

SUFFOLK COUNTY COMMUNITY COLLEGE  
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING  
MEDIA ROOM, CULINARY ARTS CENTER  
RIVERHEAD, NEW YORK  
JUNE 20, 2019

The meeting was held on Thursday, June 20, 2019 at 10:00 a.m. in the Media room of the Culinary Arts Center, in Riverhead, New York.

PRESENT:

Theresa Sanders	Chair
Jim Morgo	Vice Chair
Gordon Canary	Secretary
E. Christopher Murray	Trustee
Denise Lindsay Sullivan	Trustee
Gemma deLeon-Lopresti	Trustee
Belinda Pagdanganan	Trustee
Kevin O'Connor	Trustee
Jerome Bost	Student Trustee
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
Mary Lou Araneo	V.P. for Institutional Advancement
Carol Wickliffe-Campbell	Chief of Staff

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The meeting of the Board of Trustees was convened at 10:00 a.m.

Vice Chair Morgo welcomed everyone; and explained that Chair Sanders was running late and he would start the meeting until she arrived. The Pledge of Allegiance was led by Student Trustee Bost.

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Vice Chair Morgo called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 10:01 a.m. Student Trustee Bost so moved, Trustee Murray seconded and the motion was approved unanimously.

Vice Chair Morgo called for a motion to adjourn the Board of Directors meeting and reconvene the Board of Trustees meeting at 10:09 a.m. Trustee Lindsay Sullivan so moved, Student Trustee Bost seconded and the motion was approved unanimously.

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Vice Chair Morgo requested a motion to approve the minutes of the May 16, 2019 Board of Trustees meeting. Trustee Canary so moved, Trustee Murray seconded. The motion to approve the minutes was approved unanimously.

Vice Chair Morgo requested a motion to approve the minutes of the May 24, 2019 Special Meeting of the Board of Trustees. Trustee Murray so moved, Trustee O'Connor seconded. The motion to approve the minutes was approved unanimously.

*(Chair Sanders arrives)*

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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 projections as of May 31, 2019 are trending consistent with previous reports. The College is projecting a potential revenue shortfall of \$4.1 million, of which \$3.5 million is tuition and \$400,000 is in fees. The College continues to be fiscally prudent in controlling expenditures to mitigate the shortfall.

VP Vizzini then reviewed the resolutions with financial impact. Item one is the monthly sponsor services payment of \$2.6 million to Suffolk County for employee health insurance coverage. Item two are the budget transfers that consist of \$19,076 for enhanced recruitment efforts; \$100,000 for ball field improvements at Selden and Brentwood; \$21,000 for parking lot striping at the Grant campus, \$30,000 for contracted sewage treatment oversight; \$31,921 for signage and wayfaring signs on the Eastern campus and \$10,000 for carpeting at the Academic Skills Center in the Sagtikos Building at the Grant Campus. Item 15 is the annual sponsor services payment to Suffolk County for the administration of the College's Workers Compensation Program, Property Casualty, Liability Insurance and Fleet Services. The total is \$2.5 million.

The Legislature adopted the 2019-2020 College Operating Budget at their General meeting in Riverhead with a 3% increase in the County contribution as requested by the trustees and recommended by the County Executive. VP Vizzini thanked the trustees for their advocacy efforts.

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Chair Sanders called for a motion for the approval of College Resolutions 2019.33 to 2019.37. and 2019.39 through 2019.50. Student Trustee Bost so moved, Trustee Murray seconded, and the motion was approved unanimously.

**RESOLUTION 2019.33 - 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 \$2,630,383.21 for the month of May 2019 (*Attachment I*) are hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2019.34 - 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.

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**RESOLUTION NO. 2019.35 - Approving a Major Change Order and Amendment to the Contract for the Renovation of Kreiling Hall on the Ammerman Campus**

**WHEREAS**, Stalco Construction, Inc. was awarded a contract (“Contract”) to renovate Kreiling Hall on the Ammerman Campus, and

**WHEREAS**, additional work which was not anticipated under the terms of the Contract or shown on the design drawings is required, consisting of the replacement of damaged steel lintels and exterior brickwork, 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**, the additional work described herein increases the contract with Stalco 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 \$112,995.37 to the Contract with Stalco Construction Inc. for additional work to be performed for the renovation of Kreiling Hall on the Ammerman Campus, is hereby approved, and be it further

**RESOLVED**, that the College Executive Vice President is authorized and empowered to execute the necessary documentation, as approved by the College's Office of Legal Affairs, reflecting the change order and the nature of the additional work so authorized.

