

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
MICHAEL J. GRANT CAMPUS, BRENTWOOD, NY
BOARD ROOM, LEARNING RESOURCE CENTER
May 11, 2023

The meeting was held on Thursday, May 11, 2023 at 4:00 p.m. in the Board room of the Learning Resource Center, of the Michael J. Grant Campus in Brentwood, NY.

PRESENT:

E. Christopher Murray	Chair
James Morgo	Vice Chair
Shirley Coverdale	Vice Chair
Gordon Canary	Secretary
Belinda Pagdanganan	Trustee
Gemma deLeon-Lopresti	Trustee
Kevin O'Connor	Trustee
Zachary Frost	Student Trustee
Dr. Edward Bonahue	President
Alla Brodsky	Deputy General Counsel
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
Angelica Rivera	V.P. for Human Resources
Kaliah Greene	Interim V.P. / Executive Director, Office of Planning and Institutional Effectiveness
Sara Gorton	Associate Dean for Financial Affairs

The meeting of the Board of Trustees was convened at 4:04 p.m.

The Pledge of Allegiance was led by Trustee Canary.

President Bonahue introduced special guests. He recognized Tom Lupo from Comptroller Kennedy's office, Maria Barbara, from Presiding Officer McCaffrey's office, Tim Freeman from Legislator Stephanie Bontempi's office, Samantha Portillo, incoming student trustee, and President Elect of the Ammerman Student Government Association Ethan Rothberg.

Chair Murray called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 4:07 p.m. Trustee O'Connor so moved, Trustee Canary 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 4:17 p.m. Trustee O'Connor so moved, Student Trustee Frost seconded and the motion was approved unanimously.

Chair Murray requested a motion to approve the minutes of the April 20, 2023 Board of Trustees meeting. Trustee Morgo so moved, Trustee Canary seconded. The motion to approve the minutes was approved unanimously.

Chair Murray introduced Sara Gorton, Associate Dean of Financial Affairs, to present the College Budget and Financial report. Dean Gorton reported first on FY '24 budget. The budget has been submitted to the County. The budget presentation will be made to the Education and Labor Committee next Wednesday, May 17th. The State budget has passed, and unfortunately, community colleges did not receive any additional funding. State revenue for FY '24 will remain at the original amount budgeted of \$50.16 M. Once the legislature approves the budget submitted, the College will submit it to SUNY for their review and approval.

In regards to FY'23, the financial statements that were submitted are for the month of April and cover eight (8) months of FY'23. Based on the results, total tuition revenue is projected to be down approximately \$194K, with core tuition being down approximately \$927K, and miscellaneous tuition is up approximately \$733K. The College is seeing a net increase in spring revenue in the amount of \$900K (Full-time spring revenue is up \$917K while part-time revenue is down about \$17K. Net revenue for fall was down about \$1.5M and summer is projected to be down by \$302K, however there is always the opportunity to improve the enrollment/revenue for summer). There is also an increase in our non-credit aid/ESL of approximately \$468K, and non-credit without state aid of about \$297K. These projections are based on current enrollment projections, but are expected to change over the next few months.

As a goal, the College will keep monitoring the changes in revenue and continue to manage our costs in order to shrink the use of fund balance.

In total for tuition, net tuition is \$194 K less than budget, total fees are approximately \$341 K less than budget, it's about 2.4% variance from budget to actual. The College will continue to monitor revenue changes, managing costs, and trying to shrink the anticipated use of fund balance. As far as expenditures, personnel costs, are at about \$1.3 M less than budget. Net contractual expenditures, which are mostly utilities, is going to be about \$750K over budget, net benefits are at about \$2.2 M over budget, mostly due to EMHP and retirement system contribution increases. The fund balance usage was initially budgeted at about \$13.6 M. At this point the College is anticipating that it will be about \$12 M.

