

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
ROOM 114, CAPTREE COMMONS
MICHAEL J. GRANT CAMPUS, BRENTWOOD, NEW YORK
FEBRURARY 16, 2017

The meeting was held on Thursday, February 16, 2017 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
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 4:00 p.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 welcomed and thanked the students that were present and asked them to introduce themselves. In attendance were Robert Rutherford, Treasurer for SGA on the Grant Campus; Mike Geiser, a journalism student on the Ammerman Campus; and Faiz Shakir, Student Governor Senator running for Vice President of SGA on the Grant Campus.

Chair Sanders then welcomed Tom Lupo from Comptroller John Kennedy's office. Mr. Lupo said Comptroller Kennedy was sending his best wishes to the Board for another productive and successful year.

Chair Sanders requested a motion to enter into Executive Session at 4:18 pm 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. (The Board of Trustees meeting was reconvened at 5:23 p.m.)

Chair Sanders called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 5:23 p.m. Student Trustee North so moved, Trustee Murray 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 5:25 p.m. Trustee Lindsay Sullivan so moved, Student Trustee North seconded, and the motion was approved unanimously.

Chair Sanders requested a motion to approve the minutes of the January 19, 2017 Board of Trustees meeting. Trustee Morgo so moved, Trustee Lindsay Sullivan seconded, and the motion was approved unanimously.

Chair Sanders introduced Gail Vizzini, VP of Business and Finance to present the College Budget and Financial report. VP Vizzini reported the outside audit was ongoing and her office was awaiting a draft document from The Bonadio Group for their review. She expects to have the completed financial statements for the Board's review and approval at the March meeting or at the latest the April meeting. VP Vizzini then reviewed the Executive Summary in regard to the operating budget. She noted that enrollment is fluid and impacts the projections on revenue from tuition and fees. With the College well into the spring 2017 semester, she is projecting a revenue shortfall in tuition and fees of \$1.6 million for the remainder of the year. VP Vizzini stated the College was confident it could mitigate the shortfall with some of the savings they are generating in the operating budget, such as in the area of utilities, light, power, water, building rentals and employee benefits.

VP Vizzini reviewed two resolutions that were on the table for approval. The first item was the monthly sponsor services payment to the County for EMHP. The funding rates charged to the College experienced a 3.6% increase resulting in an additional cost to the College of \$90,132 monthly or \$721,054 annually compared to last year. The College anticipated an increase in this rate and there are sufficient funds in the operating budget for this increase. The second item concerned the budget transfers. She noted most of the transfers are within the same departments and are mostly reallocating monies from an equipment account to the proper software account. The transfers are for expenses related to the Blackboard System, the instructional technology budget, a reallocation from surplus in utilities to public safety equipment for security cameras at the HSEC building, as well as a surplus in light, power and water to public safety equipment for carbon monoxide detectors on the Grant Campus. VP Vizzini explained the detectors are a temporary situation until such time they have a capital program to address the revamping of the carbon monoxide detection equipment.

Chair Sanders called for a motion for the approval of College Resolutions 2017.08 and 2017.11. Trustee Canary so moved, Trustee Morgo seconded, and the motion was approved unanimously.

RESOLUTION 2017.08 - 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 \$2,575,626.49 for the month of January 2017 (*Attachment I*) is hereby approved by the Board of Trustees.

RESOLUTION NO. 2017.09 - 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. 2017.10 - Reappointing Directors to the Board of the Suffolk Center on the Holocaust, Diversity & Human Understanding, Inc.

Whereas, the by-laws of The Suffolk Center on the Holocaust, Diversity & Human Understanding, Inc. provide for the College Board of Trustees to appoint the members of its Board of Directors, and

Whereas, it is necessary to reappoint members whose terms are expiring, see *Attachment III*, be it therefore

Resolved, that the appointment of the following persons to the Board of Directors of The Suffolk Center on the Holocaust, Diversity & Human Understanding, Inc. is hereby approved, for a term of three years, effective September 1, 2016:

Name
Eleanor Kra
Steven Schrier
Melisa Rousseu

RESOLUTION NO. 2017.11 - Approving the Requested 2018-2020 Capital Program and 2018 Capital Budget

WHEREAS, the College has been requested by the office of the Suffolk County Executive to submit capital budget and program requests in accordance with Article IV, Section A4-1, of the laws of Suffolk County, and

WHEREAS, the capital program requests (see, *Attachment IV*) have been solicited from the President, the Executive Vice President, Vice Presidents, Associate Vice President, Campus Executive Deans and Physical Plant Directors, and recommended by the Executive Council and the President, be it therefore

RESOLVED, that the Board of Trustees approves the submission of all capital projects in *Attachment IV*, and authorizes the President or his designee to submit the projects for the 2018-2020 capital program and 2018 capital budget.