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**RESOLUTION NO. 2019.36 - Accepting a Grant Award from the Empire State Development (ESD) Minority and Women's Business Development Lending Program (MWBDL) for the Suffolk County Community College Certification Assistance Program (CAP)**

**WHEREAS**, Suffolk County Community College has received a grant award in the amount of \$75,000 from the Empire State Development (ESD) Minority and Women's Business Development Lending Program (MWBDL) for the Suffolk County Community College Certification Assistance Program (CAP) for the period of May 15, 2019 through August 31, 2020, and

**WHEREAS**, this program will provide technical assistance to 150 minority and women business owners in completing or updating a New York State Minority and Women Business Enterprise (MWBE) Certification application, as well as analysis of the supporting documents to be submitted, and

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

**RESOLVED**, that a grant award in the amount of \$75,000 from the Empire State Development (ESD) Division of Minority and Women's Business Development Lending Program (MWBDL) for the Suffolk County Community College Certification Assistance Program (CAP) for the period of May 15, 2019 through August 31, 2020 is hereby accepted, and the College Executive Vice President, or his designee, is authorized to execute a contract with the administering agency upon such terms as shall be approved by the College's Office of Legal Affairs.

Project Director: Daphne M. Gordon

Note: No full-time personnel

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**RESOLUTION NO. 2019.37 - Amending the College Operating Budget for an Educational Opportunity Program Grant**

**WHEREAS**, the 2018-2019 College operating budget provides \$258,750 from the State University of New York (SUNY) for an Educational Opportunity Program (EOP) grant to provide counseling and tutoring services to financially and academically disadvantaged students on the College's three campuses, and

**WHEREAS**, the grant award has been increased by an additional sum of \$10,265 for the period of September 1, 2018 through August 31, 2019, bringing the total amount of the grant award to \$269,015, and

**WHEREAS**, it is necessary to amend the 2018-2019 College operating budget in the amount of \$10,265 to provide for the total increase in the grant award, and

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

**RESOLVED**, that the 2018-2019 College operating budget be amended to reflect a grant award increase in the amount of \$10,265 from the State University of New York (SUNY) for an Educational Opportunity Program (EOP), and be it further

**RESOLVED** that the College Executive Vice President or his designee is authorized to execute a contract with the administering agency upon such terms as shall be approved by the College's Office of Legal Affairs.

Project Director: David Johnson

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**RESOLUTION NO. 2019.38 - Awarding a Construction Contract for Veterans Plaza Stair Renovations on the Ammerman Campus**

**WITHDRAWN**

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**RESOLUTION NO. 2019.39 - Accepting a Federal Grant for the 2019-2020 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 \$528,367, 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 2019-2020 Federal Work Study Program funds in the amount of \$528,367, and be it further

**RESOLVED**, that \$52,836 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.

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**RESOLUTION NO. 2019.40 - Approving the Allocation of the 2019-2020 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 2019-2020 Federal Work Study funds by campus is hereby approved.

Original FWSP Federal Allocation	\$528,367
Less: Transfer to Job Locator Program	<u>-52,836</u>
Remaining CWSP Federal Allocation	\$475,531
Plus: 25% of Institutional Share of Student Wages	<u>+118,882</u>
Total FWSP Funds Available	\$594,413
Less: 5% Admin Expense Allowance of Campus Wages	<u>- 29,720</u>
Total Student Wages Available	\$564,693

Campus Wage Distribution of Federal College Work Study Allocation

Ammerman Campus (48%)	\$271,052
Grant Campus (41%)	\$231,524
Eastern Campus (11%)	<u>\$ 62,117</u>
Total Campus Wage Distributions	\$564,693

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**RESOLUTION NO. 2019.41 - Accepting a Federal Supplemental Educational Opportunity Grant (FSEOG) for 2019-2020**

**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, and

**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 2019-2020 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.

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**RESOLUTION NO. 2019.42 - Approving the Allocation of the 2019-2020 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 FSEOG, be it therefore

**RESOLVED**, that the following distribution of the 2019-2020 FSEOG funds by campus is hereby approved.

Federal Supplemental Educational Opportunity Grants (FSEOG)

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

Campus Distribution of SEOG Grants

Ammerman Campus (44%)	\$322,594
Grant Campus (42%)	\$307,935
Eastern Campus (14%)	\$102,641

Total of College Grants \$733,170

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**RESOLUTION NO. 2019.43 - Reappointing Directors to the Board of The Suffolk Center for Social Justice & Human Understanding, Inc.**

