

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
ALUMNI ROOM, BROOKHAVEN GYMNASIUM
AMMERMAN CAMPUS, SELDEN, NEW YORK
JANUARY 16, 2020

The meeting was held on Thursday, January 16, 2020 at 9:00 a.m. in the Alumni room of the Brookhaven Gymnasium on the Ammerman Campus, in Selden, New York.

PRESENT:

E. Christopher Murray	Chair
Jim Morgo	Vice Chair
Shirley Coverdale	2 nd Vice Chair
Gordon Canary	Secretary
Theresa Sanders	Trustee
Gemma deLeon-Lopresti	Trustee
Belinda Pagdanganan	Trustee
Kevin O'Connor	Trustee
Priscilla Zarate	Trustee
Kaitlyn Gambina	Student Trustee
Louis J. Petrizzo	Interim President
Alicia O'Connor	Deputy General Counsel
Ashley Pope	Deputy General Counsel
Dr. Jeffrey Pedersen	V.P. for Planning & Institutional Effectiveness
Dr. Mark Harris	V.P. for Business and Financial Affairs
Dr. Paul Beaudin	V.P. for Academic Affairs
Dr. Christopher J. Adams	V.P. for Student Affairs
Mary Lou Araneo	V.P. for Institutional Advancement
Shady Azzam-Gomez	V.P. for Information Technology
Carol Wickliffe-Campbell	Chief of Staff

The meeting of the Board of Trustees was convened at 9:00 a.m.

The Pledge of Allegiance was led by Trustee Canary.

Chair Murray proceeded with the swearing in of Trustee Priscilla Zarate. Trustee Zarate was sworn in by Anna Maria Curella from the Suffolk County Clerk's office. After the signing of the oath of office, photos were taken. Trustee Zarate thanked the Board and recognized those who attended on her behalf, Luis Montes-Brito from the Office of Senator Monica Martinez, Legislator Samuel Gonzalez; Deputy Director of Suffolk County Youth Bureau, Olga El Sehamy, Vice President of Suffolk County Hispanic Advisory Board Javier Kinghorn, Director of School Safety for the Brentwood Union Free School District, Carlos Sanchez, Latina Moms of Long Island, Dorothy Santana

and her family - her father, husband, and son. She said he was honored and grateful to have been chosen as a member of the Board of Trustees representing the largest community college in the State of New York. As an educator with 23 years of experience in pre-K through 12, she has had the privilege of working for the two largest New York State school districts, serving as an executive director at the New York City Department of Education. There she coordinated programs and services for 1800 schools throughout the city. Additionally, she served as an assistant coordinator for bilingual and dual language programs at the Brentwood Union Free School District. Her overall educational experiences have allowed her to be a key stakeholder in the academic roles of many Long Island students. She said that having the opportunity to serve as a member of the Board will help her to utilize her experience to support the structures needed to help students succeed at the college level, and will also allow her the privilege to see the full academic career trajectory of the very same students that she once serviced at the Brentwood Union Free School District. She lastly thanked everyone for the opportunity and said she looked forward to working with all of the Board members to support Long Island students by advocating and working on policies that will provide equitable opportunities and access for all.

Chair Murray moved onto the recognition of guests. Ms. Wickliffe-Campbell recognized Legislator Gonzalez, Mr. Tom Lupo from the County Comptroller's Office, and Dan Levler, President of Suffolk County AME. Mr. Levler addressed the Board and said he, on behalf of all of the AME members at the College and across the county wanted to thank Chair Murray and the Board of Trustees, and especially Interim President Louis Petrizzo, as well as all of the people that worked with AME to get them to a tentative deal.

Chair Murray called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 9:15 a.m. Trustee Sanders so moved, Trustee Coverdale 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 9:22 a.m. Trustee Morgo so moved, Trustee Sanders seconded and the motion was approved unanimously.

Chair Murray requested a motion to approve the minutes of the December 5, 2019 Board of Trustees meeting. Trustee Pagdanganan so moved, Trustee Coverdale seconded. The motion to approve the minutes was approved unanimously.

Chair Murray introduced Dr. Mark Harris, Vice President for Business and Financial Affairs, to present the College Budget and Financial report. VP Harris reported that the College was waiting for the final report from the auditors for fiscal year 2019. He noted that for fiscal year 2019 there was originally a projected gap of \$4.2 million. Based on the College's austerity measures that were put in place during the fiscal year, there are

indications that the College may either minimize the use of the fund balance, or may not have used any of the fund balance. He expects to have the report from the auditors available for the February meeting. For fiscal year 2020, the College began again with a \$4.1 million deficit due to a decline in enrollment. The College has again implemented austerity measures, and has been able to mitigate the shortfall to \$2.1 million. The College will continue with its austerity measures in order to try and reduce the deficit even further. In regards to fiscal year 2021, the enrollment trends have not changed and costs are projected to go up, which means fiscal year 2021 is going to be a very tough year for the College. Administration is looking at the areas in which the College has to take drastic measures in order to curtail that number.

The resolution with financial impact is the resolution for the Suffolk County employee health insurance payment of approximately \$2.482 million.

Chair Murray called for a motion for the approval of College Resolutions 2020.01 to 2020.05. Trustee Morgo so moved, Trustee Coverdale seconded, and the motion was approved unanimously.

