

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
ALUMNI ROOM OF BROOKHAVEN GYMNASIUM
AMMERMAN CAMPUS, SELDEN, NEW YORK
JANUARY 19, 2017

The meeting was held on Thursday, January 19, 2017 at 9:00 a.m. in the Alumni room of the Brookhaven Gymnasium, on the Ammerman Campus in Selden, New York.

PRESENT:

Theresa Sanders	Chair
Jim Morgo	Vice Chair
Bryan Lilly	Trustee
Gordon D. Canary	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 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 9:00 a.m.

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

Chair Sanders moved forward with the recognition of guests. Chair Sanders recognized Rabbi Moss and asked him to say a few words. Rabbi Moss thanked Chair Sanders and introduces himself as the Chair of the Center for the Holocaust, Diversity and Human Understanding at the College. He said that within a couple of months he hopes to give a full report and update about all the programs the Center is hoping to conduct during the course of next year.

He reported that the previous week the Center held its Unity Day program both at the Michael J. Grant campus and the Longwood School district. Over 1200 high school and middle school students attended the programs dealing with the theme of bias and prejudice within their lives. He added it was an extraordinary program, run by Jill Santiago and Joan Cook and represented the extraordinary things the Center is doing. Rabbi Moss then thanked the Board, and the administration for all of their support of the Center.

Trustee Canary asked Rabbi Moss for a prayer for the new administration in Washington to help guide this country. Whereupon Rabbi Moss led a prayer. At the conclusion of the prayer Chair Sanders thanked Rabbi Moss and continued with the agenda.

Chair Sanders called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 9:13 a.m. Student Trustee North 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 9:22 a.m. Student Trustee North so moved, Trustee Lindsay Sullivan seconded, and the motion was approved unanimously.

Chair Sanders requested a motion to approve the minutes of the December 8, 2016 Board of Trustees meeting. Student Trustee North so moved, Trustee Canary seconded, and the motion was approved with Trustee Morgo abstaining.

Chair Sanders introduced Gail Vizzini, VP of Business and Finance to present the College Budget and Financial report. VP Vizzini reported the outside audit is ongoing. Her office is awaiting a draft audit document from The Bonadio Group for review. She estimates there will be an audit presented for the Board's approval in March.

VP Vizzini stated the Governor has released the 2017-2018 proposed state budget. Several administrators participated in a conference call with SUNY for the highlights. There is no change in the rate per FTE for Community Colleges. Community College funding in the aggregate is reduced by \$21 million dollars or 2.7%. The College will be advocating for an increase in the rate per FTE. It is uncertain as to whether the Excelsior Scholarship Funding will be included in the final adopted budget.

VP Vizzini then reviewed the monthly expenditure and revenue projections. She said last month she reported concerns in regard to a shortfall in tuition. Adding that enrollment is very fluid and after students register, if they don't make the initial payment, they are de-scheduled. Then, when the student realizes they do have to commit and make an initial payment, enrollment picks up again. Last month she projected a shortfall in tuition revenue of \$728,000. With the current data the projection has reduced to a \$100,000 shortfall. She added that enrollment will still fluctuate until after the add drop period for spring and the projections will reflect those changes.

VP Vizzini said the College is still projecting potential surpluses in light, power and water from energy efficiencies, building rentals and employee benefits. She said she believes they can continue to show reductions in these expenditures when they put together the 2017-2018 operating budget which is the next thing her office is working on, and we will be presenting for consideration by the Budget and Finance Subcommittee and the Executive Committee of the Board.

VP Vizzini then reviewed the Resolution for budget transfers. She said most of the transfers are within the same departments and the funds are being transferred to the correct code for expenditures. The transfers are for the replacement of the metering machine in the mailroom; replacement of the folding machine for the print shop; Motorola communication radios for public safety; a replacement public safety vehicle Ford Explorer to replace a 2003 Explorer that has over 167,000 miles; a five station energy system for the Grant campus. The Grant Campus has also requested a covered cart equipped to transport food and supplies around campus. The last item is for the expansion of continuing education courses at the Sayville downtown center. The College needs to transform those spaces into instructional areas.

