

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
AMMERMAN CAMPUS, SELDEN, NY
ALUMNI ROOM, BROOKHAVEN GYMNASIUM
JANUARY 19, 2023

The meeting was held on Thursday, January 19, 2023 at 9:00 a.m. in the Alumni Room of the Brookhaven Gymnasium, in Selden, NY.

PRESENT:

E. Christopher Murray	Chair
James Morgo	Vice Chair
Shirley Coverdale	Vice Chair
Gordon Canary	Secretary
Belinda Pagdanganan	Trustee
Kevin O'Connor	Trustee
Gemma deLeon-Lopresti	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 9:03 a.m.

The Pledge of Allegiance was led by Trustee Canary.

Chair Murray called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 9:04 a.m. Trustee Pagdanganan so moved, Trustee deLeon-Lopresti seconded and the motion was approved unanimously.

Chair Murray called for a motion to adjourn the Board of Directors meeting and reconvene the Board of Trustees meeting at 9:06 a.m. Trustee deLeon-Lopresti so moved, Trustee O'Connor seconded and the motion was approved unanimously.

Chair Murray requested a motion to approve the minutes of the December 8, 2022 Board of Trustees meeting. Trustee Morgo so moved, Trustee Pagdanganan 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. Dr. Harris began with an update on FY'22. The auditors have almost completed their work and they are hoping they will be able to report out in February on the College's financial performance for FY'22. Based on the preliminary numbers, it does seem that additional use of HEERF will have a positive impact on the fund balance. There is one final transaction from the County that the auditors are validating, and this has to do with the debt for the bonds that is no longer being reflected on our financials. As a result of that, there were some discussions with the County on the outstanding obligations in terms of the interest expense where the County indicated that the College owed them some additional funds. The College asked the County to go back and do a full reconciliation over the past ten years, because the College believes that it did not owe that liability to them. The County went through and did a reconciliation and it proved to be the opposite. The College does not owe them, but instead, they needed to make a positive adjustment to reduce the College's liability. The auditors are working to validate that that transaction is indeed correct.

In terms of FY'23, based on the College's current enrollment, there is no surprise that the total projected revenue would be down. Overall, revenue to budget is less by \$2M, but overall costs are down by about \$1.013M. These projections are factoring flat enrollment for spring, even though fall was down. Again, these projections are based on what the College is currently seeing, but are expected to change over the next few months. The College also factored in an adjustment that the County provided in terms of the EMHP. Starting in January, EMHP for the remaining FY '23, the College has to then recognize an additional \$3M. For FY'24, the full amount is going to be about \$4.2M. The College is maintaining the projected fund balance use for FY'23, even though there is an additional cost of \$3M. The goal is to mitigate those costs so that the College can do equal to or better than what was anticipated for FY'23.

In regard to FY'24, a meeting was held with the Budget and Finance Sub-Committee on January 11th, and the College presented multiple scenarios based on enrollment outlook, FTE costs trends, projected funding from State and County, as well inflationary costs across multiple expense categories. The next steps are to finalize the budget framework for the departments, schedule budget meetings, present the proposed budget to the Budget and Finance Sub-Committee, and then to the Board of Trustees.

Trustee deLeon-Lopresti asked about the light, power and water increase of \$1M above the budget, was that due to rate increases, or more utilization and what could be done to mitigate that. Dr. Harris replied that about 99% of the increase was due to inflation

and when they looked at the usage, the College is trending equal to what it used in the past. The College has also been working with its sustainability group, and their role is working with the campuses in looking at sustainable measures that can be put in place in terms of building utilization, and more awareness of energy conservation, but also exploring other methods to reduce energy costs.

Dr. Harris reviewed the two resolutions with financial impact. Item number one, resolution 2023-01, is for three invoices for EMHP for October, November and December. The reason there are three invoices in one month is because there is still an ongoing challenge with the County in getting the data needed. The invoice for October is \$2,521,455. Typically, that amount would be about \$2.9M, however there's a quarterly Medicare credit of about \$455,000. For the month of November, it's \$2,543,019 and then there's a \$436,000 Medicare credit. For the month of December, the amount is \$2,291,980.57, that includes a \$547,000 Medicare credit, which would represent the final quarter for calendar year 2022. Item number nine is resolution 2023.09, which is updating the Investment Policy to reflect how the College can manage its funds and capitalize on the current market. The College invests in high yield savings accounts or CDs on a temporary basis so it can maximize some interest income. There are five banks that the College currently invests and does operations with; Capital One, Wells Fargo, Bank United, BNB Dime and Empire Flushing.

Chair Murray called for a motion for the approval of College Resolutions 2023.01 through 2023.10. Trustee Morgo so moved, Trustee deLeon-Lopresti seconded, Trustee O'Connor abstained from the vote on Resolution 2023.9, and the motion was approved.

