

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
BOARD ROOM, LEARNING RESOURCE CENTER
MICHAEL J. GRANT CAMPUS, BRENTWOOD, NEW YORK
FEBRUARY 20, 2020

The meeting was held on Thursday, 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.

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
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
Jeffery Pedersen	V.P. for Planning & Institutional Effectiveness
Dr. Mark Harris	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
Shady Azzam-Gomez	V.P. for Information Technology
Carol Wickliffe-Campbell	Chief of Staff

The meeting of the Board of Trustees was convened at 4:00 p.m.

The Pledge of Allegiance was led by Trustee Canary.

Chair Murray called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 4:05 p.m. Trustee Canary 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 4:15 p.m. Trustee O'Connor so moved, Trustee deLeon-Lopresti seconded, and the motion was approved unanimously.

Chair Murray requested a motion to approve the minutes of the January 16, 2020 Board of Trustees meeting. Trustee Morgo so moved, Trustee Sanders 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 auditor's report for fiscal year 2019 was not yet available and they hoped to have it ready for review at the March meeting. For fiscal year 2020, enrollment continues to decline and continues to affect the primary source of revenue for the College. The net decrease in revenue was \$2.382 million. In order to balance and mitigate the deficiency in the fund balance, the College continues to monitor and implement cost mitigation across the College. As a result of that, the College was able to reduce expenditures by \$5.3 million, reducing the use of the fund balance to \$1.185 million for fiscal year 2020 versus what was projected last month, using \$2.68 million of the fund balance, thus, closing the budget gap by about \$2.93 million. Trustee Morgo pointed out that the College originally projected the budget gap to be \$4.6 million and it now being reduced by \$2.93 million was a great thing. Dr. Harris reported that they have begun the work of meeting with the various departments to begin the process of putting together the budget for fiscal year 2021. Preliminarily, the budget gap is \$10.2 million. His team, along with all the Cabinet members and the members of the Budget and Finance Committee of the Board of Trustees, are working to look how best to close that gap. He stated that fiscal year 2021 will be a very challenging year for the College in regards to the Operating Budget. Trustee Canary asked Dr. Harris what would be remaining in the fund balance after this year's use of \$1.185 million. He replied the fund balance would then be at about \$15.4 million.

Dr. Harris then reviewed the two resolutions with financial impact. Item number one is the monthly sponsor services for Suffolk County; the amount for this month is about \$2.83 million. Item number two are three budget transfers. The first and second budget transfers are in the amount \$42,000 and \$10,000, a total of \$52,000, to buy furniture for Kreiling Hall which will be completed by the end of April. The third budget transfer is for \$23,100 to facilitate leasing equipment for the print shop. This will allow the College to print items in house versus outsourcing print items or using third party print services, which will optimize productivity and reduce the cost to the College.

Chair Murray asked if the monthly sponsor services fee was going up. Dr. Harris replied yes, and they realized that for the month of January, the rate that they charged the College was incorrect. They also sent the College a new increase of about 6.9%, which should have taken effect January 1. The variance between what the College paid in December and it should have paid in January, is about \$150,000. Chair Murray noted that a lot of discussion was had about the 2% contribution of the employees to their health insurance and that money does not go to the College, it goes to the County, adding that the theory that it would help the College with the monthly payments has not occurred. Dr. Harris confirmed that was correct and the College was in the process of

scheduling a meeting with the County to get a better sense of how the rates were determined and what the effect of the 2% percent contribution is on the employees.

Chair Murray called for a motion for the approval of College Resolutions 2020.06 to 2020.16. Trustee Coverdale so moved, Trustee deLeon-Lopresti seconded, and the motion was approved unanimously.

RESOLUTION 2020.06 - 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 \$2,851,348.14 for the month of January 2020 (*Attachment I*) is hereby approved by the Board of Trustees.

RESOLUTION NO. 2020.07 - 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. 2020.08 - Accepting a Grant Award from the League for Innovation in the Community College for the National Public Health Day 2020 Grant Program

WHEREAS, Suffolk County Community College has received a grant award in the amount of \$400 from the League for Innovation in the Community College for the National Public Health Week/World Health Day 2020 grant program, for the period of April 6, 2020 through April 12, 2020, and

WHEREAS, the College will develop and present three panel presentations to provide students with direct access to professionals across a wide cross-section of public health careers, and the grant will fund honoraria for participating panelists, and

WHEREAS, matching funds are required, be it therefore

RESOLVED, that the College Interim 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 \$400 from the League for Innovation in the Community College for the National Public Health Week/World Health Day 2020 grant program, for the period of April 6, 2020 through April 12, 2020.

