

**SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
BOARD ROOM, LEARNING RESOURCE CENTER
GRANT CAMPUS, BRENTWOOD, NEW YORK
DECEMBER 7, 2017**

The meeting was held on Thursday, December 7, 2017 at 4:00 p.m. in the Board room of the Learning Resource Center on the Grant Campus, in Brentwood, New York.

PRESENT:

Theresa Sanders	Chair
Jim Morgo	Vice Chair
Gordon D. Canary	Secretary
Bryan Lilly	Trustee
Denise Lindsay Sullivan	Trustee
E. Christopher Murray	Trustee
Shirley Coverdale	Trustee
Jerome Bost	Student Trustee
Shaun L. McKay	President
Louis Petrizzo	General Counsel/Executive V.P.
Alicia O'Connor	Deputy General Counsel
Ashley Pope	Deputy General Counsel
Jeffery Pedersen	V.P. for Planning & Institutional Effectiveness
Mary Lou Araneo	V.P. for Institutional Advancement
Gail Vizzini	V.P. for Business and Financial Affairs
Christopher Adams	V.P. for Student Affairs
Paul Beaudin	Associate V.P. for 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. Trustee Canary asked for a moment of silence to reflect on the infamous attack on Pearl Harbor 76 years ago today.

Chair Sanders moved forward with the recognition of guests. She asked Chief of Staff Carol Wickliffe-Campbell to introduce the guests in attendance. Ms. Wickliffe-Campbell introduced Mr. Tom Lupo, from the Suffolk County Comptroller's office and thanked him for joining the meeting. Mr. Lupo said on behalf of County Comptroller Kennedy he wished both the board of trustees and the board of directors a joyous holiday season and prosperous new year. Chair Sanders thanked Mr. Lupo and asked him to relay the same sentiments to Comptroller Kennedy on behalf of the Board.

Chair Sanders called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 4:07 p.m. Trustee Coverdale 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 4:34 p.m. Trustee Morgo so moved, Trustee Lindsay Sullivan seconded, and the motion was approved unanimously.

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

Chair Sanders introduced Gail Vizzini, VP for Business and Financial Affairs to present the College Budget and Financial report. VP Vizzini said that the projections for the 2017-2018 fiscal year were as of October 31, 2017. Based on the fall 2017 official registration comparison report, enrollment did level off about 2% for full time students, however part-time students were relatively flat. As a result based on the tuition revenue received, the College is projecting a manageable but preliminary revenue shortfall of \$611,461. This is comprised primarily of a shortfall of \$366,282 in tuition and the remainder \$294,605 is in fees. VP Vizzini noted that the College continues to be fiscally prudent to mitigate the projected revenue shortfall.

VP Vizzini reported that her office has begun the budget process for the 2018-2019 Operating Budget. The call letter to the College departments was sent out with the instructions for a “no growth” operating budget with the exception of new space such as the new Learning Resource Center on the Grant campus, and the Health and Wellness facility on the Eastern campus. The budget requests for the departments are due on the first week of January, followed by their presentation to Dr. McKay and VP Vizzini’s office the following week.

VP Vizzini added that the auditors have completed their field work and are on schedule to have the completed financial statements by mid-February for review, with the that the Board will vote to accept the report at the March meeting.

VP Vizzini then reviewed the finance related resolutions. The November monthly sponsor services payment to the County for employee health insurance is just under \$2.6 million. She added she was notified earlier that day by the County that the fund rates will be increasing for family by about 11.2% effective January 2018 and this will drive up the monthly costs. Her office is currently reviewing whether there are sufficient funds for that as well as the impact on the 2018-2019 operating budget. VP Vizzini then reviewed the budget transfers and noted that the funds are in the operating budget just not in the right category for the particular expense. The first budget transfer is a solar lawn mower for the Eastern Campus. It replaces a 26 year old motor, with a the solar lithium battery mower operates very quietly and they will be able to cut the lawn regardless of whether classes are in session or not, which will cut down some of the Saturday, Sunday overtime expense on cutting the lawn. With the new Health and Wellness building on the Eastern campus, a forklift is needed to allow employees to move large items safely and efficiently. The third budget transfer is for replacement vehicles for vehicles that have reached their useful life. The old vehicles will be replaced with energy efficient vehicles. Each year the College is fined approximately \$10,000 by the US Department of Energy for not having