Trustee Lilly asked if would be more economical to lease a vehicle vs. purchase the vehicle. VP Vizzini replied it wouldn't be prudent for the College to do a lease as it is similar to borrowing for the vehicle which the College can't do. Dr. McKay pointed out that state contracts allow the College to purchase the vehicles for below retail cost.

Chair Sanders called for a motion for the approval of College Resolutions 2017.01 and 2017.07. Trustee Morgo so moved, Student Trustee North seconded, and the motion was approved unanimously.

RESOLUTION 2017.01 - 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 \$2,225,147.31 for the month of December 2016 (*Attachment I*) is hereby approved by the Board of Trustees.

RESOLUTION NO. 2017.02 - 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. 2017.03 - Confirming the Annual Review and Approval Confirming the Annual Review and Approval of the Procurement Policy

WHEREAS, community colleges must procure goods and services in accordance with Article 5-A of the New York State General Municipal Law in order to ensure the prudent and economical use of public monies, and to guard against favoritism, improvidence, extravagance, fraud and corruption, and

WHEREAS, pursuant to General Municipal Law §104-b, the College's *Procurement Policy* must be annually reviewed and approved by the Board of Trustees, be it therefore

RESOLVED, that this Board hereby confirms its review of the *Procurement Policy* (*see, Attachment III*), and be it further

RESOLVED, the *Procurement Policy* is hereby approved for the calendar year 2017.

RESOLUTION NO. 2017.04 - Amending the College Budget for a Grant Award Increase from the State University of New York for a SUNY Child Care Program

WHEREAS, the 2016-2017 College operating budget provides \$200,000 from the State University of New York for a SUNY Child Care Program, and

WHEREAS, the SUNY Child Care Program provides financial support for the child care centers on the Ammerman and Michael J. Grant campuses of Suffolk County Community College, and

WHEREAS, the grant award has been increased by \$3,000, bringing the total amount of the grant award to \$203,000, and

WHEREAS, it is necessary to amend the 2016-2017 College operating budget in the amount of \$3,000 to provide for 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 \$3,000 from the State University of New York for a SUNY Child Care Program, and the College President, or his designee, is authorized to execute a contract with the administering agency.

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

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

RESOLUTION 2017.05 - Adopting a Student Complaint Resolution Policy

WHEREAS, the Office of the Vice President for Student Affairs, together with the Executive Deans, has undertaken a comprehensive review of the College’s student complaint policy and procedures, and

WHEREAS, in order to better serve students’ needs, and to ensure compliance with current legal requirements, SUNY policy and best practices, Suffolk County Community College wishes to amend its student complaint policy, be it therefore

RESOLVED, that the College hereby adopts the *Student Complaint Resolution Policy*, effective January 19, 2017 (see, *Attachment IV*), and be it further

RESOLVED, that the College hereby revokes the *Student Complaint Procedure*, approved by the College’s Executive Council on June 6, 2002.

RESOLUTION NO. 2017.06 – Making a SEQRA Determination for the Construction of the Learning Resource Center on the Michael J. Grant Campus (CP2150)

WHEREAS, in accordance with the Memorandum of Understanding between the County of Suffolk and Suffolk County Community College, 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 2159, the College is constructing the new Learning Resource Center (LRC) 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, this project was originally included in the College's 1993 Comprehensive Master Plan, and

WHEREAS, a negative SEQRA declaration was issued by the College Board of Trustees on August 26, 1994 for the construction of buildings depicted in the Comprehensive Master Plan as per Resolution No. 94.145, including the LRC, and

WHEREAS, the College has been offered 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, including the LRC, and

WHEREAS, EFC is required under applicable federal and state laws, rules and regulations in connection with the GIGP to review environmental review documentation associated with GIGP projects for the purposes of ensuring adequate compliance for such projects in accordance with such laws, rules and regulations as a prerequisite to providing any funding under the GIGP, and

WHEREAS, since the supporting SEQRA materials associated with the construction of the LRC under the College's 1993 Comprehensive Master Plan are no longer available for review, EFC has indicated that it cannot ascertain or ensure adequate environmental review compliance as mandated by applicable federal and state laws, rules and regulations under the GIGP, and

WHEREAS, by a resolution adopted on August 18, 2016, the Board of Trustees determined that the construction of the green roof on the LRC be classified as a Type II Action pursuant to 6 NYCRR §617.5(c)(2), and

WHEREAS, although the location and size of the new Learning Resource Center is substantively the same as was originally envisioned in the 1993 Comprehensive Master Plan, the College has conducted a new SEQRA review of the LRC, as a whole, in response to EFC's concerns, 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, and

WHEREAS, the College's review pursuant to SEQRA has indicated that the construction of the LRC on the Grant Campus will not have a significant adverse effect on the environment, be it therefore

RESOLVED, that the Board of Trustees hereby finds and determines that the construction of the new Learning Resource Center 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 rain gardens;
3. The action only removes minor secondary growth (i.e., shrubs), 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.