Project Director: Tanya Velazquez

Note: No full-time personnel

RESOLUTION NO. 2020.09 - Amending the College Budget for a Grant Award Increase from the State University of New York (SUNY) for the Distribution of New Open Educational Resources (OER) Funding

WHEREAS, the 2019-2020 College operating budget provides \$68,139 of remaining funds from the State University of New York (SUNY) for the distribution of the Open Educational Resource (OER) Funding, for the period of September 1, 2019 through August 31, 2020, and

WHEREAS, the grant award has been increased by \$5,000, bringing the total amount of the grant award to \$73,139, and

WHEREAS, it is necessary to amend the 2019-2020 College operating budget in the amount of \$5,000 to provide for the increase in the grant award, and

RESOLVED, that the 2019-2020 College operating budget be amended to reflect an increase in the amount of \$5,000 from the State University of New York (SUNY) for the distribution of new Open Educational Resource (OER) funding, and the College Interim President or his designee is authorized to execute a contract with the

administering agency, upon such terms and conditions as shall be approved by the College's Office of Legal Affairs.

Project Director: Paul Beaudin, Ph.D., Vice President for Academic Affairs

Note: No full-time positions

RESOLUTION NO. 2020.10 - Accepting a Grant Award from the American Library Association (ALA) for the Library Census Equity Fund Project

WHEREAS, Suffolk County Community College has received a grant award in the amount of \$2,000 from the American Library Association (ALA) for the Library Census Equity Fund Project, for the period of December 18, 2019 through April 30, 2020, and

WHEREAS, the grant will provide funding to the Learning Resource Center (LRC) on the Michael J. Grant Campus to develop and furnish census materials to students, informing them of the importance of the census, and encouraging them to speak to and bring their head of household to the Campus to complete the census questionnaire online with assistance from the library staff, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the College Interim 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 \$2,000 from the American Library Association (ALA) for The Library Census Equity Fund Project, for the period of December 18, 2019 through April 30, 2020.

Project Director: Kerry Carlson

Note: No full-time personnel

RESOLUTION NO. 2020.11 - Amending the College Budget for a Grant Award Increase from the U.S. Department of Education for a Student Support Services (TRIO) Program Grant

WHEREAS, the 2019-2020 College operating budget provides \$304,835, including indirect costs, from the U.S. Department of Education for a Student Support Services (TRIO) Program grant, and

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

WHEREAS, the grant award has been increased by \$13,943, including indirect costs, and

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

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

RESOLVED, that the 2019-2020 College operating budget be amended to reflect an increase in the amount of \$13,943, including indirect costs, to the grant award from the U.S. Department of Education for a Student Support Services (TRIO) Program, bringing the total amount of the grant award to \$323,778, and be it further

RESOLVED, that the College Interim President or his designee is authorized to execute a contract, upon such terms and conditions as shall be approved by the College's Office of Legal Affairs, with the administering agency, reflecting said increase.

Project Director: Lorianne Lueders-Yanotti

RESOLUTION NO. 2020.12 - Amending the College Budget for a Perkins IV Career and Technical Education Act (CTEA) Program Grant

WHEREAS, the 2019-2020 College operating budget provides \$717,936, including indirect costs, from the NYS Education Department for the Carl D. Perkins Career and Technical Education Act (Perkins IV CTEA) Program for the period of July 1, 2019 through June 30, 2020, and

WHEREAS, the award has been increased by an additional amount of \$13,589, bringing the total amount of the grant award to \$731,525 including indirect costs, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the 2019-2020 College operating budget be amended to reflect an increase in the amount of \$13,589, including indirect costs of \$2,170, from the New York State Education Department, for the Carl D. Perkins Career and Technical Education Act (Perkins IV CTEA) Program, and the College Interim President or his designee is authorized to execute a contract with the administering agency, upon such terms and conditions as shall be approved by the College's Office of Legal Affairs.

