

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
EASTERN CAMPUS, RIVERHEAD, NY
LECTURE HALL, MONTAUKETT LEARNING RESOURCE CENTER
OCTOBER 20, 2022

The meeting was held on Thursday, October 20, 2022 at 4:00 p.m. in the Lecture Hall of the Montaukett Learning Resource Center in Riverhead, NY.

PRESENT:

E. Christopher Murray	Chair
James Morgo	Vice Chair
Shirley Coverdale	Vice Chair
Gordon Canary	Secretary
Theresa Sanders	Trustee
Belinda Pagdanganan	Trustee
Priscilla Zarate	Trustee
Zachary Frost	Student 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. Liesl Jones	V.P. for Academic Affairs
Dr. Patty Munsch	V.P. for Student 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 4:00 p.m.

The Pledge of Allegiance was led by Trustee Canary.

Chair Murray called for the recognition of special guests. Dr. Bonahue introduced Mr. Dave Bergen, a former employee of the College now with the Parr company. He also introduced Dr. Daphne Gordon who leads the College's EAP program and asked if she would give a brief overview of the program.

Dr. Gordon stated that the Entrepreneurial Assistance Center is a grant-funded project, funded by Empire State Development Corporation, with the goal of assisting individuals in starting and expanding their businesses. The project services everyone, but does have special initiatives to reach women, minorities, disabled and dislocated workers.

The center has been operating since 1995, and because of its work with minority communities, the center was recently awarded a \$500,000 grant from Citi Foundation to help minority businesses recover from the pandemic. The Center used the grant funding to conduct one-on-one business counseling, have a webinar series to help them make the transition from brick and mortar businesses to e-commerce businesses during the pandemic, and then also help them secure financing that was available to businesses to recover from the pandemic. As a result, the project serviced almost 620 businesses, and secured \$6.8 M in financing and \$9 M in contracts. She added that just last week, two of their entrepreneurs were honored with the New York State Entrepreneur of the Year award as a result of their impact and their growth while they were served by the Entrepreneurial Assistance Center.

In addition, the Center received two REACH grants from SUNY. REACH is an acronym for Racial Equity for Adult Credentials in Higher Education, and the goal is to assist and encourage adults who are black, Hispanic, and Native American who are between 25 and 64 years of age, to get credentials and ultimately an Associate's degree. She said they had identified six non-credit courses with the industry credentials they can offer to help them secure jobs and hopefully at some point come back and get an Associate's degree. The Center received \$15,000 for REACH, and they plan to use that money for marketing. They received another \$200,000 from Workforce Development Training, which will help secure a counselor for their participants to help them with retention, and also funding to help them pay for some of the training programs. The Suffolk County Department of Labor has agreed to pay for the training programs. Their goal is to train 100 individuals over a period of three years.

Dr. Bonahue thanked Dr. Gordon and pointed out that this was over \$700,000 in support for entrepreneurship and economic development through the Entrepreneurial Assistance Center. Trustee Morgo asked if the companies the Center works with through Empire State Development are Suffolk County companies or from all over. Dr. Gordon responded that they are primarily Suffolk County residents who are interested, who have a hobby, trade or skill that we help them develop; they do also have a few from Nassau County. There were two individuals who won the Entrepreneurial of the Year award, both minority and women, one is a Hispanic woman who has a construction company based in Bay Shore, and has generated \$1 M in revenue this year. She started training with the Center in 2019. The other woman is an African-American woman who has a nursing home care center, and she's secured government contracts through the MWBE program, generating revenue of a \$1 M a year, as well.

Trustee Canary noted that as Chief of Staff of Senator Boyle, he has sent over a couple of constituents to Dr. Gordon and her program, and she has welcomed them with open arms and provided them with assistance. He thanked her and said he greatly appreciated that help.

Dr. Bonahue welcomed Suffolk County Legislator and Vice Chair of the Education and Labor Committee, Stephanie Bontempi, who had joined the meeting along with her Chief of Staff, Greg Atherton.

Chair Murray announced that there was a request from Dante Morelli, President of the Faculty Association, to speak for a couple of minutes on an issue regarding the Faculty Association. Dr. Morelli said he had the honor and privilege of serving the members of the Faculty Association as their President. He reported that on October 7th, the Education and Labor Committee of the Suffolk County Legislature had their meeting. There was some discussion and confusion about the number of full-time versus adjunct faculty working at the College. He had those numbers today that wanted he to share with the Board and College leadership. There is a total of 1,506 faculty working this fall semester, with a number of classifications, from classroom instructional faculty, professional assistants, counselors, librarians, specialists performing a multitude of duties, and adjuncts. Of that 1,506, 1099 are adjuncts - that is 73% of the faculty serving students this semester are adjuncts, and 27% are full-time faculty. He noted that is 407 full-time faculty members, which is down from a high of about 478 full-time faculty members from 2015. He said he wanted to share this with the Board and College leadership; he knew there had been some discussion regarding the number of full-time faculty vs. adjuncts.