RESOLUTION NO. 2023.01 - 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 \$2,521,455.61 for the month of October 2022; \$2,543,019.14 for the month of November 2022; and \$2,291,980.57 for the month of December 2022 (*Attachment I*) is hereby approved by the Board of Trustees.

RESOLUTION NO. 2023.02 - Confirming the Annual Review and Approval of the College's Procurement Policy

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

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

WHEREAS, the Office of Business and Financial Affairs and the Office of Legal Affairs have reviewed the *Procurement Policy*, and recommends that no revisions be made to the current policy, be it therefore

RESOLVED, that the College's *Procurement Policy*, is hereby adopted and approved for the calendar year 2023.

RESOLUTION NO. 2023.03 - Amending the College Budget for a Grant Award Increase from the U.S. Department of Education for a Child Care Access Means Parents in School (CCAMPIS) Program

WHEREAS, the 2022-2023 College operating budget provided \$110,900 from the U.S. Department of Education (USDOE) for a Child Care Access Means Parents in School (CCAMPIS) Program, and

WHEREAS, the grant award has been increased by an additional \$33,269, bringing the total amount of the grant award to \$144,169, and

WHEREAS, it is necessary to amend the 2022-2023 College operating budget in the amount of \$33,269 to provide for the increase in the grant award, and

WHEREAS, this increase will provide additional funds for child care subsidies on a sliding scale, and extend hours to meet the critical need for campus-based child care for forty (40) low income, Pell-eligible student-parents, annually, for four years, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the 2022-2023 College operating budget be amended to reflect an increase in the amount of \$33,269 from the U.S. Department of Education (USDOE) for a Child Care Access Means Parents in School (CCAMPIS) Program, bringing the total amount of the grant award to \$144,169, and be it further

RESOLVED, that the College President or his designee is authorized and empowered to execute any required documentation in connection said grant award.

Project Director: Vickie Calderon, Director of Suffolk Kids' Cottage, Michael J. Grant Campus

Note: No full-time positions

RESOLUTION NO. 2023.04 - Amending the College Operating Budget to Reflect an Increase in the Grant Award from the NYS Education Department for the Science and Technology Entry Program (STEP)

WHEREAS, the 2022-2023 College operating budget provides \$450,000, including indirect costs, reflecting a grant award from the NYS Education Department for the Science and Technology Entry Program (STEP), and

WHEREAS, the grant award has been increased by an additional amount of \$45,482, bringing the total amount of the grant award to \$495,482 including indirect costs, and

WHEREAS, it is necessary to amend the 2022-2023 College operating budget in the amount of \$45,482 to provide for the increase in the grant award, and

WHEREAS, the Science and Technology Entry Program prepares secondary school students, who are either economically disadvantaged or minorities historically underrepresented in scientific, technical, health, and licensed professions for entry into postsecondary degree programs in these fields, and

WHEREAS, no matching funds are required, be it therefore

RESOLVED, that the 2022-2023 College operating budget be amended to reflect an increase in the amount of \$45,482, from the NYS Education Department for the Science and Technology Entry Program (STEP), and be it further

RESOLVED, that the College President or his designee is authorized and empowered to execute any necessary documentation in connection with said grant award.

Project Director: Arlene Jackson, Assistant Dean, Continuing Education

Note: No full-time positions
No in-kind contribution required

RESOLUTION NO. 2023.05 - Amending the College Operating Budget for a Perkins V. Career and Technical Education Act Program Grant

WHEREAS, the 2022-2023 College operating budget provides \$1,150,000.00, including indirect costs, from the NYS Education Department, Perkins V funds, for the Carl D. Perkins Strengthening Career and Technical Education for the 21st Century Act (Perkins V) Program for the period of July 1, 2022 through June 30, 2023, and

WHEREAS, the award has been increased by an additional amount of \$91,834.00, bringing the total amount of the grant award to \$1,241,834.00, including indirect costs, and

WHEREAS, the additional funds for the Perkins V grant will increase support for instructors and professional assistants and support acquisition of non-capital instructional equipment in the automotive, electrical technology, and construction/architectural technology programs, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the 2022-2023 College operating budget be amended to reflect an increase in the amount of \$91,834.00 from the NYS Education Department, Perkins V funds, for the Carl D. Perkins Strengthening Career and Technical Education for the 21st Century Act, and be it further

RESOLVED, that the College President or his designee is authorized and empowered to execute any necessary documentation in connection with said grant award.

