

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
BOARD ROOM, LEARNING RESOURCE CENTER
MICHAEL J. GRANT CAMPUS, BRENTWOOD, NEW YORK
SEPTEMBER 20, 2018

The meeting was held on Thursday, September 20, 2018 at 9:00 a.m. in the Board room of the Learning Resource Center, on the Michael J. Grant Campus in Brentwood, New York.

PRESENT:

Theresa Sanders	Chair
Jim Morgo	Vice Chair
Gordon Canary	Secretary
Denise Lindsay Sullivan	Trustee
Gemma deLeon-Lopresti	Trustee
E. Christopher Murray	Trustee
Shirley Coverdale	Trustee
Belinda Pagdanganan	Trustee
Kevin O'Connor	Trustee
Jerome Bost	Student Trustee
Dr. 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
Christopher J. Adams	V.P. for Student 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 9:00 a.m.

Chair Sanders welcomed everyone; the Pledge of Allegiance was led by Trustee Gordon Canary. Trustee Canary asked for a moment of silence for Evelyn Rodriguez, a local community activist that had recently been killed. (*Moment of silence was observed.*)

Chair Sanders proceeded with the swearing in of Trustee Kevin O'Connor. Trustee O'Connor was sworn in by Chris Cuomo from the Suffolk County Clerk's office. After the signing of the oath of office, photos were taken.

Chair Sanders called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 9:14 a.m. Trustee Lindsay-Sullivan 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 9:17 a.m. Trustee Morgo so moved, Trustee O'Connor seconded, and the motion was approved unanimously.

Chair Sanders requested a motion to approve the minutes of the August 16, 2018 Board of Trustees meeting. Trustee Morgo so moved, Trustee Canary seconded, and the motion was approved unanimously.

Chair Sanders introduced Gail Vizzini, VP for Business and Financial Affairs, to present the College Budget and Financial report. VP Vizzini said she had been advised by the State Comptroller's Office that their audit of the College's Information Technology Operations is near completion. The draft audit report and IT Letter are in the draft stage and will be forwarded directly to the President, the Board of Trustees, VP of Information Technology and herself for a review to determine if there are any factual errors. The scope of the audit concentrated on IT operations, testing for any vulnerability of the IT system, and adequacy of the training of personnel. In addition, the auditors reviewed the online banking operation in Finance. She was advised that there were no significant findings. The Trustees can expect the draft report to be sent directly to them for review. There will also be an exit conference scheduled at a later date.

VP Vizzini then reviewed the revenue and expenditure projections for the 2017-2018 operating budget and the accompanying Executive summary. These projections are based upon expenditures through August 31, 2018, however, they are still processing payments for invoices for purchases incurred in August or earlier. She said the revenue projections were trending similar to her last report. The overall revenue shortfall is estimated as \$900,771, primarily in the enrollment generated revenue of tuition and fees. The College continues to be fiscally prudent and held the line on expenditures in order to mitigate the revenue shortfall.

VP Vizzini then reviewed the 2018-2019 operating budget. The 2018-2019 Operating budget was predicated on the assumption that enrollment would decline by 1.25%. As of the September 17th fall enrollment report, the unduplicated headcount shows that enrollment is at 96.7%, or - 3.3%. This is -2.05% less than was assumed in the operating budget. Each 1% difference equates to approximately \$1 million in revenue. Therefore, they are projecting a potential revenue shortfall of \$2.05 million. Knowing this, Dr. McKay directed VP Vizzini to implement Phase I of the shortfall mitigation plan, which is to sweep 20% of equipment and supplies across all campuses and central administration to a contingency account. This will address \$2 million of the shortfall. Any remainder will be made up by assuring that vacancies remain vacant longer and that only essential positions are filled, including via the 1126 process. The College will continue to be fiscally prudent in monitoring revenue and expenditures to assure that they are in line.

Chair Sanders called for a motion for the approval of College Resolutions 2018.55 to 2018.58. Student Trustee Bost so moved, Trustee Coverdale seconded, and the motion was approved unanimously.