energy efficient vehicles in its fleet. The new hybrid vehicles will also reduce the College's carbon footprint and reliance on fuel. The last budget transfer is for a replacement van for the mailroom. This new van will also be a hybrid vehicle that will operate between the Culinary Center, the Eastern Campus, and travel back and forth to the Ammerman campus to make deliveries. This will replace an aged and failing 2005 van that is no longer safe to operate.

Trustee Morgo asked VP Vizzini what the enrollment figures looked like last year for comparison. VP Vizzini said she did not have those figures with her; however, her recollection was that the shortfall was considerably more. VP Vizzini said she could review the enrollment and FTE trends at the next Budget and Finance subcommittee meeting. Trustee Morgo thanked her and said that would be helpful and noted the College was not unique, as community college enrollments are down across the State and nation and just wanted to make everybody aware, that the largest source of revenue is through enrollment and it is something that has to be constantly reviewed.

Chair Sanders called for a motion for the approval of College Resolutions 2017.65 through 2017.73. Trustee Morgo so moved, Student Trustee Bost seconded, and the motion was approved unanimously.

RESOLUTION 2017.65 - 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 payments to the County of Suffolk in the amount of \$2,599,394.71 for the month of November 2017 (*Attachment I*) are hereby approved by the Board of Trustees.

RESOLUTION NO. 2017.66 - 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. 2017.67 - Establishing a Standard Work Day for Employees Serving in Certain Titles at Suffolk County Community College

WHEREAS, public employers must establish a standard work day for employees who are members of the New York State and Local Employees' Retirement System (ERS) for the purpose of determining service credit with the ERS, and

WHEREAS, the Office of the New York State Comptroller has recommended that the College establish a standard work day for the Exempt and College Aide titles, be it therefore

RESOLVED, that the Board of Trustees of Suffolk County Community College hereby establishes the following as standard work days for its employees in the titles referenced below and will report days worked to the New York State and Local Employees' Retirement System based on the time-keeping system or the record of activities maintained and submitted by these members to the College:

Job Title	Standard Work Day (hours per day)
Exempt	7
College Aide	7

RESOLUTION NO. 2017.68 - Authorizing an Increase in the Hourly Wage Rate for Part-Time Employees of Suffolk County Community College

WHEREAS, due to the increase in New York State's minimum wage effective 12/31/17, the hourly wage rate for part-time employees of Suffolk County Community College should, likewise, be increased, be it therefore

RESOLVED, that the hourly wage rate for part-time employees of the College shall be increased as reflected on *Attachment III*, annexed hereto, effective 12/25/17.

RESOLUTION NO. 2017.69 - Accepting a Grant Award from the NYS Office of Alcoholism and Substance Abuse Services (OASAS) for a Project Entitled "College Environmental Prevention Services"

WHEREAS, Suffolk County Community College has been selected to receive a 5-year grant award from the New York State Office of Alcoholism and Substance Abuse Services (OASAS) for a project entitled "College Environmental Prevention Services" in the amount of \$690,704, for the contract term of June 1, 2017 through June 30, 2022, and

WHEREAS, the grant award for the period of June 1, 2017 through June 30, 2018 is in the amount of \$125,000, and

WHEREAS, the program seeks to prevent and reduce alcohol and substance abuse by college students on the Michael J. Grant campus and in the surrounding Brentwood community, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that a grant award in the amount of \$125,000 from the New York State Office of Alcoholism and Substance Abuse Services for a project entitled “College Environmental Prevention Services” is hereby accepted, and the College President, or his designee, is authorized and empowered to execute a contract and any other required documentation, upon such terms as shall be approved by the College General Counsel.

