

SUFFOLK COUNTY COMMUNITY COLLEGE  
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING  
MEDIA ROOM, CULINARY ARTS CENTER, RIVERHEAD, NY  
AND VIA ZOOM  
JUNE 16, 2022

The meeting was held on Thursday, June 16, 2022 at 10:00 a.m. in the Media Room of the Culinary Arts Center and via Zoom.

PRESENT:

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
Priscilla Zarate	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

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

The Pledge of Allegiance was led by Trustee Canary.

Vice Chair Morgo called for the recognition of special guests.

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Vice Chair Morgo called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 10:05 a.m. Trustee Canary so moved, Trustee O'Connor seconded and the motion was approved unanimously.

Vice Chair Morgo called for a motion to adjourn the Board of Directors meeting and reconvene the Board of Trustees meeting at 10:23 a.m. Trustee Zarate so moved, Trustee Coverdale seconded and the motion was approved unanimously.

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Vice Chair Morgo requested a motion to approve the minutes of the May 12, 2022 Board of Trustees meeting. Trustee Zarate so moved, Trustee O'Connor seconded. The motion to approve the minutes was approved unanimously.

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Vice Chair Morgo introduced Mark Harris, Vice President for Business and Financial Affairs, to present the College Budget and Financial report. VP Harris first reviewed FY'22. As reported at the last Board meeting, the adopted budget includes use of approximately \$4.954M from fund balance, factoring in approximately \$9.82M of reimbursement for lost revenue from HEERF. To date, the College has been successful in utilizing HEERF funds in the amount of \$12.3M (\$2.5M above budget), with the possibility of drawing down additional funds. As a result, the College has reduced the projected use of fund balance from \$4.954M to approximately \$3.14M, approximately \$1.81M improvement. This is subject to change with three months left in the fiscal year. At the end of May, total revenue was \$3.9M below budget, and because of cost mitigation initiatives that are in place, the College has successfully reduced costs by approximately \$5.5M.

There still is an outstanding reconciliation that needs to be done in terms of revenue loss, an opportunity to potentially recognize some additional revenue from HEERF. As of today, the College has about \$6.8M of unspent HEERF funding on the institution side, of which \$5.1M is anticipated to roll into the FY '23 budget. This will give the College some latitude, about \$1.7M of HEERF funding that it potentially can use in FY '22 for eligible expenses and lost revenue. The components that impact the anticipated use of fund balance are: net tuition is about \$3.6M less than budget, net fees is about \$3M less than budget, and then the miscellaneous HEERF funding is about \$2.5M better than what was anticipated. In terms of the cost side variances, the personnel services costs are about \$4.9M less than budget, supplies are about \$1.5M less, and contractual expenses were about \$600,000 above budget.

Dr. Harris then gave an update on FY '23 budget. The County has approved the 2022-2023 operating budget. The Legislature will vote on the budget on June 20th and the College is required to submit the budget proposal by August 5th for review and approval.

In regards to HEERF III, the institution portion, the College was eligible to receive about \$22.5M and has used most of the proceeds for lost revenue due to tuition and fees reduction. However, one of the components that the College committed to was 5% use of HEERF III for mental health support. VP Harris said that he, Dr. Munsch, and in consultation with AVP Rivera, completed a mental health support plan and presented it to Dr. Bonahue, and then submitted it to SUNY for review. The College is committed to

using about \$1.2M of HEERF funding for mental health support, not just for students, but also for faculty and staff.

Lastly, VP Harris updated the Board on the College's cash flow. The College continues to maintain enough cash to meet its short-term obligations. The County has been meeting its appropriation payments. As of June 10<sup>th</sup>, the College has received approximately \$7M, with a remaining balance of \$39.1M to be fully paid by July 15.

Trustee Zarate asked VP Harris if he could provide some examples of what is included in the mental health support plan. VP Harris replied that the plan included hiring three Mental Health Coordinators for the different campuses, and they are still working with Human Resources on an employee assistance program for all employees.

Lastly, Dr. Harris reviewed two resolutions. Item number one, Resolution 2022.31, is the monthly resolution for the health insurance in the amount of \$2,565,683.19. Item two, Resolution number 2022.32, is the sponsor services payment to Suffolk County for workers' comp liability insurance services, as well as administrative charges. This year, the cost is higher by about \$328,000, primarily because of the workers' comp. Last year it was \$1.9M and this year, it's about \$2.2M.

