

SUFFOLK COUNTY COMMUNITY COLLEGE  
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING  
ALUMNI ROOM, BROOKHAVEN GYMNASIUM  
AMMERMAN CAMPUS, SELDEN, NEW YORK  
JANUARY 18, 2018

The meeting was held on Thursday, January 18, 2018 at 9:00 a.m. in the Alumni room of the Brookhaven Gymnasium on the Ammerman Campus, in Selden, New York.

PRESENT:

Jim Morgo	Vice Chair
Gordon D. Canary	Secretary
Bryan Lilly	Trustee
E. Christopher Murray	Trustee
Shirley Coverdale	Trustee
Gemma deLeon-Lopresti	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

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The meeting of the Board of Trustees was convened at 9:00 a.m.

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

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Vice Chair Morgo moved forward with the recognition of guests. Ms. Wickliffe-Campbell first introduced Dr. Irene Rios as Executive Dean of the Eastern Campus. Ms. Wickliffe-Campbell then highlighted some of Dr. Rios's accomplishments. During the course of her career, Dr. Rios has established a record of successful academic leadership, has been recognized by students and faculty for her engaging style, and has attained national acclaim for her academic research. She served as the Chief Academic Officer at Naugatuck Valley Community College, a multi-campus institution in Connecticut. Her former responsibilities included advancing academic quality curriculum development, oversight of assessment of student learning, the program review process, and leadership support for accreditation. As strong proponent of the community college mission, Dr. Rios' experiences include enhancing information literacy, working to develop high-impact experiences such as internships for students, and building diverse, strong faculty and administrative teams. Adept at developing partnerships, strengthening student services and ensuring financial integrity both operationally and as it relates to capital development, Dr. Rios

has served as a Division Dean for Albertus Magnus College, Registrar then Executive Director of Academic Affairs for Springfield College in Massachusetts, and Director of Academic Advising at Rochester Institute of Technology. Dr. Rios earned her Bachelor of Science degree in Business Administration and a Master of Science degree in Curriculum Design from Rochester Institute of Technology. She has a Doctor of Education degree in Educational Leadership from the University of Hartford.

Dr. Rios thanked Ms. Wickliffe-Campbell for the introduction and said it has been a pleasure for her to join Suffolk County Community College and work with Dr. McKay and his team to move forward on the College's goals and strategic plan. Some of the initiatives that she will focus on within her first six months are analyzing enrollment, retention and completions trends; see what can be done to improve them and move them forward; explore with faculty opportunities to grow a new degree program or certificate program in either agro-tourism or sustainable food systems, to make better use of some of the facilities at Eastern Campus and give opportunities to students. Lastly, she will review the organizational structure, to ensure that the position openings are filled.

Vice Chair Morgo welcomed Dr. Rios to the College on behalf of the Board. Ms. Wickliffe-Campbell then introduced Dr. John Galiotos, Senior Associate Vice President for Workforce Development, Community Partnerships and STEM/CTE. In this new role, Dr. Galiotos will serve as the College's primary facilitator in meeting the needs of both the industry and educational sectors regarding workforce development, continuing education, and credit/non-credit career technical and STEM education. Dr. Galiotos is an exceptional scholar and educator, receiving his Doctor of Philosophy in Inorganic and Analytical Chemistry and a Master of Science in Chemistry from the University of Illinois at Chicago, and his Bachelor of Science in Chemistry from Northeastern Illinois University. He previously served as Dean of the Energy and Manufacturing Institute at Lone Star College in Texas and has been a member of the faculty at both Houston Community College and the Illinois Institute of Art. In addition to working within academia for over 25 years, Dr. Galiotos has served in a variety of consultant and advisory roles within industry. During the course of his career, Dr. Galiotos has established a record of successful project leadership and program development that includes developing sustained training partnerships. He is experienced in advancing continuing education, energy and manufacturing programs, creating course curriculum and the operation of advanced technology training centers. Dr. Galiotos previously managed the Academic Department at the Abu Dhabi National Oil Company Technical Institute. He has numerous publications to his credit and is a prolific and successful grant writer, securing millions in external funding during his career. Through effective management of his professional relationships, Dr. Galiotos has remained on the leading edge of training practices that align with both current and future employer needs. Just as importantly, he possesses extensive knowledge, from fossil fuels to alternatives and renewables that will bring strong support to the team responsible for establishing academic and training programs and introducing the Long Island region to the College's Renewable Energy STEM Center already being designed for our Michael J. Grant Campus.

