

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 19, 2019

The meeting was held on Thursday, September 19, 2019 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:

E. Christopher Murray	Chair
Jim Morgo	Vice Chair
Shirley Coverdale	2 nd Vice Chair
Gordon Canary	Secretary
Theresa Sanders	Trustee
Kaitlyn Gambina	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

The meeting of the Board of Trustees was convened at 9:14 a.m.

The Pledge of Allegiance was led by Trustee Canary.

Chair Murray said that in the interest of time he was moving around the agenda to accommodate some scheduling conflicts.

Chair Murray requested a motion to approve the minutes of the August 15, 2019 Board of Trustees meeting. Trustee Morgo so moved, Trustee Sanders seconded. The motion to approve the minutes was approved unanimously.

Chair Murray called for a motion for the approval of College Resolutions 2019.57 to 2019.62. Trustee Morgo so moved, Trustee Coverdale seconded, and the motion was approved unanimously.

RESOLUTION 2019.57 - 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 payment to the County of Suffolk in the amount of \$2,690,146.97 for the month of August 2019 (*Attachment I*) is hereby approved by the Board of Trustees.

RESOLUTION NO. 2019.58 - 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. 2019.59 - Accepting a Grant Award from the State University of New York (SUNY) Office of Diversity, Equity and Inclusion (ODEI) to Participate in the Explorations in Diversity & Academic Excellence Initiative Entitled “Allyship through the Lens of Intersectionality”

WHEREAS, Suffolk County Community College has received a grant award in the amount of \$8,700 from the State University of New York (SUNY) Office of Diversity, Equity and Inclusion (ODEI) to participate in the Explorations in Diversity & Academic Excellence Initiative entitled “Allyship Through the Lens of Intersectionality,” for the period July 1, 2019 through June 30, 2020, and

WHEREAS, this project seeks to support professional development opportunities for staff and faculty members to build allyship within the currently successful structures in place at Suffolk County Community College, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the College Executive Vice President or his designee is authorized and empowered to execute any necessary documentation, including a contract, in such form as shall be approved by the College's Office of Legal Affairs, accepting a grant award in the amount of \$8,700 from the SUNY Office of Diversity, Equity and Inclusion (ODEI) to participate in the Explorations in Diversity & Academic Excellence Initiative entitled "Allyship Through the Lens of Intersectionality," for the period July 1, 2019 through June 30, 2020.

Project Director: Patricia Munsch, Ph.D.

Note: No full-time personnel

RESOLUTION NO. 2019.60 - Awarding a Consulting Services Contract

WHEREAS, the College issued a Request for Proposals (RFP) for an executive search firm to provide comprehensive consulting services in connection with the search for a qualified individual to fill the position of College President of Suffolk County Community College, and

WHEREAS, proposals submitted in response to the RFP have been reviewed by the College's evaluation committee and by a subcommittee of the Board of Trustees, and

WHEREAS, it has been determined that the proposal submitted by Isaacson Miller, Inc. best meets the needs of the College, be it therefore

RESOLVED, that the Executive Vice President or his designee is authorized to enter into a contract with Isaacson Miller, Inc. in the amount of \$90,000 (plus reimbursable expenses) to provide consulting services in connection with the search for a qualified individual to fill the position of College President of Suffolk County Community College, and be it further

RESOLVED, that such contract shall be upon such terms and conditions as shall be approved by the College General Counsel.