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

RESOLUTION NO. 2020.13 - Appointing A Member to the Ethics Board for the College Board of Trustees

WHEREAS, the purpose of the *Board of Trustees Code of Professional Ethics* includes providing guidance to the members of the Board in the exercise of their fiduciary duties; providing a procedure for disclosure of potential conflicts of interest; establishing minimum standards of conduct; and creating an Ethics Board for the Board of Trustees, and

WHEREAS, by Resolution 2017.16, the Board of Trustees appointed three members to the Ethics Board to serve staggered terms of 3, 4, and 5 years, respectively, and

WHEREAS, the term of Ethics Board member Anthony LaPinta, Esq. will expire as of March 15, 2020, and

WHEREAS, the Governance Committee recommends reappointing Mr. LaPinta to the Ethics Board for an additional three-year term, be it therefore

RESOLVED, that Anthony LaPinta, Esq. is hereby reappointed to serve as a member of the Board of Ethics for the Suffolk County Community College Board of Trustees for a three-year term, March 16, 2020 - March 15, 2023.

RESOLUTION NO. 2020.14 - Authorizing an Increase in the Part-Time Hourly Wage Rate for Student-Employees Receiving Federal Work Study Funds

WHEREAS, by Resolution No. 2019.79 dated December 5, 2019, the Board of Trustees authorized an increase in the part-time wage rate for all student-employees receiving Federal Work Study funds to \$13/hour, and

WHEREAS, the Office of Student Affairs recommends compensating Federal Work Study student-employees who work off campus an additional sum to compensate them for added travel expenses, be it therefore

RESOLVED, that the hourly wage rate for student-employees receiving Federal Work Study funds shall be increased, as reflected below, effective December 23, 2019:

PART-TIME SALARIES

Title	Hourly Rate
WORK STUDY, OFF CAMPUS	\$13.50

RESOLUTION No. 2020.15 - Amending Resolution No. 2019.61 Establishing a Presidential Search Committee

WHEREAS, Resolution No. 2019.61 established a Presidential Search Committee which included, in pertinent part, representatives from the following constituent group: **Long Island Business Community** – 2 representatives appointed by the Chair of the College Board of Trustees, and

WHEREAS, the Board desires to change the composition of the Presidential Search Committee for continuity in representation, be it therefore

RESOLVED, that the number of representatives of the Long Island Business Community shall be reduced from 2 representatives appointed by the Chair of the College Board of Trustees to 1 representative appointed by the Chair of the College Board of Trustees, and be it further

RESOLVED, that an additional representative from the following new constituent group shall be added: **Long Island Community** – 1 representative appointed by the Chair of the College Board of Trustees.

RESOLUTION No. 2020.16 – Approving the Requested 2021-2023 Capital Program and 2021 Capital Budget

WHEREAS, the College has been requested by the office of the Suffolk County Executive to submit capital budget and program requests in accordance with Article IV, Section A4-2 of the Administrative Code of the County of Suffolk, and

WHEREAS, the capital program requests (*Attachment III*) have been solicited from the Interim President, Vice Presidents, Campus Executive Deans and Directors of Plant Operations, and are recommended for approval by the President’s Cabinet, be it therefore

RESOLVED, that the Board of Trustees approves the submission of all capital projects described in *Attachment III*, and authorizes the Interim President to submit the projects for the 2021-2023 capital program and 2021 capital budget.

Chairman Murray moved to the committee reports, announcing there was a new chair of the Budget and Finance Committee, Trustee Kevin O’Connor. The trustee referred to the report just given by VP Harris, and added that the projections were very preliminary on the revenue side because of the approximately \$10 million deficit to be worked down through the budget process. He stated while revenue and enrollment projections were

preliminary, the level of expenses is under control. He said the committee would be meeting again within the next three weeks.

The Chair noted that Trustee Pagdanganan was not in attendance so there would be no Student Success Committee report, and that her absence was excused due to her daughter's wedding. Student Trustee Gambina confirmed that the Student Success Committee had not met.

Trustee Canary gave the Governance Committee report, stating the committee had been updated on plans for the Mother Cabrini festival in the summer, with on-going discussions with the Sons of Italy Lodge. These talks were to explore the possibility of permitting the Sons of Italy to utilize the Grant campus for a reduced fee paid to the College, coupled with allowing the Office of Student Affairs to have a presence at the festival for student recruitment purposes. He stated once an agreement has been reached a resolution would go to the full Board to be approved at an upcoming meeting.

