

SUFFOLK COUNTY COMMUNITY COLLEGE  
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING  
MILDRED GREEN ROOM, BABYLON STUDENT CENTER  
AMMERMAN CAMPUS, SELDEN, NEW YORK  
April 19, 2018

The meeting was held on Thursday, 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.

PRESENT:

Theresa Sanders	Chair
Jim Morgo	Vice Chair
Gordon D. Canary	Secretary
Denise Lindsay Sullivan	Trustee
Shirley Coverdale	Trustee
Gemma deLeon-Lopresti	Trustee
Jerome Bost	Student Trustee
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
Shady Azzam-Gomez	V.P. for Information Technology Services
Carol Wickliffe-Campbell	Chief of Staff

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The meeting of the Board of Trustees was convened at 9:10 a.m.

Chair Sanders welcomed everyone; the Pledge of Allegiance was led by Trustee Gordon Canary. Trustee Canary asked for a moment of reflection for Trustee Murray's father who recently passed away, as well as for former First Lady Barbara Bush.

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Chair Sanders announced that Dr. McKay was not present at the meeting, and was attending to a medical issue. 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.

Ms. Wickliffe Campbell then introduced newly appointed College Director of the Center for Innovative Pedagogy, Dr. Camille Karlson. The College created the Center for Innovative Pedagogy (CIP) in spring 2017 in further support of online learning. The Center will support College-wide e-learning and pedagogical practices for online hybrid and web-enhanced course delivery. Dr. Karlson has enjoyed a very successful career, leading distance education initiatives and training at both St. Joseph's College and SUNY Farmingdale. She is a Suffolk graduate and

holds degrees from St. Joseph's and Stony Brook, and a Ph.D. in Information Studies from LIU. Her dissertation title was *Getting Help with a Learning Management System: A Study of User Satisfaction with an Outsource 24/7 Blackboard Help Desk*. Dr. Karlson will be charged with directing the CIP and supporting and growing faculty training, supporting the Office of Legal Affairs and the Office of Academic Affairs on issues related to ADA compliance, growing the College's online presence, and collaborating with Campus Deans on prior learning assessments.

Dr. Karlson thanked Ms. Wickliffe-Campbell for the introduction and said she was very grateful to Dr. McKay for the opportunity to grow online education and training of faculty to better serve and continue to serve the needs of the College's current students. Chair Sanders welcomed Dr. Karlson on behalf of the Board of Trustees.

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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 9:15 a.m. Trustee Morgo 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 9:26 a.m. Trustee Morgo so moved, Trustee Coverdale seconded, and the motion was approved unanimously.

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Chair Sanders requested a motion to approve the minutes of the March 15, 2018 Board of Trustees meeting. Trustee deLeon-Lopresti so moved, Trustee Canary seconded. The motion was approved, with Trustee Morgo abstaining.

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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 began with a review of the revenue and expenditure projections for 2017-2018 operating budget and the accompanying Executive Summary. The projections are based upon expenditures through March 31, 2018 and include the revenue received for the spring semester, which began on January 29, 2018. She said the revenue projections are trending very similar to her last report. The overall revenue shortfall is \$230,000, due to the leveling off of enrollment. There are some shortfalls in tuition and State aid. In the expenditure line, there is a \$200,000 shortfall in health insurance, due to the increase in plan rates for the EMHP health insurance plan. The College expects it will continue to be financially prudent and will be able to mitigate the shortfalls in the current budget.

VP Vizzini reviewed the resolutions that had a financial impact. Item number one is the monthly sponsor services payments for health insurance. This includes two months of sponsor services payments of \$2.5 million for March and \$2.8 million for April. Item number six pertains to adopting the 2018 college operating budget request to the County, and item number seven pertains to setting the tuition and fees.

VP Vizzini thanked the members of the Budget and Finance subcommittee, particularly Trustees Morgo, Sanders, Murray and Bost, for their dedication and hard work in providing the direction based upon which the budget was prepared.

VP Vizzini then reviewed the proposed operating budget for 2018-2019. Expenditure increases were held to a 2.48% increase over the prior year's adopted budget. Salaries and benefits constitute 85% of the operating budget. The increases in expenditures are due to contractual salary increases and benefits, with the largest increase being due to the 11.6% increase in the plan rates for health insurance. In preparing the budget gap for consideration by the Budget and Finance Committee, considerable cuts were made totaling \$2.9 million in equipment, supplies and contracted services to mitigate the increases in other areas.

VP Vizzini said the budget was prepared based on the direction of the Budget and Finance Committee and includes increased State aid at the rate per FTE of \$100; a 4% requested increase in the County contribution; a \$175 increase in tuition per semester, or \$350 annually; increases in certain fees and the use of \$2.5 million from the reserves.