RESOLUTION NO. 2019.61 - Establishing a Presidential Search Committee

WHEREAS, Suffolk County Community College will be conducting a presidential search, and

WHEREAS, the State University of New York's Guidelines for Presidential Searches for Community College recommend establishing a presidential search committee with representatives from various constituent groups, be it therefore

RESOLVED, the College will establish a Presidential Search Committee with representatives from the following constituent groups:

College Board of Trustees – 3 representatives appointed by the Chair of the College Board of Trustees

SUNY Chancellor – 1 non-voting representative appointed by the Chancellor of SUNY

County Legislature – the Presiding Officer of the Suffolk County Legislature or his appointee

County Executive – 1 representative appointed by the Suffolk County Executive

Faculty Association – the President of the Faculty Association of Suffolk County Community College or his appointee

Governance – the President of the Grant Campus Academic Assembly, the President of the Ammerman Campus Faculty Senate, and the Chairperson of the Eastern Campus Congress

Guild of Administrative Officers – the President of the Guild or her appointee

Suffolk County Association of Municipal Employees (AME) – the President of AME or his appointee

Suffolk Community College Foundation – the Chair of the Foundation Board or her appointee, and 1 additional representative appointed by the Chair of the Foundation Board

Alumni – 1 representative appointed by the Chair of the Board of Trustees

Student Government – the Student Trustee

Long Island Business Community – 2 representatives appointed by the Chair of the College Board of Trustees

and be it further

RESOLVED, that Sandra O’Hara and Carmen Torres shall serve as support staff to the Presidential Search Committee, and be it further

RESOLVED, that the firm of Isaacson Miller, Inc. shall serve as a consultant to the College for the presidential search.

RESOLUTION NO. 2019.62 – Amending the Facility Use Policy

WHEREAS, the College’s *Facility Use Policy* sets guidelines for the use of College facilities and provides for the payment of rental and staffing fees for such use, and

WHEREAS, the College recommends making revisions to the Policy in order to update certain rental and staffing fees and to reflect a change to the name of a College building, be it therefore

RESOLVED, that the *Facility Use Policy* is hereby amended as specified on Attachment III, herein, and be it further

RESOLVED, that the amended *Facility Use Policy* shall be effective as of September 19, 2019.

Chair Murray called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 9:16 a.m. Trustee Sanders so moved, Trustee Morgo seconded and the motion was approved unanimously.

Chair Murray called for a motion to adjourn the Board of Directors meeting and reconvene the Board of Trustees meeting at 9:19 a.m. Trustee Morgo so moved, Trustee Canary seconded and the motion was approved unanimously.

Chair Murray requested a motion to enter into Executive Session to discuss a proposed, pending or current litigation with Dover Hospitality Services; to discuss collective negotiations with College labor organizations; and to discuss the financial and/or credit history of a particular corporation. Trustee Morgo so moved, Trustee Sanders seconded and the motion was approved unanimously. (The Trustees entered in to Executive session from 9:20 a.m. to 9: 43 a.m.)

Chair Murray asked to go back to the items they had skipped over on the agenda and asked Ms. Wickliffe-Campbell for the recognition of special guests. Ms. Wickliffe-Campbell welcomed and congratulated Mr. Kevin Peterman on his retirement noting it would be his last Board meeting. Mr. Peterman thanked the Board for the recognition.

Chair Murray introduced Gail Vizzini, Vice President for Business and Financial Affairs, to present the College Budget and Financial report. She reviewed the revenue and expenditure projections for 2018-2019. The revenue and expenditure projections are trending consistent with previous reports. For 2018-2019, the College continued to be fiscally prudent by controlling the filling of positions, efficiencies and standardization of procurement to reduce expenditures to mitigate the \$4.2 revenue shortfall in tuition and fees. By year end, 8-31-19, the College projected that it had controlled expenditures sufficiently to mitigate the shortfall and thereby reduce the dependence on the fund balance for 2018-2019. Finance is in the process of closing out the 2018-2019 fiscal year. Once the outside auditors complete their work, the financial statements will reflect the status of the fund balance. The new 2019-2020 College fiscal year has been in operation for less than one month. As of September 13, 2019, enrollment based on FTE's is down -5.69% or -2.19 % - more than the assumptions included in the preparation of the 2019-2020 operating budget. Although the College does expect a small boost from the Beacon program, they are monitoring enrollment to determine the extent of the budgetary impact on tuition and fees. There will be a better projection next cycle.