Chair Sanders moved to the committee reports, starting with the Budget and Finance committee. Trustee Morgo reported that the committee had discussed the predicted 2% decrease in enrollment and how that would affect the State contribution to the College's budget. He stated that a draft of a long-term planning report had been issued by the Legislature's Office of Budget Review, something the College had pressed for to avoid any acrimonious negotiations year to year. He said the committee discussed at length where the College would be if the County contribution is decreased, even if the State aid remained at the current \$100 per FTE, again recognizing that the only other two sources of revenue were an increase in tuition and the use of reserves, both negative options.

Trustee Morgo pointed out that there are too many variables at the moment, and that the committee would meet several times in March. He asked Ms. Vizzini to provide information on tuition increases and the use of reserves from the last three years to present to the committee immediately after it gets together with the Legislative committee on March 3rd. Trustee Lindsay Sullivan asked to add to that a report on any increases in fees.

Chair Sanders moved to the Governance committee report. Trustee Canary stated the committee had made good progress, interviewing five prospective candidates for the Board of Ethics on February 7th. He named the candidates: retired Justices John Bivona and Madeline Fitzgibbons, and practicing attorneys Evie Zarkadas, John Zollo, and Anthony LaPinta. He publicly thanked Ms. O'Connor for preparing a set of questions for each of the candidates, making it a fair interview process. He said the committee discussed the individual attributes of each candidate, and that a recommendation of the top three candidates would be made to the full Board. He added that letters would be prepared and sent to all candidates thanking them for their time and interest, and a resolution appointing the three members to the Trustees Ethics Board would be prepared for the March Board of Trustees meeting.

Trustee Canary reported that several of the candidates had suggested the Board tap their expertise and experience by allowing them to provide ethics training to the Board members, perhaps at the retreat each November. He said the committee would like to see the newly constituted Ethics Board meet a few times each year, hopefully never for investigating alleged ethics violations, but to utilize their expertise.

Trustee Canary invited everyone to attend the March Governance committee meeting, and announced that the main agenda item would be the review of the fee schedule to be utilized with the facilities use applications. He asked Ms. Vizzini to be present at that meeting and she agreed. With that he concluded his report. Chair Sanders reiterated that everyone try to attend the committee meetings if possible, particularly the budget and finance meetings as the College ramps up its efforts to finalize the budget.

Trustee Lindsay Sullivan reported that the Student Success committee had not met, but had a meeting scheduled for March 9th, and asked that the next Budget and Finance committee meeting be scheduled around that date.

Trustee Lilly reported that the Facilities committee had also not met, but that there was a presentation by Rechler and the Long Island Rough Riders scheduled for the following Wednesday. He invited anyone interested to attend as it would be very informative regarding a very big proposal that could be very beneficial for the College.

Chair Sanders announced that she would give the Personnel committee report as Trustee Escorbores, who was Chair of that committee, had to step down from the Board. She reported that much of the discussion in the committee had concerned closing out the presidential performance evaluation for 2015-16 and doing due diligence to stay on schedule to start the 2016-17 performance evaluations. She stated they did have a recommendation which would be presented in the form of a resolution, and asked Ms. O'Connor to read the resolution.

Ms. O'Connor read College Resolution 2017.12, authorizing a one-time non-salaried performance based payment to the College President for the 2015-2016 academic year, equivalent to 3.5% of his base salary.

Chair Sanders asked for a motion to waive the rules which require the Board to wait for 30 minutes after coming out of executive session before voting on the resolution. Trustee Morgo so

moved and Student Trustee North seconded, the motion was approved unanimously. Chair Sanders then asked for a motion for the approval of College Resolution 2017.12. Student Trustee North so moved and Trustee Murray seconded, the motion was approved unanimously.

RESOLUTION NO. 2017.12 - Authorizing a One-Time, Non-Salaried, Performance-Based Payment to the College President for the 2015-2016 Academic Year

WHEREAS, the College President's employment contract provides for yearly performance reviews and evaluations, and

WHEREAS, the Personnel Committee has completed a performance evaluation of the President for the 2015-2016 academic year, and

WHEREAS, the Personnel Committee recommends that the President receive a one-time, non-salaried, performance-based payment equivalent to 3.5% of his base salary, now therefore be it

RESOLVED, that the College President shall receive a one-time, non-salaried, performance-based payment of his base salary for the 2015-2016 academic year.