RESOLUTION 2018.55 - 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 I* as necessary for the operation of the College, be it therefore

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

RESOLUTION NO. 2018.56 - Awarding a Construction Contract for the Renovation of Kreiling Hall

WHEREAS, capital projects CP2114, CP2149 and CP2177 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 the renovation of Kreiling Hall on the Ammerman Campus were solicited and opened on August 22, 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 Stalco Construction, Inc. of Islandia, NY in the amount of \$7,161,550.00 for the renovation of Kreiling Hall on the Ammerman Campus upon such terms and conditions as shall be approved by the College General Counsel.

RESOLUTION NO. 2018.57 - Approving a Major Change Order and Amendment to the Contract for the Construction of the Health and Wellness Center of 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 storefront doors with removable mullions;

installing one additional fire smoke damper; modifying wall footings in Service Room #122; customizing color and embedding conduit in precast concrete panels; changing the incoming building service feed utilizing aluminum; relocating the incoming 1200A service switch from second to first floor; installing a new doghouse manhole at the building storm water connection; upgrading the automatic transfer switch; burnishing the polished concrete floor; a credit for re-using the existing wastewater lift station control panels; a credit for deleting the concrete bench on the west wall in the natatorium; replacing the existing wastewater lift station control wiring; and adding the telecommunications closets to an emergency generator circuit, and

WHEREAS, at this stage of the construction the College estimates that sufficient contingency funding remains for the unanticipated work 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 \$66,032.35 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. 2018.58 – Authorizing the Acceptance of a Gift from the Suffolk Community College Foundation

WHEREAS, the Suffolk Community College Foundation, Inc. is the recipient of solar panels donated by Northwell Health ("Northwell"), valued at approximately \$50,000, which donation was facilitated by SUNation Solar Systems Inc. ("SUNation"), and

WHEREAS, the Foundation wishes to further donate these solar panels to Suffolk County Community College for utilization at the Renewable Energy & STEM Center on the Michael J. Grant Campus, be it therefore

RESOLVED, that the Board of Trustees hereby authorizes the College's acceptance of solar panels, valued at approximately \$50,000, from the Suffolk Community College Foundation, Inc., with gratitude to Northwell and SUNation for this generous contribution.

Chair Sanders moved to the committee reports. Trustee Morgo gave the Budget and Finance Committee report. With the committee now meeting year-round, it had not meet before this trustees' meeting but Trustee Morgo commented on progress made since the last meeting, and

how pleased he was with the discussion and debate about the status of finances, and also pleased there was not a unanimous vote for approval of the new budget, a healthy outcome. He reviewed the decision that was made on how to fill the \$636,000 budget gap by splitting the cost between savings and the use of reserves rather than increasing tuition. He discussed the surge in enrollment that had been projected at the last Board meeting, and asked Dr. Adams to comment on that.

Dr. Adams reviewed the efforts to make that surge happen, bringing the enrollment deficit of about 9.8% FTE in June down to 3.6%. He stated the increased enrollment numbers did not include the 5,000 or so students being brought in by the Beacon Program under Dr. Beaudin and Deborah Wolfson, but the College would still get the FTE contribution from the state for those students. The efforts included an intense supplemental marketing campaign, close work with the Executive Deans of the three campuses, and the newly launched online application process. He said the College is also looking into a customer relations management system; SUNY's CRM, on state contract, has been investigated and will fit all the College's needs, saving a lot of money.

Dr. Adams stated there are many positives that came out of this enrollment cycle, including an increase in first-time students, and the Flex program which will be a big help in offsetting declining high school enrollment. He added that Dr. McKay had requested a report to look at reasons for why the College had a decrease in continuing ed students.

Trustee Lindsay Sullivan commended Dr. Adams for all this work and said, with the decline in high school graduation rates, the College must continuously think about and look for out-of-the-box situations to attract and serve more students, and develop and grow the ongoing efforts to produce people eligible for the workforce. Trustee Morgo agreed, remarking that one factor for declining enrollments across community colleges was an improving economy. He invited the newly sworn-in Trustee O'Connor to consider sitting on the Budget and Finance Committee.

Trustee Canary asked to publicly state his thanks to the entire team for their efforts with the advertising, which he believes has gone a long way toward convincing parents that the College is a wonderful institution that they do want to send their children to. He said the College will be well-positioned for the influx of new students it will take in when the next recession hits, especially with the Flex scheduling and the advanced computerization it now has. Chair Sanders also congratulated the team on the extra efforts.

