

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
BOARD ROOM, LEARNING RESOURCE CENTER
GRANT CAMPUS, BRENTWOOD, NEW YORK
May 17, 2018

The meeting was held on Thursday, May 17, 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
Bryan Lilly	Trustee
Denise Lindsay Sullivan	Trustee
Shirley Coverdale	Trustee
Gemma DeLeon-Lopresti	Trustee
E. Christopher Murray	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

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 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. Mr. Lupo extended greetings from the Comptroller.

Chair Sanders called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 4:04 p.m. Trustee Canary so moved, Trustee Coverdale 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 4:20 p.m. Student Trustee Bost so moved, Trustee Lilly seconded, and the motion was approved unanimously.

Chair Sanders requested a motion to approve the minutes of the April 19, 2018 Board of Trustees meeting. Trustee Morgo so moved, Trustee DeLeon-Lopresti seconded, and Trustees Lilly and Murray abstained. The motion was approved.

Chair Sanders introduced Gail Vizzini, VP for Business and Financial Affairs, to present the College Budget and Financial report. VP Vizzini began with review of the revenue and expenditure projections for the 2017-2018 operating budget and the accompanying Executive Summary. The projections are based upon expenditures through April 30, 2018. She said the revenue projections are trending very similar to her last report. The overall revenue shortfall is \$317,000, due to the leveling off of enrollment and the enrollment-related revenue items, state aid, tuition and fees. As far as expenditures, the College is projecting the shortfall in health insurance and workers' compensation. As she had previously reported, the County, increased the plan rate for health insurance, which is the reason for the shortfall in health insurance. The College has also received an annual invoice for workers' compensation, which is administered by the County. The invoice and authorization for payment is resolution item #3. VP Vizzini added that the College is billed on the basis of actual experience, and there has been an increase in the number of retroactive awards by the New York State Workers' Compensation Board, which attributed to an additional cost of about \$150,000 more than had been expected based on historical experience. The College is, however, confident that it should be able to mitigate these shortfalls by continuing to be fiscally prudent.

VP Vizzini reported that the College met with the County Executive's budget office for the College's annual operating budget hearing. They had questions in terms of the College's methodology for revenue projections. She said they answered those questions and shared with them that the Trustees also had similar questions.

VP Vizzini reviewed the resolutions that had a financial impact. The monthly sponsor services payment for health insurance is \$2.87 million. The resolution for budget transfers totals approximately \$107,000. She noted the funds are in the budget but need to be transferred to the appropriate category of expense. The first one is a one-time expenditure, \$30,000, for a floor scrubber at the HSEC.

The next few items are for the Grant Campus; \$12,500 for furniture for the EOP TRIO area, \$12,500 for carpeting at the Allied Health, Math and EOP areas, and \$12,500 for cement work at the Veterans Plaza in front of Caumsett Hall. As for the last two items, \$13,845 needs to be transferred for the monthly water treatment payment for the College's sewage treatment services, and to make the payment to SUNY for the annual Blackboard hosting charges, the software the College uses for learning.

Chair Sanders called for a motion for the approval of College Resolutions 2018.28 through 2018.36. Trustee Canary so moved, Trustee Morgo seconded, and the motion was approved unanimously.

RESOLUTION 2018.28 - 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 \$2,874,272.00 for the month of May 2018 (*Attachment I*) is hereby approved by the Board of Trustees.

RESOLUTION 2018.29 - Approving Budget Transfers

WHEREAS, the Board of Trustees has established a policy on the authorization of budget transfers, and

WHEREAS, according to said policy, budget transfers must be authorized by a resolution adopted by the Board of Trustees, and

WHEREAS, the Vice President for Business and Financial Affairs recommends the budget transfers on *Attachment II* as necessary for the operation of the College, be it therefore

RESOLVED, that the budget transfers shown on *Attachment II* are hereby authorized and approved.

RESOLUTION NO. 2018.30 - Approving Annual Sponsor Services for Suffolk County Community College for FY2017-2018

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

WHEREAS, the regulation also requires the approval of each Sponsor Service satisfactorily performed; and

WHEREAS, Workers Compensation, and Liability Insurance are considered Sponsor Service; be it therefore

RESOLVED, that the following charges for Sponsor Services totaling \$2,121,193.68 for the College's 2017-2018 fiscal year are hereby approved by the Board of Trustees.

