

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
LECTURE HALL, MONTAUKETT LEARNING RESOURCE CENTER
EASTERN CAMPUS, RIVERHEAD, NEW YORK
MARCH 15, 2018

The meeting was held on Thursday, 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.

PRESENT:

Theresa Sanders	Chair
Gordon D. Canary	Secretary
Bryan Lilly	Trustee
E. Christopher Murray	Trustee
Denise Lindsay Sullivan	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
Paul Beaudin	V.P. for Academic Affairs

The meeting of the Board of Trustees was convened at 4:15 p.m.

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

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

Chair Sanders called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 4:16 p.m. Trustee Murray 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 4:21 p.m. Trustee Murray so moved, Trustee Lindsay Sullivan seconded, and the motion was approved unanimously.

Chair Sanders requested a motion to approve the minutes of the February 15, 2018 Board of Trustees meeting. Trustee Murray so moved, Trustee Canary seconded. The motion was approved with Trustee Lindsay-Sullivan abstaining.

Chair Sanders introduced Gail Vizzini, VP for Business and Financial Affairs, to present the College Budget and Financial report. VP Vizzini began her report by noting that there was a correction to page 12 in the Auditor's Report. There is a column for the College, the Association and the Foundation. The error occurred when a line in the Association liabilities was double counted. This was a mistake on the part of the auditors and they have corrected the page. VP Vizzini then distributed new copies of the report with the corrected page. She said the College received an unqualified opinion indicating that the financial statements and the supporting documentation are an accurate representation of the College's financial position as of August 31, 2017. For the third year in a row, there are no findings that rise to the level of a management letter. This is indicative of the fact that the College is in compliance with all applicable accounting principles and practices; all financial transactions are authorized and timely. There are no matters that result in any weaknesses in the College's internal controls. The internal control structure is sufficient to ensure the safeguarding of the College's assets and limit the College's exposure to risk. VP Vizzini then publically thanked her staff, particularly Associate Deans of Financial Affairs Sara Gorton and John Bullard, for their professionalism and dedication to assuring that the College's financial house is in order.

VP Vizzini then reported on the 2017-2018 operating budget. The projections are based on expenditures through February 28, 2018 and include actual revenue received for the spring semester which began on January 29th. She noted the revenue projections are trending similar to last month's report. The College has received its annual allocation in State Aid for the Job Linkage Program in the amount of \$247,748, which is \$8,324 more than received last year. The State Aid for the Job Linkage Program is based on a formula based on student completion rates, transfers, internship participation and employment. This reduces the overall projected revenue shortfall to \$178,906.

As previously reported as far as expenditures, there is a \$200,000 shortfall in the health insurance line. This is primarily due to the plan rate increase of 11.6%. The College continues to be fiscally prudent, monitoring the revenue and the expenditures so as to mitigate these shortfalls. VP Vizzini said that the 2018-2019 College operating budget is in the discussion stages with the Executive and Budget & Finance subcommittees of the Board of Trustees. She thanked the members of the subcommittees and said Trustee Murray would give the update under the Budget and Finance subcommittee report.

Lastly she noted that under the resolutions, item one is the monthly sponsor services payment to the County for Employee Health Insurance in the amount of \$2.85 million.

Chair Sanders called for a motion for the approval of College Resolutions 2018.15 through 2018.20. Trustee Lindsay Sullivan so moved, Trustee Murray seconded, and the motion was approved unanimously.

RESOLUTION 2018.15 - 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 \$2,852,829.02 for the month of February 2018 (*Attachment I*) are hereby approved by the Board of Trustees.

RESOLUTION NO. 2018.16 - Authorizing the Acceptance of a Gift from the Suffolk Community College Foundation

WHEREAS, the Suffolk Community College Foundation, Inc. is the recipient of 1,000 yards of wood chips donated by Lyon Tree Services, Ltd., and

WHEREAS, the Foundation wishes to further donate this landscaping material to Suffolk County Community College for the beautification of the Ammerman Campus' gardens and nature pathways, be it therefore

RESOLVED, that the Board of Trustees hereby authorizes the College's acceptance of 1,000 yards of wood chips, valued at approximately \$2,500.00, from the Suffolk Community College Foundation, Inc., with gratitude to Lyon Tree Service, Ltd. for its generous contribution.