Trustee Lindsay Sullivan stated the Student Success Committee had not met and had no report.

Trustee Canary gave the Governance Committee report. He said the committee welcomed former trustee Anne Shybunko-Moore, who had requested to meet with the committee to discuss the College's hiring procedures. Deputy General Counsel O'Connor distributed a copy of the search committee procedures developed by the human resources office years ago, and the committee agreed to review the procedures and decide if updates should be recommended. The committee would also consider Ms. Shybunko-Moore's comments and respond to them. Ms. Shybunko-Moore then left the meeting.

Trustee Canary reported the committee moved on to a discussion of the policy on naming opportunities and endowed funds, a new area being investigated. Ms. O'Connor distributed red-line copies with proposed changes to the original 2008 policy form, which authorizes the College's buildings and facilities to be named after entities, such as private corporations, which make significant donations to the Foundation. He said Ms. O'Connor noted that the Office of Institutional Advancement and the Executive Director of the Foundation were also reviewing the policy, and that the committee requested that Legal Affairs research other naming policies, including the County of Suffolk's policy. The committee will review the proposed changes and provide Ms. O'Connor with additional comments and concerns, to be reviewed at the next Governance Committee meeting.

Trustee Canary said the committee also discussed the College's policy authorizing use of its facilities by non-college entities, which had been adopted by the Board in 2016. He said agenda items for the October committee meeting would include discussion about the College's hiring procedures and protocols and the policy on naming opportunities and endowed funds.

Trustee deLeon-Lopresti reported that the Personnel Committee had met that morning and would give a brief report during executive session. There were no reports from the Facility or Advocacy Committees.

Student Trustee Bost presented his report, stating he'd attended orientation on Grant Campus and thanked Dr. Keane for inviting him to the well-attended event. He said he had the opportunity to go into the classrooms and see the information the students were offered, such as the hours for tutoring, information about degree programs, and partnership opportunities that are offered upon leaving Suffolk. The Student Trustee also reported that he had discussions with the Phi Beta Kappa honor society and had met with Dr. Adams and Dr. Beaudin about getting PTK more engaged with the ELL and ESL programs, to provide assistance to that population.

Trustee Bost stated the student government association on the Eastern Campus had provided him with a report regarding a number of students who weren't able to participate in commencement due to limited tickets and also to travel considerations. Mr. Bost requested that the Association follow up with data in order to validate pursuing an initiative to work with and represent the students on that campus. He said he planned to meet with student government, Chair Sanders and Trustee Lindsay Sullivan to plan how to better serve students during next year's commencement, and that Dr. Adams had made himself available to form a steering committee to address these concerns brought by student government. Finally, Mr. Bost reported that he'd formed a committee with the two other students who had run for Student Trustee in order to bring their ideas, concerns and initiatives forward. This committee would meet once per semester, with the first meeting scheduled for the first week in October. Trustee Canary expressed concern about the students' issue with commencement and, regarding the number of tickets allowed, asked if perhaps changing the venue should be discussed. Trustee Lindsay Sullivan and Chair Sanders replied they were looking at options.

Dr. Diaz presented the Foundation report. She thanked the Board and the College community for their support of the golf event, which was very successful, and spoke about the upcoming Salute to Excellence Gala on October 4th, recognizing and celebrating 30 years of automotive

excellence in training, and a great opportunity to recognize the community partnerships that have developed as a result of the automotive program and the industry on Long Island and on the national level. She also invited everyone to attend the Governance Awards event October 26th at Lombardi's on the Bay.

Chair Sanders combined her report with the Executive Committee report. Chair Sanders stated for the Executive Committee report that the committee meets the Monday prior to Board meetings to go over the agenda for the Board of Trustees and Board of Directors meetings, preparing with the Cabinet the details pertinent to the agenda to present at the meeting.

For the Chair's report, Chair Sanders asked the Board to save the date for the Board retreat on November 15th, to be joined by the boards of the Foundation and the Center for Social Justice and Human Understanding.

