

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
AMMERMAN CAMPUS
ALUMNI ROOM, BROOKHAVEN GYMNASIUM
AND VIA ZOOM
APRIL 21, 2022

The meeting was held on Thursday, April 21, 2022 at 9:00 a.m. in the Alumni Room of the Brookhaven Gymnasium on the Ammerman Campus and via Zoom.

PRESENT:

E. Christopher Murray	Chair
James Morgo	Vice Chair
Shirley Coverdale	Second Vice Chair
Gordon Canary	Secretary
Theresa Sanders	Trustee
Belinda Pagdanganan	Trustee
Kevin O'Connor	Trustee
Gemma deLeon-Lopresti	Trustee
Dr. Edward Bonahue	President
Louis J. Petrizzo	Executive Vice President and General Counsel
Alicia O'Connor	Deputy General Counsel
Alla Brodsky	Deputy General Counsel
Dr. Mark Harris	V.P. for Business and Financial Affairs
Mary Lou Araneo	V.P. for Institutional Advancement
Shady Azzam-Gomez	V.P. for Information Technology Services
Dr. Patty Munsch	Interim Assistant V.P. for Student Affairs
Dr. Lauren Tacke-Cushing	Associate V.P. for Academic Affairs
Kaliah Greene	Interim V.P. / Executive Director, Office of Planning and Institutional Effectiveness
Angelica Rivera	A.V.P. for Employee Resources

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 called for the recognition of special guests. Ms. Carol Wickliffe-Campbell welcomed and thanked Mr. Tom Lupo from the Suffolk County Comptroller's office for being in attendance.

Chair Murray called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 9:05 a.m. Trustee O' Connor 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 9:09 a.m. Trustee Morgo so moved, Trustee Canary seconded and the motion was approved unanimously.

Chair Murray requested a motion to approve the minutes of the March 17, 2022 Board of Trustees meeting. Trustee Coverdale so moved, Trustee O'Connor seconded. The motion to approve the minutes was approved unanimously.

Chair Murray introduced Mark Harris, Vice President for Business and Financial Affairs, to present the College Budget and Financial report. VP Harris first reviewed FY'22. The only major change to what was presented last month was an improvement in the projected use of fund balance. Last month he reported the College was anticipating use of approximately \$4.954M from the fund balance, factoring in approximately \$9.82M of reimbursement for lost revenue from HEERF. To date, the College has been successful in utilizing the budgeted HEERF funds. As a consequence, it has reduced the projected use of fund balance from \$4.954m to approximately \$4.2m, approximately \$781K better. This improvement in projected fund balance use is due to their ability to access more HEERF. The College will have to utilize the remaining \$9.82M of HEERF funds by May '23 or it will lose access to the funds. Dr. Harris thanked all the Cabinet members who presented a budget, as well as John Bullard from his team, saying they had a discussion on what to anticipate, given certain impacts of enrollment, and really dug into the numbers ensuring that they were as conservative as possible, but at the same time looked for those opportunities where they could provide financial resources to those areas that need it.

Dr. Harris began the FY'23 Budget presentation by first recapping FY'21. When the College budgeted for FY'21, it had projected about \$8M use of fund balance. What worked in the College's favor was qualifying, for over \$19M of HEERF funding based on FTE. The College recognized approximately \$26M in revenue from HEERF 1 and HEERF 2 to cover student fee reimbursement and lost revenue from enrollment decline, as well as eligible COVID-related costs. The other step the College took was making significant austerity measures, working with different stakeholders to ensure that it managed the cost and only spent what was needed. FTE decreased 13.5% from 16,614 to about 14,366, and, in terms of cost reduction on the instructional side, the College was able to reduce those costs by 17.1%. He said it took effort from everyone to really come together and figure out the best measures and mechanisms to put in place in order to remain fiscally viable in light of the pandemic. Based on lost revenue replacement that the College was able to utilize from HEERF, in addition to the cost mitigation efforts, the College saw a significant swing in the projected use of fund balance. We added approximately \$20.6 million to the fund balance. Based on the change, the fund balance for FY'20 ended at approximately \$20.8M, and with the

addition of \$20.6M, FY'21 ended with about \$41.4M. The projected fund balance use for FY'22, is about \$4.2M, which will then end FY'22 with about \$37.3M in fund balance.

Dr. Harris reviewed the fund balance use through the years and asked the Board to pay keen attention to the negative impact that the College is suffering and projected to suffer over the next fiscal year. In FY'17 the end fund balance was about \$22.5M. In FY'18 the College used about \$6.4M. Realizing the impact of using the fund balance in FY'19 and beyond, the College did put measures in place to assess the costs and determine what resources are really needed. It was then able to start adding additional resources to the fund balance. He noted that FY'21 was an anomaly because of HEERF funding.

He then presented the College's enrollment trend over the last ten years. From Fall 2011 to Fall 2021, Suffolk County Community College suffered about a 23% reduction in enrollment. Projections from Fall 2019 to Fall 2022 show the steepest decrease, with a decline of about 26.8%. As enrollment decreased, one of the measures the College took was to assess the total number of sections. As a result, from this consolidated approach for cost control, from Fall 2018 to Fall 2021, the number of sections were reduced by about 20%. The College also increased utilization of space, which also helped to reduce the overall cost. There was then a major shift between online and face-to-face instruction in Fall '21, primarily due to the pandemic. Given the circumstances, recognizing the cost of the face-to-face, the College ensured it was able to provide those modalities to students and shifted from face-to-face to online. The College plans to continue to assess to ensure that the face-to-face classes are fully utilized in terms of space.