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Vice Chair Morgo called to order a public hearing in regards to the videoconferencing resolution. No public speakers appeared. Vice Chair Morgo asked if any Trustees had any comments or questions. With no comments, Vice Chair Morgo called for a motion to close the public hearing. Trustee O'Connor so moved, and Trustee Zarate seconded. The motion was approved unanimously.

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Vice Chair Morgo said that prior to moving onto the resolutions he wanted to give the Facilities Committee report because item seven is a substantial change order request of \$242,310. The resolution stems from the report he gave at the April meeting in regard to working with the architect for the STEM building on the Grant Campus and the many requests for change orders. Vice Chair Morgo reported that since that meeting, things have gotten better. The College continues to make steady progress on the STEM center project, inclusive of change order approvals. The resolution presented today includes twenty individual change orders. The whereas clause lists all the things being considered, such as telecommunications changes, building exteriors, steel, etc. The current status of change orders is as follows: there are now eighty-three known change orders. This is down considerably since his last report. The College estimates that an additional ten change orders will be submitted based on recent communications with the contractors, including the major change order resolution being brought today to the Board. They have approved thirty-four change orders and rejected six. The contractor originally submitted forty change orders totaling \$494,734. Those approved totaled \$335,445, a reduction of \$159,289. The project remains within budget based on the known submitted change orders. The review of the remaining change orders, as well as response to any critical requests for information will continue to be prioritized by the College and communicated to AECOM. The project's substantial completion date

ranges now from October to early November, depending on how quickly technical issues and change orders are addressed by the architect, AECOM. Additional cost implications can now be reduced or eliminated by improving the construction schedule and completing the building as soon as possible. He added that Jon DeMaio and his staff are keeping the committee informed and have done a superb job.

Vice Chair Morgo asked Dr. Bonahue if he would review the remaining presented resolutions. Dr. Bonahue said that in addition to the usual items in terms of our business relations with Suffolk County, there were a number of items relating to the College's federal financial aid awards, including both work study program and Supplemental Educational Opportunity Grants. He said just yesterday, he and Trustee Pagdanganan and representatives from National Grid had the opportunity to walk through the STEM building. Mr. Paul Cooper reported that communications with the architect and with the contractor are going much better than they were a month ago, and that Mr. DeMaio, in particular, continues to do great work managing the contract.

Dr. Bonahue pointed out that items nine and ten are directly related to the College's strategy of focusing on enrollment and retention. The College is getting some support from SUNY for planning grants, both in terms of traditional enrollment management and of more outreach to adult learners. The College is coming together around a plan to hire some additional part-time enrollment aides. This has been conceptualized with the many folks the College believes would be outstanding ambassadors, such as recent graduates who know each campus and are well-acquainted with what the College does and offers to the community. These part-time positions will add to the College's capacity to do recruitment and outreach and work with college fairs, and also do more community-facing work. The next resolution was the gift from National Grid for which he said the College was very grateful, and the last two resolutions are relating to the Open Meetings Law.

Vice Chair Morgo mentioned that at the last Budget and Finance Committee meeting, they were looking at the proposed '22-'23 budget, that included several different strategies on retainment. He asked if the new employees he mentioned would be implementing those strategies specifically. Dr. Bonahue said some of the strategies included different approaches to marketing, and these would not be involved with that piece of it. They would be working on stepping up the College's outreach and person-to-person recruitment. However, the metrics will be the same. The metrics for new students, for the yield that the College is getting from high schools, for the numbers of traditional versus nontraditional students.

Vice Chair Morgo called for a motion for the approval of College Resolutions 2022.31 through 2022.44. Trustee Coverdale so moved, Trustee Canary seconded and the motion was approved unanimously.

**RESOLUTION NO. 2022.31 - 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 \$2,565,683.19 for the month of May 2022 (*Attachment I*) is hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2022.32 - Approving Annual Sponsor Services for Suffolk County Community College for FY2021-2022**

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

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

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

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

**RESOLVED**, that the following charges for Sponsor Services totaling \$2,180,119.06 for the College's 2021-2022 fiscal year are hereby approved by the Board of Trustees.