Dr. Galiotos thanked Ms. Wickliffe-Campbell for the introduction and thanked Dr. McKay for giving him the opportunity to be at the College. He said he was privileged and honored to be a member of the best community college of the State of New York. Dr. Galiotos added that he has

traveled extensively and hasn't seen a finer institution, which is why he decided to join Suffolk County Community College. He believes in the College's mission, its values, goals, and leadership.

Vice Chair Morgo welcomed Dr. Galitos to the College on behalf of the Board.

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Vice Chair Morgo called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 9:22 a.m. Trustee Canary so moved, Trustee Murray seconded, and the motion was approved unanimously.

Vice Chair Morgo called for a motion to adjourn the Board of Directors meeting and reconvene the Board of Trustees meeting at 9:24 a.m. Trustee Murray so moved, Student Trustee Bost seconded, and the motion was approved unanimously.

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Chair Sanders requested a motion to approve the minutes of the December 7, 2017 Board of Trustees meeting. Trustee Canary so moved, Student Trustee Bost seconded, and the motion was approved unanimously.

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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 December 31, 2017. Based on the fall 2017 Official Registration Comparison Report, enrollment has levelled off for full-time students by 2% but part-time enrollment is relatively flat. Based on the revenue received, the College is projecting a preliminary revenue shortfall of \$611,146, comprised primarily of a shortfall of \$464,488 in tuition and \$251,450 in fees. VP Vizzini noted that the College continues to be fiscally prudent to mitigate the projected revenue shortfall.

VP Vizzini said her office is in the process of preparing the 2018-2019 operating budget and, over the past two weeks, the departments have come forward to make their presentations. They were directed to have a no growth budget, except in the areas where they have introduced new space or have special initiatives to meet accreditation and assessment needs. Included in their presentations are their accomplishments, i.e., what they have done with the resources that have been allocated to them previously.

The Governor has released the State budget for 2018-2019. The good news is that all of the College's capital projects are included within the budget. However, overall support to the community colleges in the aggregate is reduced by \$20 million, primarily due to the leveling off of enrollment, as the State funding is based on a weighted formula based on FTE's or credits taken over the past three years.

VP Vizzini then reviewed the two resolutions that have a fiscal impact. The first was the monthly sponsor services payment for employee health insurance for December in the amount of \$2.3 million. There were two budget transfers: the first one is for radio equipment for Public Safety in the amount of \$19,435; the second one is for \$59,000 for the continued work of the academic

search firm for the executive searches. She explained that the bulk of the monies were in last year's budget and now with the new fiscal year, it is the same amount of money, but it has to be allocated to the appropriate fiscal year. Lastly, there was a budget transfer in the amount of \$150,000; this is to address the mandatory requirement to bring the College's website into ADA compliance. Many of the SUNY websites were cited for lack of compliance for a variety of reasons and this is as a result an agreement with the US Department of Education/Office for Civil Rights to address and mitigate the issue. These funds will be used for an outside consultant to do an assessment of where the College is not in compliance with the ADA and a corrective action plan to bring the College into compliance

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Vice Chair Morgo called for a motion for the approval of College Resolutions 2018.01 through 2018.07. Trustee Murray so moved, Trustee Morgo seconded, and the motion was approved unanimously.

**RESOLUTION 2018.01 - 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 payments to the County of Suffolk in the amount of \$2,319,227.12 for the month of December 2017 (*Attachment I*) are hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2018.02 - 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.

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**RESOLUTION NO. 2018.03 - Accepting a Grant Award from the U.S. Department of Education (USDOE), Office of Postsecondary Education, for a Child Care Access Means Parents in School (CCAMPIS) Program**

**WHEREAS**, Suffolk County Community College has received a grant award from the U.S. Department of Education (USDOE), Office of Postsecondary Education, for a Child Care Access Means Parents in School (CCAMPIS) Program, in the amount of \$91,500 for the period of October 1, 2017 through September 30, 2018, and

**WHEREAS**, the program will provide child care subsidies on a sliding scale and extend hours to meet the critical need for campus-based care for 40 student-parents within this segment of the population annually for four years, and

**WHEREAS**, matching funds are not required, be it therefore

**RESOLVED**, that the College President, or his designee, is hereby authorized and empowered to execute any necessary documentation, including a grant award, in such form as shall be approved by the College General Counsel, in the amount of \$91,500, from the U.S. Department of Education (USDOE), Office of Postsecondary Education, for a Child Care Access Means Parents in School (CCAMPIS) program, for the period of October 1, 2017 through September 30, 2018.