Project Director: Kathleen A. Ayers-Lanzillotta

Note: One Full-Time position

RESOLUTION NO. 2017.70 - Amending the College Budget for a Grant Award Increase from the U.S. Department of Education for a Student Support Services (TRIO) Program Grant

WHEREAS, the 2017-2018 College operating budget provides \$276,510, including indirect costs, from the U.S. Department of Education for a Student Support Services (TRIO) Program grant, and

WHEREAS, the TRIO grant provides opportunities for students to successfully complete their post-secondary education and ease the process of transition from one level of higher education to the next, and

WHEREAS, the grant award has been increased by \$15,694, including indirect costs, and

WHEREAS, an additional \$5,000 will be administered external to the grant appropriation budget as grant aid to students, and

WHEREAS, matching funds in the amount of \$20,482, provided for in the College operating budget, will be used to provide grant aid to students, as well as additional supplies and equipment for student support, be it therefore

RESOLVED, that the 2017-2018 College operating budget be amended to reflect an increase in the amount of \$15,694, including indirect costs, to the grant award from the U.S. Department of Education for a Student Support Services (TRIO) Program, bringing the total amount of the grant award to \$297,204, and be it further

RESOLVED, that the College president or his designee is authorized to execute any required documentation with the administering agency reflecting said increase.

Project Director: Lorianne Lueders-Yanotti

RESOLUTION NO. 2017.71 - Accepting A Grant Award from the State University of New York (SUNY) for the Distribution of Open Educational Resources (OER) Funding

WHEREAS, Suffolk County Community College has received a grant award in the amount of \$20,000 from the State University of New York (SUNY) for the distribution of new Open Educational Resources (OER) funding, for the period of October 18, 2017 through June 30, 2018, and

WHEREAS, the funding is to support the adoption and expansion of OER at the College, and may include faculty development, materials, and resources to support both faculty and students in the use of OER, and

WHEREAS, matching funds are not required, be it therefore
RESOLVED, that the College President, or his designee, is authorized and empowered to execute any necessary documentation, including a contract, in such form as shall be approved by the College General Counsel, accepting a grant award in the amount of \$20,000 from the State University of New York (SUNY) for the distribution of Open Educational Resources (OER) funding, for the period of October 18, 2017 through June 30, 2018.

Project Director: Paul Beaudin
Note: No full-time personnel

RESOLUTION 2017.72 - Amending Resolution No. 2017.40 to Accept a Federal Grant in the Amount of \$458,705 for the 2017 – 2018 Federal Work Study Program (FWSP)

WHEREAS, by Resolution No. 2017.40, adopted on June 15, 2017, the Suffolk County Community College Board of Trustees authorized the acceptance of a federal grant in the amount of \$459,178 for the 2017-2018 Federal Work Study Program, and

WHEREAS, subsequently, it was determined that the correct amount of this grant was \$458,705, and

WHEREAS, an amendment to Resolution No. 2017.40 is required in order to correct this error, be it therefore

RESOLVED, that Resolution No. 2017.40 is hereby amended to reflect that the Board of Trustees accepts a federal grant in the amount of \$458,705 for the 2017-2018 Federal Work Study Program, and be it further

RESOLVED, that \$45,870 be set aside for Job Locator Program, with the College matching contribution of 20 percent to be provided by in-kind contributions, and be it further

RESOLVED, that except as herein amended Resolution No. 2017.40 shall remain in full force and effect.

RESOLUTION NO. 2017.73 - Approving the Allocation of the 2017-18 Federal Work Study Program Funds

WHEREAS, Resolution No. 2017.72 authorizes the acceptance of grant funds in the amount of \$458,705 for the 2017 – 2018 Federal Work Study Program, and

WHEREAS, the grant funds in the amount of \$458,705 must be allocated among the College's three campus for the benefit of students eligible for the Federal Work Study Program, be it therefore,

RESOLVED, that the following distribution of the 2017-18 Federal Work Study funds by campus is hereby approved.