The trend of decline in enrollment through the years also negatively impacted the other SUNY community colleges. In comparison, the College fared on the low end over the ten years with a decline of 23.2%. For example, Clinton Community College over the same time frame suffered about a 60% decrease and Nassau Community College had about a 48.9% decrease. The average decrease for the thirty (30) SUNY community colleges within that ten-year period is about 34.1%. While the College fared on the low end, it did lose a significant amount of revenue, given its size and FTE.

In preparing the budget for FY'23, the College decided to segment enrollment trends by campus to see what the impact has been, and whether or not there are certain trends. Looking at Fall 2019 compared to Fall 2021, the variances on average for the three campuses was about 18.53%. The trend shows the Grant campus had the steepest decrease in the 19/21, with a decrease of 19.4%, an 18.56% decrease for Ammerman and 16.2% decrease for Eastern. Dr. Harris said the College could only assume that this was due to the negative impact of COVID within the population and whether or not it was financial or socioeconomic was still to be determined. The College took this into account during budget discussions regarding resource allocation. They also looked at enrollment and retention trends separately. With enrollment, the discussion has not only been the decrease in number of students graduating from high school but also the College's capture rate. In 2017 the College's capture rate was about 21.15%, in 2022 it was about 19.32%, which means that the College's capture rate has decreased by

about 1.8%. In comparison, the College's retention rate has decreased significantly between 2017 to 2021, about 25.7%. He emphasized that this is where the College has its greatest risks, and where it needs to focus its attention. Even though the College only has 1.8% reduction in its capture rate for the high school students, it means it is not doing an effective job in retaining the students and he believes this is what has really contributed to the overall 34% decline in enrollment among community colleges within the SUNY system.

Keeping in mind the enrollment trends, as well as some of the other factors from a post-pandemic semester that could negatively impact the College, certain revenue and cost assumptions were made in building the FY'23 operating budget. The key revenue assumptions were as follows: State Aid based on what the Governor proposed to be 100% floor funding, \$50.143M. The County typically proposes about a 1.5%. This year the County, recognizing the challenges that the College faced by residents of the County, proposed a 2% increase. The College has decided holding tuition flat to the FY'22 projection and is forecasting a 2.1% increase in auxiliary revenue. The College is budgeting \$5.1M of HEERF. The key cost assumptions are for salaries - a 1.4% reduction to FY'22. Benefits - a 0.6% percent reduction to FY'22. After review of operations, other costs increase based on upgrading tools and equipment for campuses and departments. Some costs are reimbursable through HEERF. Based on the assumptions in revenue and cost, the College is proposing using \$13.6M of the fund balance. It is holding its budget relatively flat to last year, at \$208,287,187, just about \$9,000 less than the prior year. Dr. Harris noted this was a significant amount of money to be used from the fund balance. While its good news to have a projected fund balance of \$37.3M because it's able to help the College absorb some of negative impact of FY'23, it is unsustainable. He added that FY'23 is a reset year for the College. It is the year the College has to put a stake in the ground and focus on its retention numbers while increasing enrollment and find innovative revenue sources as well. Typically, the College has three main sources of revenue. Over the past two to three years, it has had an added component within miscellaneous/HEERF. In FY'20 it was about 1%, FY'21 it was 12%, FY'22 it was 5% and for FY'23 it's about 3%. An obvious loss from 2021 to 2023. If the College does not have a significant increase in retention and enrollment, there is no revenue from HEERF to draw from.

In concluding his presentation, Dr. Harris said the College recognizes the use of fund balance is significant and is not taking it lightly and, as a result, while they developed the FY'23 budget they included certain initiatives that will hopefully have an immediate impact on enrollment and retention. Some of the marketing initiatives include, program specific digital campaigns, student pop-up ads, audience-targeted e-blasts and a return to on-site recruitment. In addition, the College has also planned retention and enrollment initiatives that include a review of student onboarding, academic alerts and exploration of student engagement application technology.

Chair Murray thanked Dr. Harris, his team and all of the administration for their hard work in the development of the proposed budget. He said it was only a few years ago that the College was in a situation where it was consistently raising tuition and had a low

fund balance. The fund balance was always something that people joked about, but he was always concerned. He noted that when COVID hit, the College, along with every other governmental institution and person in the world, became very concerned. No one knew what the impact on the economy would be, and to the credit of the College's administration with Mr. Petrizzo as Interim President, there was a strenuous effort to cut costs and they did a wonderful job. The fund balance began to recover and then the federal government gave money to the State, County, and also direct assistance to the College through HEERF. The fund balance in its low point was about \$7M and has grown to a fund balance in excess of \$35M, a good problem to have, but a problem. You cannot have a fund balance that should exceed 10-15% of your budget, so there was a conscious decision by the Board and the administration to use that fund balance, to hold the line on tuition and to cover the expenses. He added that he was very happy and proud that the College was freezing tuition for the third straight year and making progress in holding the line on tuition and decreasing the students' burden in paying for the school. The College has also done a great job in holding costs and received generous contributions from the state and the county and has managed to fare well in comparison with other community colleges facing the same problems with enrollment and retention. They've discussed with President Bonahue and administrators some creative ways to try to deal with the decline in enrollment and retention and all agree that it is the number one priority. Chair Murray said that he and the Board recognize all of the efforts that the administration has made and that they recognize the fiscal landscape going forward and feels that it is a credit to them and the Board that the College is in a good position to deal with whatever difficulties come forward.

Trustee deLeon-Lopresti said she wanted to learn more about how the College is analyzing the retention numbers - were they mostly due to COVID, what areas are having better retention versus less retention.

Dr. Harris said the College uses the numbers given from its Office of Planning and Institutional Effectiveness, which either looks at those numbers over a period of time and also at a granular level to what populations are significantly impacted, and then works with Student Affairs to really ensure that whatever initiatives that are in place are targeted to those groups that are more at risk.

