

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
BOARD ROOM, LEARNING RESOURCE CENTER
MICHAEL J. GRANT CAMPUS, BRENTWOOD, NEW YORK
DECEMBER 6, 2018

The meeting was held on Thursday, December 6, 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.

PRESENT:

Theresa Sanders	Chair
Jim Morgo	Vice Chair
Gordon Canary	Secretary
Denise Lindsay Sullivan	Trustee
E. Christopher Murray	Trustee
Belinda Pagdanganan	Trustee
Jerome Bost	Student Trustee
Dr. Shaun L. McKay	President
Louis J. 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
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 4:07 pm.

Chair Sanders welcomed everyone; the Pledge of Allegiance was led by Trustee Gordon Canary. Trustee Canary then asked for a moment of silence for the passing of the 41st President George H. W. Bush.

Chair Sanders moved on to the recognition of guests. Chief of Staff, Ms. Carol Wickliffe-Campbell recognized Tom Lupo from the Comptroller's office. Mr. Lupo wished the Board and the College community a wonderful holiday season on behalf of Comptroller Kennedy.

Ms. Wickliffe-Campbell said Nick Palumbo, Executive Director for College Sustainability Programs, would introduce the guest from Cenergistic. Mr. Palumbo said that Dr. McKay had charged him five years ago with undertaking the lead with the College's sustainability efforts. He and his team have been working hard in trying to achieve the goal and recently the fruits of those efforts have started to pay off. The College has been recognized by the New York State Environmental Excellence Award as well as the Energy to Lead Competition. Three colleges across the State were awarded one million dollars from NYSERDA to promote energy efficiency

and environmental efforts and the College was one of them. Mr. Palumbo then introduced Mr. John Moore from Cenergistic who was going to present Dr. McKay and the Board of Trustees with another award recognizing the College's sustainability efforts.

Mr. Moore then presented Dr. McKay and Chair Sanders with the Environmental Excellence Award from Cenergistic recognizing the savings over the last four years. He added it was an incredible accomplishment which involved the efforts of everyone at the College and he commended everyone for participating and striving to continue to grow the savings. To date, the College has accomplished \$2.8 million in savings. Photographs were taken and Chair Sanders thanked Mr. Palumbo and praised the College's sustainability efforts.

Chair Sanders called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 4:14 p.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 4:18 p.m. Trustee Lindsay Sullivan so moved, Student Trustee Bost seconded, and the motion was approved unanimously.

Chair Sanders requested a motion to approve the minutes of the October 18, 2018 Board of Trustees meeting. Chair Sanders said there was a correction, and asked that the minutes be amended to include Trustee Pagdanganan as present at the meeting. Trustee Morgo so moved, Trustee Lindsay Sullivan seconded, and the motion to approve the minutes, as amended, was approved unanimously.

Chair Sanders introduced Gail Vizzini, VP for Business and Financial Affairs, to present the College Budget and Financial report. She reviewed the revenue and expenditure projections for 2018-2019. The monthly projection as of November 30, 2018 are consistent with previous reports. The shortfall is \$3.5 million dollars, of which \$2.8 million is tuition and \$516,000 is directly related to enrollment. The College addressed the shortfall through a mitigation plan, sweeping 20% of the equipment and supply accounts into a contingency account, and the College continues to monitor vacancies and other expenditures to assure that it doesn't exceed appropriations.

VP Vizzini reviewed two resolutions, the first is the monthly sponsor services payment for health insurance in the amount of \$2.8 million. The second is the three budget transfers - they consist of \$47,500 for a consultant study that is to review the management salaries plan and the organizational structure; and the second transfer is a \$219,000 within the Department of Information Technology's budget - this is realignment of priorities so that there is sufficient funds to cover the annual maintenance and renewal contract. The final budget transfer is \$13,000 to make repairs to the Polar Trac machine, this converts the lawnmower into a snowplow.

Trustee Morgo commented that the Executive Committee met on Monday and had a discussion on the \$47,500 transfer to do the consultant study on exempt managerial salaries. He said the committee felt it was a good initiative because it will give a look into how the College's administrators are compensated and how they compare to similar institutions. He made it a point that they should really compare institutions in high cost areas like Long Island to other institutions in similar high cost areas such as Westchester, Orange County and Nassau.