Trustee Canary reported that following discussions at the January Board meeting, Deputy General Counsel O'Connor spoke with VP Araneo, Drew Fawcett, and Steed Alberti regarding marketing efforts to publicize the use of the College facilities to outside groups. It was suggested that digital marketing may be the best way to advertise availability of the Health and Wellness Center's pool, gymnasium and other spaces, and discussion was also had about reaching out to other organizations to publicize this availability, such as the Suffolk County Department of Economic Development, various tourist and informational institutions, and eastern Long Island hotels. He stated the two items in his report would be on the agenda for continuing discussion at the next committee meeting. Chair Murray complimented the committee for its efforts in being diligent about getting the full value from College facilities, to contribute revenue and further its mission. Trustee Canary acknowledged it is one of the College's few potential revenue generators, and he wanted to make sure at the next budget meeting with the Legislature that they know the College is doing its best to offset costs.

Trustee deLeon-Lopresti reported for the Personnel Committee, stating their meeting was also attended by Dr. Jeffrey Pedersen, AVP of Human Resources Angelica Rivera and Deputy General Counsel Ashley Pope. She said Dr. Pedersen gave a presentation on resources, options and best practices for surveying stakeholders, formulating survey questions and analyzing survey data in the context of the presidential evaluation process. She reported the committee requested that Dr. Pedersen research external survey companies for use in soliciting stakeholder feedback for the evaluation and provide an overview of their capabilities, strengths, and weaknesses for the committee's review.

The trustee stated Dr. Pedersen also provided an update on the Strategic Planning Council's progress in developing a new Strategic Plan for the College and the remaining steps in the process. Discussion was had on the possibility of connecting the presidential evaluation to progress made toward institutional goals outlined in the College's Strategic Plan, and the committee suggested that a short update on the

strategic planning process be provided to the full Board of Trustees. The committee also asked that a revised draft of the College's Guiding Principles for the Presidential Evaluation Process policy be presented for review at its next meeting, utilizing previously identified areas to explore for improvements.

Chair Murray stated there was no report from the Facilities Committee, and that this was something that needed to be worked on.

VP Araneo gave the Foundation report. She stated the Bonadio Group concluded its audit of the Foundation for the year ending August 31, 2019, and would issue an unmodified clean opinion with no material weaknesses and no adjustments. She reported the Foundation team maintains constant contact with its Suffolk Federal Credit Union partners, with monthly conference calls to review the status of the agreement deliverables which currently total over 40 category items, and that 2020 would include a new exterior LED sign along Nicolls Road on the Ammerman Campus. VP Araneo also provided information on the upcoming annual golf outing, honoring Foundation board member Steven Milner, founder and CEO of U.S. Mortgage Corporation, to be held on June 15th at Southward Ho Country Club in Bay Shore.

Student Trustee Gambina gave her report, stating she and Trustee Zarate attended the ESL graduation, a very moving ceremony, and were impressed by the students' stories and how far they have come in the program. She also reported that a tri-campus Student Government meeting was held with some of the Board of Trustees members in attendance, a great chance for the Board to meet with Student Government and learn what they do in their everyday activities.

Trustee Gambina stated she attended the Black and Puerto Rican Caucus, a great learning experience, and that Student Government had leadership trainings over the break with the tri-campus leadership, featuring a keynote speaker who focused on how leadership works, and how it can be used effectively in peer mentoring while working on campus with student leaders. She also reported she attended the ACCT conference where she learned how important the positions the board and student government hold are, and how institutions around the country have different roles in these positions.

Trustee Sanders updated the Board on the Presidential Search Committee efforts, stating they were on schedule and moving forward toward interviews, and that the committee would be giving another update then.

Chairman Murray gave his report. He followed up on Student Trustee Gambina's report on the joint meeting with Student Government, stating it was very informational to understand what goes on with the Student Government and the students in general, and good for the Board to hear it firsthand. He then commented on the budget process, agreeing it is driven by certain factors the College does not have complete control over, for example, enrollment. He said the College is aggressively implementing programs to maintain enrollment and hoped it would pay off, though the College still needs the help

from the County and State. He stated the budget process has always been difficult and would be again this year, but that the College always makes it through every year.

Trustee Morgo asked Dr. Adams if it was premature to talk about marketing efforts to increase enrollment in collaboration with Stony Brook University. Dr. Adams said it was premature but did give some information, stating he and the outgoing senior vice president at Stony Brook, Matt Whalen, would be talking with Dr. Beaudin, Interim President Petrizzo, Joanne Braxton, and others regarding a collaborative effort based on a partnering program SUNY Binghamton and SUNY Broome had worked out. He said it has been a year since the College reached out to Stony Brook regarding this initiative, but they now want to talk, probably because they are losing juniors and seniors and need students transferring in, and want to put a program in place before Mr. Whalen leaves in June.

