

SUFFOLK COUNTY COMMUNITY COLLEGE  
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING  
BOARD ROOM, LEARNING RESOURCE CENTER  
GRANT CAMPUS, BRENTWOOD, NEW YORK  
FEBRUARY 15, 2018

The meeting was held on Thursday, February 15, 2018 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
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	V.P. for Academic Affairs

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The meeting of the Board of Trustees was convened at 4:00 p.m.

Chair Sanders welcomed everyone; the Pledge of Allegiance was led by Trustee Gordon Canary. Chair Sanders asked for a moment of silence and reflection for the recent tragedy in Parkland, Florida.

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Chair Sanders moved forward with the recognition of guests. Ms. Wickliffe-Campbell recognized that Mr. Tom Lupo from Comptroller Kennedy's office was present and thanked him for attending.

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Chair Sanders called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 4:09 p.m. Trustee Canary 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 4:11 p.m. Trustee Morgo so moved, Trustee Canary seconded, and the motion was approved unanimously.

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Chair Sanders requested a motion to approve the minutes of the January 18, 2018 Board of Trustees meeting. Trustee Murray 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. The projections are based upon expenditures through January 31<sup>st</sup> for the 2017-2018 operating budget. Based on the spring enrollment comparison reports, enrollment has levelled off for full-time students by 1.2% and 2.2% for part-time. Based on the revenue received, the College is projecting a preliminary revenue shortfall of \$445,302 in tuition and fees, compared to the budget. As far as expenditures, the College received notification from the County that the rates for health insurance will increase 11.6 % for family and, as such, the College is projecting a \$200,000 shortfall in the line for health insurance compared to the budget. She noted the College did budget a 7% increase, however the increase was significantly larger. The College continues to be fiscally prudent to mitigate the projected shortfalls. Since salaries and benefits constitute the major areas of expense, much of the scrutiny is through position control.

VP Vizzini reported that the 2018-2019 College operating budget is in the discussion stage with the Executive and Budget & Finance subcommittees of the Board of Trustees. She added that the College's financial statements are completed and have been posted to the portal so that the Board members have ample time to review them before the next cycle, and they will be expected to accept them at the March meeting. VP Vizzini then said if Chair Sanders and Vice Chair Morgo concurred, the financial statements can be discussed in the Executive and Budget & Finance subcommittees if there are questions. She noted that in the body of the document there is a section called "Management Discussion & Analysis," which provides an explanation of the numbers. She pointed out that for the third year in a row, there are no findings that raise the need for a management letter.

VP Vizzini then reviewed the resolutions with financial impact. Item one is the January monthly sponsor services payments to the County for health insurance for \$2.8 million, which reflects the increased funding rates with the increase of 11.6% for family and 1% for individual. Item two, budget transfers, the first in the amount of \$210,000 is realigning funds to the proper expenditure code and organizational budget for the purchase of replacement computers under the College's computer replacement policy. The next in the amount of \$17,500 is for the College's contracted background check services provider - there is shortfall in that account. Lastly, there is a transfer pay for the payments related to the Culinary Arts Center in downtown Riverhead.

VP Vizzini introduced Mr. Paul Cooper, Executive Director of Facilities/Technical Support, who would address the resolution accepting the capital program budget and answer any questions they might have.

Mr. Cooper said that this year the College was only requesting one new capital project from the County. The request is for the Automotive Technology Center building which will be built on the Michael J. Grant campus. The combined cost of design, construction, furniture and equipment is about \$24 million. Trustee Canary asked Mr. Cooper to clarify where on the campus it was expected to be built. Mr. Cooper then clarified the location, pointing it out on a map of the campus.

Chair Sanders noted that the College has been very lucky within the SUNY system to have been able to invest in its capital projects. She thanked Dr. McKay and his team, saying that she appreciated what they do in keeping the campus attractive for the students. She noted she has discussed this issue with some other SUNY trustees and presidents and one of the biggest challenges that they have is attracting students because the physical facilities are not attractive.

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Chair Sanders called for a motion for the approval of College Resolutions 2018.08 through 2018.14. Student Trustee Bost so moved, Trustee Coverdale seconded, and the motion was approved unanimously.

**RESOLUTION 2018.08 - 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 payments to the County of Suffolk in the amount of \$2,851,169.86 for the month of January 2018 (*Attachment I*) are hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2018.09 - 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.