1065	628300	Workman's Compensation	\$1,324,080.88
729600		Liability Insurance	452,242.16
		Administrative Charges	<u>344,970.64</u>
			\$2,121,193.68

RESOLUTION NO. 2018.31 - Approving the Settlement of a Claim

WHEREAS, an individual has indicated that she has a valid claim against Suffolk County Community College for property damage, and

WHEREAS, the parties have entered into discussions to resolve the matter in its entirety, and

WHEREAS, the parties, wishing to avoid the burden, uncertainty, delay, expense and distraction of litigation, have reached an agreement for the settlement of the individual's claim against the College, be it therefore

RESOLVED, that the individual's claim against the College be settled in its entirety for an amount mutually agreed upon by the parties.

RESOLUTION NO. 2018.32 - Amending the College Budget for a Grant Award Increase from the State University of New York (SUNY) for the Distribution of New Open Educational Resources (OER) Funding

WHEREAS, the 2017-2018 College operating budget includes a grant award in the amount of \$20,000 from the State University of New York (SUNY) for the Open Educational Resources (OER) initiative for the period of October 18, 2017 through June 30, 2018, and

WHEREAS, OER are teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits repurposing by others, and

WHEREAS, OER courses will provide the College's students with a cost-effective alternative to traditional textbooks, and

WHEREAS, the grant award has been increased by \$4,506, bringing the total amount of the grant award to \$24,506, and

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

WHEREAS, it is necessary to amend the 2017-2018 College operating budget in the amount of \$4,506 to provide for the increase in the grant award, and

RESOLVED, that the 2017-2018 College operating budget be amended to reflect an increase in the amount of \$4,506 from the State University of New York (SUNY) for Open Educational Resource (OER) funding, and the College President or his designee is authorized to execute any required documentation with the administering agency, upon such terms and conditions as shall be approved by the College General Counsel.

Project Director: Paul Beaudin, Ph.D., Vice President for Academic Affairs

Note: No full-time positions

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RESOLUTION NO. 2018.33 - Accepting a Federal Grant for the 2018-19 Federal Work Study Program (FWSP).

WHEREAS, Suffolk County Community College has applied to participate in the Federal Work Study Program (FWSP) authorized under Part C of Title IV of the Higher Education Act of 1965 as amended by the Education Amendments, and

WHEREAS, the application has been approved in the amount of \$531,846, and

WHEREAS, the federal regulations allow the sum of \$75,000 or 10 percent of the allocation, whichever is less, to be set aside for the Job Locator & Development Program, and

WHEREAS, this federal grant must be matched by a 25 percent contribution, and

WHEREAS, amendments to the law became effective in October 1986 allowing five percent administrative expense allowance based on total student expenditures for FWSP, be it therefore

RESOLVED, that the Board of Trustees hereby accepts the total federal allotment of 2018-19 Federal Work Study Program in the amount of \$531,846, and be it further

RESOLVED, that \$53,184 be set aside for Job Locator Program, with the College matching contribution of 20 percent to be provided by in-kind contributions, and be it further

RESOLVED, that the Federal Work Study Program's five percent administrative allowance be charged against FWSP and deposited in the appropriate account, and be it further

RESOLVED, that the On-Campus Work Study Program shall continue to be matched by a 25 percent contribution by the College and that the Off-Campus Work Study Program be matched by a 25 percent contribution from the respective participating off-campus agencies, except for the Community Service Employment, and be it further

RESOLVED, that the off-campus agencies shall contribute their respective shares of Employer's FICA and Workmen's Compensation except for the Community Service Employment.

RESOLUTION NO. 2018.34 - Approving the Allocation of the 2018-2019 Federal Work Study Program (FWSP).

WHEREAS, Suffolk County Community College is composed of three campuses, and

WHEREAS, the Financial Aid Office on each campus offers financial assistance via the Federal Work Study Program, be it therefore

RESOLVED, that the following distribution of the 2018-19 Federal Work Study funds by campus is hereby approved.