The Chair asked for the Student Trustee report. Christopher North stated he had not met with the committee due to the snow storm, but they would meet the coming Friday. He said they would be going over aspects of the student trustee elections. He thanked the College for allowing him to attend the ACCT conference, which he said was very informative regarding the different issues and concerns a lot of the community colleges have. He reported the Student Government Association has a new president on the Eastern campus and Ammerman campus has some new senators. He stated he would continue working and advocating, and would be going up to Albany on the following Saturday with Chair Sanders and Dr. Adams and some students.

Chair Sanders thanked the Student Trustee and Trustee Murray for attending the ACCT conference and for going through the new trustee training. She asked Trustee Murray if he had anything to add regarding the conference. Trustee Murray shared that he found it interesting to talk to trustees from other parts of the country and see that the College's problems are not unique to New York. He said the opportunity to speak to other people from other parts of the country was very helpful and that the programs offered were very good. The Chair thanked both trustees for making the time to travel and for their presence at the conference.

Ms. Diaz then presented the Foundation report. She stated the Gala committee has been working feverishly to promote the 2017 Gala, the honoree being Randi Weingarten, a national figure. She said there was much behind-the-scenes work to be done to ensure that everybody involved in labor to some degree across the country knows about the event and the wonderful opportunity.

Chair Sanders presented the Chair's report, combining it with the Executive Committee report. She explained that the executive committee meets with the cabinet members and the President before Board meetings to go through the agenda in order to be able to move through the agenda smoothly. She apologized for shifting the Executive meeting up and causing everyone to wait. She stated the committee addressed some of the budget challenges that the College would face in

the upcoming year, and said the College is poised to stay on track and do what it must to make sure that Suffolk remains competitively affordable.

Chair Sanders said she was pleased to be in and out of the offices on the campuses and to get to know the people who work at the College, and that the Board is proud of everyone working as a team. She said while at the ACCT conference she sensed the mood in Washington was very intense, with people glued to their phones as news feeds came in about the nominees, Russia, and other news. She said the keynote speaker, Chuck Todd, a correspondent who does news for a living, shared that even his head was swirling. She emphasized that with all the new developments, it is imperative that “we the people” be good advocates and good stewards in all sectors of life. She stated that in this regard, the committee made some recommendations for in-service training and professional development for the Board, and as Trustee Canary mentioned, to utilize the expertise of the new Ethics Board in order for the Board to maintain the ability to be good stewards.

Chair Sanders reported she had reached out to Dr. McKay regarding how to respond to the Presidential Executive Order on immigration and its impact on the students, and while the College does not have the legal capacity to help the students, a College brief was issued to direct students to additional resources that may be of help to them during this time. She stated the College is also looking at some law schools in the area that may be good partners for Suffolk.

Chair Sanders continued, reporting that she and Dr. McKay had been engaging the community, attending different events at different times, with much activity, in particular during Black History Month. She congratulated members of the College staff and administrators as well as Dr. McKay for being recognized for their achievements pertaining to local history at various events. She reported that the Suffolk County Executive and the African American Advisory Board Black History program was well attended by College members, as it honored the memory of Dr. Randolph Manning and presented the first award in his name to another Suffolk professor, Norman Daniels, now retired. She said the County Executive gave great remarks and recognized that Suffolk is doing wonderful things that impact a lot of people's lives.

The Chair also reported on the Achieving the Dream site visit, which she participated in, and said she found she was starting to understand and appreciate the data and how to talk about it and break it down so the College can plan strategically to put things in place to help students be more successful. The Chair concluded her report.

Trustee Canary added that Hofstra had just announced they started a new program in their Law Clinic to aid people with immigration problems, and that Touro Law Clinic also has an immigration law clinic, two areas to direct students to if they need help.

Chair Sanders moved on to the President's report. Dr. McKay addressed Chair Sanders and Members of the Board of Trustees, he thanked them for their deliberation and recognition after reviewing his performance over the 2015-2016 academic year. He noted the College has accomplished a lot as an institution and said it couldn't have be done without the Board's

guidance and leadership. He added they have had to make some difficult decisions over the past three years in regards to the budget, and academic policies and have always kept the students interests as a priority. He thanked them and said he is looking forward to another successful year.

Dr. McKay said he was honored to be the keynote speaker at the Town of Brookhaven's Black History Celebration. He spoke before 64 high achieving high school students with a GPA of at least 3.5 from Brookhaven. He noted he was approached by many students who were already enrolled at the College and said the College is no longer a second or third choice rather the first choice, with many students coming in now with much higher SAT scores than seen before.

Dr. McKay reported that he and Kevin Peterman met with gala honoree Randi Weingarten. He said that after speaking with her and members of her team, they felt the College should be a model for the rest of the SUNY system. They were impressed at how well the College President, Union President and College Board work so well together at an institution as complex and comprehensive as the College. Ms. Weingarten will be visiting the College before the Gala for a tour of all the campuses.