As the College gets closer to year-end, we will have a better idea, but we continue to anticipating savings. One area is accounts receivable write-offs. The College usually has about a \$1 to \$2 million write-off for bad debt at the end of the year. However, because the College has been able to use the HEERF funding to cover outstanding balances and discharge them during COVID semesters, the College is anticipating a much smaller write-off come audit time. In regards to HEERF, the budget year end is May 15th and the College is on track to exhaust all of its HEERF funds. For HEERF student grants, the College expended \$35,926,902, and institutional funds expended were \$48,140,364, and of that there was about \$3.2 M in student balance discharges.

Chair Murray called for a motion for the approval of College Resolutions 2023.30 through 2023.37. Trustee O'Connor so moved, Trustee deLeon-Lopresti seconded, the motion was approved unanimously.

ITEM 1

RESOLUTION NO. 2023.30 - 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 \$3,328,227.63 for the month of February 2023; \$2,498,261.43 for the month of March 2023; and \$3,176,583.39 for the month of April 2023 (*Attachment I*) is hereby approved by the Board of Trustees.

ITEM 2

RESOLUTION NO. 2023.31 - Accepting a Federal Grant for the 2023 – 2024 Federal Work Study Program (FWSP)

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

WHEREAS, the application has been approved in the amount of \$416,564 and

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

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

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

RESOLVED, that the Board of Trustees hereby accepts the total federal allotment of 2023-2024 Federal Work Study Program in the amount of \$416,564 and be it further

RESOLVED, that \$41,656 be set aside for Job Locator Program, with the College matching contribution of 20 percent to be provided by in-kind contributions, and be it further

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

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

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

ITEM 3

RESOLUTION NO. 2023.32 - Approving the Allocation of the 2023 – 2024 Federal Work Study Program (FWSP)

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

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

RESOLVED, that the following distribution of the 2023-2024 Federal Work Study funds by campus is hereby approved.

Original FWSP Federal Allocation	\$416,564
Less: Transfer to Job Locator Program	<u>-41,656</u>
Remaining CWSP Federal Allocation	\$374,908
Plus: 25% of Institutional Share of Student Wages	<u>+ 93,727</u>
Total FWSP Funds Available	\$468,635
Less: 5% Admin Expense Allowance of Campus Wages	<u>- 20,828</u>
 Total Student Wages Available	 \$447,807

Campus Wage Distribution of Federal College Work Study Allocation

Ammerman Campus	(44%)	\$197,035
Grant Campus	(42%)	\$188,079
Eastern Campus	(14%)	<u>\$ 62,693</u>
Total Campus Wage Distributions		\$447,807

ITEM 4

RESOLUTION NO. 2023.33 - Accepting a Federal Supplemental Educational Opportunity Grant (FSEOG) for 2023 - 2024

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

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

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

RESOLVED, that the 2023-2024 Federal Supplemental Educational Opportunity Grant in the amount of \$771,758 be accepted, and be it further

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

ITEM 5

RESOLUTION NO. 2023.34 - Approving the Allocation of the 2023 – 2024 Federal Supplemental Educational Opportunity Grant Program (FSEOG)

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

WHEREAS, the Financial Aid Office on each campus offers financial assistance via the Federal SEOG program, be it therefore

RESOLVED, that the following distribution of the 23-24 Federal SEOG funds by campus is hereby approved.

Federal Supplemental Educational Opportunity Grants (FSEOG)

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

Campus Distribution of SEOG Grants

Ammerman Campus	(44%)	\$322,595
Grant Campus	(42%)	\$307,931
Eastern Campus	(14%)	\$102,644
Total of College Grants		\$733,170

ITEM 6

RESOLUTION NO. 2023.35 - Appointing A Member to the Ethics Board for the College Board of Trustees

WHEREAS, pursuant to the *Board of Trustees Code of Professional Ethics*, the three members of the Ethics Board, each appointed by the Board of Trustees, are to serve for fixed, staggered terms of five (5) years, and

WHEREAS, by Resolution 2020.13, the Board of Trustees appointed Anthony LaPinta, Esq., to serve as a member of the Ethics Board for a term that expired on March 15, 2023, and

WHEREAS, the Governance Committee recommends reappointing Mr. LaPinta to the Ethics Board for an additional five (5)-year term, and Mr. LaPinta is willing and able to continue serving on the Ethics Board, be it therefore

RESOLVED, that Anthony LaPinta, Esq. is hereby reappointed to serve as a member of the Board of Ethics for the Suffolk County Community College Board of Trustees for a five-year term, from March 16, 2023 until March 15, 2028.