Chair Sanders called for a motion for the approval of College Resolutions 2018.65 to 2018.76. Student Trustee Bost so moved, Trustee Pagdanganan seconded, and the motion was approved unanimously.

RESOLUTION 2018.65 - 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 \$2,888,726.60 for the month of November 2018, (*Attachment I*) is hereby approved by the Board of Trustees.

RESOLUTION 2018.66 - 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. 2018.67 - Authorizing Increase in the Hourly Wage Rate for Part-Time employees at Suffolk County Community College

WHEREAS, due to the increase in New York State's minimum wage effective 12/31/2018, the hourly wage rate for part-time employees of Suffolk County Community College should, likewise, be increased, be it therefore

RESOLVED, that the hourly wage rate for part-time employees of the College shall be increased as reflected on Attachment III, annexed hereto, effective 12/24/2018.

RESOLUTION NO. 2018. 68 - Amending the College Budget for a Perkins IV Career and Technical Education ACT Program Grant

WHEREAS, the 2018-2019 College operating budget provides \$624,292, including indirect costs, from the New York State Education Department, Perkins IV funds, for the Carl D. Perkins Career and Technical Education Act (CTEA) Program for the period of July 1, 2018 through June 30, 2019, and

WHEREAS, the award has been increased by an additional amount of \$51,936, bringing the total amount of the grant award to \$676,228, including indirect costs, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the 2018-2019 College operating budget be amended to reflect an increase in the amount of \$51,936, including indirect costs of \$2,432, from the New York State Education Department, Perkins IV funds, for the Carl D. Perkins Career and Technical Education Act (CTEA) Program, and the College President or his designee is authorized to execute a contract with the administrating agency, upon such terms and conditions as shall be approved by the College General Counsel.

Project Director: Dr. W. Troy Tucker, College Associate Dean of Sponsored Programs

RESOLUTION NO. 2018.69 – Amending the College Budget for a Grant Award Increase from the U.S. Department of Education for a Student Support Services (TRIO) Program Grant

WHEREAS, the 2018-2019 College operating budget provides \$292,204, including indirect costs, from the U.S. Department of Education for a Student Support Services (TRIO) Program grant, and

WHEREAS, the TRIO grant provides opportunities for students to successfully complete their post-secondary education and ease the process of transition from one level of higher education to the next, and

WHEREAS, the grant award has been increased by \$12,631, including indirect costs, and

WHEREAS, an additional \$5,000 will be administered external to the grant appropriation budget as grant aid to students, and

WHEREAS, matching funds in the amount of \$20,482, provided for in the College operating budget, will be used to provide grant aid to students, as well as additional supplies and equipment for student support, be it therefore

RESOLVED, that the 2018-2019 College operating budget be amended to reflect an increase in the amount of \$12,631, including indirect costs, to the grant award from the U.S. Department of Education for a Student Support Services (TRIO) Program, bringing the total amount of the grant award to \$309,835, and be it further

RESOLVED, that the College president or his designee is authorized to execute any required documentation, including a contract, with the administering agency, upon such terms and condition as shall be approved by the College General Counsel reflecting said increase.

Project Director: Lorianne Lueders-Yanotti

RESOLUTION NO. 2018.70 - Amending the College Budget for a Grant Award Increase from the State University of New York (SUNY) for the Distribution of New Open Educational Resource (OER) Funding

WHEREAS, the 2018-2019 College operating budget provides \$22,902 of remaining funds from the State University of New York (SUNY) for the distribution of the Open Educational Resource (OER) funding for the period of September 1, 2018 through August 31, 2019, and

WHEREAS, the grant award has been increased by \$45,800, bringing the total amount of the grant award to \$68,702, and

WHEREAS, it is necessary to amend the 2018-2019 College operating budget in the amount of \$45,800 to provide for the increase in the grant award, be it therefore

RESOLVED, that the 2018-2019 College operating budget be amended to reflect an increase in the amount of \$45,800 from the State University of New York (SUNY) for the distribution of the Open Educational Resource (OER) funding, and the College President, or his designee, is authorized to execute a contract 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