RESOLUTION NO. 2017.07 - 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 steel modifications to eliminate conflicts with finished

walls, an increased circular staircase stringer to avoid deflection at the glass railing, additional guide rail supports for the elevator, and a trench drain as required by SCDPW, and

WHEREAS, audio visual systems including speakers, microphones, cameras, projectors, video screens, podiums and all controls and supporting equipment for the lecture room, athenaeum and board room as originally included Alternate GC-14 are needed to complete these associated spaces so they function as intended and designed, and

WHEREAS, the revised costs adjusted for inflation for Alternate GC-14 have been reviewed by the designer of record, the College and a third party audio/visual consultant and been found to be reasonable, 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 \$643,705.80 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.

Chair Sanders moved to the committee reports, starting with the Governance Committee. Trustee Canary had just come back from traveling, and the Chair thanked him for his dedication. He asked that the record reflect that, for the almost three years he served on the board, he had never missed a meeting. Trustee Canary reported that the January committee meeting had been cancelled because of a scheduling conflict with Ms. Vizzini and Trustee Morgo. He added that Ms. Vizzini was going to give a report on facility use fees, and they would reschedule to discuss this, but there was a conflict for the February meeting as well, as they had scheduled several interviews with the potential members of the Board of Ethics. He stated that General Counsel's office had heard back from Madeleine Fitzgibbons and John Zolo, both of whom would be available on February 7, and that the goal was to get all seven of those invited to be interviewed on that day so the committee could come back to the Board with their recommendations for three of the candidates and finally get the Board of Ethics formed.

Dr. McKay asked, for the record, if the Board of Ethics would be examining the ethics policies for the College in general or just for the Board of Trustees. Trustee Canary replied they would be

involved simply and solely in case a Board member has an alleged transgression that needs to be addressed. He explained that because of the former unpleasant experience they'd had, the committee felt this would be a prudent way to take it out of the realm of an internal investigation of the Board and bring it to a separate entity. He said it was a good pool of candidates, four retired judges who have expressed interest in continuing with public service and three attorneys, one of which has been a member of the Suffolk County Bar Association's Ethics Committee, and Trustee Canary expressed his hope they would never have to convene after being sworn in.

Trustee Lindsay Sullivan gave the Student Success committee report. She stated the committee met on January 12, with Debra Wolfson about the early intervention initiative that is going on throughout Suffolk County. Wolfson explained the math remediation program which would allow students to come to the College and enter directly into college level math courses. This was put in place as a result of the very discouraging rates of graduation when a student is required to take a developmental math course before getting college level courses. She said they have been working closely with McGraw Hill, which licenses the software that the College uses, to remediate high school students with courses that mirror the College's two developmental math classes. Furthermore, a college level course has also been developed for the high school students who master the developmental piece, which then allows them to access college level math in high school.

Trustee Lindsay Sullivan applauded the work that Dr. Beaudin and Debra Wolfson have done, visiting 40 school districts armed with data regarding their own students.

Dr. McKay commended Trustee Lindsay Sullivan for her efforts, saying her's was the first school district to join the program. He said this initiative has not been done statewide and is still not being recognized as something that has to be done across the country. With 120 school districts on Long Island, and the difficulty of reaching out with limited staff, the College is never the less seeing good progress made, and Dr McKay thanked Trustee Lindsay Sullivan for her efforts.

Trustee Lindsay Sullivan stated that since Dr. Beaudin has been charged with the project, the momentum has really picked up, and that she receives calls from other school districts now asking for input.