Chair Murray called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 4:12 p.m. Trustee Canary so moved, Trustee Sanders seconded and the motion was approved unanimously.

Chair Murray called for a motion to adjourn the Board of Directors meeting and reconvene the Board of Trustees meeting at 4:16 p.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 August 18, 2022 Board of Trustees meeting. Trustee Pagdanganan so moved, Trustee Zarate 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 the cash flow. He said that over the past three years, they have looked at how the College has been trending from a liquidity perspective, and a few years ago the College was in a position where it had to make some serious decisions about how to fund its operations based on liquidity at the time. Based on the latest report, cash on hand was approximately \$89.3M. Compared to 2021, it is up about \$10M, and about \$30M from 2020. From a cash flow perspective, the College has taken steps to ensure that it remains liquid, and able to maintain operating expenses, the most important of which would be payroll.

FY' 22 year ended on August 31st and they have begun the year-end close process and will soon be able to determine the end of year financial results. The auditors will be on

campus soon to start doing the field work to gather information and then do the assessment. The estimated amount of fund balance use is approximately \$3.7M. This means that the College may use \$1.2M less than budgeted, and approximately \$500K better than projected during the FY'23 budget presentation.

In terms of FY'23, the financials presented are for September, the first month of FY'23. Based on our current enrollment, there is no surprise that projected revenue would be down. Overall, revenue to budget is less by \$3.7M, overall costs are down by about \$1M. VP Harris added that there is some time to mitigate the enrollment decrease, but currently the projected fund balance use for FY'23 would be about \$16.3M, up from \$13.6M. As a stopgap measure, the College is evaluating costs related to overload, adjuncts, tools and equipment, as well as other variable costs. Additionally, as the College gets closer to closing out FY'22, it will be better able to determine if the fund balance use will be better than what was budgeted for FY'22. This will help to offset any revenue decrease in FY'23.

. Of the \$22,572,740 of HEERF III that was allocated for the institution's use, the College has utilized approximately \$17.31M, with a balance of \$5.265M. From that balance, the College budgeted \$5.1M for FY'23. The \$17.31M includes \$11.2M for lost revenue, \$5.2M for COVID-related expenses, and \$960K for evidence-based practices to suppress COVID.

On the student side, there is a balance of \$3.763M from an allotment of \$22.75M. The goal is to disburse most of it in the fall, with a residual balance to help those students who may not have applied for Pell.

Chair Murray asked what the balance was currently for the reserve fund balance. VP Harris replied that at the close of FY'21 the balance was approximately \$41.4M - a little over 20% of the operating budget. Chair Murray noted that Middle States recommends the fund balance to be between 10% and 15%

Trustee Morgo asked what the fund balance was in 2019 and 2020. VP Harris said the fund balance was a little over \$20M in 2019. The College significantly increased the fund balance in FY'21, based on two strategies that they had used. The College was able to recoup lost revenue through HEERF, but it also looked at costs in general, and was able to hold the line with cost reductions. Trustee Morgo said that things could change rapidly. VP Harris agreed and noted that when they did the projection, of the \$41.4M ending FY'21, factoring FY'22 use, as well as FY '23 projected use of \$13.6M, and if all things remain equal for FY'23, then the balance will fall to about 10% to 12% .

VP Harris then reviewed the resolutions with financial impact. Resolution number 2022-55, confirms the action that the Board of Trustees Executive Committee members took because there was no September Board meeting, and include the premiums for health insurance, for the month of July in the amount of \$3,124,187.96, and for the month of August, \$2,980,033.93. Resolution number 2022-58, is the September premium in the amount of \$2,845,780.98.

Chair Murray called for a motion for the approval of College Resolutions 2022.55 through 2022.64. Trustee Morgo so moved, Trustee Pagdanganan seconded and the motion was approved unanimously.

RESOLUTION NO. 2022.55 - Confirming the Approval of 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 services 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, and

WHEREAS, pursuant to Article V (F) of the College Bylaws, on September 27, 2022, the Executive Committee of the Board of Trustees approved the health insurance payment to the County of Suffolk in the amount of \$3,124,187.96 for the month of July 2022, and \$2,980,033.93 for the month of August 2022, as reflected on *Attachment I*, annexed hereto, be it therefore

RESOLVED, that effective as of September 27, 2022, the conditional approval by the Executive Committee of the Board of Trustees of the health insurance payment to the County of Suffolk for July 2022 and August 2022, as reflected on *Attachment I*, is hereby confirmed in all respects.