RESOLUTION NO. 2018.71 - Accepting a Grant Award from the U.S. Department of Education (USDOE) Office of Postsecondary Education, Fund for the Improvement of Postsecondary Education (FIPSE), For a Cybersecurity Lab Expansion Project

WHEREAS, Suffolk County Community College has received a grant award from the U.S. Department of Education (USDOE) Office of Postsecondary Education (OPE), Fund for the Improvement of Postsecondary Education (FIPSE), for a Cybersecurity Lab Expansion project in the amount of \$99,990 for the period of October 1, 2018 through September 30, 2020, and

WHEREAS, the project will enable expansion of the College's cybersecurity degree program onto the Michael J. Grant Campus and increase the College's instructional capacity in the critical field of cybersecurity and information assurance, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the College President or his designee is hereby authorized and empowered to execute a contract, in such form as shall be approved by the College General Counsel, in the amount of \$99,990 from the U.S. Department of Education (USDOE) Office of Postsecondary Education, Fund for the Improvement of Postsecondary Education (FIPSE), for a Cybersecurity Lab Expansion project for the period of October 1, 2018 through September 30, 2020.

Project Director: Peter Maritato, Academic Chair, Engineering/Technology

Note: No Full-Time Employees

ESOLUTION NO. 2018.72 – Accepting a Grant Award from the New York State Energy Research Development Authority (NYSERDA) for the “REV Campus Challenge” Project

WHEREAS, Suffolk County Community College has been awarded a grant in the amount of \$995,297 from the New York State Energy Research and Development Authority (NYSERDA) as a result of its participation in the Reforming the Energy Vision (REV) Campus Challenge - Energy To Lead 2017 competition, and

WHEREAS, the Energy To Lead competition sought the best solutions from colleges and universities for reducing or mitigating greenhouse gas (GHG) emission using energy efficiency, energy conservation, and renewable energy opportunities, and

WHEREAS, Suffolk County Community College will utilize the REV Campus Challenge funding for the design and construction of the Renewable Energy & STEM Center on the Michael J. Grant Campus, which will showcase clean energy technologies to the community, promote student engagement in clean energy projects, and integrate curricula to develop a qualified workforce, and

WHEREAS, the Renewable Energy & STEM Center will be among the first public Net Zero Energy (NZE) buildings in New York State and the first NZE building at a SUNY community college, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that a grant award in the amount of \$995,297 from the New York State Energy Research and Development Authority (NYSERDA) for the “REV Campus Challenge” project is hereby accepted, and be it further

RESOLVED, that the College President or his designee is hereby authorized and empowered to execute a contract, in such form as shall be approved by the College General Counsel, with NYSERDA for the grant award amount of \$995,297.

Project Co-Directors: Jon DeMaio, Administrative Director of Educational Facilities
Paul Cooper, Executive Director of Facilities/Technical Support

Note: No Full-Time Employees

RESOLUTION NO. 2018.73 – Approving a Major Change Order and Amendment to the Contract for the Construction of the Health and Wellness Center on the Eastern Campus

WHEREAS, Sea Crest Construction Corp. (“Seacrest”) was awarded a 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 was required, consisting of additional LED lights for the natatorium; computer networking additions including emergency phones; additional cabling to maintain the wastewater pump station alarms; spray fireproofing of structural steel that supports the stair enclosure; and modifications to the fabric ductwork to avoid structural steel conflicts, 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, said policy authorizes the Executive Committee of the Board of Trustees to conditionally approve a major change order where time is of the essence, subject to ratification by the full Board of Trustees at a regular or special meeting, and

WHEREAS, on November 9, 2018, the Executive Committee of the Board conditionally approved a major change order to the contract with Seacrest in the amount of \$94,193.41, be it therefore

RESOLVED, that the conditional approval of a major change order in the amount of \$94,193.41 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 ratified, and be it further

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

RESOLUTION NO. 2018.74 – Amending By-Laws for The Center for Social Justice and Human Understanding, Inc.