The Trustee reported on the jail program, one of the initiatives on the top of the committee's agenda. She stated they did not get as much cooperation as hoped on the initial efforts to offer some courses to women at the jail but that they were now building relationships. She said Shannon O'Neill's team with the veterans program are also building relationships with veterans who are incarcerated, and two veterans who have been released are now enrolled at the College. She stated she was very concerned, though, that financial aid is not available for the workforce development program, and that Ms. O'Neill is working with the Foundation to try and help one of these veterans.

Trustee Canary asked if Trustee Lindsay Sullivan was referring to the Sheriff's office in not getting cooperation at the jail. Trustee Lindsay Sullivan replied that was correct, that they just were not ready. Dr. Adams added that there were some other things they were working on and they asked the College to contact them later on in the spring. He said he planned on calling his

contact, Mitchell Langhorn, as soon as possible to get that program going. He explained the committee talked about offering actual classes in the Riverhead jail, a pilot program, for students that would be eligible for college credit, making use of money the Governor raised through private funding that is available to the College, but that again, the College is in wait mode, waiting on the Sheriff's department. He said they had gone ahead with building the relationship and was working with the veterans' population in helping them navigate financial aid and the admissions process to become a successful Suffolk County Community College student. Trustee Canary asked that, especially since it had a funding source, the College definitely keep this initiative on the radar screen.

Trustee Morgo asked Dr. Adams if he had coordinated with New Hour for Women and Children Long Island, who work with formerly incarcerated women. Dr. Adams answered that they did contact them briefly but nothing came of it, but they would try again, especially in light of the enrollment decline in high schools and the need to tap into other areas. Trustee Lindsay Sullivan expressed disappointment in the setbacks but realized how vital the relationship building has been, and how helping persons down on their luck to navigate applying and coming to a large institution like the College could transform their lives and impact the lives of their children, and perhaps beyond.

Dr. Adams explained that in the spring there would be an office of civil rights compliance review, a State of New York initiative that is separate from Middle States. He reported the College was randomly selected to go through this compliance review. The Chair, Alicia O'Connor and Chris Vargas, Co-chair, under the auspices of College General Counsel, have been working towards that and will be coming in the spring for a three or four day compliance review.

On a related topic, Trustee Lindsay Sullivan shared that in her school district there was an Attorney General's Office of Civil Rights investigation to determine what protocols and policies were in place. Chair Sanders noted that the focus on compliance from national down to local officials is interesting and evolving, particularly as it pertains to the College's students' success.

Trustee Morgo gave the Budget and Finance committee report, stating they held a meeting on January 17. He said the Governor's executive budget was not available, but he wanted to emphasize that it is just a proposal, and the Legislature still has to deal with it and come up with their proposal. .

Trustee Morgo acknowledged that, while the College does not know where it stands now, it was important to know that what the Governor proposes applies to all 30 community colleges, but applied differently based on many factors, for example, enrollment, so the College would have to wait and see what that would be. He stated the committee meeting had gotten just a preliminary look at 2017-18 operating budget, and that the College would submit its budget proposal in April.

He reviewed briefly that the College only has four sources for its operating budget: state aid, county aid, tuition, and reserves, and stated since the state and county are not meeting their statutory requirements, the College has to endure agonizing over the budget. He touched on tuition, and better than predicted enrollment for the fall, which would benefit the projected

budget shortfall, as would areas of potential savings for 2017-18 identified by Ms. Vizzini, in light, power and water utilities, of about \$600,000, as well as \$250,000 in rental savings and a potential savings of \$1 million through the pension funding. He noted that department hearings were under way and when they were concluded Ms. Vizzini would present the 2017-18 budget and inform the Board what the budget gap is. Finally, after learning the commitment from the county and state, the College would look at tuition and reserves. He reported that Ms. Vizzini's goal was to get the gap to less than \$10 million with less than a two percent growth in expenditures.

Trustee Morgo mentioned the new buildings coming online, and stated although the construction is paid through the county and state capital budgets, the College still has additional operating costs to be covered by the operating budget. He reported that some of the committee members were very reluctant to support any tuition increase in light of three consecutive years of increases and other student related expenses. Ms. Vizzini acknowledged the concerns and pledged that there will be a continued effort to reduce expenses. And he reported that the members of the committee decided it was judicious to disregard the governor's call for tuition free community college.