VP Vizzini then reviewed the resolutions with financial impact. Item one is the monthly sponsor services payment to Suffolk County for employee health insurance. This resolution presents the August payment of \$2.69 million. There is a separate line item on the bill for the employee

contribution to health insurance that is now required from all County and College employees. There is one budget transfer for \$49,000 to provide software for the high school Beacon program. This will make the record keeping for the program electronic, replacing an intensely manual process.

Chair Murray moved to the committee reports. He stated the Budget and Finance Committee did have a meeting and had discussed issues regarding the Board of Director resolutions and the resolutions for the College, but because Trustee Morgo had to leave for a commitment, he would defer to him to give a more thorough report at the next meeting.

Trustee Pagdanganan was absent, therefore there was no Student Success Committee report.

Trustee Canary gave the Governance Committee report. He stated the committee had reviewed the updated redline Facilities Use Policy, which now reflects the new name of the Health Sports and Education Center on the Grant Campus as the Suffolk Federal Credit Union Arena. He reported the policy established the rental fees to be charged for the use of the Health and Wellness Center on the Eastern campus, and that new language was added to request reduced rental fees to be charged to external organizations which are cosponsored by College employees or departments, to make it more equitable. The Committee requested that a resolution approving the policy be placed on the agenda for this meeting, which it had, and it had been approved.

Trustee Canary reported that in response to a request from the committee at the August meeting, Deputy General Counsel O'Connor distributed a list of New York State or County of Suffolk affiliated offices or departments which were not charged rental fees for the use of facilities for the 2018-2019 academic year, in order to have a clearer idea of the scope of these usages. The committee reviewed the list and asked DGC O'Connor to get further information on two of the groups on the list that the committee was particularly interested in.

The Trustee also discussed the proposal to permit the Viscardi Center, a State-supported special education school in Albertson in Nassau County specializing in assisting disabled or handicapped students, to utilize a College classroom on a long-term basis in exchange for services, based on a list of proposed services drafted by Jennifer Forni. He said Ms. Forni, DGC O'Connor, and Dr. Paul Beaudin are scheduled to meet September 17 with representatives from the Viscardi Center, but it appeared now the Center would not be interested in in-kind services and would likely submit an application to utilize the classroom for fees. Trustee Canary reviewed the agenda items for the October Governance Committee meeting, including updated discussions with the Viscardi Center.

Chair Murray stated, due to committee chairs being absent, they would defer the Personnel, Facilities and Foundation reports. He asked for the Student Trustee's report. Student Trustee Gambina reviewed the events that had taken place in the first weeks of the semester, with welcome back ceremonies on each campus, and a Club Fair to familiarize students with and recruit students to the various clubs on the campuses. She reported the student governments are building up their boards and senator positions and she was looking forward to the meetings that would convene soon.

Executive VP Petrizzo asked the Chair if Dr. Diaz could give the Foundation report. Dr. Diaz stated that she had briefly reviewed the report with Trustee Pagdanganan, and gave a synopsis. So far this fiscal year, the Foundation established three brand new scholarships and a new, sorely needed Nursing Hardship Fund. She reported the Foundation received a number of generous donations in support of the upcoming Salute to Excellence Gala, to be held October 24th, which would be themed “Excellence in Law Enforcement” with honorees District Attorney Tim Sini, Sheriff Errol Toulon and Suffolk County Police Commissioner Geraldine Hart. She stated the event would be in recognition of the College’s wonderful criminal justice program and the facilities it shares with the Police Academy. Dr. Diaz stated the Foundation also has continued to work diligently to implement the criteria detailed in the agreement to name what was formerly the Health Sports and Education Center, and that planning is underway for an historic unveiling of the Suffolk Federal Credit Union Arena on a date yet to be determined.