VP Vizzini reviewed the revenue support as per the SUNY budget request document and SUNY calculation methodology. She noted the student share being the largest, with the County also being a bit larger; however, SUNY requires when you use funds from your reserves, it has to be designated as a form of revenue under the sponsor share. As an example, she said to balance this year's budget, the Board authorized the College to use \$6.7 million from the reserve, which inflated what appears to be the County's share.

Trustee Morgo noted that the 25% from the County is not totally accurate -- it's not an indication that they're giving more, they're getting credit for the College dipping into the reserve fund balance. He added that this should be noted when talking with the County and reminded the trustees that the ideal contribution would be 1/3, 1/3, 1/3, each -- from student tuition, the County, and State sponsorship.

VP Vizzini presented what the expenditure increases are expected to be for the 2018-2019 operating budget. The increase in expenditures is primarily due to contractual salary increases for full- and part-time employees (\$3.5 million), employee benefits for retirement (\$617,791) and the 11.6% increase in health insurance plan rates for health insurance (\$3.5 million). Additionally, there is provision for the opening of the new Health and Wellness facility, as well as costs for equipment for the automotive, cybersecurity, and theatre arts programs, plant operations, information technology and the in-house print shop. Expenses also include enhanced marketing and recruitment efforts, as well as upgraded fire detection. She noted that to help mitigate these increases, considerable cuts were made totaling \$2.9 million.

VP Vizzini noted that the initial budget gap for the 2018-2019 fiscal year was projected at \$19.1 million. The College was hoping to help the enrollment situation by offering some new programs. The College is enhancing its cybersecurity program, and is moving forward with fashion merchandising, as well as some other programs. However, one of the programs that had very large initial start-up costs was dental hygiene. The program would have added an additional \$1.5 million in renovation costs and \$2.5 million in equipment. After difficult deliberations, the direction received from the Budget and Finance Committee was that this is not the time to move forward with the dental hygiene program. This reduced the \$19.1 million budget gap to a \$15 million gap.

VP Vizzini stated that a large part of the revenue of the \$15 million gap was last year's use of the reserves in the amount of \$6.7 million, as well as a reduction in State aid and tuition, based on a continued leveling off of enrollment of 1.25%.

She then reviewed proposed fee increases to help bridge the gap, noting that some fees have not been increased commensurate with the costs incurred for such items as laboratory equipment, replacement microscopes, etc. For example, the lab fee was last increased in 2011-2012; therefore, it is suggested that the lab fee be increased from \$60 to \$75 per semester to cover the cost of lab supplies and equipment and this \$15 increase would provide \$610,000 in revenue. The physical education fee was last increased in 2011-2012 and is to be increased from \$60 to \$75, providing \$110,000 in revenue. Although the technology fee was increased in 2016-17, an increase of \$25 per semester is recommended to cover the increasing demands of technology, bringing the technology fee to \$150 per semester and providing \$935,000 in revenue. The distance education fee has not been increased in over ten years, and will be increased from \$65 to \$75 providing \$115,000 in revenue. In total, these recommended increases are estimated to generate \$1.7 million in additional revenue.

Two new fees are recommended. The College would levy a \$100 collection fee on any student accounts that had been placed in collection, defaulted and are returned to the College as non-collectible. Therefore, students who left owing money, who decide to return to the College in the future, would have a \$100 fee imposed to cover the administrative expenses of placing the accounts in collections and having them returned unpaid. It is anticipated that this fee would generate approximately \$50,000 in additional revenue to the College. The second new fee will be placed on students who take 19 or more credits. Currently full time students pay the full time rate and can take as many credits as their counselor approves. Once a student takes more than 18 credits, they would pay a per credit rate for credits 19 and above. This fee would provide an additional \$186,000 in revenue. These two new fees are estimated to provide \$237,000 in revenue.

The College was also advised that the New York State 2018-2019 budget includes an increase of \$100 in the rate per full time equivalent (FTE) in base State aid. This will provide the College with \$1.9 million in additional State aid. In addition, there is an administrative reimbursement from grants of \$53,025.

Setting a tuition increase at \$350 a year (or \$175 a semester) will bring in \$7 million. The College received the operating budget call letter from the County Executive's office requesting that the College limit their requested increase in the County contribution to no more than 1.5% or \$636,222. After further discussion regarding anticipated Legislative support, the subcommittee is recommending that the College request a 4% increase in the County contribution or \$1.7 million. This is not enough to close the \$15.2 million gap. Therefore, the Budget and Finance Committee is recommending the use of the reserves in the amount of \$2.5 million. VP Vizzini said that Trustee Morgo, Chair of the Budget and Finance Committee, would add additional comments in regards to the process of preparing the operating budget.