The Chair recognized the community's loss of Senator John McCain, Aretha Franklin, and local community advocate Evelyn Rodriguez. She said it is a testament that ordinary people can do extraordinary things, and sometimes that comes through personal sacrifices and tragedies. She asked that everyone present maximize their time and do their best to give ones all each day.

Chair Sanders encouraged the Board members to attend the regional training and conference of the Association of Community College Trustees, to be held in New York October 24th – 26th. She said these academies provide very helpful in-service training for growth and development for board members. She thanked Trustee Morgo for nominating her for the Regional Trustee award, and the entire Board for supporting the nomination, and said she would receive the award for Eastern Regional Trustee, which would put her in contention for the title of National winner. She said the work was very long and hard but very rewarding, particularly when she was looking out at all the hopeful faces of the graduates at commencement. With that, the Chair concluded her report.

Chair Sanders moved on to the President's report. President McKay began his report by congratulating Chair Sanders for being recognized nationally as a regional award winner adding that it said a lot about her work and contribution to the eastern region.

Dr. McKay then reported on some of his recent meetings. He met with Kevin Law of the Long Island Association to discuss the vision they share for the institution, and the College's relevance in the region and across the state. He noted that Trustee Canary and Senator Boyle had recently attended a Regional Economic Development Committee (REDC) meeting, and thanked them for attending and reflecting on the region's needs. The College is in the last two years of its Strategic Plan. Dr. McKay recently met with Dr. Pedersen and Executive Director Kaliah Greene to discuss the launch of the 2020-2027 Strategic Plan. The College is also reviewing the Title III report to see if any of the learning objects that were created by faculty can be made available to all students and continue to be used. Dr. McKay had the opportunity to meet with the Building Trades; he shared with them the value that they bring to the region and the College, and will be meeting with the executive director as a follow-up. He announced there were some

upcoming meetings; he will be having a professional development day for his Cabinet members on October 1st, where the cabinet will spend the day working together to take a look at the institution, and set goals for the following year. The Occupational Therapy Assistant program reaccreditation site visit is scheduled for October 1st – 3rd, the Salute to Excellence Gala is on October 4th, and Professional Development Day for the College community is on October 9th. Lastly he will also be spending a day at each of the campuses meeting with the Executive Deans, faculty, staff and students, to see what's happening on the respective campuses.

Dr. McKay introduced Dr. Beaudin and said he would be sharing with the Board and update on STEM and CTA Pathways. Dr. Beaudin said his report was an update to the last report given in 2015 by then VP of Academic Affairs Dr. Suzanne Johnson. He first thanked Dr. Troy Tucker and VP Araneo because many of the opportunities that he was going to discuss are grant-funded and possible because of their hard work.

He reported that the high school grant-funded STEP and Liberty Partnership Program, led by Assistant Dean Arlene Jackson, currently has 755 county high school residents coming to the College every Saturday. The Beacon program led by Dean Wolfson has approximately 5,000 Suffolk County high school students every year. Dean Wolfson has also had inquiries from some of the local high school partners about the New York State Technical Pathways Program. Other Continuing Ed programs that are grant-funded at the College are the Ophthalmic Program as well as fee-generating Workforce Development programs that are led by John Lombardo. The College currently has 93 students enrolled in the C-STEM program who are doing research at Brookhaven Labs and at national labs around the country. The Cybersecurity Program currently has about 130 students enrolled.

The College is developing AAS technical programs in addition to the AS and AA programs. The College has learned that some students who come into the technical programs are not interested in completing an AAS degree. They are interested in gaining the skills which will lead directly into the workforce. The College now has a 28-credit automotive program certificate. These students will have the opportunity to pursue a degree, but by and large, they're interested in gaining the technical skills to go directly into the workforce.

There is a pathway from Continuing Ed and Workforce, and another pathway for those students who graduate from the College and go on to pursue a bachelor of science or into engineering programs. Some of the College's students who complete the AS programs go on to some of the best colleges and universities in the state and around the country.