RESOLUTION 2020.01 - Supporting a Permanent Funding Floor for Community College Base State Aid Formula for Fiscal Year 2020

WHEREAS, community colleges serve as economic engines that provide a trained workforce and educated citizenry for the State of New York and the local communities in which they are located, and

WHEREAS, community colleges are anchor institutions that help keep their communities strong and vibrant by serving as major employers, community hubs, and social centers, and

WHEREAS, community colleges are the primary catalyst to the middle class by serving more low-income students than any other sector of higher education, and

WHEREAS, community colleges anticipate and respond to the emerging needs of their local communities and remain the most adaptable sector of higher education, and

WHEREAS, community colleges serve nearly half of all undergraduates enrolled in the SUNY system, along with nearly as many life-long learners through non-credit classes, and

WHEREAS, a level of predictability in State funding is essential to provide community colleges the ability to plan and budget accordingly and recognizes each college's annual fixed costs, and

WHEREAS, the 98% of the previous year or \$100 increase per FTE, whichever is greater, language added to the community college funding model for fiscal year 2019 was a step in the right direction and appreciated, and

WHEREAS, the funding floor should be set in State statute at 100% of the previous year or \$100 increase per FTE, whichever is greater, be it therefore

RESOLVED, that Suffolk County Community College fully supports the proposal that New York State set the base state aid formula allocation for each community college at 100% of the previous year or \$100 increase per FTE, whichever is greater for fiscal year 2020.

RESOLUTION NO. 2020.02 - Confirming the Approval to Increase the Hourly Wage for Certain Part-Time Employee Titles of Suffolk County Community College

WHEREAS, pursuant to a resolution adopted on December 5, 2019, the Board of Trustees authorized an increase to the hourly wage rate for part-time employees of Suffolk County Community College whose wages were impacted by the minimum wage increase to \$13.00 mandated by NYS law, and

WHEREAS, the College recommends a proportionate increase to the hourly wage rates of other part-time employees in similar titles to be implemented effective December 23, 2019, and

WHEREAS, pursuant to Article V (F) of the College Bylaws, on December 20, 2019, the Executive Committee of the Board of Trustees approved an increase to the hourly wage rate for certain part-time employee titles of Suffolk County Community College, be it therefore

RESOLVED, that the conditional approval by the Executive Committee of the Board of Trustees for an increase to the hourly wage rate for certain part-time employee titles, as reflected on *Attachment I*, annexed hereto, effective December 23, 2019, is hereby confirmed in all respects.

RESOLUTION NO. 2020.03 - Confirming the Annual Review and Approval of the College's Procurement Policy, as Amended

WHEREAS, community colleges must procure goods and services in accordance with Article 5-A of the New York State General Municipal Law in order to ensure the prudent and economical use of public monies, and to guard against favoritism, improvidence, extravagance, fraud and corruption, and

WHEREAS, pursuant to General Municipal Law §104-b, the College's *Procurement Policy* must be annually reviewed and approved by the Board of Trustees, and

WHEREAS, the College has reviewed the *Procurement Policy* and recommends that certain revisions be made in order to improve purchasing and procurement efficiencies, be it therefore

RESOLVED, that the College's *Procurement Policy*, as amended (*see, Attachment II*), be, and the same, hereby, is adopted and approved for the calendar year 2020.

RESOLUTION NO. 2020.04 - 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 \$2,481,794.06 for the month of December 2019 (*Attachment III*) is hereby approved by the Board of Trustees.

RESOLUTION NO. 2020.050 - Approving the Agreement Among the College, the County of Suffolk, and the Faculty Association of Suffolk County Community College

WHEREAS, Suffolk County Community College, the County of Suffolk, and the Faculty Association of Suffolk County Community College ("Faculty Association") have reached an agreement covering the terms and conditions of employment for College employees represented in the Faculty Association for the period extending from September 1, 2019 to August 31, 2022, and

WHEREAS, said agreement has been set down in a Stipulation of Agreement, and

WHEREAS, said Agreement has been ratified by the Faculty Association membership, and

WHEREAS, the College Interim President recommends the approval of this Agreement, be it therefore

RESOLVED, that the Stipulation of Agreement among Suffolk County Community College, the County of Suffolk, and Faculty Association of Suffolk County Community College, annexed hereto as, be and the same is hereby approved.

RESOLUTION NO. 2020.05 - Approving the Agreement Among the College, the County of Suffolk, and the Faculty Association of Suffolk County Community College

WHEREAS, Suffolk County Community College, the County of Suffolk, and the Faculty Association of Suffolk County Community College (“Faculty Association”) have reached an agreement covering the terms and conditions of employment for College employees represented in the Faculty Association for the period extending from September 1, 2019 to August 31, 2022, and

WHEREAS, said agreement has been set down in a Stipulation of Agreement, and

WHEREAS, said Agreement has been ratified by the Faculty Association membership, and

WHEREAS, the College Interim President recommends the approval of this Agreement, be it therefore

RESOLVED, that the Stipulation of Agreement among Suffolk County Community College, the County of Suffolk, and Faculty Association of Suffolk County Community College, annexed hereto as, be and the same is hereby approved.