Workman's Compensation	\$ 1,313,068.53
Liability Insurance	510,288.04
Administrative Charges	353,946.50
Net Charge Back	2,815.99
<b>TOTAL</b>	<b>\$ 2,180,119.06</b>

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**RESOLUTION NO. 2022.33 - Accepting a Federal Grant for the 2022-2023 Federal Work Study Program (FWSP)**

**WHEREAS**, Suffolk County Community College has applied to participate in the Federal Work Study Program (FWSP) authorized under Part C of Title IV of the Higher Education Act of 1965, as amended by the Education Amendments, and

**WHEREAS**, the application has been approved in the amount of \$462,403, and

**WHEREAS**, the federal regulations allow the sum of \$75,000 or 10 percent of the allocation, whichever is less, to be set aside for the Job Locator & Development Program, and

**WHEREAS**, this federal grant must be matched by a 25 percent contribution, and

**WHEREAS**, amendments to the law became effective in October 1986 allowing five percent administrative expense allowance based on total student expenditures for the FWSP, be it therefore

**RESOLVED**, that the Board of Trustees hereby accepts the total federal allotment of 2022-2023 Federal Work Study Program funds in the amount of \$462,403, and be it further

**RESOLVED**, that \$46,240 be set aside for the Job Locator Program, with the College matching contribution of 20 percent to be provided by in-kind contributions, and be it further

**RESOLVED**, that the Federal Work Study Program's five percent administrative allowance be charged against the FWSP and deposited in the appropriate account, and be it further

**RESOLVED**, that the On-Campus Work Study Program shall continue to be matched by a 25 percent contribution by the College and that the Off-Campus Work Study Program be matched by a 25 percent contribution from the respective participating off-campus agencies, except for the Community Service Employment, and be it further

**RESOLVED**, that the off-campus agencies shall contribute their respective shares of Employer's FICA and Workmen's Compensation except for the Community Service Employment.

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**RESOLUTION NO. 2022.34 - Approving the Allocation of the 2022-2023 Federal Work Study Program (FWSP) Funds**

**WHEREAS**, Suffolk County Community College is composed of three campuses, and

**WHEREAS**, the Financial Aid Office on each campus offers financial assistance via the Federal Work Study Program, be it therefore

**RESOLVED**, that the following distribution of the 2022-2023 Federal Work Study Program funds by Pell Grant population is hereby approved, as follows:

Original FWSP Federal Allocation	\$462,403
Less: Transfer to Job Locator Program	<u>-46,240</u>
Remaining CWSP Federal Allocation	\$416,163
Plus: 25% of Institutional Share of Student Wages	<u>+104,041</u>
Total FWSP Funds Available	\$520,204
Less: 5% Admin Expense Allowance of Campus Wages	<u>- 23,120</u>
Total Student Wages Available	\$497,084

Campus Wage Distribution of Federal Work Study Program Funds

Ammerman Campus (44%)	\$218,717
Grant Campus (42%)	\$208,776
Eastern Campus (14%)	<u>\$ 69,591</u>
Total Campus Wage Distributions	\$497,084

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**RESOLUTION NO. 2022.35 - Accepting a Federal Supplemental Educational Opportunity Grant (FSEOG) for 2022 - 2023**

**WHEREAS**, Suffolk County Community College has applied to participate in the Federal Supplemental Educational Opportunity Grant Program as authorized under Subpart 2, Part A of Title IV of the Higher Education Act of 1965, and as amended by the Education Amendments,

**WHEREAS**, the application has been approved in the amount of \$771,758, and

**WHEREAS**, amendments to the law became effective in October 1986 allowing a five percent administrative expense allowance based on total expenditures for FSEOG, be it therefore

**RESOLVED**, that the 2022-2023 Federal Supplemental Educational Opportunity Grant in the amount of \$771,758 be accepted, and be it further

**RESOLVED**, that the Federal Supplemental Educational Opportunity Grant allotment be deposited in the appropriate accounts, after reducing that allotment with five percent of FSEOG expenditures as administrative expense being charged to the FSEOG account.

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**RESOLUTION NO. 2022.36 - Approving the Allocation of the 2022 – 2023 Federal Supplemental Educational Opportunity Grant (FSEOG) Program Funds**

**WHEREAS**, Suffolk County Community College is composed of three campuses, and

**WHEREAS**, the Financial Aid Office on each campus offers financial assistance via the Federal Supplemental Educational Opportunity Grant (FSEOG) Program, be it therefore

**RESOLVED**, that the following distribution of the 2022-2023 FSEOG funds by Pell Grant population is hereby approved.

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Campus Distribution of FSEOG Grant

Ammerman Campus (44%)	\$322,595
Grant Campus (42%)	\$307,931
Eastern Campus (14%)	\$102,644