Original FWSP Federal Allocation	\$531,846
Less: Transfer to Job Locator Program	<u>-53,184</u>
Remaining FWSP Federal Allocation	\$478,662
Less: 5% Admin Expense Allowance of Campus Wages	<u>-29,916</u>
Remaining FWSP Allocation	\$448,746
Plus: 25% of Institutional Share of Student Wages	<u>+112,186</u>
Total Student Wages Available	\$560,932

Campus Wage Distribution of Federal College Work Study Allocation

Ammerman Campus (44%)	\$246,810
Grant Campus (42%)	\$235,592
Eastern Campus (14%)	<u>\$ 78,530</u>
Total Campus Wage Distributions	\$560,932

RESOLUTION NO. 2018.35 – Accepting a Federal Supplemental Educational Opportunity Grant (FSEOG) for 2018-19

WHEREAS, Suffolk County Community College has applied to participate in the Federal Supplemental Educational Opportunity Grant Program as authorized under Subpart 2, Part A of Title IV of the Higher Education Act of 1965, and as amended by the Education Amendments,

WHEREAS, the application has been approved in the amount of \$771,758, and

WHEREAS, amendments to the law became effective in October 1986 allowing a five percent administrative expense allowance based on total expenditures for FSEOG, be it therefore

RESOLVED, that the 2018-19 Federal Supplemental Educational Opportunity Grant in the amount of \$771,758 be accepted, and be it further

RESOLVED, that the Federal Supplemental Educational Opportunity Grant allotment be deposited in the appropriate accounts, after reducing that allotment with five percent of FSEOG expenditures as administrative expense being charged to the FSEOG account.

RESOLUTION NO. 2018.36 – Allocating the 2018-19 Federal Supplemental Educational Opportunity Grant Program (FSEOG)

WHEREAS, Suffolk County Community College is composed of three campuses, and

WHEREAS, the Financial Aid Office on each campus offers financial assistance via the Federal Supplemental Educational Opportunity Grants Program, be it therefore

RESOLVED, that the following distribution of 2018-19 FSEOG funds is hereby approved:

Federal Supplemental Educational Opportunity Grants (FSEOG)

Original FSEOG Federal Allocation	\$771,758
Less: 5% Administrative Expense for Grants	-\$ 38,588
Remaining FSEOG Allocation for Student Grant Disbursement	\$733,170

Campus Distribution of FSEOG Student Grants

Ammerman Campus	(44 %)	\$322,595
Grant Campus	(42 %)	\$307,931
Eastern Campus	(14%)	<u>\$102,644</u>
Total of College Grants		\$733,170

Chair Sanders called for the committee reports, starting with Student Success. Trustee Lindsay Sullivan reported that Dr. Beaudin had spoken to the committee about the adoption of the Open Educational Resources digital textbooks pilot program, a grant-funded program through SUNY, which has proven successful in increasing the pass and retention rates for students at other colleges. Suffolk’s professors are working with it to see if this resource works with their curricula; if so, at \$10-\$20 per course, it will also save the students hundreds of dollars in textbooks. The Trustee also stated the committee had reviewed the end-of-term activities and awards ceremonies highlighting the students, and that VP Araneo reported the College had been given an additional \$2.1 million in grants this year. She announced that the next meeting of the committee would be in August.

Trustee Canary gave the Governance Committee report. He stated they had met individually with two of the three respondents to the RFQ for legal services, Mr. Anton Borovina and Steve Leventhal, on May 14th, and had explained that the services would be on an as-needed basis. The third candidate, Tom Volz, was interviewed just before this Board meeting. The committee

hoped to be able to make a recommendation to the Board at the June BOT meeting as to which candidate to hire to provide the services.