Chair Murray called for the committee reports. Trustee Morgo reported for the Budget and Finance Committee, stating there would be a meeting on January 28th and that he was pleased the new chair, Trustee O’Connor, could make it. He stated this would be the first meeting since June because of the transition from VP Vizzini to VP Harris. The trustee recapped his tenure as chair of the committee, taking over in 2015 and facing a deficit and difficulties every year since. He stated last year was the College’s most successful year negotiating with the County sponsor, and emphasized how important the advocacy trips are, including those coming up on February 4th and 15th. He said the impression the students and representatives make on the state legislators is unequalled, particularly in the new landscape of Albany and with the College being only one of many community colleges. He praised Kevin Peterman for the terrific job he’s done in marshalling the faculty groups from Suffolk and a few other colleges. Trustee Morgo suggested the committee meet once a month from now until budget time in April, to stay on top of developments and keep the State and County sponsors involved.

Chair Murray thanked Trustee Morgo for his service on the committee, acknowledging it is, in some ways, one of the hardest committees to work on. He thanked Trustee O’Connor for stepping in as Chair, and praised Trustee Morgo for his diligence in doing

a wonderful job, and helping to face and meet challenges. He stated that, overall, the College is in a good financial space in the sense that it is solvent, largely because of Trustee Morgo's leadership. Trustee Morgo thanked him and said this was a great committee, which is acting on then-Board Chair Sanders' guiding principle that the College cannot run on the backs of the students and tuition.

The Chair asked for the Student Success Committee report. Trustee Pagdanganan stated Dr. Adams reported that Student Affairs had initiated the College-wide process to select up to ten Suffolk students to receive the SUNY Chancellor's Award for Student Excellence. She reported that the Office of Veterans Affairs was audited by the New York State Department of Veterans Affairs, and the lead reviewer had stated the College's Veterans Affairs office is a model for SUNY institutions. Another point of interest was how quickly Dr. Adams responded to a new State Election Law requirement to create and make available to all SUNY students by January 1st a voter registration website containing specific voter information. Dr. Adams added that it was a scramble to get it up and running on short notice (the memo was received on December 12th), but with the leadership of VP Azzam-Gomez and his IT team, and VP Araneo and her team, plus the Legal Affairs and Student Affairs departments, they were able to develop that website and be in compliance with the law.

Trustee Pagdanganan continued, reporting that all students who are registered and owe \$660 were contacted on January 8th as part of the registration process. She announced spring semester classes would begin on January 27th, and Commencement would be held May 21st and there would be two Commencement ceremonies again. She stated the Board's very own student trustee, Kaitlyn Gambina, will be among this year's graduates. She also reported Dr. Paul Beaudin spoke about the very successful nursing pinning ceremony held on December 20th for 60 nursing students, and stated that ESL graduation will take place the following Friday at the Grant campus. The practical nursing program with the largest practical nursing enrollment in the College's history, 132 students, was moved from the Culinary Arts and Hospital Center to the Corchaug building on the Eastern campus.

The trustee said Mr. Dan Linker reported on the Governance bodies' decision to drop the use of the W designation on the drop-down menus for grading, as it was causing confusion and potentially impacting students' long-term financial aid awards. She stated Dr. Beaudin and the Governance bodies have been working at creating leadership positions for the Liberal Arts and General Studies major, the College's largest program, in order to enable students to access advising and transfer information. She reported that the College Catalog Committee has been working for over a year to complete the transition from a printed catalog to an online version, with substantial financial savings, timed to correspond with the 2020-2022 version.

Trustee Pagdanganan ended her report with information Ms. Wickliffe-Campbell provided to the committee on Achieving the Dream advancements, including the creation of a Basic Needs Task Force to help with student retention, especially among those facing food, housing or mental health insecurities. The task force had met with the

County Department of Social Services and Assemblywoman Kimberly Jean-Pierre, who discussed their willingness to work with the College to address the students' needs. She stated Ms. Wickliffe-Campbell had reported that Achieving the Dream helped the College learn that among its most vulnerable populations are African-American students and those who are attending part-time.

Trustee Canary presented the Governance Committee report, first welcoming the new trustee, Priscilla Zarate to the Board. He stated the committee reviewed and discussed a draft of proposed language for an update to the Facilities Use Policy regarding rental fee waivers which Deputy General Counsel Alicia O'Connor distributed. He said the committee would like to see more information about organizations requesting a fee waiver, and after assessing the types of organizations, the facilities being used and how the events tie into the College's mission, they would again review these updates.

The trustee also reported Dr. Adams informed the committee that the Sons of Italy had paid their August 2019 Mother Cabrini Festival invoice, and that he had spoken to an event representative about this coming year's festival. The committee discussed the dates and expected requirements for safely holding the event, anticipating an increase in Public Safety presence since the Suffolk County Police Department has been scaling back due to budget constraints, and the committee will address any concerns once the application has been submitted by the Sons of Italy.

Trustee Canary reported that DGC O'Connor informed the committee that the Board of Ethics committee member Anthony LaPinta's term of office will expire on March 15th, 2020, and stated the Governance Committee would like to extend an offer to Mr. LaPinta to be reappointed. DGC O'Connor will contact Mr. LaPinta and advise the Board of his decision at the February meeting.

Trustee Morgo asked when the Mother Cabrini festival application was expected. DGC O'Connor replied that they were expecting it very shortly.

Trustee deLeon-Lopresti gave the Personnel Committee report. She acknowledged and thanked DGC Pope and AVP Rivera for their help and the invaluable input they gave to the committee. She stated the committee reviewed the feedback from the Board of Trustees retreat regarding the presidential evaluation process, to ensure it accurately captures the performance of the incoming president relative to his job descriptions and that it aligns with the College's strategic plan and annual goals. She said the committee identified areas to explore for improvement and revisions to the existing process, including trustee interviews with the staff involved in the process, and ensuring diversity of students' and alumni stakeholder feedback. The trustee also mentioned integration of metrics, as well as aggregate comments and summarized comments of reviewers. She reported another area of improvement would be a reformulation of survey questions, including ensuring stakeholders are asked for feedback within their specific knowledge and experience, to avoid the "N/A" answers on the survey.