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**RESOLUTION NO. 2022.37 - Approving a Major Change Order and Amendment to the Contract for the Construction of the Renewable Energy and STEM Center on the Michael J. Grant Campus**

**WHEREAS**, V.R.D. Contracting, Inc. was awarded a contract (“Contract”) to construct the Renewable Energy and STEM Center on the Michael J. Grant Campus, and

**WHEREAS**, work which was not anticipated under the terms of this contract or shown on the design drawings is required, consisting of changes to the exterior insulation and finish system (EFIS) due to steel and other conflicts; additional steel supports and changes at the elevator, the green roof, two building corners, and miscellaneous studs; missing power for motorized shades; missing power for variable air volume (VAV) systems; transformer relocation for additional solar; light fixture changes for ceiling coordination in two rooms; telecommunication changes to accommodate academic needs; parapet wall height increase due to insulation supply chain issues; and substituting wood framing in lieu of metal furring for building siding, deleting six exterior benches; additional elevator requirements and



**WHEREAS**, at this stage of the construction, the College estimates that sufficient contingency funding remains in the project budget for the unanticipated work, and

**WHEREAS**, the additional work described herein increases the contract with V.R.D. by more than thirty-five thousand dollars (\$35,000.00), thus constituting a major change order as defined in the College's *Procurement Policy*, and

**WHEREAS**, pursuant to such policy, all major change orders require the approval of the Board of Trustees, be it therefore

**RESOLVED**, that a change order in the amount of \$242,310.06 to the Contract with V.R.D. Contracting, Inc. for additional work to be performed for the construction of the Renewable Energy and STEM Center (RESC) on the Michael J. Grant Campus, is hereby approved, and be it further

**RESOLVED**, that the College President is authorized and empowered to execute the necessary documentation, as approved by the College General Counsel, reflecting the change order and the nature of the additional work so authorized.

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**RESOLUTION NO. 2022.38 - Amending the College Budget for an Increase to the Subaward from Long Island University (LIU), the Pass-Through Entity (PTE) of a Grant Award Funded by the National Science Foundation (NSF), for a Project entitled "Long Island Mathematics and Teacher Education Scholarship Program"**

**WHEREAS**, the 2021-2022 College operating budget provides \$63,522, including indirect costs, from Long Island University (LIU), the Pass-Through Entity (PTE) of a grant award funded by the National Science Foundation (NSF) for the project entitled "Long Island Mathematics and Teacher Education Scholarship Program," for the period May 15, 2018 through April 30, 2022, and

**WHEREAS**, the subaward has been increased by an additional amount of \$46,500, including indirect costs, for salaries and the associated fringe benefits, travel, materials, supplies, and consultant fees, bringing the total amount of the subaward to \$232,500, including indirect costs, and the budget period has been extended from May 1, 2022 through April 30, 2023, and

**WHEREAS**, the additional funding will allow faculty to develop and present a summer math enrichment session for Suffolk County Community College's STEM students that focus on ensuring success in Calculus I / Calculus II using the math tutoring center on the Ammerman Campus in order to help achieve the goal of improving retention, graduation, GPA, and transfer rates of STEM students, and

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

**RESOLVED**, that the 2021-2022 College operating budget be amended to reflect an increase in the amount of \$46,500, including indirect costs in the amount of \$12,804, from Long Island University (LIU), the Pass-Through Entity of a grant award funded by the National Science Foundation (NSF), for the project entitled “Long Island Mathematics and Teacher Education Scholarship Program,” for the period May 1, 2022 through April 30, 2023, and be it further

**RESOLVED**, that the College President or his designee is authorized and empowered to execute any necessary documentation, including a subaward amendment with the administering agency, in such form as shall be approved by the College General Counsel.

Project Director: John Jerome Luckner

Note: No full-time personnel

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**RESOLUTION NO. 2022.39 - Accepting a Grant Subaward from the Research Foundation for the State University of New York made Available through an Award from the Lumina Foundation, to Carry Out a Project entitled “Strategic Enrollment Management”**

**WHEREAS**, Suffolk County Community College has received a grant subaward in the amount of \$10,000 from The Research Foundation for The State University of New York, made available through an award from the Lumina Foundation, to carry out a project entitled “Strategic Enrollment Management,” for the period of January 1, 2022 through June 30, 2023, and

**WHEREAS**, the grant subaward will be used to support efforts to revise and update the College’s Strategic Enrollment Management plan, with a focus on adult learners, and

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

**RESOLVED**, that a grant subaward in the amount of \$10,000 from The Research Foundation for The State University of New York, made available through an award from the Lumina Foundation, to carry out a project entitled “Strategic Enrollment Management,” for the period of January 1, 2022 through June 30, 2023, is hereby accepted, and be it further

**RESOLVED**, that the College President or his designee is hereby authorized to execute a contract with the administering agency, upon such terms and conditions as shall be approved by the College General Counsel.