ITEM 7

RESOLUTION NO. 2023.36 - Amending the College Budget for An Increase from the State University of New York (SUNY) Workforce Development Training Grant Program for the Project Entitled “Communicating with the Native Spanish-Speaking Patient (CHSLI)”

WHEREAS, the 2022-2023 College operating budget provided \$480 including indirect costs, from the State University of New York (SUNY) Workforce Development Training Grant Program, for a project entitled “Communicating with the Native Spanish-Speaking Patient (CHSLI),” for the period of April 21, 2023 through August 1, 2023, and

WHEREAS, the award includes an additional amount of \$2,689, including indirect costs, bringing the total amount of the grant award to \$3,169 and

WHEREAS, the additional employer cash share in the amount of \$221 will increase the total employer cash share of the project cost to \$269 and

WHEREAS, it is necessary to amend the 2022-2023 College operating budget for the said increase in the grant award, be it therefore

RESOLVED, that the 2022-2023 College operating budget be amended to reflect an increase in the amount of \$2,689, including indirect costs of \$848 from the State University of New York (SUNY) Workforce Development Training Grant for the project entitled “Communicating with the Native Spanish-Speaking Patient (CHSLI)”, and be it further

RESOLVED, that the College President, or his designee, is authorized and empowered to execute a contract and any other required documentation, upon such terms as shall be approved by the College General Counsel.

Project Director: Arlene Jackson, Assistant Dean, Continuing Education

Note: No full-time personnel

Matching funds from employer partner, Catholic Health Services of Long Island (CHSLI)

ITEM 8

RESOLUTION NO. 2023.37 - Authorizing the Adoption of a New Part-Time Title

WHEREAS, the College wishes to establish a part time Attorney position in an effort to provide support to the Office of Legal Affairs with drafting, review and administration of College contracts and policies, be it therefore

RESOLVED, that the College hereby creates a new employee title, “Attorney - Part Time”, effective May 11, 2023, and be it further

RESOLVED, that the hourly wage rate for the employee title of Attorney – Part Time - is set at \$85.00 per hour.

Chair Murray called for the Student Success Committee report. Trustee Pagdanganan reported the committee met on May 2nd when TRIO Program presented their student success work. Their main goal is to support students from enrollment through graduation. The program is limited to 324 students, based on federal funding models, and is open to full-time students who have academic needs, are low income, have a disability, or are first generation students. The students receive intensive academic and non-academic support. The students are offered program support for up to four years. The outcomes are very positive. The fall to fall retention rate is 85%. 93% of students remained in good academic standing, and 65% of the Fall 2018 cohorts have graduated.

Chair Murray called for the Governance Committee report. Trustee Canary reported the committee met on May 8th. The committee discussed a resolution regarding the Suffolk County Community College's restructuring of directors. The resolution names the titles of all the new directors. Everyone agreed with the structure and were pleased that the process of appointing new directors was moving forward. President Bonahue informed the committee that Dr. Patricia Munsch, Vice President of Student Affairs, had surveyed all the new directors for their interests in the appointments, and they have all accepted. The effective date for when the new directors will take over the management of the Association is June 1, 2023, and on this date the Board of Trustees will cease serving as the Association's Board of Directors. Committee Chair Canary suggested that Trustee Morgo move the motion, since it was his concept for the new structure well over five years ago. Committee Chair Canary announced that Mr. Anthony LaPinta had agreed to serve on the Board of Trustees' Board of Ethics Committee for another term. The next Governance Committee meeting will be scheduled for June 12th at 4 p.m.