The trustee reported the committee then discussed how to move forward with revisions to the evaluation process and identified a need for additional information on best practices for surveying stakeholders, formulating survey questions, and options for analyzing the survey data. She said they requested input from the Office of Planning and Institutional Effectiveness on best practices at the committee's February meeting, and would meanwhile begin its revision to the written presidential evaluation procedures and forms.

Trustee Canary reported for the Facilities Committee. He stated the subcommittee's annual meeting was held January 6th, where the total list of capital programs, the status of the College's capital program and any new capital projects for submission to the County are reviewed. He stated the capital projects submissions for the '20-'21 budget year will be started shortly, and are due to the County in early February and will be voted on by the Board of Trustees at the February meeting. The trustee presented a table summarizing the status of the capital program, which showed no College capital projects were dropped from the County program, and no project funding schedules were modified from the College's request, a positive thing. The committee agreed the College will focus on keeping all existing projects from being dropped or delayed, and no new projects would be requested.

The trustee stated the committee discussed the consequences faced because of delayed County payments to vendors, with some contractors pulling workers off the job and causing delays in completion of projects. He said the College is requesting a meeting with the County Comptroller's office to review the submission procedures, including a possible duplicative auditing process that could be streamlined and speed up reimbursements from the State to the County.

Trustee Canary reported that infrastructure is a College-wide priority. Paul Cooper explained that the only types of projects included under infrastructure are replacements, renovations, or repairs to existing structures and/or equipment. Dr. Adams expressed concerns regarding the child care center on the Grant campus, noting there have been many recent repairs to the building, but it is a small building and currently at full capacity, and there are also concerns for the child care center at the Ammerman campus. The trustee stated the group was reminded that capital project request forms can be submitted at any time during the year when a need is identified. Chair Murray thanked Trustee Canary for reviving this committee, and Trustee Canary reminded him this was the annual meeting but that he and Trustee O'Connor would try and meet more frequently during the year.

Trustee Pagdanganan gave the Foundation report. She stated the Suffolk Federal Credit Union partnership has yielded another benefit to Suffolk students by increasing its annual scholarship to provide full tuition scholarships, now at \$6,275, for each student, and by awarding one scholarship, the Lieutenant Michael Murphy Memorial Scholarship, for \$12,550, which exceeds the cost of tuition for a full associate's degree program. She said at the time of the award, the students also become members of the

Suffolk Federal Credit Union, and that this brings a total anticipated value of this historic partnership to \$2.9 million.

The trustee also announced the establishment of the first ever fellowship, the Tony and Luke Russo Veterinary Science Technology Fellowship, funded through a generous gift of Ms. Joyce Russo, a long-time rescue dog foster mom. She explained this will provide two Vet Tech students annually with \$3,000 each to learn while they participate in the activities of the Yorkie 911 Rescue, a Smithtown-based small canine breed rescue organization. She reported the Foundation also received generous donations to scholarships from six other organizations, and that the Foundation Alumni Office additionally promoted the Small Business Saturday, for College alumni businesses, as well as participating in Giving Tuesday 2019, e-mailing 36,000 individuals to secure donations. The trustee thanked Dr. Sylvia Diaz and her team for all the great work they've been doing.

Student Trustee Gambina gave her report. She introduced members of the Ammerman Student Government Executive Board, Erin Winn, President; Joey Bartnicki, Treasurer; Alexis Guarrasi, Vice President; and Michaela Pereira, the Secretary, stating she wanted to make an effort to get more students involved in the Board process and to show them how it functions.

Trustee Gambina reported that one of the initiatives started this year by the Ammerman campus was a connection with the ABLE Club for students with disabilities, and at a bowling event on December 20th where they were blindfolded, non-impaired students really got an understanding of how impaired students' abilities affected them around campus and as a student, in general. She also reported on a Winterfest event held December 11th, a nice break from stressful finals, and said after successfully completing finals, the students were relaxing and getting ready for the coming year.

Trustee Gambina stated the team is getting ready for Advocacy Day, and that she is working with Dr. Adams to set up a meeting to review what they would actually be talking about. She hoped to meet several times before the event to be prepared going in to it. She also reminded the Board they were invited to attend the all-campus student government meeting February 7th, so they could interact with the students, something that hadn't been done before. She ended her report stating there was a lot of planning to be done for events and ideas in the coming year. She clarified the time and location of the student meeting for Trustee Canary—11:00am -2:00pm in the Montauk Point Room on Ammerman Campus.

Trustee Sanders reported for the Presidential Search Committee. She gave an update on the work plan thus far, stating the College has a great search committee being led by Isaacson Miller, and the committee has been sworn to confidentiality while trying to attract the best candidate. She reviewed that the launch meetings, and the listening sessions that many were a part of, were held in November, and the committee has had its first presentation meeting, creating a profile for applicants to understand what the College is expecting from its candidates. She encouraged everyone to direct any

inquiries about applying to the website so candidates have the ability to fully compete in the application process.