Trustee Canary also reported that at their meeting Deputy General Counsel Alicia O'Connor distributed an updated Employee Social Media Policy and that she and VP Araneo suggested that a process be set up for departments to request a social media site, and the content guidelines and procedures be developed and then reviewed annually by the president's cabinet. VP Araneo, Ms. O'Connor and Drew Biondo, Director of Communications, would meet again to finalize the draft policy and present it to the committee at the June meeting, with the goal of putting it before the Board at the August BOT meeting and having it ready to go for the fall semester. Ms. O'Connor also distributed at their meeting a proposed new draft of the updated Employee Fraud and Whistleblower Policy, which would be reviewed by the committee and discussed at the August BOT meeting, again with the goal of having it finalized for the fall semester.

Trustee Morgo gave the Budget and Finance Committee report. He said discussion centered around the need for Suffolk County to make a 4% increase in its contribution, and strategy to make that happen, with involvement of all trustees, the Faculty Association and the students. He said that Dr. Adams and VP Vizzini had reported that a visit to the Student Government Association was very encouraging, with the students volunteering to help in any way possible, including accompanying College representatives to the Legislature to make their case for the increase. He stated Ben Zwirn would be coordinating those efforts and encouraged the trustees to go to him for guidance. He said at the next committee meeting in June there should be a better idea of where the request for the 4% increase stands.

Trustee Lilly stated the Facilities Committee had not met and so had nothing to report. Chair Sanders said there was no report from the Personnel Committee either and moved on to the Student Trustee's report.

Student Trustee Bost reported that he attended a recognition and awards ceremony on May 16th on the Eastern campus, and that on April 25th he joined Dr. Adams at the Ammerman campus for a Day of Action event, where students assembled to ask for an end to violence and shooting in schools, and called on their county, state and federal lawmakers to work with them on that issue. He also participated in the College-wide Arbor Day event, planting trees on the campuses. He joked that he had also been very busy with assisting the student trustee in his re-election. Chair Sanders thanked him for making time for these events, acknowledging that it is not easy being a student and serving as a trustee, and letting him know how much the Board appreciates his service.

Dr. Diaz gave the Foundation report. She spoke about the upcoming 35th annual Suffolk Community College Golf Classic which supports the College's students via scholarships, to be held this year at a new venue, the historical Nissequogue Golf Club, with panoramic views and an executive chef for an upscale experience. She was very excited and pleased to announce that Albrecht, Viggiano and Zureck, one of the largest financial services and accounting firms on the Island, has agreed to be the sole honoree. She stated the Save-the-Dates had already gone out and the invitations would likely go out the first week of June, and said she hoped to see everyone there. Trustee Canary asked what the maximum number of foursomes would be, and Trustee

Lilly answered it would be somewhere in the vicinity of 120 players. He said it would be challenging to keep everyone moving along as this was a harder course.

Student Trustee Bost interjected that he had forgotten in his report to recognize Frandy Tapia, the out-going vice president of student government on the Grant Campus, who had been a reliable source of help in accompanying Mr. Bost and the students up to Albany to negotiate and fight for the students. He asked Mr. Tapia to introduce himself to the Board. Mr. Tapia pointed out his successor, Alec Amiga, and thanked everyone for the great experience he has had at Suffolk. He said he was part of the EOP program, and had a big advantage with the early start at the College two weeks after graduating high school. Dr. Adams asked where he would be going next year, and Mr. Tapia replied he would be going into the CUNY system at Queens College with a double major in history and political science. He said he was looking forward to bringing all of the leadership and people skills, everything that Suffolk has taught him, to the new college. He thanked everyone for the work they do for the students, saying it was much appreciated by the students. Mr. Bost thanked Mr. Tapia again for his service.

Chair Sanders then gave the Chair's report. She started by saying that, having spent so much time on the campuses lately and in particular at the Grant campus, she wanted to publicly state that the College has some of the best facilities on Long Island, outstanding when it comes to conferences and meetings, and outstanding just being on the campus and feeling the energy of the students in an atmosphere that is perfect for learning and engaging. She thanked everyone at the meeting for creating such a great environment and making the campus a nice place to come to and do business.

The Chair said she was looking forward to Commencement, the highlight of the year, and to recognizing all those students that have successfully completed. She said the Board would continue to work hard to make sure that student success is one of its main focuses. She reported that the budget process has been intense and consumed much of the last few weeks as the Board and the College work to ensure that tuition will be kept low. She thanked the budget team for advocating on behalf of the students, and said she hoped they'd be able to present a final budget next month.