Project Director: Vickie Calderon, Director of Suffolk Kid’s Cottage, Michael J. Grant Campus

Note: No Full-Time Employees

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**RESOLUTION NO. 2018.04 - Authorizing an Increase in the Hourly Wage Rate for a Part-Time Employee Title**

**WHEREAS**, by a resolution adopted on December 7, 2017, the hourly wage rate for certain part-time employee titles of Suffolk County Community College was increased in order to comport with New York State’s new minimum wage rates, and

**WHEREAS**, the hourly wage rate for the part-time employee title of “Proctor” should, likewise, be increased, be it therefore

**RESOLVED**, that the hourly wage rate for the part-time College employee title of “Proctor” shall be increased as reflected on *Attachment III*, annexed hereto, effective 1/1/18.

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**RESOLUTION NO. 2018.05 - Approving the Form to Be Utilized and Its Electronic Submission for the Policy on Board of Trustees Self-Assessment**

**WHEREAS**, the Board of Trustees Self-Assessment Policy, effective as of January 18, 2007, requires the Board to conduct an annual self-assessment by utilizing a form to be agreed upon by members of the Board each year, and by submitting such form to the Board Chair, and

**WHEREAS**, the Board wishes to permit such approved form to be submitted electronically to a secure and confidential third-party website for tabulation, on behalf of the Board Chair, be it, therefore

**RESOLVED**, that the Board of Trustees self-evaluation form, attached hereto as *Attachment IV*, is hereby approved for use for the Board's self-assessment in the year 2018, and be it further

**RESOLVED**, that said form shall be submitted electronically by the members of the Board to a secure and confidential third-party website designated by the Board of Trustees for tabulation, on behalf of the Board Chair.

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**RESOLUTION NO. 2018.06 - Confirming the Annual Review and Approval of the College's Procurement Policy, as Amended**

**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, and

**WHEREAS**, the Office of Business and Financial Affairs and the Office of Legal Affairs have reviewed the *Procurement Policy*, and recommends that certain revisions be made thereto in order to improve purchasing and procurement efficiencies, be it therefore

**RESOLVED**, that the College's *Procurement Policy*, as amended (*see, Attachment V*), be, and the same, hereby, is adopted and approved for the calendar year 2018.

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**RESOLUTION NO. 2018.07 - Authorizing the Approval and Submission of Suffolk County Community College's 2017 – 2018 Self-Study, as Revised, to the Middle States Commission on Higher Education**

**WHEREAS**, in 2015, following review by the Middle States Commission on Higher Education (MSCHE), Suffolk County Community College embarked upon a comprehensive self-study led by a Steering Committee which oversaw the efforts of several working groups, a writing committee and a logistics committee, comprised of over 100 faculty, students, staff and administrators, and

**WHEREAS**, the intended outcomes of the self-study, among others, were to demonstrate that the College meets or exceeds expectations of compliance with MSCHE's seven standards for accreditation and requirements of affiliation; to evaluate the College's progress in achieving its six institutional goals in relation to the overall strategic plan; and to demonstrate its advancement in enhancing and maintaining a culture of ongoing assessment of student achievement and institutional and educational effectiveness, and

**WHEREAS**, by a resolution duly adopted on October 19, 2017, the Board of Trustees approved the Suffolk County Community College 2017-2018 Self-Study report (“Self-Study”) and authorized the College President to submit said Self-Study to MSCHE, and

**WHEREAS**, thereafter, a Peer Reviewer appointed by MSCHE reviewed the Self-Study and offered recommendations to the College for its improvement, and

**WHEREAS**, the College has revised the Self-Study in accordance with said recommendations, be it therefore,

**RESOLVED**, that the Suffolk County Community College 2017-2018 Self-Study, as revised (*See, Attachment VI*), is hereby approved, and the College President be and hereby is authorized to submit said approved Self-Study to the Middle States Commission on Higher Education in substantially the form as presented to the Board of Trustees.

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Vice Chair Morgo moved to the committee reports. Student Trustee Bost gave the Student Success Committee report in Trustee Lindsay Sullivan’s absence. He reported that the College received a SUNY Guided Pathways grant for \$25,000 to assist students with academic and career pathways, providing more structure to achieve two year graduation rates inclusive of winter and summer sessions, through the efforts of Dean Wolfson, Dr. Beaudin and Dr. Adams, and Dr. McKay as the principal on the grant. The committee also discussed the Summer Early College program, where high school students register for the second summer session at the College, which coincides with the end of their school year. He stated last year 14 schools participated, with 49 Excelsior Program groups.