Original FWSP Federal Allocation	\$458,705
Less: Transfer to Job Locator Program	<u>-45,870</u>
Remaining CWSP Federal Allocation	\$412,835
Less: 5% Admin Expense Allowance of Campus Wages	<u>-25,802</u>
Remaining FWS Allocation	\$387,033
Plus: 25% of Institutional Share of Student Wages	<u>+128,010</u>

Total Student Wages Available	\$515,043
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Campus Wage Distribution of Federal College Work Study Allocation

Ammerman Campus (44%)	\$226,619
Grant Campus (42%)	\$216,318
Eastern Campus (14%)	<u>\$ 72,106</u>
Total Campus Wage Distributions	\$515,043

and be it further

RESOLVED, that Resolution No. 2017.41, which contained errors in the amount of the Federal Work Study Program grants funds and their allocation, is hereby superseded by this Resolution No. 2017.73.

Chair Sanders moved to the Committee reports. Student Trustee Bost gave his committee report. Student Trustee Bost reported that on October 19th through the 22nd he attended the 63rd Annual Community College Trustees Conference in Syracuse, New York. He was accompanied by Alan Williams, a trustee at Monroe Community College in Rochester New York and Kyra Mosner of the New York Community College Trustees. While there, he participated in a few workshops, one was the Excelsior Scholarship Program initiative. Each college had an opportunity to report how many students are actively recipients of the Excelsior scholarship. He mentioned that the College has 430 students actively in the scholarship and that seemed to be the same trend among the other community colleges. The workshop was facilitated by Patricia Thompson, Assistant Vice Chancellor of Student Financial Aid Services for SUNY. Mr. Bost also attend a workshop on legal affairs that was led by SUNY associate legal counsel, Donna Bullock. The workshop reviewed Robert's Rules of Order, the Open Meeting Laws and guidelines regarding executive session. Student Trustee Bost also had the opportunity to join the executive committee which consists of executive board members throughout the 30 community colleges in the State of New York. The workshop ended with lunch with the Vice Chancellor Johanna Duncan Poitier, where she mentioned some of her projects such as the Pathway Initiative, Smart Scholars College Program and some of the work that she's looking to do in the community colleges.

Trustee Morgo gave the Budget and Finance Committee report. The committee met on October 23rd and some of the discussion was related to the ACCT leadership conference he attended. One of the sessions that he attended was on maximizing resources which was motivated by community colleges looking for more revenue. He noted that most of the revenue is derived from student tuition which is why the enrollment trends are so important. Other sources of revenue come from the State and the County. Trustee Morgo said that one of the things that they discussed at during the ACCT session was that some community colleges contribute to their operating budget from philanthropic fundraising. The budget and finance committee discussed the possibility during their meeting. VP Vizzini did advise the committee that it is not a good idea to rely on philanthropic funding. Trustee Morgo said the committee was just exploring the possibility and they admired the work of the Foundation and all the scholarships and programs they provide for the College's students. He noted that during the meeting it was also mentioned that the staff of the Foundation, their salaries and benefits come out of the College's operating

budget, and when the Foundation was formed in 1989, the goal was for it to be self-sufficient and that there was a time when it was going to pay for itself. However since all the expenses are being paid from the College's operating budget, the budget and finance committee asked for a future meeting where they can review the Foundations finances. VP Mary Lou Araneo will provide a presentation of the Foundation including a look at the budget expenditures and revenue sources for the past three years.

The committee also reviewed and discussed Lone Star Community College and their operating budget, looking into similarities and differences. Lone Star Community College has a five year budget plan however their funding is based upon performance based criteria. Trustee Morgen added that the State legislature is looking into it but they are hoping it will be seen as supplemental support, not instead of funding based on FTE.