Dr. Beaudin said he had spoken to Dr. McKay about the need to have students help to tell the amazing story of their experience at the College. He then introduced Andrea Dunkirk, who works in the office of continuing education so she could introduce a student speaker. Ms. Dunkirk introduced herself and said she worked with the grant-funded programs, the tech hire, the Health IT, and the Ophthalmic Technician Programs. She introduced her student Paul, who walked into her office in late December, unemployed, not knowing where he was going, or what he was doing. They placed him into the Health IT boot camp, and talked to him about opportunities. He then joined the Ophthalmic Program in late February, and is now going back to school with the hopes of entering the nursing program.

Paul then began to share his story. He recapped his child hood story of how he had always wanted to be a doctor. Unfortunately, due to financial hardships he was unable to finish high school. He eventually did complete his GED and was able to do one semester up at Cobleskill. Eventually, though, the realities of life were that he had to survive and had to go to work.

Paul became a salesman with a small company that he built up. Although a single parent, he was able to build the company and was the Director of Sales and Marketing. Eventually, though, the economy crashed and it was devastating to his industry. He found himself out of work, in a bad economy with outdated skills. One day while visiting the library, he came upon a flier about a Health IT information Technology boot camp, and an Ophthalmic Technician Program that will prepare you to take the certified ophthalmic technician assistant boards, a national certification.

Although skeptical, he found himself in Ms. Dunkirk's office asking about the program. Ms. Dunkirk took the time to sit with him and explain the program and the opportunities available. He said he walked out of her office that day feeling transformed. He left her office feeling hope again, after a long time of being depressed and down about his lack of skills and education. He entered the program, and moved onto the Ophthalmic Technician program. Eventually, he went back to her office to ask about going back to school. With Ms. Dunkirk's help, he is now a student at the College. Over the summer, Paul did an internship and was offered a job due to the skills he had gained through the program. Ironically he turned down the position because he was now a full-time student. He attributes all the new opportunities to the skills he gained by entering the program and is very grateful to the College and Ms. Dunkirk for helping him in transforming his life.

Dr. Beaudin then thanked Paul for sharing his story and also thanked all those involved in making the pathway programs available and successful.

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The Chair moved to Roundtable. Trustee Morgo said he had three quick points to make. He commended the student for his testimonial and said the County and State sponsors should hear the testimonial because it gives a great snapshot of why the College is so important. Second, he had mentioned earlier that it was very positive that last month the Board had a discussion on one of the resolutions prior to taking a vote on the resolution. He said often they routinely pass all the resolutions at once; however he reminded the trustees that if there were any resolutions they think should be discussed further, the resolutions can be taken out of order and can be voted on individually. Lastly, he noted the Regional Economic Development Council meeting that Dr. McKay had mentioned, revealed what the REDC's priority projects were. Those projects then go up to Albany and the final results are shared in November. One of the priority projects was the College's cyber-security building, which he said means it is going to get some funding from the REDC. He added that this was a testament to Dr. McKay and his team for putting that forward and was happy to see that.

Trustee Lindsay-Sullivan said Dr. Beaudin had mentioned earlier the Culinary Program at one of her schools and she wanted to share how the program came to fruition. She said they were building a family consumer science classroom, and the intention was to also build a culinary

program to be used for four periods out of a nine-period day. She originally approached a K-12 partner for assistance in building the program and was told it was not possible. She then approached the College and she was referred to staff from the College's Culinary Arts program, who assisted her in finalizing the blueprints and forming the program. Four years later, the program is filled to capacity, and the students leave high school with seven culinary credits to the College; many of them transfer to the program in Riverhead, and have the capability of receiving a food handler's certificate, which allows them to be a manager of a restaurant. She added that these are the kinds of things that make the difference in lives and how the College plays a vital role. Lastly Trustee Lindsay-Sullivan shared a hand-out regarding some of the programs that are available to everyone at the Culinary Arts Center and encouraged the Trustees to try a cooking class and share the information.

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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. Student Trustee Bost so moved, Trustee Pagdanganan seconded, and the motion was approved unanimously.

With no further business after the Executive Session, the Board of Trustees meeting was adjourned at 10:27 a.m.

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The Board of Trustees meeting was adjourned at 10:27 a.m. The Board of Trustees next meeting is October 18, 2018 at 4:00 p.m. in the Lecture Hall, of the Montaukett Learning Resource Center, on the Eastern Campus, in Riverhead, New York.

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Respectfully submitted,
Gordon Canary
Secretary