Trustee Morgo interrupted, asking Mr. Tapia if he was at the Student Government Association meeting concerning the budget and if he was going to volunteer to help with the effort to advocate for the increased funding. Mr. Tapia answered yes to both questions. Trustee Morgo stated it was very important that students get involved.

Chair Sanders continued her report, announcing that the Association for the Community College Trustees, ACCT, would be having their 2018 Congress in New York City October 22nd and 23rd, and encouraged the trustees to attend for training on how to do their jobs effectively. She said there was a deadline for the discounted rate ending shortly and that they would need to let Ms. O'Hara know immediately if they planned to attend.

Chair Sanders moved on to the President's report. EVP Petrizzo announced that in the absence of the President he would present the President's report. He advised the Board that the new capital project they approved for a new auto tech building on the Grant campus did not make it into the County Executive's capital program. The College appeared that morning before the working group of the Suffolk County Legislature in order to advocate for the project and for its placement into the County capital program. He asked Mr. Ben Zwirn, who was there along with John DeMaio and Dave Macholz representing the College, to give a report on that meeting.

Mr. Zwirn said that they had met that morning with members of the working group along with nine of the Legislature. He said that they had a host of questions, but he felt that by the time they were done, he felt they were persuasive in getting the project back into the capital program. They explained to them that it is a two-part project, a planning document, and pointed out that just because they put the auto tech program into the capital program doesn't mean they're going to spend the money on it. The College needs it in there so it can go to the State and ask for the State to approve it because they will fund 50% of any of the expenditures that the College has in the capital program on the project.

Mr. Zwirn added that they were surprised the County Executive did not put this in the capital program anywhere, noting there is a category for "subsequent years," and that means just leaving it in there just to show that there's some merit to the project and that it can be moved up as time goes on. The project, unfortunately, did not even make it to the "subsequent years" category. However, he said the legislators they met with earlier did see great merit in the project, and the budget review office even said the project had merits on its own. If a project can go into the capital program, the College can then go to the different automotive companies such as Audi and Tesla and ask them for support. He added that the Chairman of the Education Committee, Tom Donnelly, would like to see it go in as early as 2019. Mr. Zwirn said he was not quite so optimistic, however, he does believe they were able to generate a lot of support for the project.

Trustee Morgo said he was concerned about advocating for support for both the operating budget and capital program budget simultaneously -- that there might be an effect of one on the other. He added he understood why it would be preferable to have the program, even in subsequent years, however, he feels it would still be very possible to talk to private sector automotive companies and say the College is advocating for this program, and should they get it approved would they consider subsidizing. Mr. Zwirn replied that the level of support from the automotive companies would not come from the local dealers, but rather from the national companies, and it would be much easier to have those conversations with the support of the project in the County's capital program budget.

Trustee Canary asked if during the meeting the legislators indicated what percentage of funding they want to see from any of the automotive dealers. Mr. Zwirn said they did not say what percentage, however, they indicated as much as possible. He noted that the program today gets a lot of support from different automotive companies; they supply the program with a lot of the equipment and cars. The College will also be looking into possible grants that can help support the program. Trustee Canary said he had participated in a meeting back in December with Audi representatives and he came away from that meeting with the understanding of the

dire need for technicians and felt confident of that the College would get support from the major dealers on Long Island.

Trustee DeLeon-Lopresti asked what the average starting salary is for an auto technician. Mr. Zwirn replied some of the salaries are in the \$60,000 range. He noted that one of the differences now in the auto tech industry is that technicians used to be paid hourly, however, they are now being paid salaries because they're in such high demand.

EVP Petrizzo introduced Dr. Jeff Pedersen who would give a presentation on the College's Strategic Plan. Dr. Pedersen invited Executive Director Kaliah Greene to assist him with the presentation. Dr. Pedersen began with an overview of the College's first Strategic Plan. The current Strategic Plan was created in 2007 for the Middle States Self-Study. The statement was reaffirmed during the 2011-2012 Strategic Planning process, resulting in the 2013-2020 Strategic Plan, when the Strategic Planning group decided to reaffirm the old Strategic Plan, including the mission statement and goals. They were sent to the Board for approval and the Board then added the sixth goal of diversity. At the end of 2020, it will have been 13 years since the plan and goals have been reviewed so it is now time to revisit and begin the process for the 2020-2027 Strategic Plan.