Trustee Sanders reported the committee would have its second presentation meeting in February, where it would continue to review applicants, keeping in mind what was learned at the listening sessions in terms of what people expect for their next College president. She said they are sticking to a tight timeline, and thanked everyone for their support, particularly Ms. O'Hara for being the liaison with Isaacson Miller, VP Araneo for getting the website set up, and Interim President Petrizzo for being so responsive.

Trustee Morgo suggested that Trustee Sanders mention the nomination process, and Trustee Canary asked her to go through the whole timeline. Trustee Sanders reviewed that the first milestone was the launch meetings and listening sessions, then the finalizing of the candidates' profile based on the listening session, and the first presentation meeting on January 8th. She said next would be the second presentation meeting, where the committee would continue to look at who's applying, and who is meeting the criteria laid out by the search firm. After that would be semifinalist interviews during two consecutive days, planned for some time in March. Then the finalists visit the campus, there will be interviews, and the committee will begin making some decisions. She explained the Board of Trustees will have an opportunity to vet the finalists, with the expectation to have at least three to five finalists. The Board will vet the information and the committee will make a recommendation to SUNY, who has final decision-making power. SUNY will then conduct their own interview process, and will make a recommendation back to the committee, based on the finalists they are recommending. Finally, the Board meets again and a final vote is conducted.

Trustee Morgo suggested mentioning that someone can nominate a candidate independently, even if that candidate hasn't expressed any interest. Trustee Sanders explained when one goes to the link on the website, there are options on how to apply, including nominating another person, after which the search firm will reach out to them. Trustee O'Connor asked why not simply reach out to a person rather than nominate them through the application process, and Trustee Sanders explained the rationale is that there may be sitting college presidents or vice presidents who are comfortable and not even thinking about the College, but when prompted may be spurred to look at the application; also that the person may not want their current institution to know they applied personally but can say they were nominated and want to think about it.

Trustee Canary added that when Presiding Officer Gregory stepped down to assume Councilwoman Gordon's position in the Town of Babylon, it caught everyone by surprise, but the committee wanted him to continue as a member, and would encourage him to continue, then go back to the Legislature for another nomination. Interim President Petrizzo clarified it was his understanding that, according to the resolution appointing him to the committee, he would have to become the designee of Presiding Officer Calarco, in order to continue. Trustee Sanders said there was discussion at the last meeting with the search firm as to what is the norm, and the search firm said Mr. Gregory can continue in his own right, if the committee feels he has value, and the

committee can add the new Presiding Officer or his designee. She stated the committee feels strongly that Mr. Gregory should continue, for diversity reasons, and because he's been engaged so far with all the information. She stated she did reach out to the new Presiding Officer but had not heard back. Mr. Petrizzo said the easy solution would be to have the new presiding officer designate Mr. Gregory, and Trustee Sanders agreed, saying the legal team was making sure that would be allowed.

Trustee Morgo discussed that it would be good to have one of the College sponsors from the Legislature on the committee, and questioned whether the thinking was that Mr. Gregory would just be an additional member. Mr. Petrizzo explained the committee cannot add ad hoc members, and would likely have to amend the resolution, and make Mr. Gregory a community member or the like. Trustee Canary stressed that the search committee's outside consultants overseeing the process has informed the College this is not unusual and can be worked out. Chair Murray stated he thought the College would have to amend the resolution with specific levels of categories, adding a community member, and Mr. Petrizzo agreed.

Trustee Sanders said the committee would be discussing this further with the Board, and acknowledged that the reason the issue was brought up is because as they move to the next meeting where the committee begins to vet candidates, someone would need to come onto the committee now, and because of confidentiality issues, someone coming off would have to come off now. The trustee stated she couldn't stress enough how important confidentiality is, in order to keep potential candidates trusting that their current institutions won't know they are applying at Suffolk, and that it was important to move swiftly on appointing or removing members who have access to confidential information and links.

Trustee O'Connor asked what the goal date is to have a new president. Trustee Sanders replied if all went as planned the committee would go through their part of the process no later than June, and then it would rest with SUNY, so she was not sure. Mr. Petrizzo noted the committee would have to look at the SUNY meeting schedules. Trustee Canary agreed that was critical, and the third week of June was the drop dead date because it was the last SUNY meeting before their board breaks for summer. Mr. Petrizzo added SUNY must also conduct an interview before they vote. Chair Murray stated it would be ideal to have a new president in place before the start of the new semester, and Mr. Petrizzo noted the new person would need some transition time as well. Trustee Sanders concluded her report.

Chair Murray began his report by welcoming Trustee Zarate to the Board, saying that everyone works very hard and contributes in substantial ways. His report focused on the budget for the upcoming year, and the difficulties expected, particularly because the State has a \$6 billion deficit which could impact the College contribution. Other challenges faced will be reduced enrollment, and a new labor contract which will put additional pressure on the budget process. The Chair stated he appreciates the administration's effort in trying to keep costs to a minimum, and expressed his strong

support for charging fees for use of facilities, a source of revenue the College really needs. He noted the sponsorship from Suffolk County Federal Credit Union, fundraising by the Foundation, and students and staff advocating for the College in Albany were all very important and impact the budget. He acknowledged it has been a challenge that the College has come through for a number of years. He stated that every committee and everyone at the College would have to focus on the challenges and make tough decisions, and to make it clear the quality the College provides requires resources. With that. the Chair ended his report.