Other items discussed during the Budget and Finance committee meeting were the operating budget development process and the status of the collective bargaining contracts. He said Trustee Murray has asked to attend some of the department's budget hearing meetings where they review their expenditures. The five collective bargaining contracts are in place, one with AME, one with the faculty, and one with the Guild. The AME contract expired on December of last year but the terms roll over to the next contract, until the next contract is ratified. AME is operating under the terms of the old contract. The next meeting of the Budget and Finance committee is scheduled for December 13 at 4:00 p.m. in the President's conference room on the Ammerman Campus in Selden.

Trustee Lilly said the Facilities & Technology committee had not met, however he wanted to make note of a few things. He said the legislature had recently approved all of the College's capital projects and the Infrastructure committee would be meeting next Monday to review their wish lists.

He recently had the opportunity to attend an automotive job fair at the College. He said the event was well attended and had many major manufacturers and local retailers. Having met some of the manufacturers and retailers he learned they are looking for help in training technicians for their branches. They have trouble finding trained technicians, and it costs some of them about \$12,000 to train a general service technician where they then risk of losing them to a competitor. Trustee Lilly said that after speaking with some of the industry leaders such as GM, Toyota, and Tesla it was evident there is a real need on Long Island for an automotive training facility. Some of them indicated they would even help with some of the funding for such programs and he is happy to know that the College is already looking into the expansion of the automotive department and that this will be the focus of the upcoming infrastructure meeting.

Trustee Morgen asked Trustee Lilly how were the College's facilities and if any of them were lacking, as far as for automotive for example. Trustee Lilly said Automotive was definitely in need of expansion and he believes that if the Culinary Center could expand into a bigger facility they would be able to fill that program.

Dr. McKay said that the College continuously reviews all academic programs, and look at what the enrollment trends are, graduation rates, success rates. He added that it what was interesting

at the automotive event was how technical the discussion was in regards to the expectations of these firms.

He said it was a visionary meeting and they discussed the possibility of the College partnering with the automotive industry leaders. They discussed the possibility of facility expansion and leasing space.

Dr. McKay said there is a new STEM program coming on board at the College, STEM CTE and STEAM, the arts. He asked for Dr. Beaudin to talk about some of these STEM initiatives. Dr. Beaudin said last year the College was involved in the early intervention math program at some of the local high schools. Working with McGraw Hill Publishing the College had over 700 high school seniors complete the program. The College is now tracking those students as they come in as first time full time students. The results from four of the high schools that participated were wonderful, one of the participating high schools decreased developmental math placement by 15% in one year. Developmental placement is appropriate for students who need educational support. However for some students, it becomes a difficult hurdle for them to get over to do college level work. The College prefers that students do their catchup work while they are still in high school rather than when they come to the College which can slow down their educational progress.

Trustee Lindsay Sullivan reported that the Student Success Committee did not meet and the committee's next meeting is scheduled for January 11th at 3:30 in the President's conference room on the Ammerman Campus in Selden.

Chair Sanders gave the Governance committee report for Trustee Canary who was unable to attend the meeting. She said the committee had a discussion about the facility use policy and the facilities rental schedule. They have to ask administration to vet some information for them and bring it back for discussion at their next meeting. The committee also discussed the potential need for the development of a National Disaster Tuition Assistance policy. Such policy would waive tuition for those individuals that are affected by a national disaster. During discussion it was brought up that it was more involved because there are local, state and federal regulations to be considered and adhered to for such a policy. The committee will continue to research how to advocate developing the policy and administration will come back with some recommendations for the committee as well. The committee also raised the issue of a social media policy and developing a board procurement policy. Administration will vet some best practices for both and will bring their findings to the next Governance committee meeting. The next Governance committee meeting is January 16th at 4:00 p.m. in the Board room of the LRC on the Grant campus.