President Bonahue added that through the strategic planning process this year, the College continues to come to the realization that retention is everyone's job. There are roles to play in retention for faculty in instruction, in Student Affairs in terms of the way that they engage students, and the way that the College designs the student's experience to create the connections that students need to persist in their studies. He said retention continues to be a major theme in all of the College's strategic planning conversations, and they know that in order to serve students, well they have to keep the students that they have, a reality of the College's business model and also the way that the College fulfills its mission.

Trustee Coverdale asked if the College has factored into that retention number the number of students that are going on to other institutions and if that's the reason for them not completing.

Dr. Bonahue responded that the College had two working hypotheses for the precipitous decrease in enrollment in the past two years. The first is mostly related to COVID - the College knows that many of the families it serves, are those families most likely to have been impacted by the pandemic. However, it is not limited to those factors and now, increasingly, through the leadership of Ms. Kaliah Greene and OPIE, they have the tools to do segmented analysis in terms of studying how much of the attrition that the College is experiencing is because students are going to work early or because students are transferring before they graduate. The College will continue to ask those questions, and will disaggregate the data by campus, by health status and SES, race, gender, and ethnicity, because that tells the totality of all of the College's students' experience.

VP Harris then reviewed the resolutions with financial impact. He noted that normally there is a resolution for the monthly payment for health insurance from the County. For the past few months the College has not had those, primarily because they are working with the County to reconcile those files. The County switched to a new platform and the data that the College requires will not be received in time, but they are working with the EMHP office to reconcile and then to make payments. There would have been a total of four to date since January, and the average cost is about \$3M each month, about \$12M in total.

Item number one is a \$52,000 transfer to replace equipment at the Grant Campus due to a safety concern. Item number three and four are resolutions holding the tuition for Beacon students and also for the Early College students. Currently the tuition per credit for that group is \$57. Item number five is amending the Policy for Credit Card use, and the major change in the policy is the College added verbiage about the store cards. The College has two store cards, Lowe's and Home Depot, that are primarily used by the campus Plant Operations Directors. The language added provides guidelines on how those cards can be used. The maximum purchase per card is \$200 and prior authorization has to be received from Business and Finance before any purchase can take place. Item number eight is approving the operating budget for the FY'22-'23, which he had presented. Item number nine is the tuition and fees and holding both flat to last year. The last resolution he reviewed was delegating authority to the College President to approve budget transfer of funds up to the amount of \$250,000 per month. Currently the transfer amount is \$10,000 a month and it has been a holdover since the County was the parent entity. The College has realized over the past years that sometimes there are transactions that have to get approved within the month and come in after the Board meeting, and then they are limited to proceeding or they have to get together with the Executive Committee of the Board. The final approval in terms of transfer comes through the Budget and Finance office, and this will be in discussion with the President of the College. The College will provide the BOT with a reconciliation of all transfers up to the \$250,000.

Trustee Canary referred to Resolution No. 2022.25 authorizing the College to enter into a well-drilling/sampling agreement with the U.S. Geological Survey, New York Water Science Center, to install and maintain a monitoring well on the Ammerman Campus. He said he represents Senator Boyle and attends the Long Island Water Resources Council meetings, and is aware of USGS's attempts to drill these new monitoring wells. He feels they are critically important and he strongly supports the College approving the resolution, adding that it is something that is desperately needed in order to monitor critical groundwater aquifer levels and discharges that are occurring.

Chair Murray called for a motion for the approval of College Resolutions 2022.14 through 2022.25. Trustee Morgo so moved, Trustee Canary seconded and the motion was approved unanimously.

RESOLUTION NO. 2022.14 - 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 I* as necessary for the operation of the College, be it therefore

RESOLVED, that the budget transfers shown on *Attachment I* are hereby authorized and approved.

RESOLUTION NO. 2022.15 - Authorizing the Waiver of Facilities Use Fees for the Use of College Facilities by Sub-Zero Group East, LLC

WHEREAS, by College Resolution No. 2017.52, the Board of Trustees accepted culinary equipment donated by Sub-Zero Group East, LLC ("Sub-Zero") to the Suffolk Community College Foundation, Inc., valued at nearly \$28,000.00, for use in the College's Culinary Arts program, and

WHEREAS, Sub-Zero has requested to utilize the Demonstration Theatre located within the Culinary Arts and Hospitality Center and the donated culinary equipment for an educational and promotional event it wishes to host for members of the public, and

WHEREAS, in recognition of Sub-Zero's generous in-kind contribution to the College, it is recommended that facilities use fees which would otherwise be chargeable pursuant to the *Facilities Use Policy* be waived for this event and for all similarly limited in scope future events hosted by Sub-Zero at the Culinary Arts and Hospitality Center, and

WHEREAS, actual costs accrued for providing College staffing for security and other services for any such Sub-Zero event held at the College’s facility will be charged, be it therefore,

RESOLVED, that a waiver of facilities use fees for the use of the Culinary Arts and Hospitality Center by Sub-Zero Wolf Group East, LLC is hereby authorized and approved.