Trustee Canary emphasized that with the facilities use fee the College was not looking to make a profit but to simply cover its substantial costs. He stated it is not fair to put that cost on the backs of the students by raising tuition, and that the County should be made aware of the running total of costs incurred with County- sponsored events at the College. Trustee Morgo added that with not-for-profit and governmental groups, the College just wants to cover its costs, but for other groups showing increased revenue would be a positive thing. Trustee Sanders noted that with some of the high-profile groups where the College needs to have extra employees and staff in position, the cost to the College ramps up.

Trustee Sanders said it was her understanding that there is a process where the Suffolk County Police Department gets reimbursed from the County when they host high-profile groups and incur mandated expenses. Mr. Petrizzo stated the only incidence he could recall was the Presidential visit in 2017, where the all the costs and expenses the College incurred were covered by the federal government, and he was not aware of how much reimbursement went to the County for the police.

Trustee deLeon-Lopresti asked if it makes sense to advertise that the College could have conference space or meeting rooms available for the business world, for ratifying contracts and other events. Chair Murray agreed it was a good idea that the College could be very competitive with the hotels in this area, and it would be a way to enhance both revenue and the services and value the College provides. Trustee Zarate added this could also apply to educational institutions who are always looking for space they can utilize to hold not only board meetings but conferences. Chair Murray said he believed that was true.

Chair Murray moved on to the President's report. Interim President Petrizzo began his report by welcoming Trustee Zarate, saying it was a pleasure to have her join the Board. He added that administration was available to help all of the Board members so she should feel free to reach out if she needed any information, and they would be happy to provide her the tools to be successful. Interim President Petrizzo reported that they have been attending various ceremonies honoring Dr. Martin Luther King. Last week the College attended the Suffolk County Martin Luther King, Jr. Commission luncheon, and on Monday they will be attending the First Baptist Church of Riverhead's Annual Martin Luther King Memorial Breakfast at the Hyatt Wind Watch in Hauppauge.

On January 30th, Newsday will be sponsoring a meeting on the Michael J. Grant campus in the Van Nostrand Theatre. The event will be regarding their recent investigative report about real estate practices on Long Island. He reminded everyone that tomorrow evening is the ESL graduation ceremony at 7:00 in the Van Nostrand Theatre on the Grant campus. Next week the Chancellor will be delivering her State of the University Address on Thursday, January 23rd. He noted the College is looking forward to hearing what the Chancellor has to say and what she has in store for the coming year. The College's winter session is concluding tomorrow, and the spring semester begins on January 27th. Lastly, he said that due to the excellent work of the Veterans Affairs department under the direction of Shannon O'Neill, the College will be running two classes at the 106th Air National Guard base in the spring semester for enlisted and reserve personnel at the base. He thanked Dr. Beaudin, Dr. Tucker and VP Araneo for a grant the College received this week, and asked Dr. Beaudin to give further details.

Dr. Beaudin stated he received notification at the end of last week that the College in partnership with SUNY Empire State, and with Rockland Community College received a \$220,000 grant from Illumina Foundation. Empire State is the lead on the grant. The grant is related to credentialing of adults who are desirous of a degree at the College who are coming out of the work force and it will help them to credential some of those life and job experience credits and jump start them into an academic program at the College. The College will look at what the students life experience is, how it aligns with the College's student learning outcomes and courses and allow them to get credit for their life experience and then move into the College's associate degree programs, and then potentially to move on to Empire State for a baccalaureate or a master's degree. This will be a new population for the College to target. It wouldn't be as onerous as looking down at 64 credits for a degree, it would be a shorter time. He added that there is no real national work being done like Empire State is doing and Illumina was happy to partner with them. The College will learn a great deal by working with Empire State because they are the leaders in this in New York State. It was determined after their first conference call that the focus would be on both the manufacturing program and business program. Interim President Petrizzo said the College was really excited about the grant and the opportunity that it has to open a whole new population for enrollment.

He then introduced Ms. Anna Flack, College Associate Dean for Master Schedule/Registrar, for a presentation on the Registrar's Office. Dean Flack addressed the Board and said it was a pleasure to be with them and she would be giving a presentation on the long-established role of the registrar in a new light, since during the past decade the role of the registrar has changed dramatically. Dean Flack said the role of the registrar has taken on new designations, such as facilitator, analyst, data provider, protector, partner, supporter, leader, and innovator. An enrollment manager in the Registrar's office oversees the master schedule of classes to ensure that a broad range of student-centered classes are delivered. The Registrar works with Admissions, Financial Aid and Student Assessment, and Academic Affairs to facilitate plans and initiatives. The Registrar schedules and manages communications to students via texts and e-mail and other formal announcements, and

reaches out to students who left Suffolk without a degree, encouraging them to come back and earn either transfer credits back or earn additional credits toward a credential. In support of Academic Affairs, the Registrar enacts all academic policies and procedures, coordinates the College's academic alert tool, which allows faculty to communicate with students early in the semester to have needed conversations about how that student is doing in class and maybe make a difference early in the semester that will effect a positive outcome. The office supports the Beacon concurrent high school program and the Blackboard learning management system, and collaborates with Academic Affairs on the College catalog and academic calendar. To protect student privacy, the Registrar works with Legal Affairs and Information Security to ensure adherence to the College's student's privacy policy. The Registrar establishes federally sanctioned protocols so that the College can securely and safely, per legislative and security guidelines, communicate with students at a distance.