Project Director: Daphne M. Gordon, Ph.D.

Note: No full-time personnel

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**RESOLUTION NO. 2022.40 - Authorizing the Creation of a New Employee Title - College Enrollment Service Aide - Part Time**

**WHEREAS**, Suffolk County Community College as a part of its student recruitment efforts will establish a part time position to support the Office of Enrollment Management, and

**WHEREAS**, the President- has recommended that the College create the employee title of College Enrollment Service Aide - part time - to provide college information and materials at recruitment, community and civil events to increase student enrollment, be it therefore

**RESOLVED**, that the college employee title of College Enrollment Service Aide - part time - is hereby created, effective June 16, 2022, with the position description as in the Attachment II annexed, and be it further

**RESOLVED**, that the hourly wage rate for the employee title of College Enrollment Service Aide - part time - be fixed at \$20.00 per hour.

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**RESOLUTION NO. 2022.41 - Authorizing the Acceptance of a Gift from the Suffolk Community College Foundation**

**WHEREAS**, the Suffolk Community College Foundation, Inc. has received a Clean Energy & Sustainability grant award in the amount of \$60,000 from National Grid to fund the purchase and installation of a Solar Tree at the College's Ammerman Campus, and

**WHEREAS**, the Solar Tree will provide a meaningful touchstone for the College's interest in renewable energy, and serve as a unique opportunity for student learning in the areas of energy and the environment, and

**WHEREAS**, the Foundation has authorized this grant award to be transferred to Suffolk County Community College in order to facilitate entering into contracts, as appropriate, for the purchase and installation of the Solar Tree, be it therefore

**RESOLVED**, that the Board of Trustees hereby authorizes the acceptance of a National Grid Clean Energy & Sustainability grant award in the amount of \$60,000 for the purchase and installation of a Solar Tree at the College's Ammerman Campus.

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**RESOLUTION NO. 2022.42 - Amending the Bylaws of Suffolk County Community College**

**WHEREAS**, Article VI of the Bylaws of Suffolk County Community College establishes the policy and procedures pertaining to the meetings of the Board of Trustees, and

**WHEREAS**, the Board of Trustees wishes to amend these provisions to reflect the authorization for members of the Board to attend meetings by videoconferencing under extraordinary circumstances, pursuant to Public Officers Law §103-a and the College policy adopted thereto, be it therefore

**RESOLVED**, that the Bylaws of Suffolk County Community College are hereby amended as reflected on *Attachment III*, annexed hereto.

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**RESOLUTION NO. 2022.43 - Authorizing the Enactment of a Policy pursuant to Section 103-a of the Open Meetings Law, entitled “The Use of Videoconferencing to Conduct Meetings of the Board of Trustees”**

**WHEREAS**, Chapter 56 of the Laws of 2022 passed by the New York State Legislature added a new Section 103-a to Article 7 of the New York Public Officers Law (the Open Meetings Law), permitting public bodies, including the Suffolk County Community College Board of Trustees, to authorize their members to attend meetings by videoconferencing under emergency circumstances, and

**WHEREAS**, Section 103-a requires the Board of Trustees to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances, and

**WHEREAS**, the Board of Trustees has noticed and held a Public Hearing on June 16<sup>th</sup>, 2022, in conformity with the requirements of section 103-a, and

**WHEREAS**, Section 103-a also requires the Board of Trustees to establish written procedures governing Board members and public attendance at Board meetings conducted with the use of videoconferencing under emergency circumstances, be it therefore

**RESOLVED**, that the Board of Trustees hereby adopts and approves a new Policy, “The Use of Videoconferencing to Conduct Meetings of the Board of Trustees” in the form as annexed in Attachment IV, and be it further

**RESOLVED**, that effective June 21, 2022, the Board of Trustees authorizes its members who experience extraordinary circumstances as defined in the Policy, to attend Board meetings by videoconference: (i) as long as a quorum of the members attend in-person at one or more locations open to the public; (ii) as long as the member(s) can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the laws of 2022.