WHEREAS, pursuant to Resolution No. 2017.23, the Board of Trustees previously approved the renaming of The Suffolk Center on the Holocaust, Diversity, & Human Understanding, Inc. to The Center for Social Justice and Human Understanding, Inc. (“Center”), and

WHEREAS, pursuant to Resolution No. 2003.108, the Board of Trustees adopted By-Laws to guide the operation of the Center and later amended these By-Laws pursuant to Resolution No. 2008.05, and

WHEREAS, the Center’s Board of Directors has recommended to and requested that the Board of Trustees amend the Center’s By-Laws to reflect the Center’s renaming and to incorporate other amendments to support the Center’s operations, and

WHEREAS, the Board of Trustees is authorized to amend the Center’s By-Laws and agrees with the recommended amendments, be it therefore

RESOLVED, that the attached amended By-Laws (*Attachment IV*) are hereby approved, effective immediately.

RESOLUTION NO. 2018.75 - Appointing a Director to the Board of The Center for Social Justice & Human Understanding, Inc.

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

WHEREAS, there are vacant positions on the Board, and

WHEREAS, Lynda Perdomo-Ayala has been nominated to fill such vacancy by the Board of Directors of the CSJHU, and his credentials have been reviewed, *see Attachment V*, be it therefore

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

Name

Lynda Perdomo-Ayala

RESOLUTION NO. 2018.76 - Appointing a Director to the Board of The Center for Social Justice & Human Understanding, Inc.

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

WHEREAS, there are vacant positions on the Board, and

WHEREAS, Arlene Jennings has been nominated to fill such vacancy by the Board of Directors of the CSJHU, and his credentials have been reviewed, *see Attachment VI*, be it therefore

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

Name
Arlene Jennings

Chair Sanders moved to the committee reports, starting with Student Success. Trustee Lindsay Sullivan stated the Student Success Committee had not met but would meet on January 14th before the next Board of Trustees meeting on the 17th.

Trustee Morgo reported for the Budget and Finance Committee, which had last met October 22nd. He strongly suggested that the Board read the minutes of the meeting to get full details, but summarized the major points of interest. Questions from the previous meeting on how much the College had expended on the postponed dental hygiene program were answered by VP Vizzini, and the committee was satisfied that it was not excessive. Increasing tuition for the fifth year in a row was discussed, and while it remains a least-favored option, the committee recognizes it is a reliable and recurring source of revenue to offset the uncertainty of State and County contributions, and the negative consequences of relying on the reserve fund to fill budget gaps.

Trustee Morgo reported that the committee received an in-depth presentation on the cost benefit analysis, not only for the online programs but other academic and nonacademic programs at the College, revealing just how thorough the administrators are in looking at cost effectiveness. Dr. Beaudin, Dr. Keane, Dr. Pedersen and Ms. Browne had given a detailed analysis of all that goes into deciding to offer programs, from inception (is there money, staff, space?) to implementation and return on investment, including not just fiscal profit but services provided to the community. Mr. Zwirn suggested this detailed and impressive presentation be given formally to members of the Legislature to prove the College is thorough in its analysis and is fiscally responsible. Trustee Morgo discussed the incredible importance and responsibility of the Board as volunteers in providing fiscal oversight of the College's budget, which is in excess of \$226 million per year, and in trusting the administration to give them an honest and thorough analysis.

Trustee Canary gave the Governance Committee report. At the committee meeting, Deputy General Counsel O'Connor distributed redline copies of the updated Facilities Use policy, and

the committee reviewed and discussed the proposed additional language added regarding Guidelines Governing Use of Facilities for Political Purposes. Also discussed was ensuring the Facilities Use application will have a section to make staff reviewing the application aware that the proposed use is for political purposes. Trustee Canary stated a final copy of the policy will be provided to the committee prior to the January meeting and he expected it would be recommended to the full Board for final approval at the January board meeting. Trustee Canary reminded the Board that the reason the updated language was necessary was to ensure future political events would be open and fair, after a local Congressman's controversial closed-to-the-public visit to the Riverhead campus during the summer. He reviewed the important points in the language, including assuring political forums would be open to the public, would contribute to the educational purposes of the College, and that the College see a reasonable possibility of making the facilities available for other viewpoints to be presented.