RESOLUTION NO. 2018.17 - Adopting an Equal Opportunity and Anti-Discrimination Policy

WHEREAS, Suffolk County Community College ("College") is an equal opportunity employer and educational institution dedicated to fostering and maintaining a safe, accessible, diverse and inclusive environment that is free of all forms of discrimination and harassment, and

WHEREAS, in order to better serve the needs of the College community, and to ensure compliance with current legal requirements and best practices, the Office of Legal Affairs has undertaken a comprehensive review of the College's antidiscrimination policies and equal opportunity/affirmative action policy, and

WHEREAS, the College recommends revising and updating its antidiscrimination policies to include equal opportunity and antidiscrimination protections for both students and employees, be it therefore

RESOLVED, that the College hereby adopts the *Equal Opportunity and Anti-Discrimination Policy*, effective March 15, 2018 (see, *Attachment II*), and be it further

RESOLVED, that the College hereby revokes the *Equal Opportunity/Affirmative Action Policy*.

RESOLUTION NO. 2018.18 - Accepting the Independent Auditor’s Report for the Fiscal Year Ending August 31, 2017

WHEREAS, Suffolk County Community College contracted with the independent CPA firm, The Bonadio Group, to perform an annual audit of financial operations, and

WHEREAS, The Bonadio Group has submitted an independent audit report to the College, and

WHEREAS, the Vice President for Business and Financial Affairs has reviewed the report and recommends that it be accepted, be it therefore

RESOLVED, that the Suffolk County Community College Board of Trustees accepts the independent audit report prepared by The Bonadio Group for the fiscal year ending August 31, 2017.

RESOLUTION NO. 2018.19 - Approving a Major Change Order and Amendment to the Contract for the Construction of the Health and Wellness Center on the Eastern Campus

WHEREAS, Sea Crest Construction Corp. was awarded a contract (“Contract”) to construct the Health and Wellness Center (HWC) on the Eastern Campus, and

WHEREAS, work which was not anticipated under the terms of this contract or shown on the design drawings is required, consisting of upgrading to LED light fixtures in the pool; and increasing the height of the intake penthouse, and

WHEREAS, the original bid price for Alternate GC-6 - install the concrete bench on the west wall in the natatorium, has been honored and the bench is a desired component of the new HWC, and

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

WHEREAS, including the additional work described herein increases the contract with Sea Crest 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 \$44,481.65 to the Contract with Sea Crest Construction Corp. for additional work to be performed for the construction of the Health and Wellness Center on the Eastern 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.

RESOLUTION NO. 2018.20 - Awarding a Contract for a Project Labor Agreement Feasibility Study for the Construction of the STEM Building on the Michael J. Grant Campus

WHEREAS, the construction of a STEM building on the Michael J. Grant campus has been approved for funding by the County of Suffolk and the State of New York, and

WHEREAS, the College issued a request for proposals for a consultant to conduct a Project Labor Agreement (PLA) feasibility study for this Project, and

WHEREAS, the College Evaluation Committee reviewed the responses received and is recommending that the College issue a contract to Cashin Associates, P.C., be it therefore

RESOLVED, that the College President or his designee is authorized to enter into a contract, upon such terms and conditions as shall approved by the College General Counsel, with Cashin Associates, P.C. for a sum up to \$15,750.00 for a PLA feasibility study for the construction of the STEM building on the Michael J. Grant campus.

Chair Sanders moved to the committee reports. Trustee Lindsay Sullivan reported that the Student Success Committee had not met, and that she and Dr. Adams were working out the best way to schedule these meetings in the future. She would inform the Board when the April meeting was scheduled. Trustee Lilly announced the Facilities Committee also had not met, but he would schedule an April meeting to get up to speed on all the projects in the works.

Trustee Canary gave the Governance Committee report. At their meeting, Dr. Lauren Tacke-Cushing gave a presentation, instructions and timeline on the upcoming Middle States self-evaluation visit, and handed out the Middle States report booklet and the trustee briefing sheet. She stated the College meets the standards, and while she expects Middle States will make some findings, the College is in a very good position.

The Committee reviewed the new social media policy being developed, discussing the need to create a policy that will be broad enough to withstand ever developing social media technology in the future, but that protects an individual's First Amendment rights. Trustee Canary said Student Trustee Bost and Dr. Adams would meet with student government to ensure getting students' input on the policy. It was suggested the policy be created so that it could be updated without having to revise and readopt the policy every time there is a new development in the area of social media. Deputy General Counsel Alicia O'Connor would work with VP Araneo to further develop a draft policy, for a first round review at the next meeting.

Trustee Canary reported that four out of 12 firms responded to the RFQ for legal services for the Board of Trustees. The Committee discussed inviting the firms in for an interview, during which they would make it known to the candidates that this contract would be solely on an as-needed basis. The interview process will include any questions or concerns the Board might have.

Also at the meeting, Ms. O'Connor confirmed with the Chair that there were no pending items with Leventhal, Cursio, Mullaney & Sliney, LLP, the former outside counsel, whose contract expired on February 28, 2018. Ms. O'Connor distributed the current whistleblower policy approved in August of 2004. General discussion was had regarding the types of situations which would implicate the whistleblower policy and how they differ from claims of retaliation arising from discrimination or Title IX complaints. Ms. O'Connor would update the Committee on the policies other SUNY institutions are using at the next meeting.