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

**Whereas**, it is necessary to reappoint members whose terms are expiring, see *Attachment III*, 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 of three years, effective May 1, 2019:

Name  
Rabbi Steven Moss

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**RESOLUTION NO. 2019.44 - Reappointing 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 College Board of Trustees to appoint the members of its Board of Directors, and

**Whereas**, it is necessary to reappoint members whose terms are expiring, see *Attachment IV*, 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 of three years, effective May 1, 2019:

Name  
Veronica Treadwell

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**RESOLUTION NO. 2019.45 - Reappointing 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 College Board of Trustees to appoint the members of its Board of Directors, and

**Whereas**, it is necessary to reappoint members whose terms are expiring, 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 of three years, effective May 1, 2019:

Name  
Dr. M. Vicki Wacksman

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**RESOLUTION NO. 2019.46 - Reappointing 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 College Board of Trustees to appoint the members of its Board of Directors, and



**Whereas**, it is necessary to reappoint members whose terms are expiring, 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 of three years, effective May 1, 2019:

Name  
Karl Grossman

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**RESOLUTION NO. 2019.47 - Approving Annual Sponsor Services for Suffolk County Community College for FY2018-2019**

**WHEREAS**, the State University of New York Regulation No. 602.7 requires the Suffolk County Community College Board of Trustees to review and approve services provided by its Sponsor, the County of Suffolk, and

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

**WHEREAS**, Workers Compensation, Liability Insurance and Fleet Services are considered Sponsor Services, and

**WHEREAS**, the College is also responsible for costs related to the administration of the Sponsor Services, be it therefore

**RESOLVED**, that the following charges for Sponsor Services totaling \$2,541,664.00 for the College’s 2018-2019 fiscal year are hereby approved by the Board of Trustees.

1065	628300	Workman’s Compensation	\$1,692,443.21
729600		Liability Insurance	484,315.81
		Fleet Services	25,012.98
		Administrative Charges	339,892.00

TOTAL \$2,541,664.00

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**RESOLUTION NO. 2019.48 - Adopting a Class Size Proposal for CUL250/HRM250: Hospitality Capstone Course**

**WHEREAS**, there are specific class size provisions as set forth in Appendix H of the collective bargaining agreement between the County of Suffolk, Suffolk County Community College and the Faculty Association that charges the Class Size Committee to review and propose class sizes, and

**WHEREAS**, the Class Size Committee convened, reviewed, and has recommended a reduction in the seat limit for the CUL250/HRM250: Hospitality Capstone Course from 35 to 18, and

**WHEREAS**, a review of other capstone courses within the institution revealed that for pedagogical and instructional delivery purposes the class size of CUL250/HRM250: Hospitality Capstone Course should be significantly lowered to enable individualized instruction for the academic needs of the students, and

**WHEREAS**, the recommendation of the Class Size Committee was submitted to the Vice President for Academic Affairs, who accepts the recommendations, be it therefore

**RESOLVED**, that the Board of Trustees hereby adopts the Class Size proposal to take effect in Fall 2019.

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**RESOLUTION NO. 2019.49 - Amending Articles V and VI of the Bylaws of Suffolk County Community College Regarding Officers of the Board of Trustees**

**WHEREAS**, Articles V and VI of the Bylaws of Suffolk County Community College establish the Officers of the Board of Trustees and outline which Officers of the Board shall preside at meetings of the Board of Trustees in the Chairperson’s absence, and

**WHEREAS**, the Board of Trustees wishes to amend these provisions to provide for an additional Vice-chairperson position, be it therefore

**RESOLVED**, that Articles V and VI of the Bylaws of Suffolk County Community College are hereby amended as reflected on Attachment VII herein, effective June 20, 2019.

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**RESOLUTION NO. 2019.50 - Adopting a Sexual and Romantic Relationship Policy**

**WHEREAS**, on October 9, 2018, in furtherance of its goal to promote and maintain working and learning environments free from discrimination and harassment, the State University of New York (SUNY) Board of Trustees adopted a resolution directing each SUNY campus to individually develop, with input from appropriate members of their workplace and campus communities, including local governance, a Sexual and Romantic Relationships Policy, and