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

RESOLUTION NO. 2023.06 - Accepting a Grant Subaward from the National Institutes of Health (NIH), Passed Through the Research Foundation for the State University of New York (SUNY), for Participation in a Project Entitled “BioPREP: Biology Partnership in Research and Educational Program”

WHEREAS, the 2022-2023 College operating budget provided \$27,061, including indirect costs, reflecting a grant subaward from the National Institutes of Health (NIH), passed through the Research Foundation for the State University of New York (SUNY), for participation in a project entitled “BioPREP: Biology Partnership in Research and Educational Program,” and

WHEREAS, the grant sub-award includes an additional amount of \$10,430.00, which includes indirect costs, increasing the grant award to \$37,491, and

WHEREAS, the additional funds will be allocated to release time for the project director whose primary responsibility is to recruit students of the College for the BioPREP

summer program, and the remainder of the funds will be used to purchase laboratory supplies, and for printing, distribution of recruitment material, and travel costs to attend meetings, and

WHEREAS, it is necessary to amend the 2022-2023 College operating budget to reflect the increase in this grant subaward, be it therefore

RESOLVED, that the 2022-2023 College operating budget be amended to reflect an increase in the amount of \$10,430.00, including indirect costs, for a grant subaward from the National Institutes of Health (NIH), passed through the Research Foundation for the State University of New York (SUNY), for participation in a program entitled “BioPREP: Biology Partnership in Research and Educational Programs,” and be it further

RESOLVED, that the College President or his designee is authorized and empowered to execute any necessary documentation, including a contract amendment, in such form as shall be approved by the Office of Legal Affairs, reflecting the increase in said grant subaward.

Project Director: Rosa Gambier

Note: No full-time positions

RESOLUTION NO. 2023.07 - Accepting a Grant Subaward Amendment from the Research Foundation for the State University of New York (SUNY) for a Project Entitled “SUNY Stay Near, Go Far Reimagine Workforce Preparation Training”

WHEREAS, the 2022-23 College operating budget provided \$268,888, including indirect costs, from the Research Foundation for the State University of New York (SUNY), through funds made available from the U.S. Department of Education (USDOE) to the New York State Department of Labor (NYSDOL), for a project entitled “SUNY Stay Near, Go Far Reimagine Workforce Preparation Training” for the period of January 3, 2022 through December 31, 2022, and

WHEREAS, the subaward has been increased by an additional amount of \$136,077, including indirect costs, bringing the total amount of the subaward to \$408,157, and the budget period will be extended through July 31, 2023, and

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

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the 2022-23 College operating budget be amended to reflect an increase of \$136,077, including indirect costs in the amount of \$3,337, from the Research Foundation for the State University of New York (SUNY), through funds made available from the U.S. Department of Education (USDOE) to the New York State Department of Labor (NYSDOL), for a project entitled “SUNY Stay Near, Go Far Reimagine Workforce Preparation Training,” for the period of December 31, 2022 through July 31, 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, in such form as shall be approved by the Office of Legal Affairs.

Project Director: Arlene Jackson. Assistant Dean, Continuing Education
Note: No full-time personnel

RESOLUTION NO. 2023.08 - 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 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 hardware changes; a projector screen access door; power for hot water heaters; glass guardrail replacement at the green roof; sink carrier modifications; modify a drywall soffit to enclose plumbing vent; temporary anchoring to complete the main roof coping; and biology staff millwork, 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 \$72,179.09 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 or his designee is authorized and empowered to execute any necessary documentation, as approved by the Office of Legal Affairs, reflecting the change order and the nature of the additional work so authorized.

RESOLUTION NO. 2023.09 - Authorizing an Amendment to the Investment Policy

WHEREAS, the Investment Policy (the “Policy”) was approved by the Board of Trustees on June 25, 2009, and

WHEREAS, the Policy vested authority for implementation and administration of the College’s Deposit and Investment Program in the College Vice President for Business and Financial Affairs as well as the Suffolk County Treasurer, and

WHEREAS, Suffolk County Treasurer no longer has the responsibility for administering the College’s Deposit and Investment Program, and

WHEREAS, the College wishes to amend the Policy to more accurately reflect current practices, as well as to expand list of eligible securities included in Appendix A (“the Schedule of Eligible Collateral”), be it therefore

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

RESOLUTION NO. 2023.10 - Establishing a Procedure for Retaining the Services of Legal Counsel for the Board of Trustees under Appropriate Circumstances

WHEREAS, pursuant to NYS Education Law, Article 126, the rules and regulations adopted by the State University of New York Trustees in furtherance thereof, and the *Bylaws of Suffolk County Community College*, the College President is empowered to appoint the professional staff of Suffolk County Community College, including attorneys to provide legal counsel to the Board of Trustees, the President and the College administration, and the College’s affiliated entities, and

WHEREAS, under NYS law, the Board of Trustees is authorized to retain independent legal counsel in the event the College attorneys in the Office of Legal Affairs cannot provide legal counsel to the Board in a particular matter by reason of a conflict of interest or by circumstances presenting the need for special legal expertise, and