RESOLUTION NO. 2022.16 - Authorizing the Current Tuition Rate for the Beacon Program to Remain in Effect for the 2022 - 2023 Academic Year

WHEREAS, the College’s Beacon Program is a concurrent enrollment program that allows high school students to enroll in College courses while still working towards high school graduation, and

WHEREAS, college credits earned in the Beacon Program can be applied toward high school and college graduation and can be transferred to other colleges and universities, and

WHEREAS, Beacon Program courses are taught at partnering high schools by secondary school teachers, and the training expenses incurred by the College for the program are fixed costs that do not vary based on the number of sections taught, and

WHEREAS, by College Resolution No. 2018.23 adopted on April 19, 2018, the Board of Trustees set the Beacon Program tuition rate at \$57 per credit and authorized that said tuition rate be increased by approximately seven percent (7%) beginning in the Fall semester of 2020 and biennially, thereafter, and

WHEREAS, by College Resolution No. 2020.43 adopted on August 20, 2020, the Board of Trustees authorized the Beacon Program tuition rate of \$57 per credit to remain in effect for the 2020 -2021 academic year, and further authorized said tuition rate to be increased by approximately seven percent (7%) beginning in the Fall semester of 2022, and biennially, thereafter,

WHEREAS, the Board of Trustees recommends that there be no such increase to the Beacon Program tuition rate for the 2022 – 2023 academic year, be it therefore,

RESOLVED, that the Beacon Program tuition rate of \$57 per credit remain in effect for the 2022 – 2023 academic year, and be it further

RESOLVED, said tuition rate be increased by approximately seven percent (7%) beginning in the Fall semester of 2023 and biennially, thereafter.

RESOLUTION NO. 2022.17 - Authorizing the Current Tuition Rate for the Early College Program to Remain in Effect for the 2022 - 2023 Academic Year

WHEREAS, the Early College Program is a dual enrollment program that allows high school students to enroll in College courses while still working towards high school graduation, and

WHEREAS, training expenses incurred by the College for the Early College Program are fixed costs that do not vary based on the number of sections taught, and

WHEREAS, by College Resolution No. 2018.24 adopted on April 19, 2018, the Board of Trustees set the Early College Program tuition rate at \$57 per credit and authorized that said tuition rate be increased by approximately seven percent (7%) beginning in the Fall semester of 2020 and biennially, thereafter, and

WHEREAS, by College Resolution No. 2020.44 adopted on August 20, 2020, the Board of Trustees authorized the Early Program tuition rate of \$57 per credit to remain in effect for the 2020 -2021 academic year, and further authorized said tuition rate to be increased by approximately seven percent (7%) beginning in the Fall semester of 2022, and biennially, thereafter,

WHEREAS, the Board of Trustees recommends that there be no such increase to the Early Program tuition rate for the 2022 – 2023 academic year, be it therefore,

RESOLVED, that the Early College Program tuition rate of \$57 per credit remain in effect for the 2022 – 2023 academic year, and be it further

RESOLVED, said tuition rate be increased by approximately seven percent (7%) beginning in the Fall semester of 2023 and biennially, thereafter.

RESOLUTION NO. 2022.18 – Amending the Policy for Credit Card Usage

WHEREAS, by a Resolution No. 2012.73, the Board of Trustees adopted the *Policy for Credit Card Usage* in order to identify certain College employees and officials who are authorized to use College-issued credit cards, provide dollar limits for purchases, describe the purchases permitted, establish control procedures, and monitor College credit card usage, and

WHEREAS, the *Policy* has been reviewed by the Office of Business and Financial Affairs and the Office of Legal Affairs, and revisions are recommended to enhance College operations and increase workplace accountability, be it therefore,

RESOLVED, that the College hereby adopts the amended *Policy for Credit Card Usage*, as reflected on Attachment II, effective April 21, 2022.

RESOLUTION NO. 2022.19 - Amending the College Operating Budget to Reflect an Increase in the Grant Award from the University of the State of New York, the State Education Department, for the Liberty Partnerships Program (LLP)

WHEREAS, the 2021-2022 College operating budget provides \$450,000.00, including indirect costs, in anticipation of a grant award from The University of the State of New York, The State Education Department, for the Liberty Partnership Program, and

WHEREAS, the award is to be increased in the amount of \$90,003.00, bringing the total amount of the grant award to \$540,003.00, including indirect costs, and

WHEREAS, the Liberty Partnerships Program at Suffolk County Community College represents a cooperative effort among the College, the Longwood Central School District and community-based organizations to provide a unique, comprehensive and supportive environment for at-risk students in grades 7-12, and

WHEREAS, no matching funds are required, be it therefore

RESOLVED, that the 2021-2022 College operating budget be amended to reflect an increase in the amount of \$90,003.00, including indirect costs in the amount of \$3,937, from The University of the State of New York, The State Education Department, for the Liberty Partnerships Program, and the College President or his designee is authorized to execute any necessary documentation, including a contract amendment, in such form as shall be approved by the College General Counsel.

Project Director: Arlene Jackson, Assistant Dean, Continuing Education

Note: No full-time personnel for amendment

RESOLUTION NO. 2022.20 - Accepting a Grant Subaward from the Research Foundation for the State University of New York, through Funds made Available from the U.S. Department of Education to the New York State Department of Labor (NYSOL), for a Project Entitled "SUNY Stay Near, Go Far Reimagine Workforce Preparation Training"

WHEREAS, Suffolk County Community College has received a grant subaward in the amount of \$136,040 from The Research Foundation for the State University of New York, through funds made available from the U.S. Department of Education to the New York State Department of Labor (NYSDOL), for a project entitled "SUNY Stay Near, Go Far Reimagine Workforce Preparation Training," for the period of January 3, 2022 through June 30, 2022, and

WHEREAS, the project will offer short-term workforce education and training opportunities and/or career pathways that result in a credentials for individuals impacted by the COVID-19 pandemic, and

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

RESOLVED, that a grant subaward in the amount of \$136,040 from The Research Foundation for the State University of New York, through funds made available from the U.S. Department of Education to the New York State Department of Labor (NYSDOL), for a project entitled “SUNY Stay Near, Go Far Reimagine Workforce Preparation Training,” for the period of January 3, 2022 through June 30, 2022, is hereby accepted, and the College President or his designee is authorized to execute a contract with the administering agency, in such form as shall be approved by the College General Counsel.