The Governance Committee also discussed the policy on naming opportunities. DGC O'Connor distributed the updated policy, and the committee requested one minor addition to the language regarding the Board's discretion to approve naming proposals. The committee expects to be able to present it to the full Board for approval at the January meeting. Trustee Canary stated that the changes to the policy would provide the Foundation with more flexibility in naming opportunities which could maximize revenue for them and for the scholarship program. He concluded by announcing that the agenda for the January meeting would include reviewing the operational functions of the Center for Social Justice and Human Understanding.

Chair Sanders stated the Personnel Committee report would be discussed in Executive Session. Trustee Canary reported that there was no update for the Facilities Committee since they reported on the tour of the new buildings at the last Board meeting.

Student Trustee Bost gave his report, stating he attended the ACCT Leadership Conference October 25th which included several relevant workshops, as well as the reception to honor Chair Sanders as the recipient for the Northeast Regional Trustee Award for her hard work on the Board. Trustee Bost reported at that meeting, he was asked to be on the Northeast Region Nominating Committee for trustees looking to run for leadership positions. He also reported he had been working closely with Dr. Adams and his graduation steering committee looking at possibilities for more student access to graduation tickets, and for feasible locations. He asked Dr. Adams to review the discussions at the steering committee meeting.

Dr. Adams reported that in response to students' requests for more tickets, and after reviewing a request sent to Trustee Lindsay Sullivan from an Eastern campus student advocating for having their graduation ceremony there, a steering committee was formed to look at different scenarios and costs to meet the challenge. Space is maxed out at the Grant campus, despite all the additions and audio visual efforts to enhance it, and there is an increasing number of students wanting to walk in the commencement ceremony. Dr. Adams reported that after meeting a few times, Dr. McKay had determined that since commencement is a College-wide issue, it would be appropriate for more than just the steering committee to look at the issues, and to invite more individuals to be part of a larger committee, which he will chair. The Chair asked Dr. McKay to update the Board on this new committee. Dr. McKay said that information would be provided in minutes from their last meeting which would be distributed to the Board, and explained that

since commencement was a College-wide event, the committee needed College-wide representation, with, for example, SGA and faculty governance representatives from each campus, to provide a more comprehensive look at how these requests would affect the commencement ceremony. In addition to the traditional commencement committee, this body will look at what the requests are and the options and factors surrounding them, present their findings with recommendations to Trustee Lindsay Sullivan, and finally to the entire Board to render a decision.

Trustee Canary asked for clarification that a proposed plan was to look at Riverhead having its own ceremony, and the Ammerman and Grant students would still go to the Grant campus for their graduation. Dr. Adams confirmed, noting that in that case students would be able to have four tickets each. He said a second option being considered was having two ceremonies at Grant – one in the afternoon and one in the evening, and providing a shuttle from the Eastern campus for those graduates and their families.

Trustee Bost asked Dr. Adams to comment on the cost for having a ceremony at the Eastern campus. Dr. Adams reported that there is potential for substantial savings with having a ceremony at the Eastern Campus since the College would not be obligated to use the decorating supplies company it has on contract for the Grant campus' HSEC events, and as Dr. McKay pointed out, under the College's Procurement Policy, the College would not be required to issue a public bid for supplies costing under \$20,000,. Dr. Adams expressed concern about weather and not being able to fit all students under one tent, but he said the students have told him this is not a concern for them. Trustee Canary asked for a ballpark figure to conduct the commencement ceremony at the Grant campus. Dr. Adams replied that it is now about \$125,000, including everything that goes into it, and each year they have added improvements and space. He thought the ceremony at the Eastern campus could cost less than \$15,000, and discussed different scenarios about funding it.

Dr. Diaz gave the Foundation report. She reviewed two events sponsored and supported by the Foundation—the Governance Awards ceremony to honor faculty and staff with Chancellor's and Governance awards, and co-sponsoring the Making Strides Against Breast Cancer Walk, with 4,200 participants converging on the Eastern campus to raise money for this cause. She reported as a result of their partnership with the American Cancer Society, the Foundation has endowed a scholarship to be awarded next year to a student who is a caregiver or a breast cancer survivor.

Dr. Diaz also reported that with the completion of the Foundation's \$7 million campaign a year ago, Dr. McKay had identified a number of other priorities and challenged the Foundation to a bridge campaign. She said the Finish Strong bridge campaign, to raise \$10 million by 2020, has been well underway for a year and just passed a significant milestone, achieving over \$2 million. She congratulated her team, and recognized the support of the faculty, staff and the community, as well as the support Dr. McKay provides.