Trustee Morgo stated that the county legislature's long-term budget planning committee would again be meeting shortly with its report expected in the winter. He emphasized that it was the Trustees who originally came up with the idea of long range planning, passing a passed a resolution several years ago, and said he hoped that committee will achieve its goal to provide a rational and predictable look at tuition and use of College reserves. He announced the next meeting of the committee would be Friday, February 3rd, and concluded his report.

Trustee Canary asked Ms. Vizzini if she had spoken with fellow community college financial directors or if she had any other feel for the accuracy of the estimates for the Governor's proposal for free community college tuition, and how that number could even be generated, given so many factors. Ms. Vizzini replied she had not. She stated the College relies a lot on the interpretation of the governor's budget from SUNY Central and they did have a conference call recently but everyone knows it's not over until the Legislature vets the issue and determines whether it is going to be or not in the adopted budget.

Dr. McKay talked about further complications in the free tuition proposal, including the fact that the College is an open access institution, and the complicated dynamics of when the students graduate and whether they transfer to four year schools; some outcomes may not be applicable to the College. He said it is a laudable goal but legislation must be done, and the College has to see the details and know how the institution is expected to respond.

Trustee Canary asked Ms. Vizzini if it was ever determined what the maximum number of students the three campuses can handle given the present facilities, faculty and support staff. Ms. Vizzini answered that there are so many permutations to that, and cited the Excelsior program as one main consideration. Dr. McKay replied that 60 percent of Suffolk's students are part time, but the proposal from the Governor says students have to take 15 credits to be eligible for the scholarship. It impacts the College, as the largest proportion of students that come to Suffolk are

part time right now. Trustee Canary agreed, and added if the College had to force the students to take 15 credits and they can't handle it and fall behind or drop out, that hurts students.

There was some discussion regarding confusion about the dollar amount of the reserves, with Trustees Lindsay Sullivan and Morgo having conflicting information in their notes from a committee meeting. Ms. Vizzini thought they may have mistakenly recorded notes on the fund balance, rather than the reserves, and offered to clarify if she could get the date the notes were taken. This led to a discussion about the definition of the fund balance, the reserves, and what portion Middle States mandates must be liquid, with questions especially from Trustee Murray. Ms. Vizzini and Dr. McKay explained what constitutes the different categories and how money can be moved around. It was explained that the fund balance or the reserves is simply assets minus liabilities.

Trustee Morgo then stated that reform was really needed in the way community colleges are looked at and the metrics they are judged by. He reminded the Board that the College's reserves had been much lower than the present \$24 million in the past, and cautioned the Board not to use the Middle States "crutch", obeying the 10 percent reserves rule, because in fact the Middle States language on this was general and vague. He stated what the Board must pay attention to is whether this is sound fiscal policy for the College, as the Board determines the operating budget, and, after the decision from state and county, it is the Board who must decide where to fill the gap, either by cutting operating costs, taking it from tuition, or dipping into reserves..

Dr. Pedersen clarified that in fact it is not a Middle States issue, but that Middle States holds the College accountable to the State Education Department, which requires that a local community college have between five and 15 percent standard. He said because Suffolk is a large institution, the State Education Department wants it to have at least 10 percent, and Middle States holds the College accountable to that rule. Dr. McKay recalled that the College was cautioned for not having appropriate levels of reserves for the size of the institution by Middle States.

Chair Sanders stated she wanted to make sure the Board is conscious and very cautious that it has taken into consideration Middle States' demands even if it is not a written mandate because they are an accreditor, and the College is out of business without accreditation. Chair Morgo agreed, but repeated that it show more responsibility and credibility if the College showed it was making decisions based on good fiscal policy.

Trustee Lilly presented the Facilities committee report. He stated they met with the Physical Resources Subcommittee January 10th when they reviewed with the department heads all the capital projects listed as needed. He said he was impressed by their discipline in identifying only what was truly needed for their departments. Trustee Lilly discussed the possibility of moving some funds to advance some timely infrastructure projects. He commended the Facilities department for doing a great job identifying what needed to be upgraded and replaced on the campuses over the years and stated every dollar the College has gotten for infrastructure has been spent wisely, with a return on investment. He said he did not believe the local and state governments realize that every College construction project has a multiplier effect in the local community, employing local labor, putting money back into the community and Suffolk County in sales and income tax, and boosting the general economy.