Project Director: Arlene Jackson, Assistant Dean, Continuing Education

Note: No full-time personnel

RESOLUTION NO. 2022.21 - Approving the Budget for Suffolk County Community College for Fiscal Year 2022-2023

WHEREAS, the provisions of the New York State Education Law and regulations adopted in accordance with such law direct the Boards of Trustees of New York Community Colleges, subject to the approval of the State University Trustees, to prepare, approve and implement budgets, and

WHEREAS, Suffolk County Community College has developed its Operating Budget setting forth the budget total for the 2022-2023 fiscal year, and

WHEREAS, the 2022-2023 budget includes necessary amounts for meeting the operational needs of the College, and includes sufficient amounts for collective bargaining agreements, and

WHEREAS, the State commitment for base aid per full-time equivalent (FTE) has remained the same at \$2997 per FTE, and

WHEREAS, the College is submitting its Operating Budget for the 2022-2023 fiscal year to the Suffolk County Legislature and the Suffolk County Executive’s office as per the Memorandum of Understanding, and

WHEREAS, the Budget and Finance Committee of the Board of Trustees has carefully reviewed all the facts and circumstances attendant to the College’s proposed 2022-2023 Operating Budget, and after due deliberation, is in support of the determinations made herein, and

WHEREAS, the College Board of Trustees is requesting an increase in County support of 2% or \$922,456 to the College for 2022-2023, and

WHEREAS, the Board of Trustees seeks a sustainable level of sponsor support to meet the mutual goals of keeping higher education attainable to the residents of Suffolk County and tuition affordable at Suffolk County Community College, and

WHEREAS, the Board of Trustees has determined that it will not raise tuition rates for the 2022-23 Academic Year, and

WHEREAS, the Board of Trustees has determined to access the Community College Fund Balance Reserve Fund to balance the budget, be it therefore

RESOLVED, that the Board of Trustees hereby approves an Operating Budget for fiscal year 2022-2023 in the amount of \$208,287,187 for operations and \$3,956,006 for grants, and be it further

RESOLVED, that the annual tuition charges will remain the same at \$5,470 per year for full-time resident students and \$228 per credit for part-time resident students, and be it further

RESOLVED, that the 2022-2023 operating budget shall include a transfer from the Community College Fund Balance Reserve in the amount of \$13,609,455, and be it further

RESOLVED, that annual tuition and fees as provided in Resolution No. 2022.22 are to be included in the College budget for the fiscal year 2022 - 2023.

Total Appropriations:	\$212,243,193
Operation Appropriations:	\$208,287,187
Grant Appropriations:	\$3,956,006

RESOLUTION NO. 2022.22 - Adopting a Tuition and Fee Schedule for 2022-2023

WHEREAS, the College recommends that there be no increase to tuition for the 2022-23 academic year, and

WHEREAS, it is recommended that the Tuition and Fee Schedule be approved for the 2022-2023 academic year, be it therefore

RESOLVED, that the following Tuition and Fee schedule be approved:

Full-time Students	Fall <u>2022</u>	Spring <u>2023</u>
Tuition, Residents	\$2,735	\$2,735
Tuition, Non-Resident	\$5,470	\$5,470
Part-time Students	Fall <u>2022</u>	Spring <u>2023</u>
Tuition, Residents (per credit)	\$228	\$228
Tuition, Non-Resident	\$456	\$456

And be it further

RESOLVED, that the student Tuition and Fee Schedule (*Attachment III*) is hereby approved and adopted for fiscal year 2022-2023.

RESOLUTION NO. 2022.23 - Awarding a Contract for the Construction of the Supporting Structure for an LED Sign at the Nicolls Road Entrance of the Ammerman Campus

WHEREAS, Suffolk County Community College has determined that there is a need for a new, updated LED sign to be installed at the Nicolls Road entrance of the Ammerman Campus, and

WHEREAS, the new LED sign will provide critical and timely information to students, community residents and travelers on Nicolls Road, and

WHEREAS, the LED sign must be mounted on a foundational structure with necessary electrical infrastructure, and

WHEREAS, this construction project will be funded by a donation made by the Suffolk Federal Credit Union (SFCU) in accordance with the Naming Rights Agreement among the College, SFCU and the Suffolk Community College Foundation, Inc., and

WHEREAS, pursuant to Suffolk County Resolution No.1056-2022, the Suffolk County Legislature has authorized the College to seek matching funds of eligible project costs from the State of New York, and

WHEREAS, public bids for the construction of the supporting structure for an LED sign were solicited and opened on September 23, 2021, and

WHEREAS, these bids were reviewed, and the qualifications of the lowest responsible bidder were evaluated by the College, be it therefore

RESOLVED, that the College President or his designee is authorized to enter into a contract with Grafton Data Systems, Inc. in the amount of \$118,900 for the construction of the supporting structure for an LED sign at the Nicolls Road entrance of the Ammerman Campus, upon such terms and conditions as shall be approved by the College General Counsel.

RESOLUTION NO. 2022.24 - Delegating Authority to the College President to Approve Budget Transfers of Funds in an Amount up to \$250,000 per Month

WHEREAS, pursuant to New York State Education Law, the College Board of Trustees is responsible, *inter alia*, for the creation and approval of the College Operating Budget, and

WHEREAS, pursuant to College policy, the College President's authority to transfer funds between College Operating Budget accounts in amounts in excess of \$10,000.00 must be authorized by a resolution adopted by the Board of Trustees, and

WHEREAS, the Vice President for Business and Financial Affairs recommends increasing the College President's authority for the transfer of funds between College Operating Budget accounts in an amount up to \$250,000 per month in order to enhance the operational efficiency of the College, be it therefore

RESOLVED, that the College President or a designee is hereby authorized to act upon the following matter without further approval by the Board of Trustees, and all persons and entities may rely upon and accept such action as if such action is made by the College Board of Trustees:

Approve transfers of funds in an amount up to \$250,000 per month within and among College Operating Budget accounts

and be it further,

RESOLVED, that at each meeting of the Board of Trustees the College President or a designee shall submit a written information report to each Trustee on all transfers made and the reasons for said transfers, if any, in accordance herewith,

and be it further,

RESOLVED, that the College Board of Trustees reserves the right, by resolution of the Board, to void and reverse any transfer of funds made hereunder.