Before Trustee Morgo began his report for the Budget and Finance Committee, Trustee Lindsay Sullivan questioned which fee increases apply to every student. VP Vizzini clarified that the

technology fee was the only fee that applied to every student. The other fees only applied to students taking those particular classes.

Trustee Morgo stated that he asked VP Vizzini to provide as much detail as possible in her presentation and that he would repeat some of the things she said for emphasis. He reminded the trustees that he had asked them to read the minutes of the April 6<sup>th</sup> Budget and Finance Committee meeting and to read the executive summary. He noted that the committee took their task very seriously, had met five times since January and had deliberated on all the issues. He thanked VP Vizzini and her staff for doing an incredible job. He also thanked his colleagues on the Budget and Finance Committee, Trustees Sanders, Murray and Bost.

Trustee Morgo then went over a few of the fundamentals. He stated that VP Vizzini talked about the committee's decision to postpone the \$4 million expenditure for the dental hygiene program, noting that everything reviewed by the committee has both positive and negative effects. Trustee Morgo talked about attempts made to increase enrollment by offering programs to attract new students and prevent students from leaving the county to pursue programs at other institutions as a positive, but the cost of starting a new program as a negative. He mentioned the beautiful new buildings at the College and the assumption that they are covered by capital programs. However, there are costs added to the operating budget to cover the security, custodial and new staff needed to manage the buildings. Trustee Morgo said that while the Board was very happy about the modest \$100 tuition increase last year (\$50 per semester), taking \$6.7 million from the reserves is not sustainable, this being the reason the committee resolved not to take that much again. He talked about the number of part-time students at the College and the impact it has on the amount of State aid received since it is based on full-time students resulting in a loss of \$1.7 million. He noted that the single biggest factor on the budget, next to the sponsor not fulfilling their requirement, is tuition. Tuition is affected by enrollment.

Trustee Morgo asked the Trustees to look at the minutes from the April 6<sup>th</sup> Budget and Finance Committee meeting and read the 2<sup>nd</sup> paragraph regarding the State providing the College with a \$100 increase per FTE. He applauded the great work of Ben Zwirn and the students in their advocacy efforts to help secure the contribution. He referred to the message he received from Dr. McKay, in which Dr. McKay advised Trustee Morgo that he had received a verbal commitment from the County for 4%, although certain Legislators provided verbal commitments ranging from 4% to 5%. He said this was the reason the committee decided to go with the 4% ask.

Trustee Morgo referred to VP Vizzini's comment that revenue was the problem. He said that this was true for any budget -- expenditures have to be balanced by the revenue. He added that the College has something of value, the education of the County's students and their entry into the middle class. Adding to the value of the College are its facilities. He noted the agreement made with the County that if they sponsor an event there is no charge for the use of facilities. This has been estimated to be approximately \$600,000 in revenue loss a year. He said he was not suggesting that it shouldn't be done, however he would like the College administration, when speaking with the County to mention it when discussing the 4% ask.

Anticipating disapproval from the County Executive for the 4% ask, Trustee Morgo referred to a point that Trustee Murray had made where he emphasized the need to point out the cuts that the College has made, the push to ask the County for an increase in their contribution, and the other factors that were made to limit the level of tuition increase, when speaking to the County and let them know that if they don't come up with the 4% there will be an impact on tuition. He added that the citizens of Suffolk County are all of the College's constituents, and they have to do their best to create an affordable place for Suffolk County students to go to get a great education. Trustee Morgo then discussed some of the points that were deliberated on during the process of putting the operating budget together, saying that everything was on the table and they had even discussed draconian cuts. He emphasized that the committee worked hard, no stone went unturned and tough questions were asked.

Chair Sanders asked if they could review some of the cost savings that were made during the process. VP Vizzini reviewed the slide on expenditures, saying it was hard to make cuts in equipment and supplies when adding facilities, however they were able to do so. The cuts in equipment were \$1,253,000, supplies were \$252,630 and almost \$450,000 in contracts. She added that the College also increased the turnover savings, which means vacancies will have to be vacant for a longer period of time. This was an increase of \$500,000. Additionally the estimate is about another \$200,000 in savings as the College moves towards electronic refunds for student refunds.

Trustee Canary shared that when he and Chair Sanders met with the Middle States review committee, Dr. Rose noted that when reviewing the College's tuition rates and financial picture, it seemed as if the College was constantly dipping into reserves and holding down tuition increases, and alluded that was not a healthy situation for the College.