Dr. Diaz gave the Foundation Report. She said she was happy to announce that the Foundation was successful in raising the \$7 million in funds to support student scholarships and programs at the College. She added that Dr. McKay has charged the Foundation to raise an additional \$3 million by the year 2020 to support some priorities that he has identified specifically in the area of the automotive department. She added that with automotive being the priority the upcoming Foundation gala in 2018 will celebrate the 30th anniversary of the Automotive Program. The Foundation's year end campaign efforts are also underway. Communication has been sent out by the Foundation president and many of those efforts are directed towards the establishment of

the John J. and Kevin Foley scholarships. Dr. Diaz said the Foundation was very fortunate to have a wonderful cabinet and leadership in the institution that is giving 100% volunteer leadership at the Foundation Board is committed 100%. She encouraged the Board members to consider the Foundation during the year end giving as well. Lastly, she reported that the annual audit is under way and they expect to have a very good result.

Chair Sanders gave her report. She began by thanking everyone who participated at the Board retreat in November. She said the retreat brought forth a synergy of all the governing bodies in one room with the Foundation board, The Center for Social Justice board, and the College's Board of Trustees. She added that with the addition of cabinet members joining it felt like everyone was on a singular mission, student achievement and student success. She felt the retreat covered some good training topics and that that the day flowed well. She thanked everyone involved and especially for those stepping in and lending expertise on particular training topics.

Chair Sanders then reminded and encouraged the trustees to use their tablets in place of having to carry the paper documents needed for the meeting. She noted that training was available through the College's IT team should anyone need personal training with the tablet. Chair Sanders said they are now setting up for committee appointments for 2018 and asked if anyone was interested in serving on a particular committee to let her know. Lastly she reminded the trustees to make note of the 2018 meeting schedule that was available on the Board portal and was emailed as a calendar invite to each trustee. Chair Sanders then wished everyone a safe and happy holiday.

Chair Sanders moved on to the President's report. Dr. McKay said there would be three presentations for his report. The first would be from Dr. Paul Beaudin, on the College's Excelsior program. Dr. Beaudin said the College's Excelsior program is a high school program that the College is currently partnered with in 49 high schools. The College increased the enrollment by 14% over last year and this fall the College has 18,200 college credits being given in the local high schools. He added that the College is very grateful to its faculty and Chairs who the College relies on to certify that the high school instructors are worthy of teaching college level courses. The College reviews the syllabi and sends mentors into the high schools when a high school faculty member is teaching a college course for the first time. This has generated over 600 FTEs for the College this fall. The College also has another program, the Early College program which 14 high schools send their students to one of the three campuses and they take college courses on the campus. Enrollment in this program has increased by 53% this year over last year and there are about a thousand college credits being earned by talented and gifted high school juniors and seniors.

Another program showing success is the College's ESL program with an increase of 7% and is servicing over 2,100 Suffolk County residents in the teaching of English as their second language. Also this year the College had 421 middle school and high school students from six local school districts at the Ammerman Campus last Saturday as part of the College's STEM program; an increase of about 7% over last year.

Lastly, he thanked the Board for approving the resolution for the \$20,000 grant the College received from SUNY. The grant will be used to help to train faculty members in the spring

semester and he is working closely with the College's governance leaders, to develop a program to train faculty on the use of open educational resources which is open sourced educational materials, noting that one of the unforeseen expenses for students is the cost of textbooks. By participating in this program, more and more of the College's students will be enrolling in classes in which faculty staff has opted to use open educational resources, which will dramatically decrease the cost of attendance at the College.

Chair Sanders asked Dr. Beaudin if there were any best practices from other schools using the free educational resources. Dr. Beaudin said this was a national trend. Governor Cuomo has put money in his operating budget for this year to encourage the 64 SUNYs to participate in this open educational program. Lumen Learning is the platform and subscriptions for all of the 64 campuses were paid for by the State.