WHEREAS, through a competitive Request for Qualifications (RFQ) process conducted in accordance with the College’s *Procurement Policy*, the College has contracted with outside legal counsel to provide legal services in the event the College attorneys cannot provide legal counsel to the Board in a particular matter by reason of a conflict of interest or by circumstances presenting the need for special legal expertise, and

WHEREAS, the Board now wishes to establish a procedure by which the services of outside legal counsel with whom the College has contracted may be retained under appropriate circumstances, be it therefore

RESOLVED, that in the event a matter arises in which the Office of Legal Affairs cannot provide legal counsel to the Board of Trustees by reason of a conflict of interest or by circumstances presenting the need for special legal expertise, the Executive Committee of the Board of Trustees, together with the College President, the College General Counsel, and such other professional staff of the College as may be deemed necessary, shall convene a meeting to review the particular matter and identify the conflict of interest and / or the need for special legal expertise which warrants retaining the services of outside legal counsel for said matter, and be it further

RESOLVED, that following a determination of the Executive Committee at said meeting that a particular matter presents a conflict of interest and / or the need for special legal expertise, the Executive Committee of the Board of Trustees shall request that an appropriate resolution be considered at a regular or special meeting of the Board which discloses that a conflict of interest and / or the need for special legal expertise exists, thus warranting retaining the services of outside legal counsel for a particular matter, and be it further

RESOLVED, that said resolution shall also specify the scope of services to be performed by outside legal counsel and that a College contract with outside legal counsel was, or will be, established in accordance with the *Procurement Policy*, and be it further

RESOLVED, that the implementation of the procedure set forth herein shall, in all respects, comply with all applicable laws, rules, regulations and College policies, including, but not limited to, NYS Public Officers Law, Article 7 (the Open Meetings Law) and the *Bylaws of Suffolk County Community College*.

Chair Murray called for the Student Success Committee report. Trustee Pagdanganan said the committee did not meet this month, however VP Munsch attended a Basic Needs Summit on the Ammerman Campus yesterday, and she asked her to give an update on the meeting. Trustee Pagdanganan shared that at the end of the summit Dr. Bonahue delivered the following charge to the committee: Create the system by which any student will know they can ask for help if they need it. Second, the system should be transparent, it should be public, it should be simple and systemic. Third is the Basic Needs Committee should come together in order to make its recommendation for creating the College's method in the platform for their delivery of services. Dr. Munsch said the task force was excited to come back together - this was their first in-person meeting since 2019, all of their work had gone virtual during the pandemic.

The big takeaways and the work that the committee has discussed and agreed to is looking at the opportunity to ensure that they are collecting appropriate data to further

understand the most pressing needs of the College's students, and to identify the areas where there may need to be an increased support. The second area is developing relationships with external agencies to collaborate and partner with them so that students can engage with those external partners in a simple and easy way. This is based on the success of the partnership with the County Department of Social Services. Finally, the task force is going to focus on ensuring that all faculty, staff and students are aware of the services that are available, the opportunities being offered and to ensure that students understand how they can access support here at the institution.

Dr. Bonahue added that it's been a pleasure to pick up on this conversation about basic needs, which was already happening at the College when he arrived in the summer of 2021. At that time, the College described to the Board the organic approach that it had for serving students, whether it was food insecurity, transportation, housing, students' technology needs, employment, mental health, etc. The challenge that was given from the Board is how do you know that you're reaching every student, what if there's one who didn't have the courage to raise their hand or ask for help. The focus of his charge to the committee was how to make the information public, so that every faculty member, all College staff and every student know the suite of resources available. Currently, there is a web page that lists all of the resources that students can draw on. It's being vetted by the division of student affairs on each campus. Ms. Wickliffe-Campbell is providing a leadership role in trying to move this forward in a way that will be systemic, with standard procedures for the College, and that they will be able to explain how they know they're making an impact.

Trustee Canary asked VP Munsch if she had any feedback from our students who have been dealing with the social service department as to how that whole process is working out for them. VP Munsch said what they have found so far with the students is a moderate to high level of success when they're meeting with the Department of Social Services. They have started to do some post assessment, but do not have enough data yet to present. However, because the social service representative meets individually with the student either in person on Zoom or via the phone, they're able to walk them through the steps that they need to follow. The areas that they are finding the highest need is temporary housing and SNAP benefits, as well as the assistance of filling out the SNAP benefit form. She added that because it's on the College campus, if the student has a follow-up concern or question, they are able to work with that person on campus.