Trustee Morgo said he felt it was a very significant initiative; anything that can be done to increase College revenue is a good thing. Trustee deLeon-Lopresti asked if revenue had increased at SUNY Broome, and Trustee Morgo answered, yes, it has increased enrollment which increases revenue. Trustee Canary commented that it is very significant because again, it goes back to the College showing the State and County it is thinking outside the box in attempting to model an initiative on a program that has been successful elsewhere.

Trustee Morgo said this would be another significant effort being made to staunch the flow of Suffolk students to other community colleges. Trustee Sanders asked if there were efforts to use the model of the Broome and Binghamton colleges with St. Joseph's or other local colleges. Dr. Adams replied the College has articulation agreements with St. Joseph's and a number of other institutions on Long Island, but this is different in that the College would not only get the cohort of students Stony Brook is not accepting, but we would have access to thousands of students not accepted there for the College's mailing list, particularly international students. He said there are a lot of synergies and relationships that can be built. Trustee Morgo brought up that SUNY Broome has dorms, and Dr. Adams said that part of the discussion has been that Stony Brook could earmark some space so that students attending here could live on campus there.

Trustee Canary remembered that SUNY Farmingdale has dorms. Dr. Adams said that Old Westbury is always on the horizon as well, with transitions coming up there presenting an opportunity for synergies with the College. He stated the College has some ideas about bringing the students who have transitioning out of the County back and would continue to work aggressively on that issue.

Chair Murray moved on to the President's report. Interim President Petrizzo said he had a few updates before the presentation on the status of the strategic plan. The County Executive's Office has signed off on the AME contract and the Faculty Association contract. The Faculty Association contract will now go before the County

Legislature for approval. The AME contract first has to be approved by the members, however the College is hopeful that that will take place in the first couple of weeks in March and then will go before the County Legislature for approval, as well.

The College was informed that the Arbor Day Foundation has honored the College for the fourth consecutive year for the Tree Campus USA designation. Interim President Petrizzo congratulated the sustainability team and the campus deans, each of whom worked on the project through the year. He then announced that March 3rd is Professional Development Day. The theme this year is based on the College's enrollment and persistence issues; the theme is Pathways to Completion and for Completion. All of the breakout sessions and the keynote address will be aimed at strategies and practices for increasing student persistence and student completion.

Mr. Petrizzo said that the following Friday there would be a meeting of the presidents of Stony Brook, Farmingdale, Nassau, SUNY Maritime, and the College, on the topic of offshore wind. The purpose of the meeting is to collaborate and to try to work together with the Orsted funds that have been pledged for offshore wind training and the SUNY funding that was given to Farmingdale and Stony Brook. Between the two funds, there's approximately \$30 million. The College is looking to partner with the other SUNY colleges to make offshore wind training a SUNY project on Long Island. He noted that, interestingly, SUNY Maritime is interested in that, and given the nature of the offshore wind where the work is done, the College is happy to see them stepping up and being willing to partner with the College.

Mr. Petrizzo then reported that in regards to the coronavirus outbreak in China, all students have returned and concern for those students has substantially calmed down. Employees and students are back, and those who had some concerns and issues went through a period of voluntary quarantine, are released and are fine.

Lastly, in regards to self-insurance retention, currently the College is obligated for the first \$5 million on any claims of liability that occur against the College. This is a result of the policies and procedures put in effect by the County of Suffolk and more or less imposed on the College through the Sponsored Services Agreement. With the reserve balance on the decline, the College is considering buying liability insurance to cut down on its retention, putting it into the \$1 to \$2 million range, which would be much easier for the College to handle.

Mr. Petrizzo then introduced Dr. Jeffrey Pedersen and Professor Ted Koukounas, co-chairs of the Strategic Planning Council, for an update on where the College is in regards to strategic planning.

Dr. Pedersen began his presentation reviewing the Strategic Planning Council. The Council consist of about 40 members throughout the College, including Guild members, FA members, Exempts and staff members. The Strategic Planning Council guides the plans process, as well as the operational planning processes to hold the College accountable.

Strategic plans in higher education usually consist of a mission statement, a vision statement, and institutional goals, which are the primary aims that guide the planning. Also in the plan are measurable institutional objectives, which are steps, or actions that the College uses to reach its goals. Many also include a statement of institutional values, which are guiding principles and then key performance indicators.