Trustee Lindsay asked Dr. Beaudin what happens when the grant is gone and if he knew how long the grant would be funded. Dr. Beaudin said there will be a nominal charge for participation, however whether the students will pay that fee or whether that will be paid for by grants or other funding sources is unknown. He has asked SUNY how long the grant will be funded and was told that it's likely it will be in the operating budget again for the coming year. He said that even if a student had to pay a fee for participation, the fee for participation would be dramatically less than the cost of textbooks some of which cost \$200. Participation would require a student to have a device in which they could access the internet. Students who don't have a device can use the library as a resource to the internet and the College's bookstore has agreed that they would be able to produce a print copy of the online Open Educational Resource. He noted that some of the colleges that he has spoken to, such as TC-3, Cayuga and Monroe, their bookstores are producing or printing out the textbooks for students for about \$15 per textbook, which dramatically lowers the cost.

Trustee Lilly asked if there was a listing of the high schools who are participating in the College's Excelsior program that could be shared with the trustees so they could do some local outreach to the schools that are not participating. Dr. McKay said this was something that could and should be discussed with the Student Success Committee in detail because of the significance of testing and testing results. The College agreed with the institutions not to provide testing results publicly to other partners in the system and has to be careful because there are several different requirements. He said that is something they can be discussed privately during the Student Success Committee and invited Trustee Lilly to attend the meeting. However for the public record, the College was cautiously not discussing the results of participation of the high school systems.

Next Dr. McKay introduced interim Executive Dean of the Eastern Campus, Mary Reese to give an update on the Eastern campus. He publicly thanked Dean Reese for stepping in while the College was going through a search process for the Executive Dean.

Dean Reese began by reviewing her experience at the College. In 2003, she came in as a counselor and has since worked in various capacities, currently serving as the interim Executive Dean of the campus. She said it has been an honor to step in to the role, and could not have happened had she not had the support of the academic team. She thanked Jenn Browne, Jane

Shearer, Pina Britton, Dana Antonucci, the five academic chairs on the campus and Suzanne Dela Raba and Tony DeAngelis. When newly hired Executive Dean, Dr. Irene Rios arrives in January Dean Reese will go back into the role of Associate Dean of Student Services.

The Eastern campus has 56 full-time faculty, approximately 112 part-time faculty and one exempt employee. They have 18 Guild Members, and 58 AME blue and white collar employees. Student population on the Eastern campus is 42% male, 57% female and the average class size is about 21 students. She noted that as Dr. Beaudin had mentioned the ESL student population has increased, the Eastern campus has seen the ESL student population increase about 20%. Dean Reese reviewed some of the trends the campus has seen for the non-credit population. In the fall of 2015 there were about 665 non-credit students, this fall there were closer to 800. Dean Reese attributed a few reasons for the increase. She said there has been a very intentional outreach to the community of second language speakers.

Dean Reese reported that the Culinary Arts Center is under new leadership, with Director Laureen Gauthier. She is working closely with Dean Shearer and the Office of Institutional Planning to review some of the centers trends over the last couple of years and is looking into ways they can improve upon enrollment and student retention. The Culinary Arts center has also upgraded its infrastructure with subzero kitchens. Dean Reese highlighted some of the other programs that are unique to the Eastern Campus, such as visual arts, computer arts, graphic design and interior design all which have been demonstrating strength and growth over the last number of years.

Areas of support for students on the Eastern campus are the academic skill center overseen by Dean Britton, the academic advising center, the center for writing, EOP, student support services, and honors programs. The campus recently launched in the fall the Science Learning center. Another great resource on campus is its call center. The call center averages about 350 calls a week fielding everything through the enrollment process.

Dean Reese reported that the facilities on campus, consisting of five academic building are all in great shape thanks to the efforts of the Facilities and Operations team. The campus is very excited for the opening of the Health and Wellness Building, which is on schedule for fall of 2018. The building will include a competition swimming pool, weight rooms, a climbing wall and classrooms for physical education classes. Some of the projects completed this past fall on the campus are the upgrade of LED lighting, asphalt repairs, installation of hand dryers, auto access doors and the replacement of 26 double pained stained windows.

The campus was also able to dedicate a space on campus outside the Peconic Building renaming what was the Peconic Patio to the Veterans Plaza. She said this was collaborative effort with the veteran's service office college-wide. The campus serves close to 80 veteran students.