RESOLUTION NO. 2022.56 - Accepting a Grant Award from the State University of New York (SUNY) for a Workforce Development Training – Pathways Track Project

WHEREAS, Suffolk County Community College has received a grant award in the amount of \$200,000 from the State University of New York (SUNY) for a Workforce Development Training – Pathways Track project for the period of September 1, 2022 through August 31, 2025, and

WHEREAS, funding from the Pathway Track award will provide Racial Equity for Adult Credentials in Higher Education (REACH) participants with instruction in non-credit training programs at the College that offer industry credentials, introduce them to

Associate Degree programs related to the non-credit programs, and encourage them to pursue an Associate Degree after completing the non-credit courses, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that a grant award in the amount of \$200,000 from the State University of New York (SUNY) for a Workforce Development Training – Pathways Track project for the period September 1, 2022 through August 31, 2025 is hereby accepted, and the College President or his designee is authorized to execute a contract with the administering agency.

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

Note: No full-time personnel

RESOLUTION NO. 2022.57 - Authorizing an Amendment to the Student Records Policy

WHEREAS, the Student Records Policy (the “Policy”) was approved by the Board of Trustees on September 13, 2012, and amended on May 12, 2022,

WHEREAS, the Policy provided that the College may disclose student education records without a student’s written consent and without advance notice provided to the student, if so ordered by a court, and

WHEREAS, federal regulations implementing the Family Educational Rights and Privacy Act (“FERPA”) provide that an educational institution may disclose student education records without written consent and without providing advance notice to the students in the following instances: 1) when releasing education records in compliance with a federal grand jury subpoena and the court has ordered the existence or contents of the subpoena not to be disclosed; and 2) when releasing education records in compliance with any other subpoena issued for law enforcement purpose where the court or other issuing agency has ordered that the existence or the contents of the subpoena not be disclosed.

WHEREAS, the College now wishes to ensure that its Student Records Policy is amended to include all instances where advance notice to the students may not be provided when the College is responding to subpoenas for student records, in full compliance with federal regulations, be it therefore,

RESOLVED, that the Board of Trustees hereby approves and authorizes an amendment to the Student Records Policy as reflected on Attachment II, annexed hereto.

RESOLUTION NO. 2022.58 - 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 services 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 \$2,845,789.98 for the month of September 2022 (Attachment III) is hereby approved by the Board of Trustees.

RESOLUTION NO. 2022.59 - Awarding a Contract for the Construction of the Supporting Structure for an LED Sign at the College 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 College 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 College Road, and

WHEREAS, the LED sign must be mounted on a supporting structure with surround static signage, 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 between and 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 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 the LED sign were solicited and the one bid was received and opened on August 11, 2022, and

WHEREAS, the bid was reviewed and the qualifications of the bidder were evaluated by the College's Office of Central Facilities, 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 \$92,420 for the construction of the supporting structure for an LED sign at the College Road entrance of the Ammerman Campus, upon such terms and conditions as shall be approved by the College's Office of Legal Affairs.

RESOLUTION NO. 2022.60 - Accepting a Grant Subaward from the Research Foundation for the State University of New York, made Available through an Award from the Lumina Foundation, for a Project Entitled "SUNY REACH"

WHEREAS, Suffolk County Community College has received a grant subaward in the amount of \$15,000 from the Research Foundation for the State University of New York, made available through an award from the Lumina Foundation, for a project entitled "SUNY REACH," for the period March 30, 2022 through June 1, 2023, and

WHEREAS, the Lumina Foundation's Racial Equity for Adult Credentials in Higher Education (REACH) grant initiative seeks to increase attainment of non-degree credentials and associate degrees for adults of color, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that a grant subaward in the amount of \$15,000 from the Research Foundation for the State University of New York, made available through an award from the Lumina Foundation, for a project entitled "SUNY REACH" for the period March 30, 2022 through June 1, 2023 is hereby accepted, and the College President or his designee is authorized to execute a contract with the administering agency, upon such terms and conditions as shall be approved by the College's Office of Legal Affairs.

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

Note: No full-time personnel

RESOLUTION NO. 2022.61 - Amending the Operating Budget of Suffolk County Community College to Reflect an Increase in Grant Funds from the Suffolk Community College Foundation, Inc. in Support of the College's Entrepreneurial Assistance Program

WHEREAS, during the 2021 – 2022 academic year, the Suffolk Community College Foundation, Inc. (Foundation) received a grant award in the amount of \$500,000 from

the Citi Foundation to provide minority businesses impacted by the COVID-19 pandemic with technical assistance and to offer training programs through the Suffolk County Community College's Entrepreneurial Assistance Center (EAC), and

WHEREAS, by Resolution No. 2021.68, the Board of Trustees authorized the acceptance of a portion of this grant award in amount up to \$100,000 from the Foundation to fund EAC staff positions, and

WHEREAS, the College's 2022-2023 operating budget reflects an amount of \$41,809 remaining from this transfer of funds, and

WHEREAS, the Foundation has authorized an additional portion of this grant award in an amount up to \$200,000 to be transferred to the College to fund EAC staff positions for the period September 1, 2022 through August 31, 2023, be it therefore

RESOLVED, that the 2022-2023 College operating budget be amended to reflect an increase in an amount up to \$200,000 from the Suffolk Community College Foundation, Inc., which constitutes a portion of the grant award received by the Foundation from the Citi Foundation, to fund staff positions in the Entrepreneurial Assistance Center at Suffolk County Community College for the period September 1, 2022 through August 31, 2023.