Student Trustee Bost also announced that the College recently partnered with the 106<sup>th</sup> Air Force Base in Westhampton Beach, and would be offering Psychology and English classes to their veterans, the result of an initiative by Shannon O’Neill and Jennifer Brown. In addition, the College was recognized by the Veterans Administration and, in partnership with Nassau Community College, will have a counselor on all campuses three days a week (Nassau, two days a week) to assist veterans with academic benefits and with benefits provided by the federal government.

The committee discussed an upcoming advocacy trip to Albany on February 17<sup>th</sup> sponsored by the Urban League, as well as the Community College Higher Education Advocacy Day sponsored by Kevin Peterman and the Faculty Association on February 28<sup>th</sup>, which give students the opportunity to meet the legislators and advocate for the College. He also reported that Dr. McKay met with his cabinet to review the current version of the Middle States Self Study document so it could be forwarded to the Board for approval.

Student Trustee Bost reported that the Open House for the College’s automotive program coincided with its Year of Automotive and the 30<sup>th</sup> anniversary of the program, and would be celebrated at the Foundation’s Gala this year. He added the Foundation received a \$25,000 gift from a couple who were alumni of the College. The committee also reviewed the progress of the Online and Academic Works scholarships. Vice Chair Morgo commented that while it is good

that Suffolk is the most active of all community colleges in the state as far as advocating in Albany, it is also bad that the others are not as active.

Mr. Bost then gave the Student Trustee Committee report. He and the Secretary Treasurer of Student Government for the Ammerman and Grant campuses met with Thomas Carroll, the Deputy Director of Public Safety, to review some concerns. He reported there would be another meeting next month, and the Office of Sustainability would be invited to review environment initiatives. In addition, the committee is preparing for the executive meeting of the Student Assembly for members throughout the state, which would be held on campus the following month.

Trustee Canary asked Mr. Bost to share some of the concerns that were brought up to Public Safety. One issue was smoking on campus. Deputy Director Carroll agreed to increase patrols in the areas where smoking was reported. Another issue was preparedness in the event of an emergency on the campuses. Also, the committee asked for assistance and direction concerning some fund-raising and clothing drive efforts.

Vice Chair Morgo asked for the Governance Committee report. Trustee Canary reported that the first item was a continuation of the discussion of the potential need for the development of a national disaster tuition policy, and that Deputy General Counsel O'Connor informed the committee that the College's Board of Trustees does not have the authority to make changes to the tuition rate charged to out of state students in response to a natural disaster. She said the Board could make a request to New York State and the SUNY Board to make revisions to State law and regulations. The committee agreed not to pursue further action on this issue.

The committee's second item was a continuation of the review and the discussion of the facilities use policy. Concerns and complaints about the increased fee schedule brought up by Eastern Suffolk BOCES and two members of the Legislature prompted a review of the policy and fees, and it was decided that the fees for classroom space, which had increased most significantly, might be reduced through a formal resolution put before the Board. The proposed decrease for classrooms would be from \$400 to \$175 for one to four hours, and from \$500 to \$250 for five to eight hours. These fees might then gradually increase over the years but, for now, would be less onerous to outside groups. Trustee Canary stated the committee felt that it would be beneficial for Dr. McKay and members of the BOT Budget Committee to meet personally with Legislators Martinez and Cilmi and explain the process of how and why these decisions to increase the fee schedule have been made.

The committee also reviewed a draft of a social media policy and guidelines, and raised a question about whether the student code of conduct should have a section on social media. Ms. O'Connor stated she would review the code, and the committee would continue to review and bring questions and concerns about establishing this new policy to the next Governance Committee meeting. Ms. O'Connor also informed the committee that requests for qualification letters were sent to 12 law firms which could possibly represent the Board of Trustees in the event of a conflict of interest with the College General Counsel's representation. Responses are due back February 16<sup>th</sup>. Vice Chair Morgo asked if the RFP for legal services was due to an end to the term for the services of Mr. Leventhal and his firm, and Trustee Canary confirmed that



yes, after a few extensions of the term of the contract, it was time to issue a new RFP. Vice Chair Morgo pointed out that the Leventhal firm is not prohibited from responding to the RFQ..