Dr. Tacke-Cushing, Co-Chair of the self-study evaluation team, clarified that this was the team report and had not yet been endorsed by the Middle States Commission on Higher Education. The Commission is expected to vote on the report in June.

Trustee Lindsay Sullivan questioned what the employee contribution was for health care, noting the increase in the cost of the health insurance the College pays monthly. AVP Tempera said the health insurance is dealt with separately in the union negotiations. It is between the unions and the County outside of the collective bargaining agreements. The College is part of the discussions with the County. He, along with his union counterpart, chair the health insurance committee. There is a 15% contribution by all new employees hired after January 1, 2013. He added there are ongoing negotiations, and it is being reported that the County Executive built into his budget this year contributions from *all* employees.

Trustee Canary asked how the County Executive has the unilateral ability to do that outside the budget negotiation process. AVP Tempera said it was part of the various collective bargaining negotiations. There are ten unions between the College and the County, and built into the union contracts is health insurance, which says that's going to be dealt with separately. It has been part of the collective bargaining process, but the College has had a self-insured plan for 25 years. He added that this has been a successful plan because the College has labor and management working together. The College oversees the plan; our major medical and hospital administrator

is Blue Cross, Beacon Mental Health, and currently WellDyne for prescriptions. The College does its own RFPs to ensure the best rates.

Trustee Canary asked AVP Tempera what he thought the chances were for that happening -- the contributions for all county employees for health insurance. AVP Tempera said he felt there was a good chance that there will be some sort of contributions, or if not contributions, changes in how the benefits are offered because they also have a budget gap and a number that they have to get to.

Trustee Lindsay Sullivan thanked AVP Tempera and questioned if the County did not come up with the 4% contribution, then what would happen. Trustee Morgo said he believed they would honor their commitment, however if the College does not receive the 4% County contribution, the committee would deliberate its options once again and will consider raising tuition an additional \$50. He said subject to the Open Meeting Law limitations, he would ask other Trustees to join the Budget and Finance Committee members meeting to deliberate.

Trustee deLeon-Lopresti questioned, with the closing of Briarcliffe College, was there an analysis of students who had applied to the school for the next semesters, who would have wanted to take the dental hygiene program at the College, and will that now result in a loss of students enrolled. Dr. Adams said there were 85 students that were in Briarcliffe's dental hygiene program. Trustee Morgo noted it did not mean that all 85 would come to the College; they did not have a direct number how many were interested in coming to the College. Trustee Morgo said the committee had also made it clear that the program was not eliminated, rather it was being postponed.

Trustee Canary said he just remembered something regarding the dental hygiene program. During the lunch meeting with the Middle States review team, the SUNY representative who sat in on the meeting said something to the effect that it was probably a good thing that the College did not intend to pursue the dental hygiene program because she did not think SUNY was going to approve it. She said the projections in the dental hygiene program are such that SUNY does not think it is cost-effective. Trustee Morgo asked if the College had any reaction to that statement. Dr. Beaudin explained that the College applied for the dental hygiene program with SUNY. There was another college in the area who had a concern about it. The College appealed, however the College had never been rejected from having the dental hygiene program.

EVP Petrizzo said the issue should be framed around a geographical question. The original proposal was for the program to be housed on the Grant Campus -- that raised an issue with someone in that vicinity, and then the question was whether to then have the program moved to either the Ammerman or Eastern Campus.

Chair Sanders reminded everyone that they should refrain from any discussion or comments in regards to the Middle States visit and their recommendation report until the final report is approved by the Commission in June.

Student Trustee Bost expressed how he felt conflicted in his fiduciary role to the College vs. preferences expressed by the students he represents campus-wide when deliberating for the

recommended tuition increase. The preference of the students is to avoid any tuition increase, however, he acknowledged this was not realistic. Trustee Morgo said he understood how he felt, however, he would then ask him if he voted no, where then would they get the money to bridge the gap in the budget.

Chair Sanders said that they all shared the same dilemma as Student Trustee Bost and acknowledged it was not an easy decision to make to raise tuition. However it was a very difficult fiscal year and asked that they vote on their conscience and move forward.

Before they moved forward with the voting of the resolutions Trustee Canary shared how as a member of the Facilities Committee, he was very pleased to see Resolution 2018.25, awarding the construction contract for phase two of the parking lot expansion on the Ammerman Campus. He said he felt it was very important for the aesthetics when people come to visit the campus that it's looking top notch.

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Chair Sanders called for a motion for the approval of College Resolutions 2018.21 through 2018.25. Trustee Canary so moved, Trustee Lindsay Sullivan seconded, and the motion was approved unanimously.