Dr. McKay then said he received an e-mail from Jeff Pedersen in regards to the annual review of the Colleges Operational Plan. He highlighted the College's overall graduation rate increased by 3 percentage points from 21% the previous year to 24% in 2016. It has risen from a stable rate of 19-20% for the years 2010-2014. He said the College transfer rates for students that are transferring after completion are at an all-time high. The College is working on more articulation agreements, and recently signed one with St. John's University, offering the College's eligible students \$17,000 scholarship.

Dr. McKay then reported that since it was launched in 2010, the Stay on Long Island scholarship partnerships have generated over \$4.3 million in scholarship funds, enabling 172 of the College's graduates to pursue their dreams locally. This coming spring, we anticipate the totals will rise to 190 scholars that have received over \$4.8 million in scholarship funds through the SOLII program. The College also has started the New York State Presidential Transfer scholarship and it has grown from two partner institutions to six in one year. Dr. McKay noted that this did not include the anticipated spring awards, the College expects that in the spring there will be 18 scholars that will be awarded scholarships adding up to almost \$500,000. Additionally, Stony Brook University has agreed to accept 66 of the College's eligible nursing students into their nursing program. The College will be having it's signing with Stony Brook on March 7th. Dr. McKay added that Dr. Hector Sepulveda from the Grant Campus is working with Northwell Health to create programs at the College in the field of healthcare.

Dr. McKay announced he received a letter from Dr. Debra Klinman of Middle States with respect to her upcoming retirement. Dr. Klinman wanted to ensure the College has a newly appointed Chair for the Middle States team prior to her leaving. She has approached Dr. Quintin Bullock who worked at Schenectady County Community College and is familiar with the SUNY system and the College. Dr. Bullock has agreed to be the Chair of the visiting team at the College and will work with Dr. McKay and Dr. Klinman to over the next couple of weeks to build the remainder of the visiting team.

Dr. McKay reported the Middle States team continues their work on the seven standards and have been meeting and writing the report that will be then shared with the Board for review and comments. Chair Sanders asked Dr. McKay if he has had experience working Dr. Bullock. Dr. McKay said he knows Dr. Bullock extremely well, he is very much familiar with the system and has visited the College's campus before. He added that Dr. Bullock sits on the Board of AACC, and is nationally renowned.

Lastly Dr. McKay announced the keynote speaker for Commencement will be Hoot Gibson. Mr. Gibson is an alumni of the College, and an astronaut that took the College's flag into space and was photographed with the flag. Mr. Gibson has agreed to be the keynote speaker and will bring the flag that he took to space and present it to the College at commencement.

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Chair Sanders moved on to the Round table. Trustee Morgo announced the campaign kickoff reception to name the basketball court after Coach Foley and to set up a Kevin Foley and John J. Foley scholarship fund has been rescheduled due to the snowstorm to February 28th at 4:30 p.m. He commented that Coach Foley was well deserving of the recognition having been recognized for many of his accomplishments at numerous Board meeting; as well as his late father John Foley who was a long time trustee at the College, a Brookhaven Town Councilman, as well as Legislator and Chairman of the Board of the Bayport Blue Point Board of Education. He encouraged all to attend.

Dr. McKay then commended Dr. Adams and his entire staff for their continued hard work in keeping the student default rate down. He reported the student default rate for the College is 9.0%, which is significantly lower than the national college average of 11.3% and substantially below that of public community colleges, 18.5%. Dr. Adams thanked Dr. McKay for the recognition and said that it was really Rose Bancroft, the College Director of Finance, who has come up with a complete marketing plan working with the directors of financial aid on each of the campuses. The team works hard to keep down student debt.

Trustee Canary asked Dr. Adams if during orientation are the basics of financial literacy discussed and is it stressed to the students what it means to default and how it can hurt their credit rating. Dr. Adams replied that yes they are beginning to have more and more of those discussions with students. There is also consumer information on the College's website for students. They are now also starting to work with the Executive Deans on each of the campuses and follow the recently developed model on the Eastern Campus for financial literacy.

Lastly, Trustee Canary commented there should be dancing at the Gala. Dr. McKay noted it was taken under advisement.

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Chair Sanders called for a motion to adjourn the Board of Trustees meeting Student Trustee North so moved, Trustee Lindsay Sullivan seconded, and the motion was approved unanimously.

The Board of Trustees was adjourned at 6:15 p.m. The Board of Trustees next meeting is March 16, 2017 at 4:00 p.m. in Montaukett Learning Resource Center, on the Eastern Campus in Riverhead, New York.

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Respectfully submitted,
Bryan Lilly
Secretary