Dr. Pedersen then reviewed the need for the College to have a Strategic Plan. Through the Strategic Plan, the College communicates its values, identity, goals and aspirations to the college community, the stakeholders, and the public at large. More importantly, it is a compliance issue. The State Education department, State University of New York, and Middle States all require that the College have certain elements that should be combined in its Strategic Plan, such as the mission statement and institutional goals. The plan helps guide the College's decision-making over the next seven years, including action initiatives and annual operational planning. The plan also forms the basis for the College's integrated planning model that establishes the relationship between planning, assessment and evaluation, and budget resource allocation, which all tie back to the College's institutional goals. Lastly, the plan provides a framework for maintaining evidence of effectiveness for our accreditation purposes.

The responsibility for creating the new Strategic Plan lies with the Strategic Planning committee, which is made up of representation from all campuses, faculty, staff, administration, students, all academic programs, and AES units.

Dr. Pedersen identified the elements of the Strategic Plan as the College's mission and vision statements, institutional goals, objectives, outcomes and key performance indicators. These will all be revisited and may be altered as a result of the planning process for the 2020-2027 plan. He said they began the Strategic Planning process by identifying values. They do this by seeking stakeholder perceptions of institutional strengths, weaknesses, opportunities, and threats. This process is called a SWOT analysis. Dr. Pedersen suggested the Board might want to consider doing this activity during its retreat in November saying it was a fun activity.

Executive Director Greene then discussed the 27-month architecture planning process. There are five distinct phases. The first is the architecture and engagement prep in Spring 2018 and Summer 2018. The next phase is the stakeholder engagement activities, in the Fall of 2018 and

Spring 2019, followed by the crafting process in Fall 2019, then the stakeholder validation and approval processes in Spring 2020 which will lead to the implementation process in Fall 2020.

The Strategic Planning committee consists of four subcommittees. The first is the Engagement subcommittee which will last throughout the entire process. They are responsible to ensure the college community is engaged and will serve as strategic planning ambassadors, as well as assist with creating an official strategic plan campaign name and aligned activities. The Survey and Focus group subcommittee will review previous survey and focus group questions to determine new questions, recommend a survey deployment schedule for each constituency and volunteer to conduct at least one focus group. This committee will serve from Spring 2018 through 2019. The final two subcommittees will begin later on in the process. Those are the Values, Mission, Vision, Institutional Goals (IGs) and Measurable Institutional Objectives (MIOs) subcommittee. This subcommittee will help to review everything based on the focus groups. The final subcommittee will be the Writing subcommittee which will use information gathered throughout the process to begin writing 2020-2027 mission and vision statements, IGs, MIOs.

Lastly, Ms. Greene said they would provide the Board with a timeline for the 27th month architecture, month by month, and will detail who is responsible for each activity. Dr. Pedersen added that the presentation itself would also be published on the OPIE website and would be available to the college community as well.

EVP Petrizzo then asked Public Safety Director Baycan Fideli to update the Board on safety and security, as the Chair had requested. Dr. Adams, who oversees public safety, first gave an introduction to the presentation. He emphasized how complex the College's fire and public safety network is, operating 365 days a year and 24/7 across the three campuses, two downtown centers, off-campus travel, and study abroad. A unit review for public safety was required for the Middle States Self-Study, and this generated evidence and a report which resulted in the department improving its level of service. Working closely with Special Events and with Civil Service to appoint a fourth captain to oversee these events, and improving communication services through the text messaging program "Shark Alert" have been two major achievements. He asked Director Fideli to present the training prepared for the Board.

Mr. Fideli explained that Public Safety entails not only fire but all environmental health and safety issues, like HAZMAT and OSHA. He said recent shooting events have resulted in increased attendance at his presentations, this being his 62nd, and he gives presentations constantly to "keep the buzz alive" as to what faculty, staff and anyone who wants to attend needs to know in order to prepare for an incident.