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

Note: No full-time positions

RESOLUTION NO. 2022.62 - Authorizing an Amendment to the Chosen Name Policy

WHEREAS, the Chosen Name Policy (the "Policy") was approved by the Board of Trustees on May 16, 2019, and

WHEREAS, the Policy provided that an individual's chosen name would be utilized whenever possible, including within the Blackboard learning management system, and

WHEREAS, the College has transitioned away from Blackboard, and is currently utilizing the D2L/Brightspace learning management system, and

WHEREAS, the College wishes to amend the Chosen Name Policy to reflect that an individual's chosen name will be reflected in any student learning management utilized by the College, including, but not limited to D2L/Brightspace, be it therefore,

RESOLVED, that the Board of Trustees hereby approves and authorizes an amendment to the Chosen Name Policy, as reflected on Attachment IV, annexed hereto.

RESOLUTION NO. 2022.63 - Adopting Class Size Proposals for MUS123, MUS127, MUS204, and MUS209

WHEREAS, there are specific class size provisions as set forth in Appendix H of the collective bargaining agreement between the County of Suffolk, Suffolk County Community College and the Faculty Association that charges the Class Size Committee to review and propose class sizes, and

WHEREAS, the Class Size Committee convened, reviewed, and has recommended a reduction in the seat limits for the following courses, as outlined below:

Course	Current Seat Limit	Revised Seat Limit
MUS123: Aural Skills I	26	18
MUS127: Aural Skills II	29	18
MUS204: Aural Skills III	26	18
MUS209: Aural Skills IV	26	18

, and

WHEREAS, the recommendations of the Class Size Committee were submitted to the Vice President for Academic Affairs, who accepted the recommendations, and

WHEREAS, in accordance with the class size provisions of Appendix H of the Faculty Association collective bargaining agreement, the recommendations of the Class Size Committee must thereafter be submitted to the College’s Board of Trustees for approval, be it therefore

RESOLVED, that the Board of Trustees hereby adopts the Class Size proposals to take effect in Fall 2022.

RESOLUTION NO. 2022.64 - Approving a Major Change Order 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 the Contract or shown on the design drawings is required, consisting of door and lighting modifications;

additional power for the water flow meter; additional soffits to conceal piping; and curtain wall changes, 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 \$40,021.14 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 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's Office of Legal Affairs, reflecting the change order and the nature of the additional work so authorized.

Chair Murray moved to the committee reports and called for the Student Success Committee report. Trustee Pagdanganan reported the committee met last Friday and discussed a few updates about student support via the Department of Social Services. Despite the IT challenges with the County right now, the Department of Social Services continues to meet with students. However, the meetings are currently by phone only. They do hope to resume in-person appointments soon and eventually offer the Zoom option, as well. The College is also using grant funding to support a part-time college aide to assist with scheduled appointments and outreach to students about the support options available at the College.

Chair Murray called for the Governance Committee report. Trustee Canary said he would be giving two updates since there was no meeting in September. The committee met on Monday, September 12th. Deputy General Counsel Alicia O'Connor advised the committee that they had a 100% response to the Board of Trustees' self-assessment with Scantron. Scantron has provided the raw data to the Governance Committee. The results of the survey to be discussed at the October Governance Committee meeting and the Scantron results have been sent to all of the Governance Committee members. DCG O'Connor reviewed with the committee that in 2017 when the ethics board for the Board of Trustees was created, the College President reached out to various organizations; Suffolk County Bar Association, Nassau County Bar Association, Hispanic Bar Association of Long Island, Amistad Long Island Black Bar Association, Touro Law School, Hofstra Law School, in an effort to get

recommendations for candidates to serve on the board of ethics. Unfortunately, this effort did not result in many recommendations coming forward. The committee discussed attorneys and some recently retired judges that they felt might make good candidates to fill the vacancy left by Judge Madeleine Fitzgibbon. The committee agreed on three possible candidates and will see if they are interested in the vacant position. An update on candidates will be discussed at the next committee meeting in October.

DGC O'Connor shared with the committee information she received from the Ammerman campus director of campus activities regarding the membership of six other SUNY committee college faculty-student associations. The boards were comprised of various individuals, which included students, faculty, administrators or board of trustee members. Discussion was had on whether or not faculty and students would want to participate on the Association's board of directors, whether the Association's bylaws or the certificate of incorporation would need to be amended, the types of resolutions the board would be voting on, what the composition of the membership should be, what the next steps would be, and setting up a step-by-step roadmap. DGC O'Connor is going to share with the committee the current bylaws of the Association for the committee to review before the next meeting, and also locate bylaws of some other community college associations to share with them. There were no new topics brought up during open discussion. The agenda items identified for the October governance committee meeting include discussions of the BOT self-assessment results, status of the possible ethics board candidates that were identified, and continued discussion, review and analysis of the Association governance structure. The next governance committee meeting is scheduled for Monday, October 17th.