RESOLUTION NO. 2022.25 - Authorizing the College to enter into a Well Drilling/Sampling Agreement with the U.S. Geological Survey (USGS), New York Water Science Center, to install and maintain a monitoring well on the Ammerman Campus

WHEREAS, as part of the Phase II of the Long Island Sustainability Project, USGS, New York Water Science Center approached the College with a request to install and maintain a new outpost well near the Southernmost Athletic Field at the Ammerman campus, and

WHEREAS, excavation and installation of the well will be performed by Delta Well and Pump Co., Inc., USGS's drilling contractor, and proper maintenance of the well will be the responsibility of the USGS, and done at USGS' expense, and

WHEREAS, the College's Physical Science and Geology Department will have an opportunity to collaborate with the USGS during and after the installation of the well, in order to provide students with educational opportunities, research and laboratory experiences made possible by this project, and

WHEREAS, the Suffolk County Water Authority reviewed this proposed project, and indicated that they have no objections to the drilling of the well on College property, be it therefore,

RESOLVED, the Well Drilling/Sampling Agreement with the USGS for an initial term of five years, subject to additional renewals, as well as a Permit Agreement with Delta Well and Pump Co., Inc., for the installation work, is hereby authorized and approved, subject to approval of the terms and conditions of each agreement by the College General Counsel; and be it therefore also

FURTHER RESOLVED, that in view of the educational opportunities provided by the USGS, a waiver of facilities use fees for the use of College Premises for the installation and maintenance of the well is hereby authorized and approved.

Chairman Murray moved to the committee reports and called for the Budget and Finance committee report. Trustee O'Connor thanked Dr. Harris for his budget presentation and said the way he analyzed, explained and communicated the message was incredible. He delivered the message of what needs to be considered with the HEERF funds mixed in with the largess of the State and the County which are all going to go away in different degrees over the next couple of years. He added that the idea is that this money is meant as an investment for the College to figure out how it's supposed to better the communities it serves. He believes the College has used it appropriately and should continue to figure out the ways it can improve retention and he applauded his work.

Chair Murray called for the Student Success Committee update. Trustee Pagdanganan said Dr. Munsch would be providing the report. Dr. Munsch reported the Student Success Committee met to discuss the progress with the College's Hope Center. The College is working collaboratively with the Suffolk County Department of Social Services. The DSS representative is onsite on the Grant Campus on Thursdays for appointments and walk-in questions from 9:00 a.m. to 4:30 p.m. They also offer Zoom appointments for students who prefer to meet virtually. The program began on March 3rd and, thus far, we have had 42 student appointments scheduled. The top three requested areas of support are financial assistance, food assistance, and Medicaid support. There has been cross training with the onsite representative and on-campus staff identified to provide support so that students can also connect with campus-based services, including financial aid, the Foundation, and food pantries. The committee discussed ways to promote and expand the program moving forward. Currently, the program information and ability to make appointments is located in the My SCCC portal. Students who have utilized the food pantries receive phone calls offering them appointment opportunities. Faculty were advised of the services via College Brief, and students have received e-mail correspondences about these opportunities. In the coming weeks, the offices on campus will receive fliers with a QR code that links directly to the appointment request. The next steps are to review the status of the students who would utilize the services and provide additional outreach and determine if they have utilized other campus supports, as well to build that wraparound support. This information will be shared with faculty and staff to direct students who want to develop a syllabus statement with a QR code for faculty to consider in their course syllabi. The College will be meeting with the Department of Social Services to assess the work from their perspective and to consider expanding appointment opportunities.

Chair Murray called for the Governance Committee report. Trustee Canary said the Governance Committee met on Monday. Deputy General Counsel O'Connor reviewed documents that were sent to the committee on Friday, April 14th, as part of the agenda. The documents included a Board of Trustees' expenditure summary chart, the Board of Trustees' travel policy, the policy on Board of Trustees' self-assessment, and the most recent version of the Board self-evaluation form that had been utilized. The committee reviewed the Board of Trustees' expenditure summary chart, which included costs for food at Board meetings, mileage reimbursement, and College business travel for conferences covering the time frame of 2017 through 2021. Discussion was had about

resuming mileage reimbursement for the trustees since the price of gas is currently so high, as well as providing food at Board meetings. The committee agreed that this was something they would like to do again and indicated that they would seek input from the rest of the Board at this week's meeting. If the Board agrees to resume these expenditures, the changes could go into effect for the June 2022 meeting, which will be an in-person meeting. The committee then discussed whether monies should be spent on trustees going to conferences. This is already authorized by the Board of Trustees' travel policy. It was agreed that there is a benefit to attending these conferences, but to be mindful of the budget, only local conferences in New York and Washington, DC areas should be considered at this time. In an effort to show full transparency, Chair Murray will discuss these issues and seek input from the rest of the Board during his Chair's report at today's meeting. The committee then continued on to discussions about the policy on the Board of Trustees' self-assessment. Each January the trustees are required to complete a self-assessment. The assessments were last completed in 2018 and the committee agreed to resume the assessment as soon as possible. Ms. O'Connor will work with the procurement department to secure a quote from a vendor to provide a secure website to facilitate distribution of an electronic survey to the trustees. In an effort to have the survey completed in a timely fashion, the committee agreed that using the current Board self-evaluation form would probably be best. Once the 2022 survey is complete, a review and update to the existing Board's self-evaluation form can be completed in time for the January 2023 evaluation. Two areas already identified to be included in the updated assessment form are the College's commitment to diversity and student success. During open discussion, the committee was advised that the Giuseppe Nigro Lodge had filed an application to utilize the undeveloped land at the Grant campus for the Mother Cabrini Festival in the summer of 2022 and that the County is co-sponsoring the event. It was subsequently learned that in lieu of paying facility use fees, the Lodge has agreed to donate to the Foundation \$10,000 in support of student scholarships. Agenda items for the May Governance Committee will include status of the update on a vendor quote for the trustee self-assessment. Next Governance Committee meeting is scheduled for Monday, May 9th, 4:00 via Zoom.