**WHEREAS**, pursuant to SUNY’s directive, such Sexual and Romantic Relationships Policy must, at a minimum: (a) apply to all faculty, students, and staff; (b) prohibit any sexual or romantic relationships between faculty or staff members and students if there is an existing supervisory, evaluative, or instructional relationship, unless the relationship is disclosed and supervision, evaluation or instruction is terminated in accordance with the policy; (c) require for sexual or romantic relationships between faculty or staff where this is a supervisory or reporting relationship between the participants that each employee inform an appropriate campus entity of such relationship; (d) require that for sexual or romantic relationships in the workforce alternative supervisory roles be created to ensure that supervisors in a consensual romantic or sexual relationship with an employee be removed from any evaluation of the employee, and from any activity or decision that may appear to reward, penalize, or otherwise affect the employment status of the employee; (e) make allowances for pre-existing relationships or marriages, provided

that the relationship is reported as required and that alternative supervisory relationships be established; and (f) require that discipline be imposed for any individual failing to follow the terms of the policy, up to and including termination, and

**WHEREAS**, Suffolk County Community College is committed to fostering a workplace and learning environment that is free from sex discrimination and sexual harassment, and has developed a Sexual and Romantic Relationships Policy meeting SUNY's standards, with input from appropriate members of the College community, including Campus Governance, and

**WHEREAS**, the Governance Committee has recommended that the Board of Trustees consider for adoption the attached Sexual and Romantic Relationships Policy, be it therefore

**RESOLVED**, that the College hereby adopts the "Sexual and Romantic Relationships Policy" effective June 20, 2019 (see, Attachment VIII).

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Chair Sanders called for the committee reports. Trustee Morgo gave the Budget and Finance Committee report. He stated Dr. Adams and Ms. Hurst reviewed the 2019-2020 Association Budget proposal at the June 13<sup>th</sup> meeting. He also reported on negotiations with the Legislature, which resulted in the first time he could recall that the County Executive agreed to put forth the College's proposed budget increase request to the Legislature without reducing it, this year asking 3%. He reported that two days before the Budget and Finance meeting, Ms. Vizzini and Mr. Zwirn presented the College's 2019-20 Operating Budget to the Legislature's Education Committee, and in general the legislators were supportive, which boded well for the acceptance of the 3% increase request at the Legislature's general meeting on June 18<sup>th</sup>.

Trustee Morgo recalled that last year the College had to agree to conditions with the Legislature and had to raise tuition by the largest amount ever to get a 2.5% increase, after asking for 4%. He said the Committee reviewed the factors that made this year's request pass as requested, most importantly the advocacy performed by the students who buttonholed the County Executive following the State of the County speech on the Grant Campus April 17<sup>th</sup>. He stated the students "knew their stuff" and Mr. Bellone took them seriously as they advocated for more County support. Another factor was the meeting with Mr. Bellone on May 21<sup>st</sup>, with Chair Sanders, Trustee Murray and himself, where they emphasized the \$1 million cut to expenses in the 2019-20 Operating Budget; the use of \$4 million in reserves; the proposal of offering Continuing Ed courses at a satellite location at Wyandanch Rising; and the proposal to reduce Board expenditures, all of which impressed the County Executive and had a positive effect on his decision. Trustee Morgo reported that two days later at commencement, Mr. Bellone said he would go along with the 3%.

Trustee Morgo reviewed the lessons to be taken from these efforts and the positive outcome--that the students are the College's most effective advocates, in part owing to the collective efforts of administration, faculty, trustees and students which has earned the College a stellar reputation; the College's collaborative vs. adversarial relationship with the County Executive; that the College should never hesitate to ask for more of an increase than the County Executive suggests; the importance of the Trustees' calls to the legislators and the County Executive proving how

engaged and caring the Trustees are; and finally, that the work Mr. Petrizzo, Ms. Vizzini, Mr. Zwirn and the Faculty Association does with the Legislature and the County Executive is essential.

Trustee Morgo reported the Committee would not meet again until September, but details of the new policy on BOT expenses would be worked out for the August Board of Trustees meeting, and the Wyandanch Rising proposal would be discussed as it progresses. He again thanked all involved in getting the proposed increase, including County Executive Bellone and the Legislature, and told Ms. Vizzini he was not looking forward to her not being on the Committee in the future.

Trustee Canary commented that the fact that it was an 18-zero vote in the Legislature proves they respect the institution and understand the great things happening here. He reported every time he would run into legislators at meetings, gatherings and press conferences he would lobby for the College, and each and every one told him he had their absolute support. Trustee Morgo thanked him for his efforts, and Trustee Canary thanked the team for all their good work.

Trustee Murray added that one very important item that really impressed the County Executive was the fact that the College is able to reduce expenditures by \$1 million, showing how serious it is in being fiscally prudent, and he thanked Ms. Vizzini and her team for making that happen.