Before reading the Governance Committee minutes from the October meeting, Trustee Canary asked Trustee Morgo to explain why he felt that the board needed to address the board of directors' established setup. Trustee Morgo said that more than two and a half years ago when he originally brought up the idea of setting up separate governance for the Association, nothing went forward. What occurred to him, was that every other community college in the state of New York has a separate governance for student activities, and he wondered why the College was the only one that did not. There was also another reason. He said being a member of the board of trustees is challenging, and there is always the threat of litigation. He asked himself, why have this other organization that they have to answer to? Trustee Morgo noted that DGC O'Connor has done a really exceptional job on the research and this would not be a snap decision. They will be reviewing it in the Governance Committee under the leadership of Chair Murray and they will hopefully be able to act on it in the late winter or early spring. He said he wanted to mention it because the previous Vice President for Student Affairs thought he was being critical of the way the Association was run, and that wasn't true at all.

Trustee Canary went on to read the minutes of the October 17th Governance Committee meeting. Discussion was had about the use of college facilities, the policy currently in place, and the need for case-by-case review of requests for fee waivers, the

staffing requirements needed for different events and the costs associated with each event. The requirement of a Board resolution for consideration of a fee waiver ensures transparency. All requests should be brought to the Governance Committee's attention, where they will be considered and discussed. Discussion was had regarding the request to have the membership fee waived for the Eastern Campus health club for seniors 65 years and older. He believes this was the result of the fact that they granted the waivers to disabled veterans, and the word got out. DGC O'Connor reminded the committee that seniors are already getting a discounted membership rate of \$220 per year, which equates to less than \$20 a month. The committee also discussed the possibility of setting up a system to review requests for individuals who lacked financial means to afford a health club membership. Neftali Collazo then advised the committee that the College is looking into starting a payment plan option for gym memberships in addition to the current lump sum payment requirement, which hopefully would make it more feasible for people to afford joining the health club.

The committee asked President Bonahue for a status update on the Wyandanch Rising license agreement with the Urban League. President Bonahue explained that there were some obstacles within the contract that are being reviewed, such as the term length, that the property would be received "as is," and whether the space would be exclusively ours or would be a shared space. Discussion was had about the possibility of using alternative sites, such as the Wyandanch High School.

Discussion was had about the Board of Trustees' self-assessment and the results. It was agreed that an e-mail will be sent from the committee chair, Canary, to the full Board for their review of the Scantron report, and that in accordance with the Board of Trustees' self-assessment policy, the trustees should be prepared to discuss the self-assessment and make any recommendations at the December 8th Board meeting. Discussion was had regarding Ethics Board's candidate C. Randall Hinrichs. The committee unanimously recommends appointing Judge Hinrichs, and a resolution will appear on the December agenda for approval by the full Board.

In a previous e-mail, DGC O'Connor had shared with the committee the Association's bylaws, the bylaws of the faculty-student association of Hudson Valley Community College, and a board of directors' governance structure for Cayuga Community College and Jefferson Community College. Discussion continued on what the composition of the Suffolk County Community College Association Board of Directors' membership should be. The committee will be taking an in-depth look at the documents e-mailed and should be prepared to bring the recommendations to the December 5th Governance Committee meeting. DGC O'Connor indicated that any change to the composition of the Association's Board of Directors would require a revision to the current Association bylaws. There were no new additional topics brought up during open discussion. Agenda items identified for the December governance committee meeting will include the continued discussion, review and analysis of the Association's governance structure. The next Governance Committee meeting is scheduled for Monday, December 5th.

Chair Murray called for the Advocacy Committee meeting. Trustee Zarate reported the committee met on October 18th. Ben Zwirn, College Director of Legislative Affairs, provided an update on the Education Committee meeting held on October 7th which focused on a recent raise in the College's President's salary and concerns with enrollment, retention, and some capital projects. The College has two capital programs- infrastructure and automotive programs were discussed, voted on and approved. These projects are now in the pipeline to be constructed. The committee agrees that the discussion regarding Advocacy Day at this time was premature. It generally takes place in early February. However, Drew Biondo, College Director of Communications, proposed that the number of students traveling to Advocacy Day be reduced. This would allow students to have a unified voice when attending appointments with legislators as a group. Further discussion about the Advocacy Day will take place at a later time.