The Strategic Plan is a guidance document for the College's integrative planning process. The integrative planning process is what the College uses to keep itself in compliance with Middle States, the accreditation agent. The College is required by the State Education Department, by SUNY and by Middle States to have a Strategic Plan. Middle States' number one standard is mission, goals and planning, and requires a regular review in updating the Strategic Plan. The College's last review and revision was in 2012, where the mission statement was reaffirmed. Coordinating the Strategic Planning process is the purview of the College's Strategic Planning Council. The final approval of the Strategic Plan is made by the College's Board of Trustees.

Dr. Pedersen also reviewed the timeline of the process and its progress to date. In May of 2018 the Strategic Planning structure was drafted. They began stakeholder engagement in the summer of 2018, reaching out to people to try to get their opinions about their feeling about the College, its mission, and where they wanted to see it go. They started the Strategic Planning Focus Groups in August of 2018 and provided updates all the way through to the Assessment Advisory and the Strategic Planning Councils, and implemented suggestions that were given by the councils about the process. The Strengths, Weaknesses, Opportunities and Threats (SWOT) exercise was initiated at Professional Development Day, with 400 participants. The SWOT results were then presented to the Assessment Advisory Council, the Strategic Planning Council, as well as faculty, Governance and the Cabinet. They conducted a final review of focus group transcripts from May 2019 to August 2019. OPIE created a Blackboard Community for the Strategic Planning Council to access information to allow for discussion, making it a transparent process as much as possible. They presented updates and preliminary focus group analysis to the Strategic Planning Council.

The focus groups had 432 students participate. There were 15 focus group facilitators that sat down with groups of students to ask a series of questions about how they felt about the College. Also participating in the focus groups were 130 faculty members, not including the 400 that participated in the SWOT analysis, and 56 members of staff and administration. The total number of participants in the process was 711. Some of the focus group questions that were asked and discussed were "what do you believe the primary purpose of the College is?" and "What is your perception of the College?"

All focus groups were recorded, transcribed and then were coded to see what the themes that were coming up most prevalent were. The material gathered was used to create a draft document for values, goals, and goal definitions. The draft document will be sent out to all faculty and staff members next week with a Survey Monkey survey where people give feedback on the document. Dr. Pedersen then reviewed the seven

institutional values that were suggested; excellence, engagement, service, stewardship, ethics, integrity, transparency, hospitality, belongingness and acceptance and continuous improvement, and their goal descriptions. From the goal descriptions, OPIE will develop objectives that will help in achieving the goal. Then they will have key performance indicators that they come back and measure the success of that.

The next steps after the values and goals draft document is sent out to faculty and staff, is the Strategic Planning Committee to review and make recommendations to the Council about any changes, or edits. Faculty will be updated on progress at the March 3rd Professional Development Day. The Strategic Planning Council Committee will craft draft mission statements that reflect feedback of the College community. These will be reviewed by the Strategic Planning Council and the draft that is approved will be distributed to the faculty and staff for review and comment by the beginning of April. The Committee will review commentary and make recommendations to the Strategic Planning Council (SPC). The SPC will review, amend, as necessary, and approve it. SPC will forward the draft to Interim President Petrizzo and the Cabinet before it is sent to the Board of Trustees for review and discussion.

Dr. Pedersen noted that the last time this was done the Board of Trustees added the Diversity goal. The remaining components of the Strategic Plan, the institutional objectives and the key performance indicators will be added by the Strategic Planning Council after the Board's input, then the Board will get the final document for discussion in June. It is hoped that the Plan can be approved at the August Board meeting and implemented on September 1st.

Trustee Canary asked what role SUNY played in the process. Dr. Pedersen responded that the College has to provide the plan to the State Education Department and SUNY, however they just need to know the College has it done. Middle States is the one that comes in and reviews it as part of the accreditation process. Interim President Petrizzo then thanked Dr. Pedersen as well as the cochair of the committee, Ted Koukounas, and Executive Director Kaliah Greene for all their work throughout the process.

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Chair Murray continued to the Roundtable discussion. Trustee Gambina said she had forgotten to mention that the April 24th Take Back the Night event is in the planning process, an event to help victims of violence and give them a safe space. She also reported that the Battle of Long Island game was on February 6th, with several Board members and administrators in attendance, and even though Suffolk did not win, everyone was very proud of the players for doing their best.

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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 5:01 p.m. Trustee Canary so moved, Trustee Sanders 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 5:01 p.m. The Board of Trustees next meeting is March 19, 2020 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