Trustee Lindsay Sullivan gave the Student Success Committee report. She stated Dr. Beaudin had spoken about Sensus Access Training, a new program to help faculty members convert documents for students who have disabilities, for example, allowing oral readings of texts if a student should need that. Next on the agenda, Dr. Adams had reported on the Association Budget; with a negative 3% in enrollment anticipated, he and Ms. Hurst are asking the three campuses and athletics to look at reducing their budgets by 3% to compensate. She stated part of the problem is that most of the students are part-time now and they are only charged \$1 for the Student Fee as opposed to \$5 for full-time students, and this shift, in addition to declining enrollment, is presenting an issue. She said the Committee spoke about declining enrollment in K-12 education in general, and that the College seriously needs to prepare for that.

Trustee Lindsay Sullivan continued, stating VP Araneo spoke about joint admission agreements, and gave a brief overview of the RN NextStep program, an articulation agreement with Farmingdale which would be signed July 17<sup>th</sup>, allowing students to enroll in Suffolk's nursing program and then automatically get accepted to Farmingdale's bachelor's program, and work as an RN as they are finishing their degree. She said this ties in nicely with the huge demand for nurses in the area. The Trustee said VP Araneo also reported on the Get There From Here Scholarships, with 20 new awards presented this year. She explained this scholarship comes from the \$5 million anonymous gift the College received in 2008, when the donor asked that \$4 million of it be used for scholarships for diverse students. She explained that since then, 50 scholarships have been awarded, renewable for up to five semesters, to encourage completion.

Trustee Lindsay Sullivan said the Committee continued their ongoing discussion on developmental courses, a subject that has been on her radar for four years but is still presenting problems. She said there has been some growth in that students are able to retest now where they

hadn't been in the past, but she reported she is still getting calls from students placed in these time and money consuming courses that, after further review, are found not to be necessary. She said her feeling is it should be a central process, but has been told that is a challenging process. She said it is something that should be on all of the Board members' radar.

Trustee Canary asked to clarify what was found when a student's records were reviewed that changed the requirement for a remedial course. Trustee Lindsay Sullivan replied it was the student's performance—if he got 80s in class and an 80 on his Regents exam, it is unfair to accept the assessment of the one data point, the placement test. She and Dr. Beaudin discussed that this was becoming a statewide issue, finding the best multiple measure placement for students to assure those who need the academic support are given it. Dr. Beaudin said he and Dr. Adams are transforming things but it is a slow process. Trustee Lindsay Sullivan praised Dr. Beaudin for initiating the designing of courses that integrate the remedial service into the course so the student earns credit for it and does not lose time. Chair Sanders said she wanted to see Trustee Lindsay Sullivan keep that as an agenda item for Student Success, and the Trustee replied as long as she was there the issue would not go away. She pointed out that, with more remedial classes, there is a 4% more chance the student will finish their Associate's degree, so it is a moral obligation.

Trustee Canary gave the Governance Committee report. He said they had discussed feedback from the latest round of changes to the new Sexual Romantic Relationship Policy, which was a grammatical change, and the Committee agreed with the requested change. He said a resolution was drafted for this meeting, and the Trustees received a copy of the resolution and the policy advising that the Committee is recommending adopting the policy. He said the Committee thanked Deputy General Counsel Pope for getting it completed so quickly, and DGC Pope said much of the thanks goes to Dr. Beaudin and Dr. Adams for facilitating discussions with Governance. Trustee Canary thanked the trustees for their vote today.

Trustee Canary reported the next item on the agenda was the use of College facilities as the Committee continues to tweak that policy. He stated DGC O'Connor had a conference call with Mr. Collazzo and Mr. Alberti to discuss issues, and at the Committee meeting she provided a copy of the policy authorizing the use of College resources by non-College entities, adopted by the Board on August 18, 2016. She explained this policy shows the College already has in place a provision for events at the College that are cosponsored by College employees or departments, and the policy states these events must charge fair and reasonable compensation. He said the Committee discussed charging a reduced rental fee for these cosponsored events, perhaps 50% of the regular rental fee; that it may be advisable to have a central administrator approve applications for cosponsored events; and about creating a fee waiver for cosponsored events for when specific criteria consistent with the College's mission were met, to be reviewed by a committee represented by Legal Affairs, Student Affairs and Special Events. Also discussed was requiring outside entities using College facilities for fundraising purposes to donate a portion of their proceeds to the Foundation. He stated DGC O'Connor had provided a report on total fees waived for use by County, State and local government, which ranged from \$473,000 to \$619,000 from 2016-17 to 2018 to May of 2019. He said the agenda for the next meeting would include continuing discussion on these topics.