**RESOLUTION 2018.21 - 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 \$2,583,923.64 for the month of March 2018, and \$2,874,033.08 for the month of April 2018 (*Attachment I*) are hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2018.22 - Accepting a Grant Award from the State University of New York (SUNY) for Participation in the SUNY Guided Pathways Institutes Project**

**WHEREAS**, Suffolk County Community College has received a grant award in the amount of \$25,000 from the State University of New York (SUNY) for the period of December 15, 2017 through July 15, 2019 to participate in the SUNY Guided Pathways Institutes project as part of the SUNY Student Success Center Community of Practice, and

**WHEREAS**, this project facilitates professional development training and curriculum resources which are aligned to the nationally recognized and evidence-based American Association of Community Colleges Pathways Project.

**WHEREAS**, the grant award will assist with the College's participation in this project, covering travel costs, release time for staff participation, supplies, speakers, books, food for professional development events, and other related costs, and

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

**RESOLVED**, that the College President or his designee is authorized and empowered to execute any necessary documentation, including a contract, in such form as shall be approved by the College General Counsel, accepting a grant award in the amount of \$25,000 from the State University of New York (SUNY) to participate in the SUNY Guided Pathways Institutes project, for the period of December 15, 2017 through July 15, 2019.

Project Director: Dr. Paul Beaudin

Note: No full-time personnel

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**RESOLUTION NO. 2018.23 - Renaming the Excelsior Program to the Beacon Program and Establishing a Tuition Policy for the Beacon Program**

**WHEREAS**, the College's Excelsior Program is a concurrent enrollment program that allows high school students to enroll in College courses while still working toward high school graduation, and

**WHEREAS**, college credits earned in the Excelsior Program can be applied toward high school and college graduation and can be transferred to other colleges and universities, and

**WHEREAS**, Excelsior Program courses are taught at partnering high schools by secondary school teachers, and the training expenses incurred by the College for the program are fixed costs that do not vary based on the number of sections taught, and

**WHEREAS**, by a resolution adopted on September 18, 2014, the Board of Trustees set the Excelsior Program tuition rate at \$53.00 per credit, and

**WHEREAS**, the Office of the Vice President for Academic Affairs recommends revising the Excelsior Program tuition rate in order to continue to be competitive with peer institutions and to ensure fiscal responsibility, and

**WHEREAS**, to avoid confusion with the New York State Excelsior Scholarship program, the Office of the Vice President for Academic Affairs also recommends that the College's Excelsior Program be renamed the "Beacon Program," be it therefore

**RESOLVED**, that the College’s Excelsior Program shall be renamed the “**Beacon Program**,” and be it further

**RESOLVED**, that commencing with the Fall semester of 2018, the tuition rate for all Beacon Program courses shall be set at \$57 per credit, which represents an approximately 7 percent increase over the current rate of \$53 per credit, and be it further

**RESOLVED**, that the Beacon Program tuition rate of \$57 per credit shall be similarly increased by approximately 7 percent beginning in the Fall semester of 2020, and shall be increased by approximately 7 percent every other Fall semester thereafter.

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**RESOLUTION NO. 2018.24 - Establishing a Tuition Policy for the Early College Program**

**WHEREAS**, the Early College Program is a dual enrollment program that allows high school students to enroll in College courses while still working toward high school graduation, and

**WHEREAS**, training expenses incurred by the College for the Early College program are fixed costs that do not vary based on the number of sections taught, and

**WHEREAS**, by a resolution adopted on September 18, 2014, the Board of Trustees set the Early College Program tuition rate at \$53.00 per credit, and

**WHEREAS**, the Office of the Vice President for Academic Affairs recommends revising the Early College Program tuition rate in order to continue to be competitive with peer institutions and to ensure fiscal responsibility, be it therefore

**RESOLVED**, that commencing with the Fall semester of 2018, the tuition rate for all Early College Program courses shall be set at \$57 per credit, which represents an approximately 7 percent increase over the current rate of \$53 per credit, and be it further

**RESOLVED**, that the Early College Program tuition rate of \$57 per credit shall be similarly increased by approximately 7 percent beginning in the Fall semester of 2020, and shall be increased by approximately 7 percent every other Fall semester thereafter.

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**RESOLUTION NO. 2018.25 - Awarding a Construction Contract for Phase Two Parking Lot Expansion on the Ammerman Campus**

**WHEREAS**, capital projects CP2127, CP2149, and CP2152 have been approved by Suffolk County and the State of New York for funding, and funds have been appropriated by the Suffolk County Legislature, and

**WHEREAS**, public bids for the construction of phase two of parking expansion on the Ammerman Campus were solicited and opened on April 5, 2018, and

**WHEREAS**, these bids were reviewed and the qualifications of the lowest responsible bidder were checked by the Consultant of Record, be it therefore

**RESOLVED**, that the College President or his designee is authorized to enter into a contract with Roadwork Ahead Inc. of Syosset, NY in the amount of \$1,515,155 for the construction of phase two of parking expansion on the Ammerman Campus upon such terms and conditions as shall be approved by the College General Counsel.