Trustee Lilly reported the committee addressed that there was no real major new capital projects being proposed. He said also discussed was the lack of online courses for a facility of Suffolk's size that might add revenue and not stress the threshold number the College can handle. He said this issue must be addressed because going forward the College will be competing with for-profit schools embracing online courses.

Trustee Lilly continued, stating the Board should be considering the proposal presented by the Rough Riders and Rechler last month and not leaving them hanging. He said he thought that is a proposal that would be beneficial to the College. He said he or Trustee Canary would schedule a Facilities meeting to address that proposal, and Chair Sanders agreed it should be vetted by the committee and a formal response given. She also asked him to put the vehicle replacement policy on the agenda. Dr. McKay asked to formally go on record to ask that any discussion regarding the Campuses should first go to the faculty, so they have a voice as with the solar panels project, then move it to facilities, then governance and the various other groups. Chair Sanders agreed.

Chair Sanders pointed out that Trustee Lilly's son was present at the meeting and had Trustee Lilly introduce him. She asked for the Student Trustee report.

Student Trustee North reported that he'd been working with the Student Governance Advisory (SGA) committee, and had addressed going over the constitution, looking at the student trustee election, and working with Dr. Adams on those areas. It was discussed that the student trustee would also automatically be the chair of the SGA committee, with Dr. Adams as advisor. He invited the Board and Dr. McKay to the next meeting, on February 10th when Dr. Adams would speak about the student trustee elections. Student Trustee North stated he wanted to make some changes to that process.

The Student Trustee reported that SGA has been working on their Albany trip, and having discussions about how to speak to their Senators, and how important it is to tell the Assemblymen and the Senators what Suffolk means to them. He said this is so important in helping to get extra money. With that he ended his report.

Trustee Canary asked Student Trustee North what kind of changes he wanted to make to the student trustee election process. The Student Trustee said he would like to introduce a format for having candidates schedule debate times and answer students' questions in a formal setting, rather than just randomly take questions as they come. He said being on the Board he felt it was an important decision to make this change to allow students to learn why the candidate is qualified.

The Chair moved to the Foundation report. Dr. Diaz reported that their campaign is at nearly \$6 million of the \$7 million goal expected. She stated last fiscal year they raised \$1.9 million, a significant increase over the prior year when \$1.1 million was raised. She said overall the faculty and staff campaign came in on target, with a slight decrease, expected during negotiations. She announced the Gala is scheduled for May 4th with the honoree being Randi Weingarten, and that there would be wonderful representation from the labor community thanks to Kevin Peterman.

She said the College's labor partners have already expressed great interest in supporting Gala this year.

Dr. Diaz reported that they had a very productive meeting with the Board of Directors at the retreat in November, working closely with them identifying prospects with the leadership volunteers in an effort to move forward and close this campaign and go onto the next one. She said the annual fund has kept the Foundation very busy in the last weeks of 2016 with last minute donations and a great response to soliciting letters. She said they also worked closely with VP Araneo's marketing team on the email campaign, with data collected that would be reported shortly. She said they are also in conversations about the golf event.

Trustee Morgo commented that he thought choosing Randi Weingarten, considering the current national context, was brilliant. He suggested in promoting the Gala that this should be mentioned, that not only is she being honored for her achievements but also it's a statement where the College stands on the importance of public higher education. Dr. Diaz acknowledged it was Dr. McKay who was instrumental working with Kevin Peterman to make that happen. Trustee Canary urged caution in how promoting the Gala with this honoree would be worded.

Chair Sanders moved the Executive Committee report followed by the Chair's report. She said the Executive Committee meets to review and prepare for the Board meetings every Monday prior to the Board meeting. They meet with Dr. McKay and his cabinet members to review the agenda, protocols, and resolutions that will be presented. The meetings take place at 3:00 pm in the NFL building, President's conference room on the Ammerman Campus.

Chair Sanders moved onto the Chair's report. She said that following the holiday season it's been a whirlwind of appointments, many committee and subcommittee meetings. She noted the American Federation of Teachers was having a nationwide call for Sanctuary Campuses. She asked Mr. Kevin Peterman to describe what a Sanctuary Campus means. Mr. Peterman said that the American Federation of Teachers Association (AFTA) has made this a day to get national attention for supporting public education, and that students perceive colleges to be a place that it's safe to be at. Mr. Peterman added that he hoped that everyone's goal was to make sure that all of the College's students, staff, and faculty realize that the College is a place to learn, and a place to discuss and feel safe. He acknowledge there were some political concerns in regards to the term "Sanctuary".