Ms. Ortiz and Ms. Santiago then gave a presentation on the past year's activities of the Center for Social Justice, and plans for the future. Ms. Ortiz announced that the total of all the programs to date have reached over approximately 6,000 people, both students and community members, surpassing last year's numbers by over a thousand. They reviewed highlights of key programs

presented during the fall semester, including several Holocaust programs that reached many students and the community; being awarded the SUNY Civic Engagement Award for Voter Participation for their Vote Everywhere efforts in collaboration with Stony Brook University and the Andrew Goodman Foundation; the Presidential Lecture Series event; work with the Undocumented Student Task Force; the Dreamers Conference held at the College for the first time; and Diversity Day programs reaching over 2,500 students, including at two new schools.

Ms. Ortiz and Ms. Santiago summarized upcoming events, including Unity Day in January focusing on Mental Health Awareness and self-care; Holocaust collection visits by three high schools in February and March; the third annual Tunnel of Oppression event; continuing work with the Undocumented Student Task Force; and a visit to the College in April by the first Division I transgender athlete, in collaboration with the LGBTQ Task Force.

Ms. Ortiz reported the Center had a new Board member, Robbye Kincade, and two more just voted on, Lynda Perdomo-Ayala and Arlene Jennings. She also reported the Center would continue to work on grant funding, with main priorities for spring being preservation of the priceless Holocaust collection, and making a documentary of the video testimonies of the five Holocaust survivors they'd had as speakers.

Ms. Ortiz announced she would be leaving her position at the Center, a very difficult decision for her. She praised Ms. Santiago for her amazing work and said she hoped she would continue the mission, and thanked Dr. McKay for his vision to get them where they are today.

Trustee Canary remarked that the re-release of Schindler's List in this era of renewed global anti-Semitism reinforced that the work being done at the Center were so timely and important, and appreciated. Trustee Lindsay Sullivan said the work Ms. Ortiz and Ms. Santiago are doing at the Center is life-altering, as shown by her students' and their teachers' reactions to a visit by one of the Holocaust survivors.

Trustee Morgo asked Trustee Lindsay Sullivan if she saw with this learning experience a connection beyond the Holocaust to the undocumented immigrant issue in Hampton Bays. Trustee Lindsay Sullivan replied yes, and this event was followed up by a Diversity Day event, where they had an undocumented student, a transgender gentleman, and immigrants from various countries to share stories with the students.

Student Trustee Bost thanked Ms. Ortiz for her tremendous efforts at the College, recognizing she went above and beyond for the students.

The Chair moved to her report she noted that this month she experienced some of the highlights of her career in her induction into the Long Island Business News Hall of Fame, and receiving the ACCT's Northeastern Regional Trustee Award. She reported that at the ACCT conference she and Student Trustee Bost attended a workshop on food insecurity among students. From ideas learned at this workshop, she thought it might be a good idea for the College to include a fact sheet with the enrollment package informing young students what resources they may be eligible for, and having agencies come to the College to speak to the students about their

resources. She suggested putting this subject on the Student Success Committee agenda for further discussion.

Chair Sanders apologized for having to miss the annual retreat and thanked everyone for attending and presenting. She recognized Dr. McKay for sharing his vision with the external guests.

The Chair announced that the ACCT would have a training conference in Washington in February, including a New Trustee Training Academy, and urged the new trustees to inform her of their availability so the Chair could consult with administration to make sure they get to experience this important opportunity. She wished everyone happy holidays, and ended her report.

Chair Sanders moved on to the President's report. Dr. McKay introduced Dr. Irene Rios, Executive Dean of the Eastern Campus, to give an update on the Dietetic Tech Program and a recent accreditation visit. Dr. Rios said the recent accreditation site visit of the Dietetic Tech program was very successful and she would give a brief history of the program. The Dietetic Technician Program was first approved by the Academy of Nutrition and Dietetics in 1980. The College was granted developmental accreditation in 1993, and in 1998, the College was granted full accreditation. After three subsequent and very successful periodic accreditation reviews, the College received continued accreditation through 2018 from the visit that just concluded.

