation is about \$1.4 million away from the \$7 million campaign goal by 2020. He added that VP Araneo has already initiated some discussion with the members of the Foundation to try to close out the campaign by next year. Dr. McKay asked Kevin Peterman if he would give an update on the honoree for the Foundation gala. Mr. Peterman said that the President of the American Federation of Teachers, Randi Weingarten, has agreed to be the Foundation's gala honoree. He said she is a national figure and represents 1.6 million teachers across the nation. Ms. Weingarten is a Suffolk County resident. Dr. McKay concluded by saying they were excited to have Ms. Weingarten as the honoree and believed it would be a strong event for the Foundation.

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Chair Sanders moved to the Chair's report, which included the Executive Committee report. She said the Executive Committee meets and reviews the order of the meeting, reviews resolutions that are presented during the board meeting, and discusses any guests that will be attending. The committee usually meets the Monday before the board meeting.

She said her report, was given in the backdrop of what's been happening in the last 30 days in the local community of Brentwood. It can be very confusing for students who attend classes in a controlled setting and then go out into the real world and see all the violence that is happening in the community. She said they're learning to trust, coming to school, learning how to be good leaders, and sometimes they're not seeing great models. She asked for those everyone within the College to remember they're constantly teaching, being role models and always teaching the students how to be good leaders.

Chair Sanders said she is always proud when she hears the subcommittee chairs report, they talk with passion, and are really engaged. This is the modeling behavior that she wants the students to see when they attend meetings. Chair Sanders then reported that there had been a visit from the Achieving the Dream coaches. The concept of the program is how to encourage student success as a College. She said the turning point of the visit was when the coaches heard from student leaders about their experience here at the College. She added that the coaches, who have traveled all over the country talking to different colleges and universities were in awe of their meeting with the student leaders. She added that listening to the impact that the College has on students makes it well worth all the work that is being done. From the visit she learned the College is far ahead of a lot of academic institutions in terms of what it is doing for its students.

Chair Sanders said she was happy and excited with the progress being made with the contracts being negotiating both with AME and the Guild. She mentioned she was invited by Dr. McKay to attend a NYSUT meeting with other community college presidents. She felt the meeting was

very interesting and impactful. There was good conversation and strategy in terms of how to ensure colleges provide the items needed to make students successful. One of the topics that will be added to the Board retreat agenda is equality vs. equity, how to make education equitable for everyone. Chair Sanders said she attended the Association for Community College Trustees (ACCT) leadership conference in New Orleans, which was very informative. She noted she was approached by Dale Carnegie, they had a worldwide day of giving, and wanted to do a free two-hour leadership training. The training was done at the College, several of the College's students attended the training. Dale Carnegie were amazed by the College's students. They now are thinking about how to redesign leadership training for college-age students. The training is for corporate training, but they are now thinking they're missing the boat in terms of getting leadership because they're not starting young enough. Chair Sanders then concluded her report by thanking Dr. McKay, for his support saying very often she will call him, without knowing what direction to go in and he always points her to a faculty or staff person that are very helpful.

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Chair Sanders moved on to the President's report. Dr. McKay asked Kevin Peterman to say a few words as well about the trip to Albany for the NYSUT meeting. Mr. Peterman thanked Chair Sanders for attending the NYSUT meeting and said it was the first time a Trustee attended the meeting. The meeting consisted of SUNY leadership, NYSUT leadership, several vice presidents of NYSUT, community college presidents, and community college vice presidents from around the state. They met in Albany and were had a good discussion trying to strategize advocacy efforts. They discussed the date the College plans to going up to Albany with students and tried to get the other community colleges to participate. He noted that everyone was really impressed that Suffolk had a Trustee in attendance since this had not been done before. They were pleased to have input from a Trustee. He said what came out of this meeting is that the College is was the role model, and they have to emulate the way Suffolk works.

Dr. McKay then introduced Dr. Thomas Tyson college-wide Dean for Mental Health services for an update. Dr. Tyson began by thanking Dr. McKay and the Board for the opportunity give an update on behalf of the mental health services department at the College. He said it was about two-and-a-half years ago, when he and Dr. Adams worked together trying to come up with a framework for what mental health services could be at the College and they developed a plan. The plan, then went to Dr. McKay who gave them the approval and support ever since. The initial plan was to have faculty coordinators, two at the Grant campus, two professionals at the Ammerman campus and one at the Eastern campus. They added the last member this past August 1<sup>st</sup>, Hypatia Martinez, a clinical social worker. He said Ms. Martinez completed their staffing for the department and she is also a floater position, if they have staff out at the Ammerman campus and she could come over to the Ammerman campus for a week, or two weeks depending on the issues, and could handle the things that come up. He noted the department also hired Nicole Borzelleca a counselor who's been with the College for about year and a half. He said both Ms. Martinez and Ms. Borzelleca are doing tremendous work in the field and doing tremendous work here at the Grant campus.