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**RESOLUTION NO. 2022.44 - Authorizing the Use of College Facilities for a Summer Youth Camp**

**WHEREAS**, by Resolution No. 2021.61 adopted on October 21, 2021, the Board of Trustees authorized a license agreement with **Future Stars Tennis Academy at Harbourview LLC** ("Future Stars"), permitting the use of the College's Ammerman, Michael J. Grant, and Eastern Campuses for summer youth sports camps, and

**WHEREAS**, due to staffing and operational needs, Future Stars' affiliated corporation, **Future Stars Southampton LLC**, will conduct the camp on the Eastern Campus, and

**WHEREAS**, the license fee for the use of facilities will be calculated upon the total number of weeks campers are enrolled, and

**WHEREAS**, such a fee arrangement falls outside the scope of the *Facilities Use Policy's* adopted schedule of fees, be it therefore

**RESOLVED**, that the College President, or his designee, is hereby authorized and empowered to execute a license agreement with **Future Stars Southampton LLC**, upon such terms and conditions as shall be approved by the College General Counsel, permitting the use of the College's Eastern Campus for a summer youth sports camp.

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Vice Chair Morgo moved to the committee reports and called for the Governance Committee report. Trustee Canary reported the Governance Committee met on June 13th, at 3:45. Deputy General Counsel Alicia O'Connor informed the committee that the contract with Volz and Vigliotta for legal services to the Board of Trustees will expire on September 9, 2022, but that the contract still has the last one-year option to renew available. After discussion, the committee agreed that they would like to renew the term of the agreement with Volz and Vigliotta for one year. DGC O'Connor advised the committee of the status of the contract with Scantron for the Board of Trustees self-assessment. We received a quote from Scantron to provide services for a term of three years. The cost includes usage of a secure website, the self-assessment form, and a results tabulation report for each year. The plan is to have the contract finalized in June and have the assessment e-mails go out to the trustees in July. The committee discussed and agreed that the Office of Legal Affairs should proceed with preparing the contract with Scantron. The next item on the agenda was the Suffolk Community College Association's governance structure. The Legal Affairs department is conducting a historical review of the Association's corporate structure. Discussion was had about the governance structure of other community colleges' auxiliary service corporations. The committee intends to review all relevant documentation and continue our discussions on the best structure for the Association. There were no new items raised during open discussion. Agenda items for the August Governance Committee meeting will include update on the research of the Association's corporate documentation. The next Governance Committee meeting is scheduled for August, 15, 4:00 via Zoom.

Trustee Pagdanganan said there was no Foundation report, however she wanted to take the time to thank her fellow Board members for their support through the Foundation's Golf outing. She added that the outpouring of congratulations and appreciation was truly touching, and was grateful for being supported by her Board colleagues, the College and the Foundation Boards, as well as students, members of the faculty and administrators. She congratulated the Foundation team for a job well done.

Vice Chair Morgo congratulated Trustee Pagdanganan and said her speech was touching and superb. He asked Dr. Diaz if she had an idea how successful financially the evening was. Dr. Diaz said it was a great success, financially, they are fast approaching reaching the goal. They continue collecting money now and are about \$15,000 away from reaching the goal of \$85,000.

Vice Chair Morgo asked Trustee DeLeon-Lopresti to give the Nominating Committee report. Trustee DeLeon-Lopresti reviewed the slate of officers for 2022-2023. She surveyed each member of the Board to determine if they were interested in serving as a Board officer. As a result of the survey, the following have agreed to serve in the office as designated: Chairperson, Chris Murray; Vice Chair, Shirley Coverdale; Vice Chair, James Morgo; Secretary, Gordon Canary. No other members expressed an interest in serving. These members are to be elected as Board officers for a one-year term commencing September 1, 2022.

Vice Chair Morgo called for a motion to accept the Nominating Committee's report and elect the officers mentioned. Trustee O'Connor so moved, Trustee Zarate seconded and the motion was approved unanimously.

Trustee DeLeon-Lopresti congratulated the officers and said they had the full support of the Board.

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Vice Chair Morgo moved to the President's report. President Bonahue said it was terrific to be at the Culinary Arts Center in Riverhead. He recognized Mr. Steve Clark from the IT Services Department, and thanked him for his work in getting the Board meeting streamed live. He also recognized Mr. Clark Steve as a leader of the Guild of Administrative Officers. Dr. Bonahue then recognized and thanked the Governance leaders who were present, from the Ammerman Campus, Professor Lizzie McCormick and Professor Nina Acquavita from the Eastern Campus, Professor Dante Morelli from the Faculty Association, Professor Ted Koukounas, of the Strategic Planning Council, as well as Josephine Makowski from AME - White Collar Group.