Chair Sanders said she wanted to make it clear the College was not adopting any new policy she was simply just sharing information she had received that the American Federation of Teachers were participating in this.

Chair Sanders discussed the Unity Day program activities hosted by the Center of the Holocaust Diversity and Human Understanding and the impact the day's activities had on middle schoolers and high schoolers. She highlighted the role that educational institutions play in community stability, making sure that learning is safe and inclusive.

Chair Sanders also discussed the Governor's press conference on free community college tuition noting the potential financial implications it can have on the operating budget. She noted she has already been approached by several students and parents as to whether something could go into effect.

Chair Sanders announced there were two upcoming Advocacy events; the Black and Puerto Rican caucus on February 18th and the SUNY Student Advocacy day on March 2nd in Albany. . She said these were opportunities to put the students in front of those people that have an impact in making decisions regarding funding. Chair Sanders added that new Trustee Murray and Student Trustee North have volunteered to go through training with the ACCT during the legislative conference February 13th through the 16th.

Chair Sanders moved on to the President's report. Dr. McKay began his report by discussing the challenges of addressing the budget gap, with the three sources of State and County contributions and student tuition. He noted that he too did not want to see an increase in student tuition, however the reserve fund balance should not be considered as a solution to meet the budget gap. Adding that if reserves are used, then the College has to find ways in which to repay the reserves to make sure the College is fiscally sound.

Dr. McKay then invited AVP Jeff Tempera and Rabbi Moss to discuss some of the important ongoing searches. AVP Tempera reported there was a current search for an Executive Director for CHDHU, due to the retirement of the previous Executive Director. The job description has been reviewed and has been updated in consultation with the board and the search committee has been charged. He said the search will be conducted in accordance with the procedures adopted through the faculty association contract and are trying to move as expeditiously as possible.

AVP Tempera said there were also two multicultural affairs positions on the campuses. The one the Eastern campus has been filled, and is being held by James Banks. There was a retirement at the Grant Campus, and that position is currently up and being filled. The Ammerman Campus had been multicultural affairs position has been vacant, however the line has been in the budget and being moved forward. The goal is to have each of the campuses have a Multicultural Affairs Assistant Director.

Rabbi Moss then discussed the importance and the need for the Executive Director of the Center since the retirement of Steve Schrier. He highlighted the many programs the Center provide that benefit students such as Unity Day. He encouraged someone from the Enrollment department to attend some of their programs which can see sometimes up to 1200 students from surrounding high schools and middle schools. Dr. McKay thanked Rabbi Moss and said that Dr. Adams who oversees enrollment management will be in touch to have the College represented at the Center's programs.

Dr. McKay said he has been attending the budget presentation meetings for the departments and they are advancing a zero percent budget increase. He noted that given the Governor's budget

proposal where he defunded community colleges there was much to do in terms of advocacy in order to help address the budget gap.

Trustee Morgo emphasized that the development of the budget is a fluid process given that the College does not know as of yet what, if any, will be the County contribution. He said he understands Dr. McKay's reluctance to use the reserve fund balance as a source, however in the past they not only have increased tuition but they have also used funds from the reserve fund balance. He said it's a process that is premature to talk about now because they don't even know what the gap is or what the contributions if any will be.

Dr. McKay then announced that on January 20th the College was having its' English as a Second Language Program commencement on the Grant Campus at the VanNostrand Theatre at 7:00 p.m. He encouraged and invited all to attend.

Dr. McKay said that in order to address concerns of students that he was made aware of through Town Hall meetings, he established a committee that is co-chaired by Chief of Staff, Carol Wickliffe-Campbell; Chief Diversity Officer, Christina Vargas and College Dean of Enrollment, Joanne Braxton. He then asked Mrs. Wickliffe-Campbell to give an update on the work and progress of the committee. Mrs. Wickliffe-Campbell stated that the Social Justice Committee has met several times to discuss the challenges students face and how to ensure that diversity, equity and inclusion will be fostered in the College's classrooms, programs, activities and experiences. The next committee meeting is scheduled for Monday, January 30th.