Chair Sanders called for a motion for the approval of College Resolutions 2018.26 through 2018.27. Trustee Morgo so moved, Trustee deLeon-Lopresti seconded, and Student Trustee Bost opposed. The motion was approved six to one.

**RESOLUTION NO. 2018.26 - Approving the Budget for Suffolk County Community College for Fiscal Year 2018-2019**

**WHEREAS**, the provisions of the New York State Education Law and regulations adopted in accordance with such law direct the Boards of Trustees of New York Community Colleges, subject to the approval of the State University Trustees, to prepare, approve and implement budgets, and

**WHEREAS**, Suffolk County Community College has developed its Operating Budget setting forth the budget total for the 2018-2019 fiscal year, and

**WHEREAS**, the 2018-2019 budget includes necessary amounts for meeting the operational needs of the College, and includes sufficient amounts for collective bargaining agreements, and

**WHEREAS**, the State commitment for base aid per full-time equivalent (FTE) has been increased by \$100.00 from \$2,747 to \$2,847 per FTE, and

**WHEREAS**, the College is submitting its Operating Budget for the 2018-2019 fiscal year to the Suffolk County Legislature and the Suffolk County Executive's office as per the Memorandum of Understanding, and

**WHEREAS**, the Budget and Finance Committee of the Board of Trustees has carefully reviewed all the facts and circumstances attendant to the College's proposed 2018-2019 Operating Budget, and after due deliberation, is in support of the determinations made herein,

**WHEREAS**, the College Board of Trustees is requesting an increase in County support of 4% or \$1,696,592 to the College for 2018-2019, and

**WHEREAS**, the Board of Trustees seeks a sustainable level of sponsor support to meet the mutual goals of keeping higher education attainable to the residents of Suffolk County and tuition affordable at Suffolk County Community College, and

**WHEREAS**, in order to balance this budget, the Board of Trustees has determined that it will be necessary to increase annual resident tuition by \$350, and

**WHEREAS**, the Board of Trustees has determined to access the Community College Fund Balance Reserve Fund to balance the budget, be it therefore

**RESOLVED**, that the Board of Trustees hereby approves an Operating Budget for fiscal year 2018-2019 in the amount of \$222,910,774 for operations and \$3,474,502 for grants, and be it further

**RESOLVED**, that the annual tuition charges will increase from \$4,870 to \$5,220 per year for full-time resident students and from \$203 to \$218 per credit for part-time resident students, and be it further

**RESOLVED**, that the 2018-2019 operating budget shall include a transfer from the Community College Fund Balance Reserve in the amount of \$2,547,909 and be it further

**RESOLVED**, that annual tuition and fees as provided in Resolution No. 2018.27 are to be included in the College budget for the fiscal year 2018 - 2019.

Total Appropriations:	\$226,385,276
Operation Appropriations:	\$222,910,774
Grant Appropriations:	\$3,474,502

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**RESOLUTION NO. 2018.27 - Amending Resolution No. 2017.27, Adopting a Tuition and Fee Schedule for 2018-2019**

**WHEREAS**, by Resolution No.2017.27 the Board adopted a Tuition and Fee Schedule for 2017-2018, and

**WHEREAS**, the College has reviewed its Tuition and Fees schedules and recommends that, with the following changes, the Tuition and Fee Schedule be approved for the 2018-2019 academic year, be it therefore

**RESOLVED**, the following changes in the Tuition and Fee schedule be approved:

<b>Full-time Students</b>	<b>Fall <u>2018</u></b>	<b>Spring <u>2019</u></b>
Tuition, Residents	\$2,610	\$2,610

Tuition, Non-Resident	\$5,220	\$5,220
<b>Part-time Students</b>	Fall <u>2018</u>	Spring <u>2019</u>
Tuition, Residents (per credit)	\$218	\$218
Tuition, Non-Resident	\$436	\$436

And be it further

**RESOLVED**, that English as a Second Language Fee charges will increase commensurate with the increases in full-time resident student tuition as shown on the attached Tuition and Fee Schedule (*Attachment II*), and be it further

**RESOLVED**, that the student Tuition and Fee Schedule (*Attachment II*) is hereby approved and adopted for fiscal year 2018-2019.