She reported that to bring innovation to the College, the Registrar attends SUNY conferences, participates in Listservs, and attends national forums, such as the American Association of Registrars and Admissions Officers and various technical and other types of forums and conferences. They have also implemented a secure online transmission process for official transcripts. Students can now go to the web, request a transcript, have it delivered online through a secure process to any college or employment agency, or wherever the transcript needs to go. The Registrar's most strategic partnership is with Information Technology Services. One of the results of the partnership was the implementation that encompassed a complete changeover of the College's information system to the Banner system. It required an entire rebuild of the College's practices and procedures. Another project involved a vital tool used at the College, a degree audit. A degree audit is an advising instrument that maps out a student's progress toward completion of their degree, keeping students on track to complete their goals. Suffolk's Degree Works audit tracks the progress of a student from the start of advising through graduation, and is used by students, counselors, advisors, staff, and administrators. A very key component, it does a lot to inform students and any advisor or faculty member who's working with the student as to where that student is in relation to completing their goals. Suffolk's Degree Works' audit tells students in real time if they are choosing courses that count in their program and count for financial aid. This preemptive component enables the College to avoid student financial issues and federal or state audits. Their newest project will go live this semester, the Suffolk Schedule Builder, an algorithmic-based program that optimizes a student's ability to build a schedule of their choice, it allows students to choose from several schedule options, and enter time frames where they cannot attend classes. Its ease of use is expected to help students register for more credits. College Schedule Builder will be integrated with Degree Works so that students can choose courses in their degree, check that audit out, come over to Schedule Builder, choose the classes, and register. This will seamlessly move into the registration screen in the Banner system.

Dean Flack added that the Registrar has enjoyed a collegial and active roll, as exhibited at a recent unit review which showed a productive relationship with the Registrar's offices on all three campuses. Some future initiatives include implementing an advising

mentoring program that will pair up advisors with incoming liberal arts students, developing a co-curricular transcript that will serve to document non-classroom experiences and expand the usefulness of the record. All of the other experiences of a Suffolk student will have during their tenure can be added to the co-curricular transcript, which informs employers or others that are looking at the transcript what the student really is about. They also want to enhance Degree Works functionality so that it further supports degree completion and SUNY seamless transfer. Lastly, they will be implementing a new version of Banner for self-service use.

Trustee Morgo asked if the Registrar's office had any role in recapturing funds from students who leave without paying tuition or fees. Dean Flack replied yes, they have a role in the communication piece. They work with Financial Affairs to get students to pay their bill on time and then reach out if they have a balance.

Trustee Canary thanked Dean Flack for her presentation and said the Board speaks frequently on issues and subjects relating to her department, and they do recognize what a critically important function they play at the College.

Trustee Sanders said she was very impressed because this is transformative for student engagement. Many students get frustrated in the process of enrollment and paying and they may have good intentions, but the process is so overwhelming they stop. She asked if there was a way that the presentation along with some of the other presentations the Board is privileged to see can be made available for the public. Interim President Petrizzo agreed that was a good idea and said they would start thinking about recording them and putting them up as videos on the College's website. Trustee Gambina agreed and said she liked the idea because there were some things she learned that she was not aware of prior to the presentations.

Trustee Zarate asked if the information was available in different languages considering that many of the College's students are from diverse backgrounds. Dean Flack said everything on the College's website was in English but in terms of any documents that the Registrar puts out to students, these can be in other languages. VP Araneo pointed out that there is a translator function on the College's website, Google Translator. Trustee Zarate then asked with regards to the Scheduler, if it points out at-risk students who are not on track and red flags it for counselors. Dean Flack replied the Degree Works audit would flag students or show very clearly that students are lagging behind in their progress toward their degree. All of their test scores are there, whether they're in developmental programs or on probation.

Trustee Canary commented that the program at the 106th and what Dr. Beaudin told them about the grant with Empire State College, those were exciting and great things that they need to let the College's County and State sponsors know about them. He added that this is what the College is doing, innovative partnerships, branching out, trying to expand, get off the campuses to bring education to those who need it and he thanked the College for that great work, and said that's something that really needs to be stressed to its sponsors.

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Chair Murray called for Roundtable discussion. Trustee Morgo said that sitting through these meetings, he realized that there were a lot of things that come up during the meeting to reflect on. He said Trustee Sanders had a terrific suggestion, in regards to the presidential search, to let candidates know what a unique place the College is, which is why getting the word out is so important. He liked Trustee deLeon-Lopresti's idea to let business, labor and educational groups know that there's a resource at the College that they can use which, in turn, could be a revenue enhancement. He added that as the last official act as Chair of the Budget and Finance Committee, he was going to ask that revenue enhancements be put on the agenda for the January 28th committee meeting. He said the most important committee is Student Success, because that's why they were here and he suggested to Trustee Zarate that, sooner than later, she join a committee. Trustee Morgo said that what keeps occurring to him is that when you consider what an incredible place the College is, why is there a decline in enrollment when you have surrounding Colleges such as Molloy and St. Joseph's College with increases in enrollment. He acknowledged there was an effort at the College to work on enrollment, however he was asking his fellow Trustees to think more about how they can do something about enrollment, because he believes it's really critical.