Trustee Morgo brought up two additional points: first, that there are also groups who use the facilities and charge an admission fee, and second, that the usage should have some relevance to the College and education. Trustee Canary agreed new issues are constantly popping up and the Committee would continue to tweak the revised policy to ensure fair and equitable treatment for all. Trustee Morgo also stated the loss to the Operating Budget is significant. Mr. Petrizzo pointed out that the College's Sponsored Services Agreement requires it to make facilities available to the County, and Trustee Morgo mentioned the State as well. Mr. Petrizzo clarified the loss of revenue is mostly due to the County which does a lot of Civil Service testing, meetings and educational seminars on the campuses. Trustee Morgo agreed, but stated that issue was not what got the discussion started on changing the policy—it was the events that charged a fee and then did fundraising.

Trustee deLeon-Lopresti reported briefly for the Personnel Committee that the project review and update to the Presidential Evaluation process was enabled so that the College will have it in place before the next term of office.

There was no Facilities Committee report, and the Chair asked for the Foundation report. Trustee Pagdanganan reported the Foundation sent 2,474 alumni welcome e-mails to the Class of 2019, and the message had a 58% open rate; that it sponsored and promoted the 53<sup>rd</sup> annual Puerto Rican Hispanic Day Parade on June 2<sup>nd</sup> which was attended by numerous College students and alumni and was highlighted in Newsday; and purchased a \$44,000 software program for the College, sourced from the Gilbert Fund, to be used for scheduling and data management for students with disabilities, counselling needs and other specialized services.

The Trustee also reported the Foundation would be awarding College-wide continuing scholarships at the end of the week and those for incoming students the week of June 24<sup>th</sup>. She announced six incoming College freshmen were awarded \$35,000 in scholarships at a ceremony highlighting the newly formed \$2.8 million partnership between the College, the Suffolk Federal Credit Union and the Foundation, and that the Naming Rights Agreement proposed to the Trustees at the previous meeting has been signed. She said the partnership would be formally announced at the upcoming Golf Outing June 24<sup>th</sup> where the Credit Union and its president, Ralph Spencer, would be recognized, and asked any Trustee who was able to please attend. The Chair added that Trustee Pagdanganan had mentioned there was a sponsorship for the parade, and said it was wonderful to see former employee Rene Ortiz, the Grand Marshal, still serving the community.

Student Trustee Jerome Bost stated he did not have a report but wanted to say it had been an honor to serve on the Board of Trustees, and thanked the students for entrusting him with being their representative the last two years. He said it had not always been easy, but he trusted the new Student Trustee would continue to work for the student body. Chair Sanders told Mr. Bost he had served well and had still managed to earn some statewide awards and keep up academic performance, and she thanked him. Mr. Petrizzo replied to Trustee Canary's question of how many times a student had served two terms by stating he believed there was only one other besides Mr. Bost. Trustee Canary thanked Mr. Bost as well, congratulated him on his graduation and wished him the best.

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The Chair gave her report, praising the College team for how smoothly both commencement ceremonies went and commenting that after the tremendous amount of work that goes into helping students succeed it is great to see how happy the students and parents are as they graduate.

Chair Sanders reported she was very pleased and excited about the Wyandanch Rising Project and the many other collaborative and creative partnerships being discussed as the College struggles to solve the problem of reduced high school graduation and how to keep FTE numbers up. She said it will be imperative to communicate with the business community about certificate programs, as well as with other parts of the community, and that the College is well poised to stay ahead of the challenge.

The Chair also stated she was happy to learn that Daphne Gordon of the College's Entrepreneurial Center won a NY State award, as Mr. Petrizzo had mentioned, just part of several awards the Center has won. She said it is another way the College is getting enrollment, and suggested bringing Ms. Gordon in to a future Board meeting to talk about the work there.

The Chair stated she was excited to have SUNY's and the Chancellor's support in the Presidential Search effort and was looking forward to their virtual meeting later that day. She thanked Mr. Petrizzo for heading up the effort and steering the ship to help further the College's success.

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Chair Sanders moved to the election of officers, announcing she would continue to be on the Board but would no longer serve as Chair. She asked Trustee deLeon-Lopresti to present the 2019-20 slate of officers.