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Chair Sanders moved to the committee reports. Student Trustee Bost reported that he met with the Student Government Association and discussed the operations of the College budget, and the success of the Take Back the Night event. He also joined Shannon O’Neill for the Veterans Affairs’ ground-breaking to introduce vocational counseling services on the College campuses, and said the College was proud to be designated a partner in this program to service the veteran community.

Dr. Diaz gave the Foundation report. She stated that due to a labor dispute at the Huntington Hilton, the Salute to Excellence Gala scheduled for May 3<sup>rd</sup> would be postponed to October 4<sup>th</sup>, and, emphasizing the importance of the revenue raised for scholarships during this event, encouraged everyone to adjust their calendars and plan to attend and support the Foundation. She reported that a communication plan was already in place to notify over 30,000 constituents of the new date, including supporters and major sponsors, and said everyone was being very supportive.

Dr. Diaz reported that preparations are underway for the upcoming golf event, to take place this year on August 20<sup>th</sup> at a new location, the Nissequogue Country Club in St. James. She thanked everyone for their support for the Foundation and for the students at this event as well.

Trustee Canary asked if the College felt confident the labor dispute would be resolved before October. Trustee deLeon-Lopresti answered that as a former president of the union in question, she knew the union has a good relationship with the trades and with the Hilton and was hopeful the situation would be resolved. EVP. Petrizzo stated that he had been informed the work should

be completed sometime in June, allowing a little leeway. Trustee deLeon-Lopresti clarified for Trustee Canary that the Hilton was still operating, and the picket line was limited to near the building trades as they do the nonunion work. Trustee Morgo pointed out that the Foundation had already cashed checks it had received for the event; Dr. Diaz said the Foundation had already paid the deposit at the Hilton.

The Chair moved to the Student Success Committee report. Trustee Lindsay Sullivan said the committee had a great meeting and she was very pleased to have Steven Kuehhas, the Undersheriff for Suffolk County Sheriff's Office, and Curt Sclafani, the captain investigator, in attendance to discuss revisiting working with the incarcerated population, an initiative that had died off after initial discussions three years ago. She said when she learned the average stay at the Riverhead jail is 17 days, she charged the team with thinking outside the box to make that 17 days a kind of infomercial for what the inmates can achieve once they get out. She reported that Associate Dean Jennifer Browne is going to look into doing seminars or workshops at the jail to familiarize inmates with the availability of financial aid, academic vocabulary and other subjects. She stated the Sheriff's office is very excited to work with the College and will provide space, even as soon as this summer.

Trustee Lindsay Sullivan continued her report, stating the committee talked with Academic Affairs about the Excelsior program, which would now be called the Beacon Program because of the confusion with the NYS Excelsior scholarship program. She also reported that starting in the fall, there would be weekend college courses on the Eastern Campus in an attempt to increase enrollment, offering a full AAS degree in business and targeting the adult population.

Regarding automotive, the Trustee reported the State Education Department is allowing the College to offer a certificate for maintenance and light repair, allowing students who don't want to go for the full associate's degree to obtain this certificate. She reported VP Araneo had talked about the excellent 6-minute admissions video which previewed at Open House the week before, a successful event that drew 80 people at the Eastern Campus alone. She said VP Araneo had also reported that the Career Focus magazine had generated around 50 calls about the ophthalmology program, another great success.

Trustee Lindsay Sullivan stated that Director Renee Ortiz would give a presentation at the next committee meeting about the great work they are doing at the Center for Social Justice and Human Understanding, and that Public Safety would also present at that meeting. Lastly, she reported that the College is now offering courses to veterans at the 106<sup>th</sup> Air National Guard, two for this semester and three in the fall, allowing them to continue their education and get a degree while they serve.

Trustee Morgo commented that the Student Success Committee does important work towards one of the College's main goals. He said his wife volunteered her time to an organization, New Hour for Women and Children, which works with women who were incarcerated to get them back into school and reunited with their children. He said he would put her in touch with Trustee Lindsay Sullivan. The Trustee agreed that having such an organization to work with would be another awesome component to helping these women overcome barriers.

VP Araneo spoke about the new video, explaining that for quite some time she and Drew Fawcett have been discussing ways to enhance the use of student testimonials in the College's messaging, and that working with media services, the campus directors of admissions, admissions counselors, students and enrollment management, they developed this year a new institutional video to be used for admissions recruiting. She said this message is told through the words of actual students, and the video touches upon the breadth of opportunities available at the college for academic and personal growth, reflecting its diversity, pride and energy, and the high level of instruction students find here. She then presented the video, and the Board was very impressed.