Trustee deLeon-Lopresti said that she wanted to add to what Trustee Morgo was saying and felt the College should carefully look at what is causing students to not stay and get their degree. Interim President Petrizzo said Dr. Adams had already done an assessment to see who those students are that are not coming back, and asked Dr. Adams to elaborate on his findings. Dr. Adams said that one of the things the College has recognized over the years is that it's done a really good job of recruiting new students. As high school graduation rates in Suffolk County have decreased, the College has still received the larger market share of those students. The biggest Achilles' heel is retention of the College's continuing students. After an assessment they found that from students that were at the College in the fall of 2019 that were expected to come back in the spring of 2020, 5,200 students did not return in the spring. The majority of those students are students that have 30 credits or less. Looking further into it, students that had 15 credits or less that were at the College for the first time in the fall of 2019 have not returned in the spring.

As a result of this, he is working very closely with Dean Flack, and they are rolling out a pilot program in the spring where they are going to connect all the new students coming into the College in the spring, to an administrator, faculty or staff member. The staff member is going to be responsible for connecting with them, reaching out to them, being a resource to them so they're not scrambling around. In addition they will be making orientation mandatory for all new students coming into the College. Other ways the College stays connected to the students is through College Seminar, Virtual Orientation and Academic Alert. Dr. Adams referred to the "secret sauce" of retaining students is staying connected to those students, from orientation all the way through then getting them to register for the next semester, working with them financially,

making sure that they know that there are scholarships available, making sure that they know firsthand that there are people here.

Trustee deLeon-Lopresti thanked Dr. Adams, and asked if the College captured before the students leave how they're feeling about their experience at the College.

Dr. Adams said that as part of the strategic planning process, they did a lot of focus groups with students. One of the things that they found is the students who were in the focus groups say they want to be connected on a path. He added that Guided Pathways works -- getting students engaged right away with a major or a focus of interest so that they can get on a path. They can meet with an advisor, meet with their faculty member and work very seamlessly through the system, and they also know where are they going to transfer, or where are they going to go out into the workforce.

Dr. Adams said that one of the things that he wants to do, as well, is to reach out to those students that were at the College in the fall that didn't come back, through phone calls to find out, specifically, what was the reason - was it financial, a performance issue or did they transfer.

Trustee deLeon-Lopresti brought up that they had discussed in the Personnel Committee that unlike other institutions, for some reason both Nassau Community College and Suffolk County Community College impose the burden of an attendance policy, where you can automatically fail if you are late three times or if you are absent a certain number of times, which is not a requirement in other institutions. She added that considering that the College is in a county where there are public transportation issues, and many of the students are working or have families to take care of, it could be part of the reason that students are not returning. She said she knows that the committee is working very hard, but asked if they would look at other things that might be outside the box that haven't been looked at before as reasons for students not returning.

Trustee Gambina agreed that the attendance policy could be a deterrence for returning students since 25% of the College's students are over the age of 25 and probably work. She added that she felt as long as you're passing exams, and doing the work, it shouldn't matter how many days you attend the class.

Trustee Sanders suggested adding a text message feature as a way to stay in communication with the students. VP Adams said the College has already begun using School Messenger, a text messaging application as a way to stay in touch with students.

Trustee Canary said that something came up in December, there was an article in Newsday, "New CEO is a Familiar Face, President Founder to Take D'Addario Reins." D'Addario & Co. is a musical instrument string company, headquartered in East Farmingdale. Trustee Canary remembered that a couple of years ago, he and Senator Boyle had the opportunity to take a tour of their factory. D'Addario & Co. employ 1,200 people, and have a \$200 million budget. When he saw the article, he remembered from

the tour that 90% of their workforce is Hispanic, and they come from the Copiague, North Amityville, and Huntington Station areas. He thought it would be a good idea for the College, to reach out to them and talk about the programs the College offers that could be of great benefit to D'Addario. He discussed this with President Petrizzo and he, in turn, reached out to John Lombardo. They found out that Mr. Lombardo, through the College's manufacturing and training development program, had, a couple of years ago, reached out to them and came up with a machining training program. Since then, he made a preliminary call to D'Addario and spoke to the head of their human resources division, and t John is going to set up a meeting to explore further how they can work together.

Student Trustee Gambina informed everyone that on February 6th starting at 6 p.m. there's going to be the Battle of Long Island basketball game between Suffolk County and Nassau County men's and women's teams. The women's team game starts at 6 p.m., and the men's is at 8 p.m. Interim President Petrizzo recalled that last year the two County Executives came down and participated and it was a lot of fun for those who were in attendance. He added that there would be a small reception prior to the beginning of the games for alumni and for trustees.

Dr. Beaudin stated that he hated to prolong the meeting, but he wanted to clear up the issue about student attendance. He asked to please keep in mind that the College has amazing faculty, and by and large, most faculty are not punitive about the attendance, unless it gets excessive. He added that the Governance body does have an Academic Standards Committee, and they are actually looking at attendance policy this spring, however to keep in mind that that is not the norm, that if you miss two classes you automatically fail the course.

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Chair Murray requested a motion to enter into Executive Session to discuss proposed, pending, or current litigation and the status of the collective bargaining negotiations at 11:04 a.m. Trustee Coverdale so moved, Trustee Canary seconded, and with all in favor, the motion carried.

With no further business to be conducted at the conclusion of the Executive Session, the Board of Trustees meeting was adjourned at 11:04 a.m. The Board of Trustees next meeting is February 20, 2020 at 4:00 p.m. in the Board Room of the Learning Resource Center, on the Michael J. Grant Campus in Brentwood, New York.

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Respectfully submitted,

Gordon Canary
Secretary