Chair Murray called for the Foundation report. Trustee Pagdanganan reported that the Foundation met last Tuesday and the Foundation Board of Directors Strategic Planning Committee submitted its draft plan for consideration by the full board. Mirroring the process demonstrated by the College during its recent strategic planning effort, the Foundation gathered input for the plan via transparent approach to conversations. The Foundation's plan places emphasis on increased revenue, planning for the next major Gifts campaign, and meeting baseline fundraising goals set for the development team. Second, the Class of 1970 alumnus Robert Walter received designation as Director

Emeritus for serving on the Foundation Board. A retired Director of Risk Management for Astoria Federal Savings, Bob's first leadership position was at the College, where he served as the President of the Student Government Association. He was elected to the Foundation board in 1994, serving as Chair from 2004 to 2012. Bob and his wife Roseanna met at Suffolk in 1967 and married in 1969. They had three grown children, two of whom also graduated from Suffolk. Third, Suffolk Scholar Christine Mae Castillo was welcomed by the board as she shared her experiences following completion of the New York Cancer and Blood Specialist's Fellowship Program. Christine will graduate later this month with a degree in Health Information Technology, and looks forward to continuing her education at St. Joseph's University, on her way to earning her PhD in social work. Christine was in the first cohort of fellows working alongside career professionals in the various administrative departments of one of our region's leading cancer care practices. New York Cancer and Blood Specialists founder is Dr. Jeffrey Vacirca, a proud Suffolk alumnus. He worked with Drs. Bonahue and Diaz to establish a fellowship program and has committed to offering experiential learning and a generous fellowship grant for students annually. Lastly, the 2023 Foundation Golf Classic will be held on Monday, June 5th, at the Port Jefferson Country Club. The honorees are Director Emeritus Dr. Walter and former Chair Ed Boughal, two legendary leaders of our Foundation board. The annual Golf Classic will start at 11 a.m. with a shotgun start at noon, and cocktails and awards dinner starting at 5:00.

Chair Murray called for the Student Trustee report. Student Trustee Frost first congratulated Samantha Portillo, incoming student trustee, and President Elect of the Ammerman Student Government Association Ethan Rothberg and wished them both lots of luck, noting it would be a great experience. He made some announcements, first reminding everyone that graduation will take place on May 18th. On April 29th, the College held a push-up contest to raise awareness of veteran suicide. The event was a big success and a big hit amongst the students that participated. On April 23rd the College hosted its Open House on all three campuses. This gave the newly admitted students the opportunity to meet with faculty, tour the campus and learn about different student organizations and clubs. The College's Cybersecurity Team placed 71st out of 316 other four-year and two-year degree schools in a national cybersecurity competition. It also received another cyber defense certification from the NSA Center for Excellence. He also announced that New York Community College Trustees (NYCCT) has an award for the different community colleges called the Innovation Award, and he suggested the Cybersecurity Program should be nominated. Dr. Bonahue noted he had been discussing this with Student Trustee Frost and would look into it and circle back to the Board.

Chair Murray moved to the Chair's report. He announced that he spoke with Vice Chair Morgo and he agreed to Chair the ad-hoc Nominating Committee to gather the slate of Board officers for the 2023-2024 academic year. He also encouraged any Trustees that were available to attend the legislature budget hearing on May 17th at 11:30 a.m.

Chair Murray moved to the President's report. President Bonahue thanked Chair Murray and the Trustees for volunteering their time and service to the College. He announced the STEM building is just about ready for the opening on June 1st. The GUS system, the Get Up Safely training has been put in place by the NOWTC, the National Offshore Wind Training Center. He thanked the College's Governance leaders because as a group, they offered a college-wide session that he and Dr. Harris presented on the budget. Dr. Jones also spoke about current retention initiatives, both presentations will also be given to the Education and Labor Committee next week.