Dr. Rios said that over the summer Professor Jodi Levine along with Dr. Lauren Tacke-Cushing, Professor Fabian and herself, reviewed and submitted a self-study in preparation for the Dietetic Technician Program review. The accrediting group is called the Accreditation Counsel for Education in Nutrition and Dietetics (ACEND). During Thanksgiving week, the accreditation team visited the College and were on site for three days. The College received outstanding results for all eight required standards, and she accredited this to the program director, Professor Levine. In the exit review meeting with the accreditor, the Program received no deficiencies in any of the standards. During the exit review the visiting team commented on many of the program strengths. The program requires that students complete a minimum of 450 hours of clinical fieldwork in a variety of settings. They found this to be a strength. Some of the settings the College offers students are hospitals, nursing homes, school districts, community agencies, food pantries, soup kitchens and many more. The number of field site locations the College has agreements with is 74 across the island. Some of the current affiliations are Mather Memorial Hospital, Stony Brook Rooftop Garden, and the VA Hospital. The accreditation team was also impressed with the programs advisory board regarding their input and feedback with program goals, objectives and outcome measures. Dr. Rios also noted that Queens College, LIU, and Stony Brook Dietetic Technician Program directors, all members of the College's advisory board, were all present during the team's site visit.

The accreditors found strong leadership support at the College, effective communications - college and campus-wide, strong student support services through Academic Affairs and Student Affairs, and strong financial support for the program. They also commented on the positive program data which includes some of the following: over the past three years, nearly 75 students have graduated from the program and many have benefitted from the Stay on Long Island

Scholarship. Over the same timeframe, over 40 graduates are now working in the field and at least 35 have transferred to four-year programs. Additionally, nearly all of our students have completed very competitive internships qualifying them for a path to becoming a registered dietician. Dr. Rios noted that more than 50% of these students do continue on to become registered dietitians and often earn advanced degrees. The formal report from ACEND should come by February or March 2019.

Dr. McKay then introduced Dr. Jeffrey Pedersen for an update on Planning and Assessment. Dr. Pedersen said the Office of Institutional Effectiveness continues to work on the new Strategic Planning effort to replace the old strategic plan. They are currently running a series of focus groups of students and have met with over 300 students across the campuses. All the different student cohorts are included: evening students, day students, part-time students, weekend students, and online students. This is to make sure that they all have a voice in giving an opinion about the state of the College, where they would like to see the College go, and what the College's values should be. In addition, they have also met with over one hundred faculty members. From that they will develop surveys that they can put out to the rest of the student body to be able to get all student voices. In addition, they have met with career program advisory boards and community leaders. The Strategic Planning Council will then review all the data that are gathered. There are different committees to review the data, and there is a committee that puts together the metrics used for the review. Then another committee will write the Strategic Plan which will go to the Board for approval a year from March 2019. Dr. Pedersen added that the College is on schedule and is moving forward with the process.

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The Chair moved to Roundtable. Chair Sanders shared holiday cookies that were brought from the Culinary Arts Center and encouraged everyone to place an order for holiday cookies. Trustee Canary recognized the Culinary Arts Center, its students and professors for the Thanksgiving Event where they prepared 200 meals. Trustee Lindsay Sullivan said she had recently had the pleasure of attending one of the wine pairing dinners at the Culinary Center and it was sensational and encouraged everyone to try to get out to one of the Culinary's events. Trustee Morgo expressed that while he was in agreement with VP Vizzini about using tuition as a much-needed, reliable and steady source of revenue, he also felt raising tuition should be done very carefully and with the same hesitancy as the Legislators have for raising taxes. He said on the one hand, the College would not have all the wonderful resources and programs without this revenue, but he wanted the Board to think of this analogy to the Legislature's approach.

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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. Trustee Murray 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 5:36 p.m.

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The Board of Trustees meeting was adjourned at 5:36 p.m. The Board of Trustees next meeting is January 17, 2019 at 9:00 a.m. in the Alumni Room of the Brookhaven Gymnasium on the Ammerman Campus, in Selden, New York.

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Respectfully submitted,
Gordon Canary
Secretary