Dr. Tyson then gave a snapshot of some of the happenings/events for the department college-wide. Every Tuesday, they have intake team, they meet as a group, over the phone or in person at the Ammerman campus, and talk about all the new students that have been brought in. These

are students with depression, anxiety, post-traumatic stress disorder, bipolar disorder, etc. The meetings are confidential and many people really don't know the reality of what the department deals with on a weekly basis. However, he said it's vibrant, active and they are helping students; that's what really matters. Dr. Tyson noted that the week of October 4th is National Mental Health Awareness Week and on Wednesday, October 5th they had Mental Health Awareness Day for the first time at every campus of the college, where they conducted workshops that served over 700 students college-wide. The department did an assessment of the programs, the results showed that 80% of the students who were surveyed agreed or strongly agreed that they would focus more on their health and wellness as a result of attending these programs. 80% also said that they plan on making better choices related to their mental health and wellness so that they can succeed academically, and 72% percent said they feel they are better able to manage their stress and/or anxiety. The Mental Health Services department is very pleased by the results and the impact they are having on students.

Chair Sanders asked Dr. Tyson what was the average age of the students coming in. Ms. Borzelleca said it was mostly the college age between 18 and 22, but they definitely do see a wide range, anywhere from 17 up into the 60's. Trustee Lindsay Sullivan said she had both a question and a comment. She asked how the students usually come into the department. Dr. Tyson replied they come in several different ways. What they appreciate is many students are coming in self-referred, but many come in from faculty, staff and administrators who have taken note and are people who care if they see something going on, they ask and then they get the students in to see someone in the mental health services department. Trustee Lindsay Sullivan then commented that she loved that they implemented the survey after the workshops and commended them for a job well done.

Trustee Canary asked if Dr. Tyson could go over the process of what happens when students have to be hospitalized. Dr. Tyson began by emphasizing that the department does short term work, they work with students one to four sessions and then get them out to practitioners or agencies. In the case of hospitalization, the College will work with Stony Brook University, CPEP Comprehensive Psychiatric Emergency Program. Within the last year the College has started working with Northwell Health as well. They have a program called College Health Partnership Program, a great facility that spares college students much of the trauma that they could unfortunately experience if they go off to CPEP at Stony Brook. CPEP does have some very severe cases of mental illness and it could be very traumatizing to a young 18-19-year-old student with anxiety. Trustee Murray asked what other, if any, mental health associations the department works with. Dr. Tyson said they work with a vast array of agencies and mental health associations within the community. Trustee Murray noted that he is actually the president of Nassau County Health Association. Dr. Tyson said he has been to some of their workshops which have been really great.

Dr. McKay commended Dr. Tyson and his entire team, as well as Dr. Adams. He said he would continue to work with them and support them as they evaluate the services the College provides the students. Trustee Canary thanked the team as well and said it was very encouraging to know that the College has this program available to its students, another example of how the College is leading the way for other community colleges.



Dr. McKay then introduced Ms. Shannon O'Neill, the Director of the Veterans Affairs for an update. Ms. O'Neill began by thanking Dr. Adams, Dr. Tyson and Dr. McKay for their support in her first year at the College. Ms. O'Neill announced the College has officially a veteran's resource center on all three of the campuses and will be posting a position to hire a full-time person on the Michael J. Grant campus as well as the Ammerman campus. The Eastern campus has a part-time person and each of the resource centers are staffed with workers that are veterans, which is fully funded by the VA. The team worked closely with the Foundation office to get \$100,000 grant from the Kisco Foundation, which has been a great asset, allowing them to get the additional staffing. They also worked in coordination with VP Araneo's office to secure a grant which will also offset some of the costs. Ms. O'Neil said that this past summer, the Kisco Foundation sent her and two students to Washington, D.C. to speak at the White House as well as on the floors of the Senate and the House to advocate for the reasons why veterans should be starting off in community colleges. This was a great experience. They asked Suffolk County Community College to take the lead, and was the only college asked to be the formal speakers. In September the College, hosted the National Student Veterans of American. Nine colleges came in to do a one-day training. They worked closely a program called the Intercollegiate Veterans Coalition of Long Island to provide the training. It represents the Veterans Administrations of Long Island. They have also added a component for veteran students, last year one of the College's students from the Michael J. Grant campus was a co-chair. Ms. O'Neill continued with her report saying that last week the College hosted a veteran's employment expo on the Michael J. Grant campus and it was a great event that was co-hosted between the college, the Suffolk County Department of Labor and the Suffolk County Veterans Agency. There were 100 employers present and service agencies and over 225 job seekers that came through, she received overwhelmingly positive feedback from the event. They continue to work very closely with the Suffolk County Veterans Service office. She hopes to be able to work with them to have a service officer placed on campus. Ms. O'Neill said they are also working with Congressman Zelden's office to advocate for funding for the Veterans Success program.