Trustee Zarate said she also discussed her participation with New York AFFIRM, a coalition comprised of different community-based organizations, educators and advocacy groups in New York State. Conversation was focused on teacher shortages from P through 12, especially bilingual teachers. During the discussion with Commissioner Lester Young from the New York State Department of Education, it was suggested to partner with higher education institutions to create a proposal to address bilingual teacher shortages and promote bilingual students to consider a career in education. Dr. Donna Ciampa, Interim Executive Dean of the Grant Campus, shared her perspective and role in the leadership and advocacy meeting. Dr. Ciampa discussed the importance of providing information about pursuing a degree in education to our bilingual liberal arts and ESL students. Currently, there is a faculty member providing this information to Early Childhood students, liberal arts and ESL students. Dr. Ciampa discussed her conversation with some local P through 12 districts of possibly offering courses to their faculty to expand their opportunities and give them the opportunity to apply with the NYSED to extend their teaching certificates into other grades. Conversations with the Bellmore school district have been positive and they are interested in this initiative. Dr. Ciampa also mentioned working with Workforce Development to bring Spanish language lessons for businesses. The Alliance for Puerto Rican Education and Empowerment organization is advocating that Latin studies be included in P through 12 and higher education curricula.

Trustee Zarate said she reached out to President Bonahue to consider this framework at the College in order to expose the College's students to culturally-inclusive courses. President Bonahue has signed on as a supporter on the advocacy letter, which was sent to the U.S. Department of Education. The Advocacy Committee introduced Bernadette Garcia, College Coordinator of ESL, to speak about ESL program accessibility and resources available to these students. Ms. Garcia spoke about the three separate ESL programs within the College and current scholarship opportunities available. She noted there is a potential collaboration with the Foundation and additional scholarships for ESL programs. Trustee Pagdanganan agreed that further conversation with the Foundation and ESL programs would be considered.

Chair Murray called for the Foundation update. Trustee Pagdanganan said the Foundation extends its thanks to the Guild of Administrative Officers for securing a donation for an overnight stay with breakfast for two at the Gurney's Inn in Montauk. It was used as a grand prize for its recent raffle. Tickets were sold during the month of September and were also distributed by receipt of new payroll deductions made to the annual fund. She congratulated Allison Keibel in the career services office on the Ammerman campus for purchasing the winning raffle ticket. The raffle generated almost \$2,000 in scholarship support. The Foundation is also partnering with the Long Island Power Authority to provide graduating high school students with the opportunity to be a part of our region's emerging clean energy economy. To fulfill this commitment, LIPA has created a scholarship program for diverse income eligible candidates pursuing education and training in careers related to the electric industry. The LIPA scholarship program will provide full tuition funding for a total of ten full-time, two-year scholarships for low to moderate income students planning to attend the College or Nassau Community College. Eligible students, including those studying cybersecurity and information assurance, engineering science, electrical technology, HVAC/R, and information technology, including network assignment administration. The LIPA scholarship award at the College is valued at approximately \$6,700 annually. LIPA will announce its scholarship program at its headquarters on Wednesday, November 9th.

Chair Murray called for the Student Trustee report. Student Trustee Frost reported that in early September the College had a Welcome Week for its students across all three campuses. Some of the events were a Wellness event, a 9/11 flag placement event in recognition of 9/11; Student Veteran Affairs hosted a boot camp and had members from the U.S. Marines set up a tent on the Ammerman campus. He said there is an art gallery exhibit coming up run by faculty. It starts on October 31st and runs until mid-November and will take place in the Sagtikos Arts Center on the Grant campus. Student Trustee Frost noted that he has been hearing from students the success of Brightspace. He has also been using it, and said the transition from Blackboard to Brightspace was seamless and it is easy to use. He said a lot of the professors enjoy it as well, and utilize it to streamline things and it is easier for students to access.

He thanked the College for sending him to the New York Community College Trustees (NYCCT) conference. He said there was a big push from the President of the ACCT, Jee Hang Lee, regarding the Child Care Means Parents in School grant. He noted that Dr. Bonahue has just sent an email that the College received this grant. Also, at the conference, someone referred to as "Dan the Trainer" from the New York Comptroller's office was in attendance. He was talking about a big push with the community colleges in regards to data security when it comes to audits. Additionally, there was a lot of talk about workforce programs and a lack of funding coming from the state. There is a conference coming up in February of 2023. Mr. Jee Hang Lee suggested every community college should be sending two or three students who have benefited from PELL grants to talk about their stories and how they benefitted from these PELL grants. Mr. Lee will be able to set them up with local lawmakers and he expressed how that advocacy is a crucial tool for keeping elected officials informed and getting the right funding.