Trustee deLeon-Lopresti put forth the slate of officers, all of whom agreed to serve for the next year, and were unchallenged. There were no other nominations. The slate listed Trustee Murray as Chair, Trustee Morgo as First Vice Chair, Trustee Coverdale as Second Vice Chair, and Trustee Canary as Secretary. Student Trustee Bost made a motion to approve, Trustee O'Connor seconded, and with all in favor the motion carried. Chair Murray commented he hoped he could do half as good a job as Trustee Sanders had done. Trustee Morgo praised Trustee Sanders for her service to the College, saying the synergy of this Board can be attributed to her completely, and that the Board had been transformed with her leadership, and he thanked her for that. Trustee Canary echoed Trustee Morgo's sentiments and thanked Trustee Sanders for doing a tremendous job and putting in all the extra time and effort it takes. He welcomed the new Chair and Vice Chair and said he looked forward to the new slate. Trustee Sanders thanked him for continuing to serve and for his kind words, and said she looked forward to serving in a different capacity.

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Chair Sanders moved on to the President's report. EVP Petrizzo noted Chair Sanders had already mentioned some of the upcoming events such as the signing with Farmingdale State College and the Wyandanch Rising initiative. He commented that the Wyandanch initiative was interesting because it dovetails with the College's enrollment efforts to reach a new population,

some of the more mature workers and retention efforts. He added that on June 13th the College received its last payment from Suffolk County; they have now paid the County contribution in full. On July 8th the board will have an Education and Training session on the Presidential Search process. The session will be led by SUNY Vice Chancellor Ms. Johanna Duncan-Poitier at 9:30 a.m.in the Board room of the LRC on the Grant Campus. EVP Petrizzo and some members of the cabinet will be having a meeting with the new president from Nassau Community College on July 16th. The meeting is to meet the new president and discuss his plans and ideas and share with him some of the things the College is working on and see if they can find some synergies between Nassau and Suffolk County Community College. He noted that the signing with Farmingdale State College for the RN program was open to anyone who wanted to attend and is happening on July 17<sup>th</sup> on the Grant Campus. Lastly, he announced that Professor Albert Dawson received an award from the Society of Professional Engineers in Nassau and Suffolk County as Engineer Educator of the Year. This was in addition to the EAP and athletics award that were previously mentioned recognizing outstanding work from the College's faculty.

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Chair Sanders moved to Roundtable. Trustee Canary said he and Senator Boyle were involved with getting a new crosswalk installed on Green Avenue at the intersection of Sweezy Street in Sayville, near the College's Nursing School Annex. The Senator reached out to the Sayville library director, they reached out to the Town of Islip. Within four weeks they were able to get the \$80,000 project started. He mentioned that in one of his conversations with the Town of Islip Head of Traffic Safety, Pete Kletchka, he mentioned that he was also a Trustee for the College and how this project would also benefit the Nursing students. Mr. Kletchka then relayed the story that his daughter, Jennifer, loved attending Suffolk County Community College and had been in the Honors Program receiving two scholarships, the Stay on Long Island and the Get There From Here scholarship. His daughter is now a successful senior student at St. Joseph's College, and she told her father had she been able to do all her four years at the College, she would have, due to her great experience. He thanked Mr. Kletchka and said he would bring the story to the board.

Trustee Canary attended the annual Gentleman's Dinner at St. John the Baptist High School, a major fundraiser for their needy students. They had four honorees, one of which was Steve Kuehhas. Mr. Kuehhas also had received the Chancellor's Award for Outstanding Adjunct Professor at the College. Trustee Canary noted he had been able to give him the medal at Convocation earlier in the year and now was giving him a proclamation for being an honoree. Also sitting at the table was Phil Branagan. Mr. Branagan is also an adjunct professor at Suffolk County Community College, and they were able to have a lengthy conversation about the College, the students and his experience as an adjunct professor. Trustee Canary noted the conversations were a reminder of the success of the College was not just due to all of the full-time professors but the adjunct professors as well, who bring a tremendous amount of experience.

Chair Sanders then presented Student Trustee Bost with an award for his years of service to the College. (Whereupon pictures were taken with Student Trustee Bost)

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Chair Sanders then introduced SUNY Senior Vice Chancellor for Community Colleges, Johanna Duncan-Poitier, who was joining the meeting virtually via Zoom. Ms. Duncan-Poitier was also joined by her colleague Jennifer Miller. Ms. Duncan-Poitier greeted the board and thanked them for the opportunity to join in the meeting. She stated that she, on behalf of the State University of New York, wanted them to know how proud of Suffolk County Community College they were and thanked them for their leadership of the institution. Adding that from the 30 community colleges in the system, they consider the College one of the gems in the SUNY crown. She said it was for this reason and the impact the College has on its students and Long Island, that the selection of the College's next president was going to be very important.