Vice Chair Morgo, addressing the facilities use fees, expressed his view that the operating budget is key, and in his opinion getting outside revenue for something of value is worthwhile. He felt that it would be a good approach to meet with Legislators Martinez and Cilmi and explain that of course the College wants to support community organizations, but by taking in revenue for something of value, it can offset tuition increases. He and Trustee Canary suggested the College invite the new chair of the Education Committee, Thomas Donnelly, to this meeting as well. It was decided not to introduce the facilities use issues with Mr. Donnelly at his scheduled introductory meeting with Dr. McKay on January 23<sup>rd</sup>, but to invite him to this second meeting later.

Trustee deLeon-Lopresti asked what the next step in the process for the RFP for legal services would be. General Counsel Petrizzo replied that the proposals coming in would be sent to the Governance Committee for evaluation and a recommendation for selection. Trustee deLeon-Lopresti asked that the committee meeting dates be circulated so trustees could attend committee meetings if they wished. Dr. McKay indicated that only five Board members could attend a committee meeting without it becoming a public meeting.

Trustee Lilly reported that he and Trustee Canary sat in on the Facilities annual department meeting, which was focused on the beginning-of-the-year wish lists and needs for all the capital improvements of the various departments. He said the big push was for the automotive department, and rightly so, with a groundswell of support from the industry which has a great need for young people trained in fast-evolving new technologies. He said as a community college, Suffolk should be at the forefront of finding the funds and building these programs to meet the needs of today.

Trustee Lilly reported the other departments are simply asking for the basic things they need to perform their duties in order to ensure their students' success, but with the cuts in funding he hoped the College could get more industry support, particularly at the Gala. He stated that every project the College has taken on since he's been here has come in on time and under budget, and that every project brings in approximately \$7.00 for every dollar spent into the local economy.

Trustee deLeon-Lopresti added that through her work in organized labor she recognizes there is a tremendous need to fill these types of jobs, particularly in HVAC, and with Suffolk being the only local community college to offer these programs, there is a high need for employers from these industries to be connected with the College. They need to work with students on an internship basis within the industry rather than have the students work part-time jobs in unrelated retail positions. She asked if there is such a connection between the College and the employers.

Dr. McKay explained that the College has a mission-driven problem: when the students do internships they get hired away from the College and they are not completing. Both Tesla and John Durso have offered to fund the automotive programs because they need workers. The College needs to figure out how to supply businesses and industries with students who complete.

Trustee Lilly recalled his discussion regarding Middle States about how these industries differ because of the certificate programs and internships, and how, for example in HVAC, the industry doesn't really care about an associate's degree, they just want the workers to show up. He made the point that a student getting a job is a success after all, even if they don't complete, but that is not recognized as such within the parameters of Middle States and the retention initiatives. Dr. McKay stated the Board would have to have this discussion about the College's mission struggle, and decide if it should focus on becoming more technical to address the issue of jobs and industry (at the risk of reduced completion rates), or keep its focus on Liberal Arts.

Trustee Canary explained that internships and apprenticeships are two totally different things, internships being part of the College curriculum and placing its own students into a work environment, versus apprenticeships that the unions offer to anybody who walks in and signs a form. He said both are important ways to train students to get up to speed with the new technology. Dr. McKay explained that is why the College hired John Galitos, to focus on the non-credit side of the house, and on training opportunities. Trustee deLeon-Lopresti shared that from her husband's perspective as an HVAC company owner, graduates from two-year associate's degree programs, and apprentice programs that confer associate's degrees, have far more technical skills than those from certificate programs.

Vice Chair Morgo reiterated the point that when students leave the College for their betterment, it is viewed negatively under the metrics used to evaluate community colleges, which unfairly apply the same criteria to two-year schools as to four-year schools whose students have different goals. He then asked for the Foundation report.

Dr. Diaz reminded everyone that on May 3, 2018, the College is celebrating the 30th Anniversary of its automotive program. She stated the Foundation is working very closely with its industry partners in the community to help support this program, and has identified and expanded its current and future list of partners and supporters, bringing these competitors together with their shared concern about supporting the workforce they need.

Vice Chair Morgo gave the Budget and Finance report. The committee has been examining the fiscal operations of the Foundation, which has the goal of becoming self-sufficient, and in particular, whether unrestricted funds have been used to move toward this goal. VP Araneo stated she would research it and report at the next meeting. Mr. Morgo said Chair Sanders had asked for a breakout of all scholarships given to ensure eligible students weren't being missed, and mentioned new software that allows students to view all the possible scholarships. He stated the \$1.1 million of Foundation expenses is not a large part of the overall budget, but it is the duty of the trustees to examine the operating budget and ask questions, despite how difficult that might be.