President Bonahue said the College's enrollment for the summer and fall is continuing and he would give the Board an update in June. He noted that as students are now hearing back from many selective universities and they're also hearing about financial aid packages and discounts, the College is seeing an uptick in the Seawolves at Suffolk program. There are now 150 students who have expressed specific interest in the Stony Brook Seawolves at Suffolk, and of those, 115 have now started the application process. The plan for evaluating this going forward is to compare how many students this coming fall actually go into one of the guaranteed joint admissions pathways and then compare that against previous fall semesters.

In regards to the College's financial report, as was shared, the budget was passed by the State, including stable floor funding for community colleges, despite the system-wide decrease in enrollment, but nothing further. There was a pool of non-recurring funds similar to last year. Last year that pool of non-recurring funds brought the College an additional \$1M for equipment and some faculty lines. The MTA tax will be unchanged, with no increase, however it still costs the College over \$300K. As mentioned, he and Dr. Harris will present the budget to the Education and Labor Committee next Wednesday. They will continue to emphasize, that even with a modest 3% tuition increase, the College will still have the lowest tuition on Long Island of any community college or university. The proposed increase comes to less than 1% per year over the last four years. They will also emphasize that the College is keeping up with costs that are outside of its control, such as the EMHP increases, and increased cost in retirement and utilities. They will discuss the increase in revenues, where the College feels like it's turning a corner on enrollment and retention, with a goal of 2% enrollment increase for next year, and the priority on retaining the students, and growing revenues from non-credit programs, such as workforce and ESL, and use of facilities by community partners. They will also emphasize that the College continues to focus on controlling our own costs. It has reduced non-personnel costs by over \$3 M in the year ahead.

In regards to Academic Affairs, the College is now working with a Navy vendor on how the \$2 M scholarships funds will be implemented within the welding and manufacturing programs. The College learned this week that it has been awarded a new grant from SUNY for strengthening the Wind Energy Education Pipeline, in the amount of \$499,392. The funds will support a summer course on wind energy for students from Bay Shore, Brentwood and Wyandanch, a development of a new introductory course in the composite materials used in wind turbines, instruction in welding for 40 adult

learners, and also establishing a new dual certification in welding and composites, and then in collaboration with the National Offshore Wind partners, the College will develop some wind career exploration modules for youth and community members.

On Development and Advancement, he said after the last meeting he contacted Belinda Alvarez Groneman of College Foundation Board, to let her know that the Board had approved the College entering into a Naming Rights Agreement for the Jane Shearer School of Nursing. The Foundation staff and he will now work with the Shearer family on the details regarding that naming agreement. On Tuesday, he met with the Foundation board and proposed that in the year ahead they will launch a new scholarship and major gifts campaign with elements focusing on scholarships, facilities naming opportunities, program enhancement funds, hardship funds, and alumni activities as well. He will be working with the Foundation staff and the board on a plan for implementation of that campaign.

Lastly, he reminded everyone that before the next meeting, on June 1st, the College would be hosting the opening of the Renewable Energy STEM Center, which includes our National Grid Community Room and Symposium Center. He noted that while the College engaged in many conversations about this naming gift from National Grid, and Trustee Pagdanganan was so efficient in getting the actual donation completed that neither the Foundation nor the Board took official action for the naming agreement. He has asked the Office of Legal Affairs and the Foundation to complete the resolutions needed to formalize the partnership for approval at the June meeting, which will be retroactive back to the opening of the facility.

While reminding everyone graduation was a week away, he noted that two of the College's graduate's inspiring stories were featured in Newsday. He hopes everyone will try to attend at least one of the ceremonies, either at 10 a.m. or 2 p.m.

Chair Murray moved onto Roundtable. With no comments for roundtable Chair Murray called for a motion to enter into executive session, to discuss medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. There will be no further business conducted after executive session and the meeting will adjourn. Trustee Coverdale so moved, Trustee O'Connor seconded, and with all in favor, the meeting was adjourned at 4:48 p.m.

The Board of Trustees next meeting is June 15, 2023 at 10:00 a.m. in the Lecture Hall of the Montaukett Learning Resource Center on the Eastern Campus, in Riverhead, New York.

Respectfully submitted,
Gordon Canary
Secretary