Mr. Fideli said the first thing he emphasizes is to learn the phone system and how to call Public Safety, by their own number, by 311 from a campus phone, or by 911. Two important improvements the department made some years ago was centralizing its dispatch operations, including making everything electronic (allowing them to be able to see all calls coming in or going out) and going direct with the local police departments to be on their radio frequencies. With these measures in place, the team constantly tries to improve on the national average response time of 8 minutes for a big incident, where every second counts.

Mr. Fideli then spoke about the expanded alert system, Shark Alert, and pointed out the white device on the wall. These devices are all around the campuses and when activated send messages by phone and computer that something is happening. He reported his officers undergo various training regimens, including trauma control, actually meeting with trauma surgeons to learn how to save a limb or a life. He explained that the College has moved from the nationwide curriculum of sheltering in place to an international curriculum that the FBI advised them to start using, making RUN HIDE FIGHT other options to consider, especially given the campuses' many open spaces. He said training people to think of their own options is a challenge; his team goes into individual buildings and trains employees on their best options for that building in different scenarios. Public Safety signs and stickers are in every classroom and most offices.

Mr. Fideli stated there are 312 cameras around the campus, useful for distance incidents. He said his team is trained to know their individual roles, especially emphasizing that the lieutenants on each campus are the sole individuals in charge during an incident and know they must make all decisions for incident control and incident management until an outside agency arrives and there is a joint incident command. This training also encompasses the many special events the College hosts, including on weekends.

Mr. Fideli stated prevention is a key element of safety and he stressed that everyone must be aware of changing behaviors. He said students, staff and faculty are all equal in the eyes of Public Safety, and domestic situations are especially worrisome.

Speaking about response timelines, Mr. Fideli emphasized that acting quickly and going into defensive mode is critical so it is important to know the exits, know the options, and know how to shut down in those first minutes. In a chaotic situation, the alert system could be forgotten; there is one officer in charge on each campus who knows he is responsible for getting the alert out. But paying attention to students learning of incidents on social media is critical, also, because social media is often the first way that the news comes through. He gave tips for facing an active shooter situation: know your escape route, use equipment to blockade or hide behind, get away from windows, lock doors, run in zig-zags, throw things, get in the perpetrator's face if all else fails.

Mr. Fideli pointed out the Crisis on Campus video on the College website and asked everyone to view it. He then reviewed post-incident scenarios, and emergency response versus emergency management. Clearing of buildings, crowd control, rescue management, buildings closing, and crisis counseling are all areas his team is constantly trying to plan for, and learn what the next steps in the process are. He ended by encouraging everyone to look into the School Dude Crisis Manager app where all of Public Safety's plans can be reviewed, and a panic button can be used to contact them. Dr. Adams said he would forward the flier and the PowerPoint to the Chair.

Student Trustee Bost commented that Assistant Director Carroll had appointed him to the Public Safety committee at the Eastern campus where he participated in addressing many public safety issues. He asked if there had been resolution on establishing relations and communications with the Southampton police and sheriff's departments since the Eastern campus does not fall under the SCPD jurisdiction. Mr. Fideli answered that he had reached out to all the agencies available in the area and would be able to contact whoever is nearby when an incident occurs. He stated

Public Safety radios have a Suffolk County command band, and all agencies are on there. He said there would be a live drill in the fall to test the 911 system and to prepare Peconic Bay Medical Center for trauma incidents. Trustee Morgo asked if the Southampton town police had 911 dispatchers, and Mr. Fideli replied yes, they would be part of testing the limits of 911. He said getting the information to the correct units is the challenge; radios allowing direct communication make a big difference.

Dr. Adams added that Public Safety also has relationships with all the Fire Districts, and that Mr. Fideli was also in charge of fire safety, another huge aspect of his responsibilities. Mr. Fideli stated he works with the fire marshals on both the county and state levels and takes their suggestions. He said fire codes and safety codes clash, however, and this is a challenge. Mr. Bost stated that the College has the benefit of having an officer of the Riverhead Fire Department as our Director of Public Safety.