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**RESOLUTION NO. 2018.10 - Approving a Major Change Order and Amendment to the Contract for the Construction of the Learning Resource Center on the Grant Campus**

**WHEREAS**, Capobianco, Inc. was awarded a contract (“Contract”) to construct the Learning Resource Center (LRC) on the Michael J. Grant Campus, and

**WHEREAS**, work which was not anticipated under the terms of this contract or shown on the design drawings is required, consisting of chiller refrigerant vent piping; water service modifications; door hardware modifications; an additional elevator pit ladder; sprinkler, heat and smoke detector changes as required by the Fire Marshal; gas meter modifications as required by National Grid; additional library shelving; additional motor starters, electrical circuits, receptacles and exit lights; lighting and controls upgrades and modifications; and installation and assembly of additional library and academic furniture, and

**WHEREAS**, the original bid price for Alternate GC-9 - construction of a green roof, has been honored and the green roof is a desired component of the new LRC, and

**WHEREAS**, at this stage of the construction, the College estimates that sufficient contingency funding remains in the project budget for the unanticipated work and construction of the green roof to keep this project within budget, and

**WHEREAS**, including the additional work described herein increases the contract with Capobianco by more than thirty-five thousand dollars (\$35,000.00), thus constituting a major change order as defined in the College’s *Procurement Policy*, and

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

**RESOLVED**, that a change order in the amount of \$277,677.88 to the Contract with Capobianco, Inc. for additional work to be performed for the construction of the Learning Resource Center on the Michael J. Grant Campus, is hereby approved, and be it further

**RESOLVED**, that the College President is authorized and empowered to execute the necessary documentation, as approved by the College General Counsel, reflecting the change order and the nature of the additional work so authorized.

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**RESOLUTION NO. 2018.11 - Appointing a Director to the Board of the Center for Social Justice & Human Understanding, Inc.**

**WHEREAS**, the by-laws of the Center for Social Justice & Human Understanding, Inc. provide for the Board of Trustees to appoint the members of its Board of Directors, and

**WHEREAS**, there are vacant positions on the Board, and

**WHEREAS**, Robbye E. Kinkade has been nominated to fill such vacancy by the Board of Directors of the CSJHU, and his credentials have been reviewed, *see Attachment III*, be it therefore

**RESOLVED**, that the appointment of the following person to the Board of Directors of the Center for Social Justice & Human Understanding, Inc. is hereby approved, for a term ending September 1, 2021.

Name  
Robbye E. Kinkade

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**RESOLUTION NO. 2018.12 - Adopting a Web Accessibility Policy**

**WHEREAS**, Suffolk County Community College is committed to providing access to all individuals seeking information on its website and is committed to ensuring that people with disabilities have an equal opportunity to participate in the College's programs, services, and activities accomplished through its web content; and

**WHEREAS**, the College must adopt and implement a Web Accessibility Policy to ensure that the College's online content and functionality is accessible to people with disabilities, consistent with the standards approved by the U.S. Department of Education's Office for Civil Rights, be it therefore

**RESOLVED**, that the Board of Trustees hereby adopts a *Web Accessibility Policy* (see, Attachment IV).

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**RESOLUTION NO. 2018.13 - Amending the Facility Use Policy's Schedule of Fees**

**WHEREAS**, the College's *Facility Use Policy* sets guidelines for the use of College facilities and provides for the payment of rental fees and labor charges in accordance with the schedule of fees adopted by the Board of Trustees, and

**WHEREAS**, the College has reviewed the fee schedule and has determined that the fees charged for the use of classroom space should be revised, as follows:

<b>CLASSROOMS</b>		<b>Prior Fee</b>	<b>New Fee</b>
Specialized (Art, Biology Lab, etc.)			
Planetarium			
Computer Lab			
Classroom	1-4 hrs.	\$400	\$175
	4-8 hrs.	\$500	\$250

be it therefore

**RESOLVED**, that the *Facility Staffing and Fee Schedule* of the College’s *Facility Use Policy* is hereby amended as specified on *Attachment V*, herein, and be it further

**RESOLVED**, that the amended *Facility Staffing and Fee Schedule* shall be effective as of February 15, 2018.

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**RESOLUTION NO. 2018.14 - Approving the Requested 2019-2021 Capital Program and 2019 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 VI*) 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 VI*, and authorizes the President or his designee to submit the projects for the 2019-2021 capital program and 2019 capital budget.

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Chair Sanders moved to the committee reports. She presented the Student Success Committee report on behalf of Trustee Lindsay Sullivan. At the February 13<sup>th</sup> meeting, Dr. Beaudin updated the committee on the Academic Affairs division. Letters were sent to 48 or 49 districts regarding the Early College and Excelsior Programs, and two adjunct counselors were assigned to work with the students and high school guidance personnel. Dr. Beaudin also reported that the Achieving the Dream initiative is making progress in monitoring student outcomes, and under a \$25,000 Guided Pathways grant through SUNY, a contingent of College personnel will attend training to improve outcomes and help monitor students with the goal to have an advisor for every student within three years. It was also reported that the Early Alert program has been successful in helping the College identify students likely to get a D or an F grade; results showed that 25 percent of the students engaged in these programs were able to pull up their grades.