President Bonahue reported that as VP Harris mentioned, they had presented the College budget to the Legislature's Education and Labor committee. They expressed their continuing appreciation for the support of the committee for everything that the College does. He said they did have to answer a few tough questions, however in spite of that, the committee is very strongly behind the College. They are cognizant that all

community colleges, as was reported in Newsday, are struggling with enrollment, and they want the College to be good stewards of the resources that they have. They were asked about outreach, retention, enrollment, staffing levels and cost control. Dr. Bonahue said they assured the committee that this is not business as usual, and the College is scrutinizing every cost and every position to be sure that all of the investment that the College does is invested wisely and according to its mission of student access and student success. He said they emphasized to the County and to the Education and Labor Committee that the College has used the strategic planning process as an opportunity to recommit to outreach, equity, and student success. They also shared with them that from the College Advancement office, VP Araneo and Dean Fawcett, had commissioned a study of brand awareness of Suffolk County Community College in the area. They worked with Cox Media Group, who did a very strong survey, and he added the results were fascinating and could be reviewed during a retreat. Dr. Bonahue said that from the survey, they came away very confident that the public understanding of Suffolk County Community College is very strong - associations of the qualities of the College and the way it offers strong educational opportunity and good value to the community - are very strong. He shared the results with the Trustees and said he would send it out to everyone who was not present.

Dr. Bonahue then reviewed the theme for the budget planning process for FY'23 which is retention. Enrollment strategy is to attract as many students, however the College recognizes the importance that it needs to retain its students. Dr. Bonahue announced with that in mind, he is hosting a Retention Workshop next week in which he invited the entire College to come together. He has received about 60 RSVPs from Cabinet, Guild officers, faculty leadership, both on the Administrative side and on the Governance side. The focus will be on all the tiers of retention that have been discussed, starting at the classroom level, getting students out of prep and into college gateway courses. Encouraging student persistence from the fall semester into the spring semester, as well as what areas of professional development are needed to encourage a growth mindset among students. They will focus on student pathways, advising processes and the way they are trying to help students establish strong relationships with the College that help them learn to reach out for help. The workshop will help them move to the action plans that convert the strategic goals into more specific action steps that they will implement in the fall and throughout the year ahead.

President Bonahue announced that the American Bar Association site visit on the College's paralegal program had concluded yesterday. The visiting committee heard that the biggest strength of the program is the quality and support that the College's students receive from the faculty, and they remarked that this is a purposeful program where every student finds employment. The College also received this week reaccreditation for its health information technology degree, which includes the stackable medical coder and biller certificate - another where every student finds employment after they complete - demonstrating once again the College's focus on workforce programs and the alignment with employment opportunities.

As he had mentioned earlier, he, along with Trustee Pagdanganan, VP Araneo, and Dr. Diaz, had the opportunity to tour the STEM center with several visitors from National Grid. He added that they remain very grateful to National Grid for the long-term partnership that they're entering into with the College. National Grid has provided support of \$250,000 with a naming opportunity for National Grid inside the building.

As he previously reported the College has entered into conversations with Northwell Health on how to bring scholarships to students from two underrepresented, underserved high schools in Suffolk County, Bay Shore and Brentwood. They are now moving forward and learned yesterday they are nearing the completion of this project. Northwell Health is awarding Suffolk nearly \$20,000 per student, which will include up to 85% of their tuition and fees. In addition, they will have funding for basic needs, books, transportation, wraparound services, meal vouchers, and tutoring. The idea is not just to support students through scholarship, but to acknowledge what they've learned through conversations about basic needs, that is often an area of student need. Northwell will provide a success coach for all students in the program, and the College can expect 53 new scholarship students this fall. He thanked Ms. Wickliffe Campbell, VP Araneo, the Advancement team, Dr. Diaz, the Foundation team, and Ms. O'Connor from the legal team for their time and effort in this complex project.