Chair Murray called for the Governance Committee report. Trustee Canary said the committee met on Tuesday, January 17th. He, Dr. Bonahue, Chairman Murray, Jim Morgo, Alicia O'Connor, Dr. Patty Munsch, Barbara Hurst, Dante Morelli and recording secretary Gail Kenehan were present. Discussion was had about the composition of the new Board of Directors for the Association. It was discussed that they need to ensure representation from all three campuses and faculty. Deputy General Counsel Alicia O'Connor informed the committee that under the Association bylaws, the new board would have to consist of between six and ten members, and the only mandatory member would have to be the student trustee. Once a new board is appointed, if they

wish to change the number of members and or make any other revisions to their governance structure, they can do so by amending the bylaws. During the discussion, the group proposed the possible makeup of a temporary ten-member board as follows; the Student Trustee, member of the Board of Trustees, VP of Student Affairs, Association Director of Business Affairs, President of the Faculty Association or his/her designee, President of the Guild or his/her designee, designee of the Office of Business and Financial Affairs, student representing the Student Government Association from each campus. DGC O'Connor informed the committee that because the Association is a not-for-profit corporation, the BOD is not a public body, and therefore, is not subject to the Open Meetings Law and can hold their meetings remotely. New members of the Board of Directors would be appointed by the current Board of Directors via resolution. Discussion was had as to whether or not a new set of bylaws would be needed. This would, again, depend on what actions the new board would take, a title for the new overseeing entity if desired would be proposed and voted on by the new members. VP Munsch believes that the new board would need to meet at least on a monthly basis. The trustee representative would give a report at the Board of Trustees meeting each month, the same as how the Foundation trustee representative currently gives the report at the monthly meetings. DGC O'Connor and VP Munsch will reach out to the proposed members to ask them if they are interested in participating in this new temporary board, and then report back to the committee. Agenda items identified for the February Governance Committee meeting will include continued discussions and the next steps on establishing this new temporary board of directors for the Association. The next Governance Committee was scheduled for Monday, February 13th.

Trustee Morgo asked DGC O'Connor if she thought the new entity would be established before June of this year. DGC O'Connor replied yes. Trustee Morgo congratulated Trustee Canary for his help in moving this forward, since he had proposed this in 2015 and he was happy they were finally doing it. Chair Murray thanked the committee for its hard work, noting the College is the only community college in the state that the Board of Trustees acts as a board of directors for the Association.

Chair Murray called for the Personnel Committee report. Trustee deLeon-Lopresti said the committee met on Wednesday, January 18th via video conference. Present were Chair Murray, Trustee Coverdale, herself and Dr. Bonahue. The committee reviewed the President's goals for the 2022/2023 academic year. President Bonahue advised that his goals are aligned with the College's strategic goals. The committee provided additional feedback as to trustee expectations and noted the many challenges faced by the College and community colleges in general. President Bonahue described critical initiatives to address these challenges, particularly in the areas of fiscal responsibly, enrollment and retention, student engagement, access and equity. The committee thanked President Bonahue for his report. The committee next reviewed the presidential evaluation process timeline and noted that the next phase will be to conduct the internal and external stakeholder survey, commencing in early spring. There being no further business, the meeting was adjourned at 9:10 a.m.

Chair Murray called for the Advocacy Committee report. Trustee Pagdanganan informed everyone she would be giving the report on behalf of Trustee Zarate. The Advocacy Committee meeting was held on January 18th via Zoom. Present were Trustee Pricilla Zarate, herself, Ben Zwirn and Carmen Torres. Ben Zwirn, College Director of Legislative Affairs, discussed the recommendation of the Budget and Finance Committee for a tuition increase. At the request of Chair Murray, the committee will work to lower the proposed tuition increase. The next Budget and Finance Committee meeting is scheduled for January 25th. The committee discussed the Higher Education Advocacy Day, which will be held on February 7th in Albany. The College is looking to take approximately twelve students to Advocacy Day to meet with State representatives to ask them to support floor funding, with an additional 4% as recommended by SUNY. Christina Vargas will be inquiring with speaker, Carl Heastie, about a meeting with students. The plan is to meet with Assemblyman Fred Thiele for representation of the Eastern campus, Senator Monica Martinez for representation of the Grant Campus, Senator Mario Matera for representation of the Ammerman Campus, and Senator Dean Murray, who sits on the Higher Education Committee. The committee discussed also the Suffolk County Legislative Ambassador program, which provides students with internship opportunities. Ben Zwirn will inquire if this program will be restored with the new legislators. Chair Zarate also discussed the New York State Association Bilingual Conference on March 16th - 18th at East Wind. The conference brings together educators, administrators and superintendents from K-12. The meeting was adjourned to 2:18 p.m.

Trustee Morgo noted that although he wasn't able to attend the Advocacy Committee meeting, he was happy to hear about the advocacy efforts given that February - March is its most important time. He would like to see the Advocacy Committee focused on the County Legislature, where they can really have an effect as they have had in the past, with increasing its contribution to the College.