A question was raised about the protocol for student protests. In anticipation of the upcoming country-wide demonstrations protesting gun violence, the Committee reviewed the College's policy for its campuses, which is available on the Legal Affairs website for review. Trustee Canary concluded his report, identifying agenda items for the April committee meeting.

Trustee Murray gave the Budget and Finance Committee report, covering several meetings during the month. One item on the agenda was the ongoing discussion of how the Foundation would move forward toward self-sufficiency. Foundation Treasurer Peterson had attended a meeting, and had announced that the Foundation Board would propose a timeframe in the fall for identifying areas where savings could be implemented.

Trustee Murray stated most of the discussion at the February 27th meeting addressed the budget for the upcoming year, which would be a difficult one due to the \$6.7 million in reserves authorized last year that will carry forward as a gap this year; a decrease in enrollment revenue; and an increase in expenses from new buildings, new programs and health insurance. He said assuming the assistance from the State and County is the same as last year, the College would be faced with a \$20 million dollar gap, and VP Vizzini was asked to present options on how to deal with the gap. At the March 9th meeting, VP Vizzini and her team offered ideas that included possibly postponing going ahead with the dental hygiene program, imposing some new student fees and increasing others that have not gone up in many years, use of the reserves, personnel moves, and increasing tuition. He acknowledged the options are not good, but stated the consensus was that everything must be put on the table. He said the committee would not make specific recommendations to the Board until the actual contribution from the State and County is known.

Chair Sanders thanked the Committee for its work, VP Vizzini's team for its information and suggestions on balancing the budget, and Dr. McKay for his advocacy, and stated the College will continue to keep the institution stable and affordable for its students even through these difficult times.

Trustee deLeon-Lopresti, leading the Personnel Committee, stated the committee would report during Executive Session as the matter discussed involved the Presidential Evaluation. The Chair

stated there was no Advocacy Committee report at this time, and moved to the Student Trustee report.

Student Trustee Bost reported he had joined Daniel Cubas, the secretary treasurer for student government, in a community-type forum to address the needs of the undocumented community. This forum was also attended by attorneys from throughout the State, as well as representatives from Governor Cuomo's office. Mr. Bost thanked Dr. McKay for extending the opportunity to participate with the College in preparing for the recent snowstorm and for giving him the tools he needs to be able to communicate with students.

The Student Trustee stated the advocacy trip to Albany was a great success, where the students met with Assemblyman Thiele, Senator LaValle, and Assemblywoman Solages to discuss issues such as restoring the \$5.2 million to the EOP program, and what students can do to support the undocumented community. The Chair shared the news that the Student Trustee had won an academic achievement award, and praised him for doing all this advocacy and support work while still maintaining his academic status. She said the Board appreciated having his voice at the table. Dr. McKay added that the Student Trustee had pointed out there was no student representation on the emergency preparedness calls, and that he has now been added to that team.

Dr. Diaz presented the report for the Foundation. She stated the Foundation completed its audit in February and received a clean bill of health from the auditors, with no inconsistencies, negative inferences or criticism of its operations. She acknowledged the leadership of the Foundation Board of Directors who endeavor to ensure that its policies and procedures are compliant, timely and even forward-looking, in order to ensure its endowment is effectively managed and invested.

Dr. Diaz reported that the invitations to the upcoming Gala would be mailed shortly, and that it would be a very exciting and different kind of gala this year, as the College celebrates the 30th anniversary of the automotive department. She said the community partners and car industry leaders were also very excited and would be presenting concept cars at the event. Dr. McKay congratulated Professor Macholz for heading up the automotive program, stating he'd never see a program take off like this one. With 225 students already, the College hopes to expand the program with a new building on the Grant campus.

Dr. Diaz announced they had just learned that a very exciting new concept car would be launched by Ferrari Maserati, making its debut at the event. She acknowledged that there was a rumor that a motorcycle would be auctioned off for ownership, not just the weekend, and would keep the Board up to date on that. Mr. Bost congratulated Dr. Diaz on her appointment to the Board of Directors at Mather Hospital.

Chair Sanders moved to the Chair's report, and combined it with the Executive Committee report. She noted she had attended nearly every subcommittee meeting and acknowledged the committee members for the amount of work and detail they put into the various issues.

The Chair reported the College had travelled to Albany with a busload of students to attend the Black, Puerto Rican, and Asian Caucus, to advocate about issues pertaining to being first generation students, tuition, and other concerns. She said these students then are inspired to become even more active on the campuses, in student government or other activities, and the bus trip provides an opportunity for the faculty, staff, and those with leadership positions at the College to be the best mentors of the students.