Chair Murray called for the Personnel Committee report. Trustee deLeon-Lopresti reminded the Board that the primary focus of the Personnel Committee is to evaluate the performance of the College President. The performance evaluation process document is located on the College website. The Personnel Committee met on Tuesday, April 19th via videoconference. Present were Chair Murray, Trustees Coverdale, Frost, and herself, President Bonahue, AVP Rivera, and DGC Brodsky. The committee discussed the process to accept Dr. Bonahue's progress report. The committee will seek clarification about the evaluation process from Mr. Petrizzo. The trustees thanked Ms. Rivera and Ms. Brodsky and proceeded with the committee's meeting with Dr. Bonahue. The committee reviewed the participation rates of the presidential evaluation surveys. While responses were fair in some categories, external responses were low. It was noted that some survey e-mails may have been blocked as spam. It was noted that the surveys indicated that they were from Suffolk Community College. Chair deLeon-Lopresti advised that Scantron sent reminder notices and responses will be accepted until 8:00 a.m. on April 20th. The committee reviewed the

evaluation process timeline and concluded that the process is still on track to meet deadlines. The committee asked President Bonahue to review his draft report on Presidential Goals. The committee provided feedback as to trustee expectations and indicated a commitment to keeping open lines of communication between the President and the trustees. President Bonahue will provide a high-level status report at the May Board of Trustees' meeting.

Trustee Canary suggested that with the next presidential evaluation, they should consider doing a mailing and not only send the evaluation via e-mail. Trustee deLeon-Lopresti thanked him for the great suggestion and said the committee would consider it since they hadn't thought of it.

Chair Murray called for the Facilities Committee report. Trustee Morgo said the committee met on Monday, April 18th. Present were committee members Trustees Canary and deLeon-Lopresti, as well as Paul Cooper, Executive Director of Facilities - Technical Support, John DeMaio, Administrative Director of Educational Facilities, and Gail Kenahan, Recording Secretary. The Committee met to discuss a current concern. Mr. DeMaio expressed concern regarding the large volume of change orders that the College is receiving and their frequency for the STEM building on the Grant Campus. There are currently 68 submitted change orders and 6 more known about that have yet to be submitted, for a total of 74. These change orders were submitted late, without any indication of their associated amounts, and they could be a problem for the budget and for the completion of the STEM building. For the most part, the change orders are occurring because the architectural drawings have errors and lack information to allow coordination among the construction trades. AECOM USA, Inc. is the architect of record. It is a large, publicly traded company. This is the first job AECOM is doing for the College. The STEM building is considered a small job for them relative to their other jobs. AECOM's resource allocation is considered to be inadequate to complete the project successfully. Trustee Morgo emphasized that Mr. DeMaio is endeavoring to get them to focus, to get them to give sufficient allocation to the STEM building. The STEM building's general contractor has been very accommodating in moving trades around when appropriate to keep the job moving. The latest schedule update has substantial completion by October 18th, but that may be in jeopardy. The Committee wanted to make the Board aware that at some point they may be asked to approve change orders, and the executive committee could approve the change orders that would then be ratified at the next Board meeting. The more responsive they can be with the change orders; the less likely additional costs will be incurred. The College is currently reviewing all change orders and the goal is to have the building built right the first time and to not overpay. The committee will be following the situation.

Chair Murray asked if he knew the amount of the change orders. Trustee Morgo replied the total change orders submitted but not approved is \$1,046,656. The contingency for the job is about 10% of the total budget, \$1,488,195. The contingency that would be remaining after all known change orders would be only \$328,539. The architect has also asked for delays, which the College is rejecting, but if they were granted they would cause an additional \$824,345.

Chair Murray called for the Foundation report. Trustee Pagdanganan said the Foundation was proud to announce that its 38th Annual Golf Classic will take place on Monday, June 6th, at the Port Jeff Country Club. The day will start with an 11 a.m. continental breakfast followed by a noon Shotgun start for a Best Ball format. Golf will be followed by a reception, dinner, and awards. She said her colleagues on the Board of Directors of the Foundation have asked her to serve as the Honoree for this year's Golf Classic, and she was honored and humbled by this request. She asked that each trustee consider supporting the Golf Classic and mark their calendars for Monday, June 6th. In addition to golf and sponsorship opportunities, the Foundation is also offering an online journal to feature support and they are planning a Beat the Shark contest, Golf Skills contest, and a Hole in One Challenge featuring a new car provided by one of our Auto Tech program partners.

Chair Murray congratulated Trustee Pagdanganan on being chosen as the honoree for the Golf event and encouraged all the members of the Board to attend.