Chair Murray moved to the Chair's report. Chair Murray said he wanted to follow up on the results of the Board's self-evaluation. He said there were some very constructive suggestions in regards to onboarding new Board members and other particular things that could be done better and would be done better. However, what pleased him the most was how almost unanimously there was a feeling that the Board operates very well, and is a collegial board, where everyone respects each other and works hard. He added every member has their niche and plays an important role. They have dealt with difficult situations, from hiring a new president to the COVID pandemic and financial pressures. They handled it all in a very respectful, cooperative, and high-functioning way. Chair Murray noted he's been on a lot of boards for large institutions, and they do not always function as well as the College's board does and said it was a real credit to the hard work of the Board members. The fund balance has more than doubled over the last two to three years and has given the College some flexibility to pursue programs and do things that are for the benefit of the College. One of those, in his mind the most important, was it enabled them to freeze tuition for the last three years. He remembered the discussions of the first year, and said everyone was petrified, the County wasn't going to give any more additional funding, they didn't know what the State was going to do, and they didn't know what was going to happen with the economy. The Board stood up and froze tuition that year, when almost every single other community college was raising their tuition, including Nassau County with two purposes. One purpose was to be competitive, increase enrollment and second to send a message that the College is there for its students and for the people of Suffolk County. He added that it was a very tough decision to make given the financial risks that were involved, and he was really proud of the Board for making that decision. They were able to freeze tuition for the following two years, and he believes that it is beginning to have an effect, along with some great initiatives by the administration to encourage enrollment. The decline in enrollment was substantially less than almost all other community colleges. In addition, he said there are many initiatives ongoing to help increase enrollment from certification programs, to employment programs that are critical. He noted that it was definitely also a testament to the administration and staff but also a testament to the hard work of the trustees on the Board and he is very proud of the organization.

Trustee Sanders agreed and said well-said.

Trustee Morgo reacted and said he, as the second longest serving trustee, wanted to underline what Chair Murray said, noting that some of them have a history of when the Board wasn't so collegial. He added that the whole mood and working relationship changed for the positive when Trustee Sanders was voted in as Chair, along with the guidance of General Counsel Petrizzo when he was Interim President. He added that Chair Murray has also made a force for cohesion, as well, and it was a pleasure serving with him because it wasn't always that way.

Chair Murray moved to the President's report. President Bonahue thanked Chair Murray and the Trustees for their contribution of time and service to the College, adding that it does not go unnoticed by the faculty, staff, and administration. President Bonahue noted the Newsday article handout that highlighted the artwork that was displayed just outside and could be seen as they walked into the room. He said the College was glad to host this kind of exhibit for the public, and everyone is welcome. He then recognized the Association and Governance leaders that were present at the meeting: Professor Tat Sang So from the Grant Campus Assembly, Professor Lizzie McCormick, from the Ammerman Campus, Professor Dante Morelli of the F.a., and Sean Tvelia from the Guild.

President Bonahue said he was pleased to report that since the last Board meeting, Dr. Patty Munsch has accepted the position of permanent Vice President for Student Affairs. Dr. Munsch earned her Bachelor of Arts in Political Science from Geneseo, her Master's in College Student Personnel from Western Illinois University, and her Doctorate in Higher Education Administration from NYU. He congratulated Dr. Munsch on the appointment and thanked her for serving as interim since 2020.

Dr. Bonahue reported that the College continues to make progress in stopping the enrollment slide and hopefully, reversing it. He referred to the handout related to the Micro-Mesters initiative, which the College has onboarded this semester. Currently, overall enrollment is now trailing last fall by only 1.75% in head count, and just over 2.5% in FTE. As the College catches up in enrollment it will catch up in revenue. The Micro-Mesters handout demonstrates that the College's enrollment for the second part of the semester is now ahead of the enrollment from the first half of the semester. The College will continue to enroll students through next week, which is when the new Micro-Mester begins, on October 26th. In terms of next steps, the College needs to review student success to make sure that student grades, student success in these courses are on par with the rest of the College's courses. It also needs a demographic analysis test among these students, to determine if they are new students, adult students, working students. The College will continue with this project in the spring and will have more sequential courses that allow students to move through a curriculum quickly. He added that the 106 National Guard Air Wing in Westhampton Beach, has jumped onto the Micro-Mesters because for their service personnel, being able to focus on a course for just eight weeks, is a lot easier than having to manage it for 16 weeks. Of all enrollment, over 62% is now back on campus or in a hybrid blend, with some on-campus and some remote and almost 38% remains online.

In terms of new student recruitment, President Bonahue reported that the College hosted last month a meeting for all Suffolk County directors of guidance, and Dr. Jones and Dr. Munsch met with the Suffolk County Superintendent's Association earlier in the day. The message that the College wants to partner with high schools, and needs their help in creating a college-going culture, not just for students who are always told they're going to college, but for every high school student, because college is for everyone.

Also, on Sunday, November 6th, the College will have its Fall Open House on each campus.

In regards to college-wide retention efforts, the College hosted a retention workshop in August, and then retention was the main theme for Professional Development Day. They introduced to all faculty and personnel the metrics that are related to retention; course level retention, semester level retention, how to keep students enrolled semester after semester, and discussed those metrics over the summer. The emphasis on the college-wide culture of student success is not just a job for faculty or Student Affairs but a role for everyone to play. They also emphasized course level retention through active engagement of students, active learning, hands-on activities in the classroom. They discussed leading students to academic supports such as tutoring, and the need to find ways to encourage every student to go to academic supports, and normalize the experience of asking for help. They stressed the importance of early alerts to let students know when they're getting off track, and made a special appeal to the faculty to use the new Brightspace system as a communication tool to take part in early alerts. The College is also developing this semester a guide to best practices in advising, for all faculty and staff working with students on educational objectives.