Trustee Canary gave the Governance Committee report. He stated after reviewing what other higher educational institutions are doing, Deputy General Counsel O'Connor met with VP Araneo and they believe the College should accept one policy for employees and one policy for students, that it should be the same policy, just referencing employees versus students. Ms. O'Connor had stated she is interested in feedback Student Trustee Jerome Bost will receive from the student government meeting with respect to the Social Media Policy, and that the committee expects to have an updated draft of the policy for the May Governance Committee meeting.

Also, Ms. O'Connor was asked to set up interviews with three of the law firms who responded to the RFQ for legal services: Leventhal, Cursio, Mullaney and Sliney, who had the prior contract, the Law Offices of Anton Borovina, and the Law Office of Thomas Volz. Discussion was also held on the whistleblower policy. Ms. O'Connor's research showed that SUNY institutions have adopted whistleblower policies which are similar to one another, and she stated the College should use those policies as a basic template, as well as information from New York State Civil Service Law's whistleblower statute, to update the College's present policy. Trustee Canary stated that items under discussion include providing guidance on how to file a complaint, use of an online format, how the policy could preclude anonymous complaints because protecting the complainant from retaliation is the whole point of the policy, and which office would be handling the investigations. He said Ms. O'Connor would have a draft policy for review at the May Governance Committee meeting.

Trustee deLeon-Lopresti stated she would have her report for the Personnel Committee at the May meeting.

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Chair Sanders moved to the Chair's report, combined with the Executive Committee meeting report. The Executive Committee, as usual, met to review the agenda items and the resolutions in order to prepare for the current Board meeting. For the Chair's report, she shared her excitement and emotion about the upcoming commencement and urged the Board members to be part of this great experience.

The Chair reported that she was getting emails about the grants the different departments have applied for and was excited that the College's work is appreciated, and that external people who are asked to support the College are helping to fund that work. She stated Open House was a success, and there is a lot of buzz in the community about Suffolk. The Chair thanked Trustee

Morgo and his team for their work and guidance on the budget in this tough climate, stating the budget must be balanced and the College must find a way to continue to provide an opportunity for higher education in the community.

Chair Sanders congratulated everyone involved in Middle States and thanked Dr. Tacke-Cushing for her leadership, acknowledging what a great feat it was to come through the first phase with such success.

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Chair Sanders moved on to the President's report. EVP Petrizzo stated that, anticipating a lengthy budget discussion, there would be no presentation, but there were a couple of notes for the Board. He advised the Board they would be getting the required annual self-assessment form electronically, and this would be administered by Scantron, with the report sent to the Chair to be reviewed and commented on at the next meeting. EVP Petrizzo also informed the Board of an issue with student accident insurance. The New York State Department of Financial Services informed the College that they believe all student accident insurance policies are no longer considered to be in compliance with certain provisions of the Affordable Care Act. He said the College is in negotiations with that agency, and checking with other institutions to see how they've been handling this issue. He said approximately 20 other community colleges, nearly half the SUNY student population, are in the same situation, something the Financial Services Department seemed unaware of. He said it is an important policy for the College, and they would continue to work on finding a solution that the Department of Financial Services finds suitable and acceptable to provide similar coverage for the students. Chair Sanders asked if there was a timeline and EVP Petrizzo replied that the College has to have something in place by September 1<sup>st</sup> for the new semester.

EVP Petrizzo also reported that the College is in discussions with Empire State College regarding possibly taking space in the Culinary building, and having the College provide services to Empire in their new building on College Road. He said these may be avenues where revenue might flow to the College, and the College would be looking into it.

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The Chair moved to Roundtable. She acknowledged that Jerome Bost has been re-elected for another term as Student Trustee, and congratulated him for accepting the challenge, as well as on receiving academic progress awards during the year.

Trustee Morgo acknowledged Kevin Peterman for working with the Legislature to try and secure the 4% contribution. Ms. Wickliffe-Campbell confirmed that commencement would be on May 24<sup>th</sup> at 11:00 a.m. and asked the Trustees to respond the following day so that regalia could be ordered. Trustee Canary brought attention to a recent article titled "Report: Long Island Births Fall: Downward Trend Worries Regional Business Group." He warned that this was an issue the College had to pay particular attention to as this impacts its future.

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Chair Sanders requested r a motion to enter into Executive Session to discuss the medical, financial, credit or employment history of a College employee, and settlement discussions for potential litigation regarding a dispute at the Culinary facility in Riverhead. Trustee Lindsay Sullivan so moved, Trustee Canary seconded, and the motion was approved unanimously.

With no further business after the Executive Session the Board of Trustees, the meeting was adjourned at 11:07 a.m.

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The Board of Trustees' meeting was adjourned at 11:07 a.m. The Board of Trustees' next meeting is May 17, 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