There have also been several family events and opportunities to attend drill weekends where they have spoken to over 100 soldiers to share the benefits of attending Suffolk County Community College. They are in conversations with the 106 Airbase about offering courses on campus there. This past July, they worked closely with the Sheriff's office for the Veterans Re-entry Program and are now offering services twice a month, every other week, to incarcerated veterans trying to get educational opportunities for them with the hopes that when they come out they'll make different decisions and will end up on the College's campuses. The department has also conducted several training programs on campus. This past week she conducted an hour-and-a-half session for all counseling staff on ways to work better with our veterans and has revised all the marketing material both internally and externally.

Lastly, she mentioned that under Dr. Tyson's leadership they were asked to be part of the Mental Health Awareness Week on the Ammerman campus. They did 22 push-ups every 22 minutes in one hour. There was a report released a few years ago by the VA stating that about 22 veterans a day take their life. In between those 22 push-ups they had a different veteran's organization from the community share about their experiences, before they knew it, looking around the entire Veterans Plaza it was not only crowded with people listening, but also with people doing push-ups, including Dr. Adams.

Trustee Lindsay Sullivan stated she is always amazed by all the work Ms. O'Neill does. She asked if there were ever any sensitivity training for faculty with regard to dealing with veteran students. Ms. O'Neil said that yes, just this past professional staff development day, this was part of the major discussion. Trustee Morgo thanked Ms. O'Neill for her leadership and asked about the positions she mentioned that were being added. Ms. O'Neill responded there were 2 ½ positions that were grant funded through the Kisco Foundation and from the Department of Labor grants. Trustee Morgo noted he was also very happy she was going to the 106. He asked if the 106 would be paying the College for those services. Ms. O'Neill said yes, all of active duty guards receive up to \$2350 in credit. In addition, some of them would be available for financial aid where they might get money as a refund from going to school. Trustee Canary asked what the courses were being taught. Ms. O'Neil said humanity courses that included speech, math and english course.

Dr. McKay concluded by commended Ms. O'Neill for the amount of work she has accomplished in the short period of time she has been at the College.

He then introduced Dr. Jeffrey Pedersen to talk about Achieving the Dream (ATD) and Professional Development Day. Dr. Jeff Pedersen stated that the College's major kickoff for ATD was held this past Tuesday at Faculty Professional Development Day. Dr. McKay made his remarks in the morning, then Professor Paul Basileo and he introduced the network to all who were present. As mentioned by Chair Sanders, Thursday, the 13th and Friday, the 14th, the College's ATD coaches came to visit the College, wherein they were brought to each of the campuses. The coaches were surprised that the College arranged these visits, however they planned the three campus visit because they felt it's a part of Suffolk County Community College's identity. The College also scheduled them to meet with students which was very rare. One of the coaches mentioned that the College was the 15th school in the last ten years, and they never have been scheduled to visit with students. They thought that was the best idea and wanted to go back to Achieving the Dream to request that coaches meeting with students be mandatory. The coaches also met with faculty members, the College's core and data teams and student engagement personnel. Dr. Pedersen said by far, their best experience was meeting with the students, getting to know the students and listen to what students think and need. The coaches did write an exit report for Dr. McKay which he received.

He added that the two coaches, Dr. Christine McPhail and Dr. Donna Cusick, are national figures in community college life, who found that Suffolk has an amazing student-friendly environment. They were impressed by the thoughtful perceptions of administrators and faculty, and couldn't believe the amount of work that has been done in the last three years in dealing with accreditation. They said that now the College is poised to really engage Achieving the Dream to come up with some amazing things. Dr. Pedersen said this year the College is going to spend a lot of time digging down into its data, to try and pull out as much information as possible and get to the people who are making decisions and recommendations to Dr. McKay; such as the Developmental Studies Advisory Council, College Seminar Advisory Council and Student Engagement. The College will be working over the course of this year to uncover all data and what ATD is hoping is that the College will come up with about three or four key strategies to enhance student success. One of the great things is the College will have an opportunity to look

at best practices through Dr. McPhail, who is the College's leadership coach. They were also extremely impressed that in the 15 schools she's done this with, this is the second time that a Chair of the Board of Trustees has come to meet with them. Dr. Pedersen said they have also invited all of the faculty and staff to use the survey instrument called the Institutional Capacity Assessment Tool, which will tell where the College is right now, and where it needs to do some work in order to newly investigate and how it can serve the students.