President Bonahue said that since the last meeting, he and Chair Murray visited with the Legislature's Education and Labor Committee. They presented a comprehensive update for the fall on the College's ongoing enrollment, retention and workforce development strategies. At that meeting, the committee also took up and approved both \$5 million in infrastructure funding, as well as the funds for designing the expansion of the College's automotive program to the Grant Campus, and both appropriations subsequently passed by the full Legislature.

President Bonahue said, as he had mentioned previously, the College will receive a supplemental allocation from SUNY, based on a competitive process, which was geared to support innovations in workforce development programs with a potential to increase enrollment. The College was awarded just under a half million dollars for the updating and expansion of its cybersecurity program. The program is on the Ammerman campus and will be extending to the Grant campus. In terms of the impact of the College's full-time faculty relative to community college peers, the College found it has a lower faculty-to-student ratio than many of its peers. In this area, the College received an additional \$1.7M to support additional faculty lines. The Executive Vice Chancellor for Community Colleges assures that these funds will be rolled into the institutional base, but it is not guaranteed. The College plans to use these funds to pilot new programs, including cybersecurity, surgical technology, nursing, automotive and other programs that it has established as priorities and where it plans to make hires and it can sustain through enrollment.

President Bonahue reported that the College received a few weeks ago some limited information about the fact students from Suffolk County continue to enroll at FIT, at Nassau, and this constitutes a charge-back to Suffolk County. They have asked County Comptroller John Kennedy for more detailed information about who those students are

so that they can follow up directly with the students, and their high schools, and see if they can redirect that traffic back to Suffolk. He acknowledges that this has been a long-term project for the Board that was perhaps interrupted by COVID.

In regards to workforce and economic development, Governor Hochul visited Suffolk County just that morning to announce that the property on Crooked Hill Road has been transferred to Suffolk County, where it will be developed not only for the National Offshore Wind Training Center, but also for the development of additional community-facing workforce development and other community benefits. The College continues to collaborate with the County, with the AFL and with the Building Trades Council on development of that center.

The College continues to expand its short-term workforce certificate programs. Since the press conference on the Medical Assistant program, the College has received over 60 requests for information on the new Medical Assistant certificate, and has begun enrolling students. The College had scholarships in place from the DOL, Catholic Health and Northwell in support of enrollment in the Medical Assistant program. He noted that interestingly, some of the calls they received were from students who were very interested in becoming a medical assistant, but did not hold a GED. This served as a reminder that they need to think about these training programs as part of a large trajectory, where adults who need very basic adult education, including a GED, and then need their first steps into a workforce certificate. The Medical Assistant program is scheduled to begin November 15th. President Bonahue said that as they worked on the curriculum for the Medical Assistant program it became clear there's a little piece of phlebotomy built into the curriculum and he has asked Dr. Jones and her staff to start looking at phlebotomy programs as a short-term certificate that they can work on bringing online in the spring.

The College wanted a minimum of ten students in the new solar installation training program. It actually enrolled twelve, and welcomed its first cohort at the Grant Campus. By coincidence, Dr. Bonahue was meeting with Deputy Presiding Officer Steve Flotteron, and he joined him in welcoming students to this certificate program. He noted that the College designed this training in collaboration with solar installation companies, and about a half dozen companies have expressed interest in interviewing completers. The tuition for this program is free from the DOL. In future programs, there will be eligibility requirements from the DOL.

Lastly, President Bonahue said that following the explosion at the Calverton food incubator, Stony Brook University has confirmed that they want to temporarily lease some kitchen space from the College to support their food entrepreneurs. They need access to commercial kitchen equipment, which the College has on the Eastern campus. He thanked Executive Dean Reese for jumping on this in cooperation with the Long Island Food Council, with Stony Brook. He also thanked the legal department for going over the lease agreement with Stony Brook, and Neftali Collazo along with the facilities use team. Stony Brook will pay the College a modest fee for access and they will manage which of the incubating companies comes in and has access to the kitchen.

Chair Murray moved onto Roundtable. With no comments for Roundtable, Chair Murray called for a motion to go in to Executive Session to discuss the proposed acquisition, sale or lease of real property, and to discuss the terms and conditions of employment for senior officials. Trustee Morgo so moved, Trustee Canary seconded, and with all in favor, the Board of Trustees meeting was adjourned a 5:14 p.m.

The Board of Trustees next meeting is December 8, 2022 at 4:00 p.m. in the Board Room of the Learning Resource Center on the Michael J. Grant Campus in Brentwood, New York.

Respectfully submitted,
Gordon Canary
Secretary