Dr. Adams reported that enrollment is down slightly, a little over one percent FTE, not including the Excelsior High School program and that the College is gearing up for priority registration which begins April 9<sup>th</sup>, as well as preparing to implement the Degree Works program, a SUNY initiative which will replace SAIN.

Chair Sanders was contacted by an Urban League community-based organization to present the screening of a new film called "Tell Them We Are Rising," a documentary on historically black colleges and universities (HCBUs). It will be the only screening on Long Island and the College will not incur any costs. Dr. Adams stated the College is working on plans to develop transfer relationships with HCBUs. The collaboration fits in with the College's goal to have students go on to a four-year school, and with the Stay on Long Island initiative.

Other items discussed at the committee meeting were NYSUT Advocacy Day in Albany, which will be attended by about 47 people from the College, and where students will meet with legislators and get a chance to advocate for the College's needs; the upcoming issue of Career Focus, which is about to go out to 450,000 households and libraries, and will focus on the College's services and programs, featuring the Automotive Technology Program; a Power Point presentation on Purple Briefcase, which replaces the College's Job Connection program; and finally, SUNY Trustee Merryl Tisch's recent visit to the Grant Campus, where she was very impressed by the College and the student panel she met with.

Trustee Morgo presented the Budget and Finance Committee report. He amended what he had said earlier regarding the capital program, stating that in addition to the County Legislature and County Executive, the State Legislators have also been very responsive. He added all the College's bonds have to be done through the County and State. He stated at the next meeting, on February 27<sup>th</sup>, the committee would focus almost exclusively on the 2018-19 budget cycle.

Trustee Morgo reported the committee meeting included Foundation Chair Belinda Alvarez-Groneman and Treasurer Brian Peterson, and resumed its close examination of the College operating budget which continues to supply the Foundation with \$1.1 million dollars annually, mostly in salaries, contrary to the 1989 establishing resolution which resolved the Foundation would work toward the goal of becoming self-sufficient. Trustee Morgo stated that while the contribution from the operating budget is not major, the Board does have a fiduciary duty to look into these matters, and it was generally agreed by all parties that there should be some movement toward self-sufficiency, to comply with the resolution. He reported that Mr. Peterson had clarified that only unrestricted funds can be dedicated to the operation of the Foundation, but that these funds would have to go toward investments in order to achieve a certain level of revenue to sustain self-sufficiency.

Trustee Morgo made the point that perhaps the resolution should be changed, but Trustee Murray and Chair Sanders felt, and it was generally agreed, that a plan and a timeline for self-sufficiency should be looked into, to show good faith in complying with the resolution. Mr. Peterson had stated the Foundation's goal is to achieve \$35 million in order to be self-sustained, and in his opinion, what the Foundation could actually contribute would be minuscule, perhaps even symbolic, and would set them back even further. Mr. Peterson had told Trustee Morgo that the Foundation had achieved only \$4.6 or \$4.7 million toward the \$35 million. He also stated the

timeline would be substantial. VP Araneo and Ms. Wickliffe-Campbell would research whether the Foundations at other community colleges are self-sustaining.

Trustee Morgo then summarized the SUNY Chancellor's funding concept for community colleges, which focuses the metrics of funding as based on completion rates, something not feasible for two-year colleges. He said instead, with the average based on the last three years rather than on enrollment, the College would gain almost \$1 million compared to the Governor's budget which, if passed as is, would have the College lose nearly \$2 million. He emphasized the importance of the advocacy efforts Suffolk makes, and of having a good Senate delegation which sees Suffolk as being very important. He said on the other hand, if the College gets a \$50 increase per FTE from the Legislature, it will be doing better than the Governor's proposal. Student Trustee Bost made the suggestion that the College delegation to Albany should be prepared to present a fact sheet to the legislators detailing all of the College's terrific programs.

Trustee Morgo reported that the committee discussed the budget gap, including making up the \$6.7 million one-shot from the reserves taken last year to keep tuition down. They also talked generally about assumptions regarding tuition increases going forward, and about reviving discussion on the present need and justification for raising fees for technology.