Trustee Lindsay Sullivan asked if Public Safety personnel participate in the county and town training sessions. Mr. Fideli replied they work with them one on one, but have looked at what kind of training it is and how his public safety team fits into that model. These training sessions are mainly working with K through 12 models, quite different from the campus setting. The July certification training for the police department might not be something Public Safety would participate in if it is law enforcement training. Dr. Adams pointed out that another big difference between K through 12 protocol and the College's is that K through 12 takes central attendance, something that would be impossible on the College's campuses, but that the College is working on leveraging the technology available to be able to identify where students with disabilities are and then have Public Safety officers respond immediately to those particular classrooms. He said the work of Public Safety is never done; they are always training and looking at professional development opportunities.

Trustee Canary asked if incoming students get basic active shooter training during orientation. Dr. Adams answered yes, and it is also included in the virtual orientation. He added the College will be holding drills periodically, starting in the fall. He offered to provide advanced training for the trustees at their retreat in the fall. Mr. Fideli agreed, and said he is pushing the faculty to show the Crisis on Campus video on the first day of classes, and again encouraged the Board to watch it. Trustee Canary and Chair Sanders thanked Mr. Fideli for all his team does, and Chair Sanders expressed interest in having all of the Board get added to the Shark Alert system. She thanked EVP Petrizzo.

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The Chair moved to Public Comments. Chair Sanders introduced AME representative, Michelle O'Connell, who was representing Dan Levler, President of AME. Ms. O'Connell thanked the Board for the opportunity to address them and said she apologized for Mr. Levler's absence -- he unfortunately got called into another pressing matter. Ms. O'Connell stated that it was essential to recognize all the College has done on behalf of the AME members and they do appreciate all of it. However, there are some issues of concern that have been brought to their attention regarding some things that happen on the different campuses, and they would like to help resolve those issues, both on the local and the state level.

She added that they do recognize that some of the things that have been brought to their attention are economical, whereas others will require man hours to achieve, but they believe that together they can make the College a great place to learn, as well as a great place to work. They have met with members on multiple campuses, and some of the issues that have been brought to their attention are: some vehicles do not have safety striping to make their members more visible as they're driving through the campus as night; purchasing protective gear and equipment for public safety officers; and increasing the lighting on campus at night, specifically the Eastern campus to increase safety. Ms. O'Connell thanked the Board for their time and said they looked forward to any future discussions on the items she brought up.

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The Chair moved to Roundtable. Trustee Canary said he had attended the Offshore Wind public meeting that was conducted by NYSERDA at the LIA office in Melville. He added they were very excited that a representative from the College was at this meeting, because they said they were going to be reaching out to the College to discuss workforce development, noting the tremendous amount of jobs that are going to be coming out of offshore wind. Trustee Canary said he was excited to share this information and said the College should expect some type of contact with NYSERDA.

Chair Sanders said it was that time of the year again to designate a Chair for the Ad Hoc Nominating Subcommittee. She asked Trustee DeLeon-Lopresti if she would accept to Chair the subcommittee and Trustee DeLeon-Lopresti accepted. Chair Sanders said Trustee DeLeon-Lopresti would be in touch with the Board members to come up with a new slate of officers to be voted on at the June meeting.

Trustee Morgo asked if there would be an Advocacy Committee again, noting that would be helpful. Chair Sanders agreed and said she would add it to the list.

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Chair Sanders requested a motion to enter into Executive Session to discuss the medical, financial, credit or employment history of a particular college employee and to discuss the manner in which college officials have performed their duties, and to discuss and evaluate an RFQ for services. Trustee Morgo so moved, Trustee Lindsay-Sullivan seconded, and the motion was approved unanimously.

With no further business after the Executive Session, the Board of Trustees meeting was adjourned at 5:57 p.m.

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The Board of Trustees meeting was adjourned at 5:57 p.m. The Board of Trustees' next meeting is June 21, 2018 at 10:00 a.m. in the Media Room of the Culinary Arts Center, in Riverhead, New York.

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Respectfully submitted,

Gordon Canary
Secretary