Chair Murray gave the Chair’s report, stating the College had adopted a resolution agreeing to enter into a contract with a search firm for the presidential search, as well as beginning to establish the outlines for the search committee, with Governance, the unions, business communities, College sponsor, governmental sponsors and the students each providing a representative. He mentioned that Ms. Gambina would represent the students. He stated the College would move diligently ahead with the search, present their choice to the Board, then send it up to Albany to be approved through the Chancellor's Office. The Chair concluded his report by stating the Board needed to plan a retreat for this November, and that he would determine an appropriate date so it could be organized.

Chair Murray moved on to the President’s report. EVP Petrizzo began the President’s report by thanking all the cabinet members, including the campus deans, and particularly the facilities and IT folks for all the work they did over the summer getting the College ready for a very smooth opening day on September 3rd. He then reported on his meeting with the SUNY Community College Subcommittee and the SUNY Board of Trustees in New York City with regard to his appointment as Interim President, a matter to be considered and decided by the full SUNY Board on September 25th. EVP Petrizzo announced that Mark Harris, the College's new Vice President for Business and Financial Affairs, would be starting at the College October 7th, and a College Brief would go out introducing him to the College community. He reported that he, Dr. Beaudin and other members of the College had been attending wind energy meetings with NYSERDA regarding the College’s involvement in the Sunrise Wind Project; however, with the complex contracts still being negotiated, it was too early to follow through on workforce training and other matters involving the collaboration with the College. Lastly, EVP Petrizzo recognized Kevin Peterman on his last day at the College for all the work he has done over the years, advocating for funding for the students, employees and the College, and sacrificing his own time, including his trips to Albany and to Hauppauge.

EVP Petrizzo then introduced Dr. Daphne Gordon, who gave the Board a presentation on the Entrepreneurial Assistance Center which she has run for the past 21 years. She gave an overview of the programs offered, open to everyone but particularly targeting women and minorities, the disabled and veterans. She stated one very important part of the program was targeting youth;

these workshops had evolved from a project of economic development to a project of creating pathways to the College for students who learned they needed skills the College offers in order to be successful. Workshops mentoring women and minority-owned businesses have been very successful and also have helped certify them to be eligible for State contracts, of which by law 30% must go to these businesses. She stated these programs have exceeded the economic impact and development goals required by the main funding source, Empire State Development, and has won the Award for Excellence for Outstanding Program Performance and Achievement and Dedication to the Entrepreneurs of New York State in 2012, 2018 and 2019.

Dr. Gordon reviewed the various other funding sources and the economic impacts of the programs since 2005. The Entrepreneurial Center's programs have helped clients increase sales by \$13 million, and the Center has helped secure 63 packages involving over \$3.8 million in small loans for starting businesses, hard to obtain on Long Island. Dr. Gordon also stated the program has served 65 veterans in recent years, and from these, 13 businesses have begun to flourish. She said the Center has also been a benefit to Suffolk students, with 90% of staff being former work-study students who became College Aides and PAs and even instructors. She introduced one of these former work-study students, Ms. Roslyn Perez, who now is an analyst for the Center's Certification Assistance Program.

Ms. Perez asked for a round of applause for Dr. Gordon for the amazing job she's done with the program, then told the story of how she had started out as a "lost" freshman without a clear path, and found direction and, eventually, transformation by signing up for a work-study program at the Center under Dr. Gordon's guidance and inspiration. She said Dr. Gordon had encouraged her and continues to encourage students to move forward, be independent and entrepreneurial, and to be prepared for the real corporate world.

Chair Murray commented it was a great program serving both the community and the students, and thanked Dr. Gordon for the presentation. Trustee Sanders added that, from a community perspective, she knew that many students are pipelined into the Entrepreneurial Program and learn to make the best versions of themselves under Dr. Gordon's mentorship, a great benefit.

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Chair Murray moved to Roundtable. With no comments for Roundtable, Chair Murray requested a motion to adjourn the Board of Trustees meeting at 10:15 a.m. Trustee Sanders so moved, Trustee Canary seconded, and with all in favor, the motion carried.

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The Board of Trustees meeting was adjourned at 10:15 a.m. The Board of Trustees next meeting is October 17, 2019 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