Chair Murray called for the Facilities Committee meeting. Trustee Morgo said the committee did not meet, however Trustee Canary attended the Annual Physical Resources Committee meeting and asked him to give an update. Trustee Canary said the meeting was the College's annual review of the capital projects and facilities for the Physical Resources Committee. Jon DeMaio, Administrative Director of Educational Facilities, led the discussions. To summarize, the status of the Capital Program as a result of last year's Capital Program process and based on the recommendations and efforts made by the College, all projects will be maintained in the County Capital Program. The College had requested infrastructure project funding of \$5,150,000 and Automotive Center Technology Center construction funding of \$21,620,000 for 2023. These requests were delayed to 2024, which was acceptable to the College. The College had requested two new projects; the Grant Campus South Cottage renovation and the partial renovation of Caumsett Hall. Both requests were included in the Capital Program as submitted. No College capital projects were dropped from the County program. All of the projects have State aid, except for project appropriations currently scheduled in 2024 and 2025. All projects scheduled for appropriations in 2022 were approved. As always, the College will continue to focus on keeping all existing projects

from being dropped from the program or delayed, which can happen in any program year. All projects scheduled for funding beyond 2023 are particularly vulnerable.

Trustee Canary said it was a good meeting and it's great to know that all of the projects are continuing and supported by the County sponsor which is critically important. The facilities master plan and an energy master plan are two of the things that are going to be going forward and both are critically important for the College.

Trustee deLeon-Lopresti asked if the College ever considered offering some of its students an internship with some of the initiatives going on with some of the campus building projects. President Bonahue replied it was not something he was aware was being offered or done in the past. He asked Mr. Petrizzo if this had been something that had come up in the past. Mr. Petrizzo said no, a lot of the sustainability work takes place in the late evenings, has to do with making sure that systems are shutting down, classrooms are dark, the air conditioning has been lowered. President Bonahue thanked Trustee deLeon-Lopresti for the idea, and said it was something for the College to explore and see if it was feasible to offer as an opportunity.

Chair Murray called for the Foundation report. Trustee Pagdanganan reported that funding scholarships is a primary purpose of Foundation fundraising. The Foundation's goal is to assist students with the costs associated with attending college and to provide students with access to quality education with a limited financial burden. The Foundation wants to ensure that its scholarships attract new students and retain continuing students. A recent review of the Foundation scholarship program shows that for the 2021/2022 academic year, there were 229 named scholarships available. That actual number of scholarships offered is greater than this number because some scholarships are presented to more than one recipient. During the 2021/2022 application period, the Foundation received 1,486 applications and dispersed over \$580,000 to both new and continuing students. During this scholarship cycle, 96% of available scholarships were dispersed. At this time, many Foundation scholarships are a few hundred dollars, which is not even sufficient to cover the cost of taking one class. Foundation staff are focusing on establishing a general scholarship fund for raising scholarship dollars that will increase the average scholarship award amount for our students. This year's holiday card mailing, which included a solicitation for year-end giving, brought in just under \$4,400, which is almost double than last year. Last year this effort raised approximately \$2,500. The Foundation plans to continue this effort again.

Chair Murray called for the Student Trustee report. Trustee Frost said he has been encouraging fellow students to fill out the form that was just made available for the American Rescue Plan Funds, to see if they are eligible for the relief funds. Additionally, the Grant Campus Book Club made book donations. On February 1st, clubs such as the Vet Science, The Women's Club, The Anime Club and a bunch of other clubs will be representing themselves at the Club Fair at the Suffolk Federal Credit Union Field House. Auditions for all of the spring shows will also be taking place Monday, January 23rd to the 24th. He noted an article that he had seen in the campus newspaper which

he hoped would make it to main stream media in regards to the College's Auto Tech program. It was a great article he said on the program and its students, a great bragging piece for the College.

Chair Murray moved to the Chair's report. Chair Murray said it's been a very busy beginning of the year, which is great and he appreciates everyone's efforts. He reminded that tomorrow was the Board retreat, where they would focus on larger issues, more overall strategy for the College and the Board. He noted the ACCT Community College National Legislative Summit was taking place on February 5th in Washington. He asked Student Trustee Frost if he still had an interest in attending. Student Trustee Frost said yes, he feels it will be a great opportunity to advocate for community colleges on a large scale. Chair Murray said he also planned on attending the conference in Washington and if any other Trustee had an interest in attending, to let him know.

Chair Murray moved to the President's report. President Bonahue thanked Chair Murray and the Trustees for their service and making time in their busy schedules for the College, adding everyone in the College appreciates the time and leadership. He then recognized Association and Governance leaders that were present at the meeting. From Grant Campus Assembly, Professor Tat Sang So, from the Eastern Campus Congress, Professor Nina Acquavita, from the Faculty Association, Professor Dante Morelli, from the Administrators Guild, Professor Sean Tvelia. From AME White Collar, Josephine Makowski, and from AME Blue Collar, Bill Jones. Also, in attendance was student Jose Riquelme, President of the Ammerman Student Government Association.