The Chair also reviewed the showing of the movie about the rise of the historically Black colleges and universities in America during Black History Month in February, and said the College would be partnering its Stay on Long Island program with the HBCU, to inform students of options once they leave the College.

Chair Sanders said another way the Board and the College is advocating for the students is helping them mobilize and be part of the movement to protest gun violence, after the shooting in Florida, to engage them around common issues and let their voices be heard. She said she continues to look forward to working on these fronts with the Suffolk team to make sure students know the College cares about their issues and to keep them connected here.

Chair Sanders moved on to the President's report. Dr. McKay began by thanking Ben Zwirn, Drew Biondo, Chris Adams, as well as Student Trustee Bost and students for their recent advocacy efforts. He noted that their voices matter and he has spent quite a bit of time the past month talking about the value of education and the value of Suffolk County Community College and what it means to residents of Suffolk County. He believes those talks went well and the efforts of the College's students matter the most.

Dr. McKay added that he recently attended the SUNY Student Assembly Executive meeting on the Grant campus. They discussed the community college funding formula in great length and he felt it was a very productive meeting. Dr. McKay also noted that SUNY Trustee Dr. Meryl Tisch, who recently had visited the College, was recently appointed as the Vice Chair of the SUNY Board of Trustees.

Dr. McKay then asked Dr. Lauren Tacke-Cushing to give an update on Middle States. Dr. Tacke-Cushing first thanked Trustees Morgo and Canary for inviting her to the Executive committee meeting where she was able to provide information and detail in regards to the upcoming visit. The visit begins on Sunday, March 18th and concludes with the exit report on Wednesday, March 21st. She reported that those who will be meeting with the visiting team have been notified. The logistics team is working hard to ensure that the nine members who will be on campus for those three days will be accommodated and comfortable. She expects it will be a very positive and productive visit. She explained that at the conclusion of the visit, the team Chair will give an oral exit report of the team's findings. The formal report will be sent several weeks later and the College will have an opportunity to correct any factual inconsistencies in the report. Following that, the Middle States Commission will review the report, the self-study report, and the team report, and make a final decision at the June, 2018 meeting. Dr. Tacke-Cushing noted that the visiting team would like to meet with members of the Board on Monday, March 19th for a luncheon at noon. She asked the Board members to RSVP to the President's

office, keeping in mind that no more than five could attend. She concluded by thanking the Board for their continued support.

Dr. McKay thanked the entire faculty and staff throughout the institution that participated in the two-year process, especially Dr. Lauren Tacke-Cushing and Professor Dan Linker.

Dr. McKay then invited Professor Leslie Buck, faculty governance representative of the Eastern Campus, Dr. Mahin Gosine and Dr. Alexander Kasiukov, governance representatives from the Grant Campus, to share their perspectives regarding the positive working environment they see as faculty members. Professor Buck reviewed her tenure at the College and was very happy and excited to see how things have progressed. She is thankful for Dr. McKay and his administration for their support and leadership, especially during some difficult times with governance a few years ago. She feels things have now transformed and is very optimistic for the upcoming Middle States visit. Dr. Gosine also reviewed his tenure at the College and compared the College's environment to what he has experienced while teaching at other regional prestigious four-year institutions. He characterized the College as a well-oiled machine and he is motivated and proud to work at the "best college in the world." He attributes the College's success to its leaders, Dr. McKay and his administration, for understanding the challenges the College faces and working through them collectively. Professor Kasiukov echoed what his colleagues had said and added that he believed the College was in a very great place for the Middle States visit. He noted that faculty and governance have felt the support of Dr. McKay, his administrative team and the Board and he was very thankful for that.

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Chair Sanders moved on to Roundtable. Student Trustee Bost noted that it was sometimes difficult to not have a response to everything that is said at the table as a student. He said he came to Suffolk County Community College for the purpose of just obtaining his Associate's degree and didn't know what he was going to do after graduation. After being enrolled in Professor Buck's class, who at times would stay late and work with him, he was able to end the semester with a 3.5. His perspective then changed as far as where he sees himself going. He attributes this not only to the faculty and staff, but to the administrators as well. He said that in order for them to be such great leaders it starts with having a President willing to give them the opportunity and tools they need to be successful. He attributes his success at the College to this.

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Chair Sanders called for a motion to enter into Executive Session to discuss the medical, financial, credit, or employment history of a particular person or corporation and the terms of a contract, all in connection with the evaluation of the College President. Trustee Murray 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 5:28 p.m.

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Following the executive Session, the Board of Trustees meeting was adjourned at 7:40 p.m. The Board of Trustees next meeting is April 19, 2018 at 9:00 a.m. in the Mildred Green room of the Babylon Student Center, on the Ammerman Campus in Selden, New York.

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Respectfully submitted,
Gordon Canary
Secretary