Dr. Adams had spoken about enrollment at the meeting, and had reported the 18- to 24-year-old cohort of students is decreasing rapidly. However, new cohorts have been targeted, including but not limited to, adults older than 24 years old, younger students under the Excelsior program, students from business and industry and the greater community, dual enrollment students, international students, formerly incarcerated populations, veterans and active military. He said the College marketing force is targeting all of these groups; there were over 9,000 individuals in

these alternative cohorts, and that number increased to 10,000 this past fall. He stressed that number of applications does not always translate to enrollment, or to completion. Student Trustee Bost raised the point and Dr. Adams confirmed that there were 500 fewer students who got descheduled this spring due to an outreach campaign.

The Vice Chair reviewed the procedure and timeline of the budget process, which has begun again, stating all proposals would be summarized and reviewed by Dr. McKay in February, with any new items added at this time and any budget gap identified. In March, the College will get some idea of how the Governor's budget will be affected, and, hopefully, where the County stands in regards to the budget. He said it was important to get the new Chair of the Education Committee on board early in the process. In April the College makes its budget request to the County, with Mr. Zwirn in communication with the legislators. Mr. Morgo said he believes most of the Legislature knows what a great job the College does and wants to support it, but the Board must join the College personnel to be ambassadors. He asked for the minutes of the Budget and Finance Committee meeting to be distributed to the Board for their review.

Trustee deLeon-Lopresti asked what the rationale is for the increase in applications and yet the decline in enrollment. Dr. Adams explained there are many reasons—not getting paperwork in on time, deciding to attend a different college, finances, or other reasons. He stated there are more part-time students than full-time as the economy gets better and students can get work, but the good news is the number of applications is up compared to last year as the word gets out about the College. Dr. Adams stated the application fee is \$40. Trustee deLeon-Lopresti suggested that students may simply be applying to Suffolk as a safety school.

The state-funded “free tuition” Excelsior program was discussed. Dr. Adams explained his department is still working on tracking data for the approximately 430 students in the program, and, so far, the Director of Financial Aid was pleased with the progress of most students. Concerns about students who don't complete with the required GPA were again brought up. Dr. McKay reported that the College has not yet been paid by the State for the program, and he recently learned the College now must retroactively try to qualify part-time students for that grant, something that should have been recognized much earlier. He said it was very important that this does not become a Suffolk County Community College situation.

Vice Chair Morgo asked Dr. McKay's opinion on asking all community colleges to come up with a dollar amount it costs them to administratively implement the Excelsior program, and report it back to SUNY with one voice. Dr. McKay made the point that with Suffolk being the largest community college, the other colleges' numbers could impact the College negatively, and he suggested that the cost of Suffolk's huge efforts alone to administer the program be presented. He said without even having the rules yet about retroactively considering the part-time students for the grant, the workload is already so tremendous for the College that it should be considered separately. Vice Chair Morgo reminded the Board that the family income for eligibility for the program rises to \$110,000 for the fall of 2018.

The enrollment marketing campaign to target students going into trades such as HVAC was discussed, and VP Araneo confirmed that there are such ads in place, with some in the past specifically targeted to employers. Dr. McKay stated he met with the Suffolk County IDA to

discuss partnering with the College in the STEM/CTE areas, and that there would be a meeting to discuss this shortly. He said having a long-overdue, unified discussion with the County has been the missing piece in efforts to work together to prepare and get students into these types of jobs, tying in to regional economic development efforts.

Other methods of outreach for the trades industries were discussed. The Career Services department is out in the community and sets up career fairs every semester on all three campuses, which showcase the College; the trend lately is for them to be industry-specific fairs. Purple Briefcase, a program for students to learn about internships and what to expect from certain careers, was introduced this semester. Career Focus magazine reaches 550,000 households in Suffolk County. Additionally, a new flex hours program would be introduced to allow students to earn degrees in 10 or 11 programs, with early morning, evening, and weekend schedules, or online offerings, targeting adult cohorts and businesses with classes specific to business and industry. Dr. Adams pointed out that President McKay is always trying to stay ahead of the curve, especially with population trends and high school graduation rates declining in Suffolk County.

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Vice Chair Morgo moved on to the President's report. Before Dr. McKay began his report, he recognized Mr. Lupo from the Comptroller's office and thanked him for being in attendance.