Dr. Bonahue moved on to discuss new outreach and recruitment materials, which he displayed for the trustees. He noted it was a display ad that Dean Fawcett in the Advancement team was inspired to create by the speeches from the graduates at Commencement. The ad display features several students holding their diploma with the quote "The future is in their hands" and is both in English and Spanish. They view this as an opportunity to continue to use bilingual flyers, to raise visibility and raise awareness within the community. He added that in conversation with Trustee Zarate, the College looks forward to additional collaboration with the Long Island Latino Teachers Association, to extend outreach to students who are not always well represented in higher education. The College is also looking at the translation of its web pages, to better explain to students and families who may not be well-acquainted with higher education in the United States what the College has to offer.

Vice Chair Morgo asked if Dr. Bonahue would share the results of the survey with the Trustees. He then asked how many students were in the paralegal program. Dr. Bonahue said he would get back to him with the exact number, his estimate was about twenty-four at Ammerman Campus and a slightly lower number at Grant Campus. Vice Chair Morgo said he wondered if the public knows of the availability and success of the program. Dr. Bonahue said it was another opportunity to recognize that students are not only looking for baccalaureate programs, many are looking for that one-year certificate or two-year degree that's going to lead directly to employment. As the College thinks about its landing page and advising processes, they need to be sure that these career-facing opportunities are just as visible and easily available for students to navigate.



Trustee Coverdale asked if the paralegal program was a two-year program. Dr. Bonahue responded the full degree program is a two-year AAS degree. The medical coder, biller, in contrast, is a one-year program, and then there is an AAS degree that stacks on top of it that gives students a fuller survey of health information technology.

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Vice Chair Morgo moved onto Roundtable. Trustee Canary said the most recent gun tragedy that occurred in Texas brought to mind that a few years ago he attended an ACCT conference. They had a presentation that was made by college officials from Umpqua Community College who had a tragic gun violence situation on their campus. They presented a how-to for a college to deal with a tragedy like that where he listened first-hand from the actual administrators who had to deal with the situation. He feels that something like that would be worthwhile for the College to consider having in the event an emergency would ever occur, it would be good to know how to deal with it quickly, effectively, efficiently.

Dr. Bonahue said the College has received a variety of calls, suggestions, and requests to update its training in the wake of the recent two mass shootings, in Buffalo and Uvalde. The College does have an emergency management plan that includes active shooter scenarios, but he agrees that it should be reviewed and updated. It is his understanding that the College hasn't been able to offer training during the last few years due to COVID. He has asked EVP Petrizzo and Mr. Baycan Fideli to reintroduce some training for the fall semester as he agrees it would be helpful to have a refresher of the best way to respond during an emergency.

Mr. Petrizzo agreed and said that the College has had training in the past, but due to COVID it hasn't in a couple of years and it would be beneficial to revisit and update its Emergency Management plan. He noted that a couple of years ago, the College had some scares, and those scares caused the College to sit down and determine what needs to be done in those circumstances. The recent events and the return to campus has motivated them to revisit and conduct training, which will be ongoing, starting late August and going through the fall. Trustee Canary asked if SUNY has issued any guidance or recommendations. Mr. Petrizzo and Dr. Bonahue responded no.

Trustee Zarate commented that in the New York State public schools, one of the things they see more often now is threats made by students, and she was wondering how, through the College's mental health plan, are they going to be looking at students that may potentially be at risk and may end up in the situation.

Dr. Bonahue responded that the College does have an interdisciplinary team that connects the dots on conduct, mental health, and awareness of a potential threat and asked Mr. Petrizzo to discuss a bit further. Mr. Petrizzo said that each campus had a committee called Students of Concern. Whenever a faculty member, staff member, or student, raises a concern about a student, these groups are assembled, and with a multidisciplinary approach, they examine what's going on to determine if it is a real

threat, or if it's something other than that, such as a mental health issue. They then try to determine what steps to take to protect the College community and to help the individual.

Lastly, Vice Chair Morgo commented that it was nice and made a difference to attend the meeting in person and looked forward to seeing everyone at the next Board meeting in August.

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Vice Chair Morgo called for a motion to enter into executive session to discuss the medical, financial, credit or employment history of a college administrator. There will not be any additional business after the executive session, and the meeting will adjourn at the conclusion of executive session. Trustee O'Connor so moved, Trustee Canary seconded, and with all in favor the Board of Trustees meeting was adjourned a 11:17 a.m.

The Board of Trustees next meeting is August 18, 2022 at 9:00 a.m.in the Alumni Room of the Brookhaven Gymnasium on the Ammerman Campus in Selden, New York.

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Respectfully submitted,  
Gordon Canary  
Secretary