President McKay then stated from this time going forward, this will be the focal point across the College, in addition to Middle States and the framework of accountability, the SUNY Excels; the presidential goals, as suggested by the Chair to also be listed on that same integrated sheet, to show how they're all interwoven across the platforms. Chair Sanders said the Board looked forward to having Dr. Pedersen attend the board retreat to discuss this as it is one of the agenda items. Trustee Canary commented that he was very much impressed by Dr. McKay's professional development day speech, saying it was a great motivational speech.

Dr. McKay then called upon Dr. Lauren Tacke-Cushing to update on the progress with Middle States. Dr. Tacke-Cushing stated the progress is going extremely well. Dr. Dan Linker, and she have been continuing to focus on communication and making sure that they're reaching all the college constituencies. As part of Professional Development Day, they provided an update on the study. Professor Linker has also been actively getting out to the SGA meetings college-wide. Several students who volunteered from the SGA will start meeting with the standard committees and begin the data collection phase. She said many volunteers are really hitting the ground, collecting documents for the standards survey. One committee which focuses on admission and goals, had a very successful survey response they sent out to faculty and staff. They received 423 responses. Over 97% of the responses indicated that they believe the Mission Statement conveys the College purpose, very well or reasonably well. Over 88% responded that they were conversant with the College's Institutional goals, and 97% of them believe that the goals describe the College's values well. Dr. Tacke-Cushing added there's a survey going out to the external community, several businesses and also to students, within the next several weeks. Lastly she said there are several College personnel who have registered to go to the Middle States Annual Conference, in Philadelphia December 6<sup>th</sup> - December 9, 2016.

Dr. McKay reiterated that there's a lot of work ahead of the team. The good news is that there's overlap between all of the committees between ATD and Middle States. There are times that faculty members are serving on multiple committees and the data points used are the same data that are across the platforms and integrated models. Jeff Pedersen's area is to run the data sets, make sure that data can then be used across all of the systems. He thanked Dr. Lauren Tacke-Cushing and Professor Linker for taking on the leadership noting it's been quite a bit of work 150 faculty members across the campuses.

Chair Sanders noted that Middle States was always a topic discussed and now they are at a point where they can really absorb the information and look at the process without the anxiety. She thanked Dr. McKay, and to the entire team for all the work being done.

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Chair Sanders moved on to the Round table. Trustee Lindsay Sullivan mentioned that she had the pleasure to meet two of the College's nursing students at Peconic Bay Hospital. She introduced herself and asked how they liked the program, and said they were raving and couldn't say enough about the program.

Trustee Pontieri mentioned that next Thursday the banners are going up at South Ocean Junior High School and they're putting in the footings which was received through the Matt Sweeney Foundation. They do their opening ceremonies at four o'clock on Thursday at South Ocean Junior High School and invited everyone to attend the event called Diversity Matters, a celebration for our differences.

Trustee Canary said he had another thank you. They held their joint senior fair with Senator Croci's office this past Friday at the fieldhouse which was a great success. Over 225 seniors attended, along with 60 vendors of various healthcare agencies and various counties and state agencies. He said it was well attended, well received and he just want to thank the whole crew for the help of setting up and the use of the facilities.

Dr. McKay mentioned that on Sunday, the American Cancer Society is having a walk on the Eastern campus. They're expecting about 3,000 people to show up at that event and they've endowed a scholarship for someone who is a breast cancer survivor. That will be continued through the foundation, and they're hoping to keep the event annually over at the Eastern campus. He encouraged all to attend.

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Chair Sanders requested a motion to enter into Executive Session to discuss the medical, financial credit or employment history of a particular person or corporation, the terms of a contract, matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation and the collective bargaining negotiations which are taking place with the college labor organization. Student Trustee North so moved, Trustee Canary seconded the motion was approved unanimously.

Chair Sanders stated there would be no further business conducted after the Executive Session.

The Board of Trustees was adjourned at 5:55 p.m. The Board of Trustees next meeting is December 8, 2016 at 4:00 p.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