Dr. McKay then asked Dr. Lauren Tacke-Cushing and Professor Dan Linker to give an update on Middle States. Professor Linker said they have submitted the original document to Dr. Steven Rose, the President of Passaic County Community College who is the Chair for the Middle States visiting team. He noted Dr. Rose is very experienced with Middle States and has led several site visits. Professor Linker was happy to report that Dr. Rose was impressed by the College and the College's self-study document. Dr. Rose made two very important suggestions. He said to make sure that all of the documentation is up to date and that every one of the recommendations flows clearly from the document. Dr. Tacke-Cushing and Professor Linker had followed up with cabinet members and the standards chairs to update their documents, and review the recommendations.

Dr. Tacke-Cushing then thanked the Board for having approved the document earlier, which can now be sent to the nine team members at Middle States. They will now begin to prepare for having the team visit on March 18th through the 21st. They will be working with Dr. Rose to come up with a schedule for the visit, which will also include a time for the members of the Board to meet with them. Professor Linker then thanked Trustees Morgo and Canary for coming and meeting with Dr. Rose. He added that it was a very productive meeting and he was happy to get the Board's input. Dr. McKay then noted the importance of the visit. He said they have looked at the members who were selected and they are eminently qualified to come evaluate the College's accreditation.

Dr. McKay then invited Dr. Patty Munsch, College Assistant Dean for Student Engagement, to give a presentation on undocumented students, DACA and Temporary Protective Status. Dr. Munsch said she would be discussing briefly some of the student populations that are engaged in higher education at the College. She began the discussion with undocumented students. An

undocumented student is an individual enrolled in higher education that doesn't have proper authorization to be living in the United States. There are three pieces of information connected to this population that often circulates during discussions of this population. The first is the DREAM Act. The DREAM Act is the Development Relief and Education for Alien Minors Act. It's a legislation proposal at the Federal level connected to providing conditional residency for undocumented students. This legislation was originally introduced in 2001. It's gone before the Senate and the House a number of times and has failed to pass. The legislation that has had the most impact on undocumented students specifically in New York is the 2002 legislation that provides in state tuition rates for undocumented students. In New York State, undocumented students who graduated from a New York State high school or has a New York State GED, attended that high school for two years, has gone into higher education within five years of graduation, shows proof of residency and files an affidavit saying that if ever given the opportunity, that they will change their status, they can receive in state tuition rates in New York. This obviously applies to Suffolk County Community College.

The other piece that has impacted undocumented students is DACA. DACA refers to an executive order that was produced by President Obama in 2012. DACA provided undocumented students work authorization. It allowed them a two-year stay from deportation. What's important to note, specifically connected to our student population, was that it cost \$496 every two years for renewal. She added that what's important to understand when talking about undocumented students is that not all undocumented students are DACA. DACA students are all undocumented, but not all undocumented students are DACA. It's important to realize that it does not impact the student's ability to further their education. DACA provides students work authorization which is key when they complete their degrees.

The College does not have access to the information regarding specific DACA recipients. A student can choose to self-disclose that they are a DACA recipient but the College does not receive information back from the Federal government on this. It does not have an impact on tuition; it does not provide access to federal financial aid, and it does not have an impact on the student's ability to be admitted to the institution. It can have impact on students in licensure programs and their ability to complete their degrees if their degrees end in a licensure. In response to the undocumented student needs, the College has been addressing this student population very specifically for a period of time. The College did align with the SUNY recommendation and did not declare itself a sanctuary campus. The College did stand with the affirmation of support that came from SUNY. The College has sent out five college briefs to students, faculty, staff and administration to keep them up to date on the information regarding undocumented students, DACA, the DREAM Act, and in state tuition to ensure that everyone is aware of what's occurring.

Dr. Munsch added that President McKay has signed onto the ACE letter to congress asking for the continuation a DACA and the AACC letter to Congress again asking for the support of the continuation of DACA. She noted that the Board in 2012 adopted a resolution to support the New York State DREAM Act. For reference, that did not pass in New York State but she noted it because the Board has had a history of also supporting this student population. In addition to ensure that these students are given as much education and support as possible and that the College is providing professional development for faculty, there is an undocumented student task

force. This task force is made up of faculty, students, staff, and administrators from across all three campuses, and all three governance bodies are represented. The task force works to ensure that the College is providing educational resources for our students, faculty and staff around the undocumented student status and the constant changes connected to that status.