President Bonahue began his report with an update on enrollment. As reported in December, enrollment for the fall semester was down by just under 3% as had been predicted. The short January term, which began December 27th and ends today, is almost exactly flat, down by single digits. However, with just a few days to go before the start of the spring term, he is excited to report that as of yesterday, enrollment was up 1% in head count, and up 3% in FTE.

The challenge for the College, always, is to be sure that it's not just pulling forward enrollment, it's to maintain the enrollment momentum all the way through the drop/add period. There are some additional encouraging signs, the primary one of which is that the number of continuing students was up 4% - a sign that much of the College's work on retention such as focus on academic pathways, on student on-boarding, on student-centered instruction, is having a positive effect.

Dr. Bonahue reported he has been meeting with Suffolk County high school principals. He said every one of those principals emphasized that as part of the College's outreach, there has got to be a realization that many of families speak Spanish at home, and that the College's outreach work needs to be bilingual, especially because many traditional

students are making decisions about college attendance with their families - a family decision. As part of that outreach, the College has a new initiative of translating all of its student-facing and family-facing materials into Spanish. He shared the first four documents that were completed and said they were geared toward new students and high school students, with information about scholarships and financing college. The bilingual documents give the College an opportunity to put information directly into parents' hands and shares that the College is a welcoming community that recognizes the community it serves is diverse. In total, they are translating ten documents and he will share those as they are created.

Dr. Bonahue also shared with the Board the new Fast Careers flyer, which highlights ten of the College's short-term certificates. These are programs that can typically be done in six months or less, and range from welding to machining to ophthalmic assistant, medical assistant, solar installer program, and an EMT certificate. The Fast Careers flyers will also be translated into Spanish, and will be sent out to the high schools, the DOL, and the workforce board.

Dr. Bonahue noted that as he met with the Trustees over the past months, several had asked about how the College manages its cybersecurity given the cyber-attack the County suffered that was currently in the news. He then introduced VP Azzam-Gomez and asked that he give a summary of what the College does to keep its system safe.

VP Azzam-Gomez reported the College gets attacked on a daily basis about fifteen hundred times on any workday. An attack is not someone just trying to attack and get in; an attack could last hours, sometimes days. The majority of the attacks are an attempt to gain administrative access. Some of the key components of the things that the College has been doing to protect itself is it has enabled multi-factor authentication, vulnerability scanning, penetration testing, and phishing simulations. The College is a member of the SUNY Security Operation Center, which also offers many of the tests mentioned. The College also does defense in depth, which is layered security and offers user education. The College started its information security program, which is mandated by SUNY, five years ago. The College has cybersecurity training that is performed by its Information Security officer, based on NIST (National Institute of Standards and Technology) best practices. It also has mandatory data security and privacy training. In terms of data protection, the College performs backups nightly, and has offsite data storage within the campuses and within SUNY. Student employee and financial records are stored offsite. The College also has enterprise-wide encryption and data protection, software and hardware encrypted.

The College also uses VPN (virtual private network) access for any remote connections. Network security is protected; user passwords expire every ninety days. Endpoint protection and computers are updated and their antivirus software is up-to-date. The College also uses next generation firewalls to protect its environment. It has cloud security and login and alerting systems that tell the College when something is not right or when there might be a possible issue.

The College created a security operations team, led by Steve Clark, the Administrative Director of Infrastructure Services, and Information Security Officer Jason Fried. They conduct incident response exercises making sure that they simulate an attack or they simulate some sort of catastrophic failure and how the College would react to this. Anytime there is an issue, there is a procedure on how it needs to be reported. The College has to report it to the SUNY Chief Information Security Officer, as well as to the New York State Cyber Command. The College has also engaged a vendor to take a look at its incident response plan to look at what the College is doing. Lastly, VP Azzam-Gomez said that if all else fails, the College has cyber-security insurance.

President Bonahue continued with his report. He said Academic Affairs was currently working on two fronts. The new SUNY requirements for general education require that all of the degree programs in the College incorporate some perspective that educates students about the diversity of historical and social factors that shape the development of individual and group identity. There are extended conversations taking place on all three campuses that are looking at which courses in each program will provide this diversity perspective. The goal is to finish this work in the spring semester and be in compliance with SUNY requirements and have it finished to help new students coming in for the fall semester. In regards to workforce, Dr. Jones continues to work with internal stakeholders to map out and design additional short-term certificates. The focus right now is on the health care sector where the College sees some opportunities, such as a medical assistance certificate with additional certificates in phlebotomy and training for EKG technician and a certification for sterilization technicians. The conversation has expanded to include the possibility of including certified nursing assistant, which would allow the College to offer a full pathway from the most basic of nursing credentials through full registered nurse.