Lastly Dean Reese noted some of the upcoming projects include a two course offering at the 106 Air Base in Westhampton. They will continue to offer non-credit ESL offerings in East Hampton.

Trustee Lindsay said she enjoyed these presentations highlighting what was happening on each of the campuses. She noted it was interesting how it all ties in together with talks of the new Health and Wellness Center building and how it connects to the upcoming increase in health care cost.

Student Trustee Bost thanked Dean Reese for her presentation, and noted that her presentation did a great job in representing the culture of the Eastern campus which he was happy to be a part of.

Dr. McKay then introduced the Cenergistic's team to give an update of where the College is currently in regards to efficiencies. Present from the Cenergistic's team was Melanie Morris, Assistant Director of Sustainability Programs, Carol Malley, Energy Specialists and Brian McEnany, Energy Specialist.

Ms. Morris said they would be giving an update on the energy conservation program which has been really successful. The program is a behavior based program with the main focus to improve organizational efficiency, decrease operational costs, and contribute to different environmental successes. Ms. Malley then gave few details about the energy conservation program. The board approved the policy and guidelines in September of 2014; it is a five year contract that expires in 2020. The primary focus is to reduce energy use in the unoccupied times. Cenergistic provides the consultants and training, and it is a shared savings program, where 50% savings goes to the College and 50% goes to Cenergistic. The way they reduce energy use is by first looking at the schedules for the building. The energy specialists use the College's class and event program, 25 Live, and look at when the buildings are occupied or unoccupied. They also go into the buildings and look to see if the equipment is operating as it should be.

Mr. McEnany reviewed the program and savings timeline and announced that last month they reached over \$2 million in savings for the College. He noted that it took little bit more than two years to reach the first million dollars in savings and now in about 13 months to total that second million dollars in as savings. He then reviewed how the savings are calculated using the Energy Kappa accounting software. Adjustments are made based upon different variables such as the addition of the Lindsay Building and the weather. They compare what was actually used based on the College's utility bill to the baseline which is adjusted to current conditions. In this recent year they were able to decrease the utilities spent by \$1.1 million and the cost avoidance was calculated to be a little more than \$900,000. The grand net savings for the College has been over \$1.5 million.

Ms. Morris then reviewed some of the environmental impacts that they are making as they try to reduce the College's carbon footprint. Some of the savings are equivalent to taking over a thousand cars off the road for one year and also the equivalent of planting over 148,000 trees.

Mr. McEnany said that as part of the energy conservation program, they enrolled in a demand and response program for the summer of 2017 with PSEG. During the hottest days of the year, PSEG will ask the College to reduce its electric use and demand. They pay the College for this for this reduction in order to avoid a blackout. The College met 96% of its target estimate and this resulted in payment to the College of about \$100,000. Ms. Morris noted that it was there was an upward trend with all of the energy savings and potential for growth and additional savings

for the College. Their target goal is to reach 25% savings, which would equal about a \$1.5 million per year for the College. She then thanked everyone for their support of the program college-wide saying it was a collaborative effort that could not have been done without all the support from all the departments, faculty and staff, campus Executive Deans, facilities, plant operations, business and financial affairs and public safety. She also thanked Dr. McKay and the members of the Board for their continued support.

Dr. McKay concluded his report by thanking Ms. Morris and the team for the presentation, and all the work that is being done to find efficiencies and savings college-wide.

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Chair Sanders asked if there were any items for Roundtable, with no response she 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 proposed lease of real property. Trustee Morgo so moved, Student Trustee Bost seconded, and the motion was approved unanimously.

With no further business after the Executive Session the Board of Trustees meeting was adjourned at 5:55 p.m.

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The Board of Trustees was adjourned at 5:55 p.m. The Board of Trustees next meeting is January 18, 2018 at 9:00 a.m. in the Alumni Room of the Brookhaven Gymnasium, on the Ammerman Campus in Selden, New York.

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Respectfully submitted,
Gordon Canary
Secretary