Dr. Munsch said that in collaboration with Student Trustee Bost, they have provided two educational programs specifically for this student population. The College has additionally offered 12 programs during the spring 2017 semester and in the fall 2017 semester to ensure that faculty and staff are well aware of how to support this student population. Moving forward, the College has developed a website for this student population. The website provides students with resources regarding TPS status, DACA status, and undocumented student status and is updated regularly to ensure that it contains accurate information. The College has also developed a mobilization team. The mobilization team is ensuring that if legislation comes from the Federal government that does not support this student population, that the faculty are able to mobilize in support of the students. They have also developed an educational programming team that's looking to develop about six different educational programs for the spring semester. Also being developed is a visual campaign that allows students to understand that even if they don't self-disclose their status, that there are people on campus that are here to support them and value them as students and members of our community.

The second population that the task force has been working to support are those individuals in temporary protective status. This is another population where things are changing very quickly regarding their status within the United States. Temporary protective status is granted from the Department of Homeland Security. Those protections provide an individual work authorization, travel authorization and the ability to stay in the United States for the duration of the TPS status. She said one of the things to note is that approximately six months prior to the effective end date is when work authorization will end for individuals. How this impacts the College really relates to not only the TPS holders but the children of TPS holders. It's important to realize that across the United States, 21,800 U.S. citizens will lose their parents to deportation as the TPS status begins to take effect in terms of its termination.

Some of the College's students maybe TPS holders themselves or may have parents who are TPS holders. Therefore, the College's task force and SUNY have both developed responses. SUNY's response has been a resolution to authorize in state tuition rates for Haitian TPS holders. The College's response is that it will be planning educational programs starting in March of 2018 on the impact of the ending of the TPS status. The programs will be geared towards faculty and staff to help them understand what they may be seeing with their students, as well as towards students and their families, to help them understand their rights and immigration procedures for adjusting immigration status.. Lastly, they will also be working with Legislator Martinez on hosting immigration forums for TPS and DACA and that will be with the support of local immigration attorneys, so that they can provide and ensure that the College's students, faculty and staff are all well aware of what services they can provide.

Dr. Munsch concluded her presentation by saying the overview is that the College wants to ensure these efforts align with the institutional mission as an open access institution ensuring that

all of the College's students are given the opportunities they need to be successful at the institution.

Trustee Canary asked if the College has a firm number of how many of its students fall into these various categories. Dr. Munsch replied that the College does not ask students at the time of admission regarding their legal status so it does not have a firm number.

Vice Chair Morgo inquired as to when DACA expires. Dr. Munsch replied that the expiration date is March 9, 2018. Vice Chair Morgo noted the anxiety that these students must be having and the ongoing debate about immigration policy and philosophy, noting that we're talking about human beings who came here through no fault of their own and now they are enrolled and they're trying to start their lives. He congratulated the administration on the work they are doing for this student population.

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Vice Chair Morgo moved forward with Roundtable. Vice Chair Morgo mentioned that a couple of people associated with the College have had losses. He said John Gallagher's wife, Patricia, recently passed away, and John Kominicki, a former trustee, also recently passed away. Trustee Morgo expressed condolences on behalf of the trustees.

Dr. McKay added that also on Saturday they would be having a memorial service for a former Board of Directors member, Eric Martinez, who also had recently passed. He asked if a condolence letter could be sent on behalf of the Board to the families of those who have had recent losses. Vice Chair called for a motion, Trustee Murray so moved, and Student Trustee Bost seconded. The motion was approved unanimously.

Trustee Lilly wanted to note that earlier that morning he was reminded of some of the obstacles that students have to go through to get to the College. He noted that former student Trustee Chris North was the best example. He took a bus from Greenport to come to the meetings. He added that some of the cuts that the County has made to some of the bussing effect the students that come to the College.

Student Trustee Bost noted that on February 11<sup>th</sup>, he will be in Washington, D.C. for the Legislative Summit with some other trustees. They will be focusing on legislative priorities, such as providing services to the undocumented community.

With no further comments, Vice Chair Morgo called for a motion to adjourn the Board of Trustees meeting. Student Trustee Bost so moved, Trustee deLeon Lopresti seconded, and the motion was approved unanimously.

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The Board of Trustees meeting was adjourned at 11:07 a.m. The Board of Trustees next meeting is February 15, 2018 at 4:00 p.m. in the Board Room of the Learning Resource Center, on the Michael J. Grant Campus in Brentwood, New York.

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Respectfully submitted,  
Gordon Canary  
Secretary