President Bonahue said as had been mentioned earlier, the College has begun the process of considering financial assumptions and scenarios for FY'24 and beyond. Even if the College's enrollment for spring continues to be up or flat, it still seems likely it will experience a shortfall of some kind that's forecast for this year as the last of HEERF funds is used up. Looking ahead to next year and the budget planning that's taking place internally in the College, he informed Cabinet members this week that in his view, as they begin fiscal planning, the College will not be in a position to add new positions and their planning needs to be conservative. He added the College is grateful that it has some support from SUNY this year in terms of adding faculty positions, and it has tried to hold faculty positions flat. In every other category, from Exempt positions, to Guild positions, to noninstructional FA positions, to AME positions, the College has been decreasing the head count internally, commensurate with the enrollment decline it has experienced.

In regards to development and grants, two weeks ago he sent the Trustees an email that with the support of Congressman Lee Zeldin's office, the College had won a congressionally-sponsored appropriation from the U.S. Department of Labor in the amount of \$1.45M. He added the College was very grateful to Congressman Zeldin's office. The question becomes, going forward, how does the College put itself in the

position to be ready with projects for congressionally-sponsored appropriations for the summer of 2023. Beginning in October, President Bonahue began meeting with some of the employers involved with the College's manufacturing program. Many of these companies are involved with the HIA, and the manufacturing committee chaired by Ron Loveland. Among the needs employers have been bringing forward is the need for the College's curriculum to keep up with changing industry technology. Several employers expressed an interest in the Swiss Screw Machine, a device that can tool precision parts faster and in multiple dimensions, on multiple axis at once. Six employers have made donations to the College as part of a campaign for acquisition of a new Swiss Screw Machine that will be used for training purposes. The major donations ranged from \$5,000 up to \$25,000, from employers that are coming to our manufacturing equipment fund. The College also has a \$20,000 grant from the State of New York Workforce Development Institute; the total amount raised so far is \$68,600. He noted that the manufacturing community is really stepping up to the plate and strongly endorsing the quality of the College's program and the skills of the students that are produced from the program.

Lastly, Dr. Bonahue thanked Trustee deLeon-Lopresti and the Personnel Committee for meeting with him to review the goals that will serve as the basis for evaluating his leadership for the College.

Trustee Morgo thanked Dr. Bonahue for his report and said that at last month's meeting, they discussed the possibility of a task force examining the never-ending issue of students going to out-of-county institutions and asked if there had been any follow-up. Dr. Bonahue said that he had not been able to take any action on that since the December meeting, but will work on trying to get the information from Comptroller Kennedy's office.

Trustee deLeon-Lopresti commented that with the positive prospect of slightly increasing enrollment, she was curious, with the new kinds of courses that are being taken, are they mostly online and what impact are online classes having on enrollment, either availability or lack thereof, and is there an increased competition from other institutions.

President Bonahue said that enrollment, as he reported for the fall semester, has been about 33% online and 66% face-to-face. In terms of the new programs, they are mostly blended with some didactic content being offered online, for instance in medical assistant - the didactic content is offered online and then the students getting the second half of the program on campus for lab work and clinicals related to their program. In terms of the overall impact, when they looked at the number of noncredit workforce enrollments, from '21 to '22, they were up by five hundred. A part of that was that during the pandemic, the ability for students to come in for workforce training was pretty limited. As the College rolled it out and tried to make it more visible, it is seeing a lot of interest coming to the Grant Campus, especially for the workforce institute.

Trustee deLeon-Lopresti asked about the traditional two-year students, is there an impact on online courses being either available or not available for them. President Bonahue said they are seeing that students know that if they can't find what they want at college A, they can look for it at college B. They know if a college is offering a lot of its courses online, it makes it a very competitive marketplace.

Trustee Canary said that in regards to the comment Trustee Morgo had made about the task force looking at the out-of-county situation, would it be possible to ask SUNY to share where Suffolk students are going to other SUNY schools in an online format, to see if there was a trend. Dr. Bonahue said the information the College has is mostly based on what students are bringing back and reporting to the College. He said Trustee Zarate referenced a BOCES website that may have some of this information, and asked Ms. Greene if she was aware of any statewide website that would give better information about the student traffic across colleges. Ms. Greene said that as a part of the SUNY system, the College does have access to SUNY BI, which is their business intelligence system, their data warehouse. She can look to see if there is some additional information, however, it was more of what the students are bringing back, but she will double-check, and then confirm with Dr. Bonahue.

Chair Murray moved onto Roundtable. With no comments for Roundtable, Chair Murray called for a motion to adjourn the Board of Trustees meeting. Trustee Morgo so moved, Trustee O'Connor seconded, and with all in favor, the meeting was adjourned a 10:37 a.m.

The Board of Trustees next meeting is February 16, 2023 at 4:00 p.m. in the Board Room, Learning Resource Center, Michael J. Grant Campus, Brentwood, New York.

Respectfully submitted,
Gordon Canary
Secretary