Chair Murray moved onto the Chair's report. He said Trustee Canary had mentioned one item he wanted to discuss which was that a couple of years ago the Board had informally decided to suspend their practices of providing food at their meetings, receiving mileage reimbursement, and also prohibited conference attendance, except for training any new trustees. The only exception was the student trustee would continue to be reimbursed for mileage. Recently, there have been discussions regarding possibly resuming some these practices, such as mileage reimbursement and food at meetings, as encouragement to attend the meetings in person. With regards to conference attendance, they discussed resuming attendance, but keeping it local to New York and the surrounding areas, such as Albany and Washington, D.C. Chair Murray was advised that the Board didn't have to do a resolution because the policies are in place for these expenditures, and it was, rather, an informal decision by the Board to agree upon resuming them.

Trustee Canary referred to conference attendance and said this was something that ACCT and Middle States encourage board members to try to confer with fellow board members at these conferences, share ideas, concerns, problems that all are experiencing on the community college level. He is, therefore, in favor of resuming this expenditure to demonstrate to Middle States that the College's Board members are availing themselves to attend these conferences, and he agrees that keeping the travel local in an effort to keep those travel costs down. Trustee Morgo said he was in favor of resuming the expenditures. Chair Murray said he also wanted to emphasize the amount of money the expenditures totaled was miniscule at about \$20K overall and they have appropriations for the trustees' expenses. He asked if anyone was opposed to reinstating the expenditures. With no response, he asked for all those in favor to say aye. All present members replied aye.

Chair Murray moved to the President's report. President Bonahue thanked Chair Murray and the trustees for their contributions of time and service. He noted this was the first time they have all been together since the Inauguration, and thanked everyone who was able to participate in the ceremony, and for joining the College community in what he thought was a great day in celebrating a new chapter in the College's history. He gave thanks for the warm welcome that was extended to his family and said it was very meaningful to them as they all felt very much embraced by the community. He then thanked and recognized VP Araneo and Dr. Munsch for Chairing the Inauguration Committee and to the entire President's Cabinet for their many contributions.

Dr. Bonahue thanked Dr. Irene Rios for hosting the Board meeting on the Ammerman campus and noted it had been years since the meeting had been held there and he hoped that they would be able to continue to rotate Board meetings across the campuses which was important for transparency and visibility of the meetings. He thanked Mr. Steve Clark and his team, for making these meetings go so smoothly during the era of hybrid meetings and recognized all the work behind the scenes by the IT team. Dr. Bonahue moved on to thank all the Association and Governance leaders present, Dr. Lizzy McCormick, Chair of the Faculty Senate on the Ammerman campus, and Dr. Dante Morelli, for representing the Faculty Association.

He said his report would be brief, and he would be sharing a few informational items and announcements. The College instituted COVID surveillance testing on all three campuses beginning last semester as a means of testing not only the unvaccinated students and employees, but also of doing some regular surveillance testing for all members of its community. Over the winter and spring, the incidence of COVID was first high and then low. The Safe Start Task Force, which is a comprehensive group of all College stakeholders, has recommended that the College suspend its on-campus COVID testing at the end of this semester. The College will continue testing through the semester while its population density is high, but will suspend it for the summer and continue to monitor public health conditions. He noted it is expensive for the College to maintain this comprehensive walk-in testing service on all of the campuses.

In regards to strategic planning, as part of the College-wide Call to Conversation, he has now completed six town hall-style meetings since October. The Strategic Planning Council is finalizing the statement of Core Institutional Values, Mission Goals, and Measurable Strategic Objectives, together with key performance indicators that will allow each division of the College to link their annual operations to long-term College strategy. Next month he plans to give a summary report of that work. He also noted and thanked Student Trustee Frost for attending the last Strategic Planning Council meeting, adding that his presence at that meeting was a good reminder to the whole College of the interest that the Board takes in strategic planning.

Dr. Bonahue announced the College has been awarded a significant gift \$250,000 from National Grid. This gift allows the College to implement a naming opportunity according

to the College policy approved previously by the Board. The College and Foundation is working on a recommendation that will recognize National Grid and they will provide that recommendation first to the Governance Committee and then to the whole Board, he hopes, by next month. He especially thanked and recognized Trustee Pagdanganan, for helping connect the dots on a potential partnership with National Grid, which is seeking to do more in public education relating to energy. He also thanked Dr. Sylvia Diaz and her staff for seeing the connection and the possibility of working out a major partnership with National Grid. As a side note that was mentioned earlier, he encouraged everyone to participate and / or support the Foundation Golf event that would be honoring Trustee Pagdanganan on June 6th.

He asked everyone to mark their calendars next month for the College's Commencement exercises on Thursday, May 19th. There will be two ceremonies that day - one at 9 a.m. and the second at 1 p.m. The ceremonies will take place at the Suffolk Federal Credit Union Arena on the Grant Campus. Further details about logistics and how to participate will be emailed.

Lastly, he said that he along with Mr. Petrizzo, Dante Morelli from the Faculty Association, and Trustee deLeon-Lopresti, had the pleasure of attending the annual reception of the Long Island AFL-CIO last evening. He added it was a great evening of solidarity with Labor, and both the FA and AME were represented. Tonight, the Faculty Association and the Guild are co-sponsoring their annual event at the Bellport Country Club, and said if any trustee had not RSVP'd but would like to attend the event and be in solidarity with the Faculty Association and the Guild, they should feel free to come. The event begins at 6:00 p.m.

Chair Murray moved onto Roundtable. With no comments for Roundtable, Chair Murray called for a motion to adjourn the Board of Trustees meeting. Trustee deLeon-Lopresti so moved, Trustee O'Connor seconded, and with all in favor the Board of Trustees meeting was adjourned at 10:29 a.m.

The Board of Trustees next meeting is May 12, 2022 at 4:00 p.m. in the Board Room of the Learning Resource Center, Michael J. Grant Campus, Brentwood, New York.

Respectfully submitted,
Gordon Canary
Secretary