Dr. McKay continued by saying he attended the LIA legislative breakfast as well as the First Baptist of Riverhead's Martin Luther King Jr. reception.

Lastly Dr. McKay addressed his application for a position in Tennessee. He noted that the position was a promotion and would have been a career advancement opportunity. He said he did share the information with Chair Sanders once he was made aware that he was a finalist and informed board members individually once he returned before the announcement was made in Tennessee. He thanked them for their support and said he looks forward to continuing to working with them, as well as his administration, governance, students and faculty.

Chair Sanders thanked Dr. McKay and stated this was a personal professional endeavors and it is not unusual to see a college President pursued especially when the College is seen as a model nationally.

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Chair Sanders moved on to the Round table. Trustee Morgo stated that in an effort to name the College's Brookhaven gymnasium floor after Coach Kevin Foley, a combined effort to create a scholarship in the name of his father, John Foley. There would be a kickoff reception on February 9, at 4:30 pm, prior to the Suffolk vs. Nassau Community College Women's basketball game and he invited all to attend.

Student Trustee Chris North added to his report stating, he was selected to speak at his high school as a graduate and spoke as a school member and College representative proudly. He said

a lot of the students from Greenport are coming to the College because of the leadership he has at the College and in his community.

Trustee Canary mentioned that Suffolk County Comptroller Kennedy called him back in August and asked for help with a business constituent in West Babylon, a high-tech precision machine shop, Check-Mate Industries, who employs approximately 200. They had a problem with the Town of Babylon, huge pile of fire damage that hadn't been cleaned and just fell off the radar screen. It was potentially causing some health effects for Regina Viewig, owner and operator of the Check-Mate Industries. He said they got the Town of Babylon involved and were able to get it finally cleaned up. He said Comptroller Kennedy, scheduled a tour of the facility with himself and Senator Boyle. They were surprised when Jamie Moore greeted them at the door and said they were trying to help Check-Mate Industries develop their needs for more training programs, and develop some funding sources. When they found out that he was a Trustee, they commended the College. However, he said a lot of what they need is beyond the College's capability because it's tool and die making, which is an apprenticeship. He suggested doing a 10 week program or six month program for quality control certifications. He referred to an article in Newsday about the very subject of much more industry training is needed on Long Island. He then asked John Lombardo to speak about an event he held the previous week.

Mr. Lombardo stated the focus of the event Manufacturing Past, Present and Future was to thank all of the industries that have supported the College over the past eleven years and most recently with the tech hire grant. They had about 32 companies that were actively involved in participating in the grant, helping with development and new programming. As a result of the grant, the College is able to develop four new programs not currently, one of which is tool and die making and quality control. There is a human resource committee for talent development and a cost estimation committee. The results were that all four committees have been filled by industry members. He added that Stony Brook University's Manufacturing Extension Partnership (MEP), and Workforce Development Institute (WDI) also funds programs in companies like Check-Mate for very specific training programs. He said the programs Trustee Canary mentioned including tool and die making, are on the books and the committees will begin meeting next month.

Mary Lou Araneo, Vice President for Institutional Advancement, stated one of the other outgrowths from the meeting was that it was attended by Legislator Kara Hahn and Presiding Officer Gregory. At the conclusion, after she heard about the grant and the new training that will be available through that program, and she was very interested in resuscitating the conversation specifically as it relates to IT. The meeting is scheduled in Hauppauge, and they are looking forward to the continuance of conversation with Legislator Hahn and PO Gregory.

Mr. Lombardo added that within the tech hire grant there is an allocation for free training and veterans are included, fully paid within the grant. Recently they also received another unemployed worker grant for another \$100,000 that they will be able to navigate to the veteran's community as well.

Trustee Canary stated Suffolk Community College is leading the way on a critically important endeavor to get more training.

President McKay stated he asked Mary Lou and her entire team with Lori Pipczynski to put together a working document to look at the LIA, the HIA and all of the different industries and what is needed for Long Island. Under the REDC, they have looked at what is needed in Suffolk in regards to workforce. He said there are 3 states the College will visit, Tennessee, Georgia, and Ohio to assist with the further development of the plan.

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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 Lindsay Sullivan 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 11:25 a.m. The Board of Trustees next meeting is February 16, 2017 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