Trustee Canary pointed out that Harvard, Yale and Stanford's Foundations are self-sustaining, with about \$1 billion in endowments. He also urged the College delegation going up for Advocacy Day to be prepared to talk about the impact the State's Excelsior Program has had on the College, and Trustee Morgo and Chair Sanders agreed it has not translated into extra tuition, creates uncertainty because we cannot yet measure the compliance of the students, and has not paid the College anything so far. Trustee Morgo added that Boston College's and Stony Brook's Foundations are self-sufficient, but he was more interested in community colleges.

The Chair moved to the Governance Committee report. Trustee Canary reported they had met on February 12<sup>th</sup> and reviewed the proposal that was just voted on, Resolution Number 2018-2013, to change the hourly rental fee for the classrooms and update the fee schedule. Discussion was had on the Sons of Italy Mother Cabrini Festival; it was proposed that Legislators Cilmi and Martinez serve as County sponsors of the event this coming year which should greatly reduce the fees.

Deputy General Counsel O'Connor had reported back to the committee that the current Student Code of Conduct policy does not address social media. Research would be done to see what other colleges have for their social media policies. It was suggested that Columbia University has a very good policy which the committee was encouraged to look at online. The committee would like to explore having one policy that addresses both employees and students. The committee was also informed of the responses to date to the RFQ for legal services from the twelve firms that were sent requests; two firms have responded with proposals, one firm sent a letter declining to respond. The responses are due on Friday, February 16<sup>th</sup>. Trustee Morgo requested that the College's Whistleblower Policy be reviewed by the Office of Legal Affairs, to be included on the agenda for the next meeting. Trustee Canary said these last three issues would be on the agenda for the next committee meeting.



Chair Sanders stated there was no Facilities Committee report, and asked Trustee deLeon-Lopresti to schedule a Personnel Committee meeting, which the Trustee would now chair.

For the Student Trustee's report, Student Trustee Bost stated that the committee is continuing with plans to host the SUNY Student Assembly's executive meeting February 17<sup>th</sup>. He explained because these meetings are scheduled so far in advance, this one will conflict with Advocacy Day, so some students will be participating on campus. He also stated the committee was actively recruiting students from all three campuses to be in the Black and Puerto Rican Caucuses to represent the interests of the College in Washington, DC on February 17<sup>th</sup>.

VP Araneo gave the Foundation report, stating the Foundation held its first committee meeting for the annual Gala the week before, and was looking forward to hosting a highly successful event to benefit student scholarships and the College's automotive program. She stated Foundation staff members are working very closely with both new and established industry partners, including dealerships, contractors, supply sector and banks, to celebrate the program's thirtieth anniversary, and are already receiving sponsorship donations. She stated Dr. McKay is providing critical leadership and referenced his recent visits to Sunrise Toyota and Auto Logic. VP Araneo distributed Save the Day cards with details for the Gala event.

Chair Sanders gave her report. She emphasized that keeping students, faculty, staff, guests, and visitors to the campuses safe was a priority, and especially in light of the recent mass shooting, saw the need for having a policy in place. She asked Governance to put it on the agenda for discussion and suggested the College might look into directional signs, periodic practice of drills, and making safety policy part of orientation.

Chair Sanders stated the Executive Committee had reviewed resolutions and looked at some of the budget numbers. She commended the budget team from the staff level to the Board subcommittee and Dr. McKay, as well as all of the College's State and local allies, who are really helping to work through these difficult economic times to balance the budget without impacting the students. She emphasized fiscal prudence as playing an important role.

Student Trustee Bost stated that Public Safety has been very responsive to having informational sessions to address crises on campus. He asked if there would need to be a different policy on each campus with the different police department jurisdictions. Dr. McKay replied he would get back to him after Legal looks into it.

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Chair Sanders moved on to the President's report. Dr. McKay addressed the trustees and said he wanted to present and share with them a video that was put together by Drew Fawcett and Joan Wozniak that covers a period of eight years during his presidency. He added it captures evidence of what the College has achieved over the last eight years.

Whereupon the video was played. At the conclusion of the video Dr. McKay thanked publicly VP Mary Lou Araneo, Mr. Drew Fawcett and Ms. Joan Wozniak for a job well done in the making of the video. He then stated that the remainder of his presentation would be done during Executive Session.

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Chair Sanders asked if there were any items for Roundtable. Seeing none, 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, Trustee Canary seconded, and the motion was approved unanimously.

With no further business after the Executive Session, the Board of Trustees meeting was adjourned at 5:01 p.m.

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The Board of Trustees meeting was adjourned at 5:01 p.m. The Board of Trustees next meeting is March 15, 2018 at 4:00 p.m. in the Lecture Hall of the Montaukett Learning Resource Center, on the Eastern Campus in Riverhead, New York.

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Respectfully submitted,  
Gordon Canary  
Secretary