Ms. Duncan-Poitier said they would be working alongside the board as their technical advisors through the presidential search process. She emphasized that they do not have a vote and were there to assist in the process. She said today she would give a brief overview of the presidential search process but has been in conversations with Chair Sanders and they have planned to have a special Education & Training Session on July 8<sup>th</sup> to review, in further detail, the guidelines for a presidential search.

She began the overview by stating three important things. One, they consider the presidential search for SUNY to be very important whether it be a community college, tech college, medical college, or university center. Second, confidentiality will be critically important, adding that the search will attract candidates from all over the country, and the confidentiality of the process will be critically important. Some of the most talented candidates will not want to be in the pool if they think that their current positions are compromised. Third, the importance of the role the trustees play throughout the search is critical since they are the ones to make the final determination as to who they want to recommend to be the next president of the College. The SUNY Board of Trustees will then vote to approve the recommendation that the College's board will put forth through a formal resolution.

One of the first steps for the College will be to put out an RFP for the recruitment of a search firm. Ms. Duncan-Poitier said she would be sharing a list of search firms with whom SUNY has worked with for over ten years. They will not make any recommendations as to which search firm the College should use, however she recommended that the board can reach out to other boards for any recommendations for a search firm. The Board will also select a search committee, consisting of representation from faculty, board members, etc. Once the search firm and search committee have been selected, Chancellor Kristina Johnson will meet personally with the search committee. Ms. Duncan-Poitier said they would assist in developing a timetable with important target dates for the process. She added it would be important for the board to start thinking about the attributes that are critically important to them for the next president of the College because this will assist them in putting together the job description for the position that will be posted.

Once the search firm has been attained, the search committee formalized and the job is posted, there will be many candidates interested in the position. Those candidates will be going through the search firm. Should any of the trustees be approached about applying for the position of the president they should be directed to contact the search firm. The search committee will have a formal review of all the different candidates and decide which ones will go forward for an

interview. Usually, between eight to ten candidates will interview in person with the search committee. The search committee will then select three to four finalists. She recommends four candidates because they find that, often, one finalist will drop out. The final candidates typically have an opportunity to be seen by the campus. The campus interviews are open to the public and will assist the board in making their final decision. The board will then have the opportunity to have one on one interviews with the candidates before selecting the one candidate that they would want to move forward with and recommend as the next president to the SUNY Board of Trustees. She noted there will be an extensive vetting process. Before the candidates go to the public session, both the search firm and SUNY will do background checks to ensure there isn't anything that would embarrass the College. Once the board has decided which candidate to move forward with, the candidate will then go to Albany to meet with SUNY's Executive Leadership team, of which Ms. Duncan-Poitier is a part. She reiterated that she does not have a vote, and will not influence the College's board's decision. However, as the SUNY liaison she will be able to inform the Chancellor and the Executive Leadership team of the process the College has engaged in and what the board's thought process is with the selection of the candidate. The Chancellor and her Executive Leadership team will then meet with the candidate, and then Chancellor Kristina Johnson will make a recommendation to the SUNY Board of Trustees with the College's recommendation that this is the person they want as the next president. All of this is kept confidential until the final days. This give the opportunity that if someone drops out before they get to the final step, the board can then select another candidate from the finalist pool.

Ms. Duncan-Poitier said that was a brief overview of the presidential search process and would go into further detail on July 8<sup>th</sup> during the Education and Training session. She asked if anyone had any questions.

Trustee Canary asked if SUNY had a set salary schedule for presidents or is it up to the College Board to decide and agree upon the president's salary. Ms. Duncan-Poitier said they would not recommend what the next president's salary should be, however they will share with the board what campus presidents are making across the state. The president's salary profile will include benefits, compensation, car, housing allowance and retirement benefits.

Trustee Lindsay Sullivan said she wanted to take the time to thank Ms. Duncan-Poitier and Ms. Miller for their time and the resources they provided which were very valuable, adding that she welcomed the partnership and appreciated the support. Chair Sanders also thanked Ms. Duncan-Poitier for making the time to meet with the College's board and said she too appreciated the support. Ms. Duncan Poitier thanked both of them for their kind comments and thanked the board for its leadership.

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Chair Sanders requested a motion to adjourn the Board of Trustees meeting at 11:22 a.m. Trustee Lindsay Sullivan so moved, Trustee Murray seconded, and with all in favor the motion carried.

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The Board of Trustees meeting was adjourned at 11:22 a.m. The Board of Trustees next meeting is August 15, 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