

SUFFOLK COUNTY COMMUNITY COLLEGE  
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING  
AMMERMAN CAMPUS, SELDEN, NY  
ALUMNI ROOM, BROOKHAVEN GYMNASIUM  
APRIL 18, 2024

The meeting was held on Thursday, April 18, 2024 at 4:00 p.m. in the Alumni Room of the Brookhaven Gymnasium, in Selden, NY.

PRESENT:

E. Christopher Murray	Chair
Shirley Coverdale	Vice Chair
Gordon Canary	Vice Chair
Belinda Pagdanganan	Trustee ( <i>via videoconference</i> )
Kevin O'Connor	Trustee
Gemma deLeon-Lopresti	Trustee
Priscilla Zarate	Trustee
Dr. Edward Bonahue	President
Ashley Pope	General Counsel
Alla Brodsky	Deputy General Counsel
Sara Gorton	Interim V.P. of Business and Financial Affairs
Mary Lou Araneo	V.P. for Institutional Advancement
Shady Azzam-Gomez	V.P. for Information Technology Services
Dr. Patty Munsch	V.P. for Student Affairs
Kaliah Greene	V.P. / Executive Director, Office of Planning and Institutional Effectiveness
Angelica Rivera	V.P. for Human Resources

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The meeting of the Board of Trustees was convened at 4:00 p.m.

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Chair Murray moved to recognition of guests. Ms. Wickliffe-Campbell introduced and welcomed Legislator Bontempi and Nick De Bello, Vice President of AME.

Dr. Bonahue then introduced three students who were receiving State and National honors for their academic success at the College. Joseph Gonzalez, who he noted was one of only twenty PTK All-U.S.A. scholars in the nation, Ali Jedlicka, Melissa Ramos and Daisa Reynoso. As a group they have earned a variety of recognitions, including PTA All New York State Awards scholarships from the Coca-Cola Foundation and are also receiving the SUNY Chancellors Award. Dr. Bonahue asked the students to introduce themselves and say a few words on their experience at the College. Each student discussed their positive experience at Suffolk, the students plan to transfer to universities that include: St. Joseph's, Columbia University, Stony Brook, Fordham and

Baruch College. Chair Murray, Vice Chairs Coverdale and Canary, congratulated the students, adding how inspiring they were, and wished them well.

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Chair Murray requested a motion to approve the minutes of the March 21, 2024 Board of Trustees meeting. Trustee O'Connor so moved, Trustee Zarate seconded. The motion to approve the minutes was approved unanimously.

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Chair Murray introduced Sara Gorton, Interim Vice President for Business and Financial Affairs, to present the proposed budget for FY'25. First Ms. Gorton gave an update on the prior fiscal year, FY'23. The FY'23 audit report is still in final review with the auditors and they are planning to have a representative from the audit firm, the Bonadio Group, present the report at the May meeting. For FY'24, the projected fund balance usage has been reduced down from \$12.8M to an estimated \$7.1M, a sign of all the work that's been done over the past year with mitigating expenditures and the intention of getting the College into a financially stable position with a balanced budget. The projected fund balance at the end of FY24 is \$25.5M.

Before Ms. Gorton presented the proposed budget for FY'25, Trustee O'Connor gave an update from the Budget and Finance Subcommittee. He said his favorite part of Suffolk are the students, and what they do as Trustees is because of and for the students and their success. He noted that last year there was a budget deficit of \$7M, which is not sustainable and created a challenging budget process this year. It was encouraging for him to see everyone that was involved, the Guild, the Faculty Association, AME and administration. Everyone worked hard to ensure a sustainable budget for now and the future. He feels the proposed budget reflects the efforts of everyone to control costs and identifies what can be improved upon. The goal was to make sure that the College is around for many years to come, successfully for the students that benefit from the institution as he did.

Ms. Gorton thanked the finance subcommittee, Chair Murray, President Bonahue and the many members of the cabinet that served. She also thanked the financial affairs team, especially John Bullard, the Associate Dean of Finance, for their tireless work over the last nine months.

Ms. Gorton began the FY'25 Operating Budget presentation reviewing the challenges and opportunities they had to consider during the process of preparing the budget. One of the major challenges the College has been facing is the lack of increase in NYS base aid funding. The College continues to receive the same funding from the State since 2019, and yet SUNY is requesting a plan for a balanced budget. Other challenges include that the College is still recovering from the enrollment decline caused by the pandemic. The FA contract was settled last year, and the Guild and AME contracts are coming up to be renegotiated. All major obligations that the College has, including health benefits and pensions. The College is also facing inflation and the continued rise of the cost of living.

Amid those challenges there are also opportunities, such as increases in FTE and Full-Time enrollment; projected increase in High School graduates in June 2024; increase in opportunities in the Workforce Development programs and ESL classes; and salary and benefit savings through the management of vacancies and the voluntary retirement incentive program.

The College's largest expense is salaries and benefits, comprising 88% or more of the total budget. The County legislature and SUNY have asked if the College has reduced its staff in line with the reduction in enrollment. Ms. Gorton invited VP Rivera to review the slide regarding a comparison of employee data from 2019 to 2024. VP Rivera reported that the trend of declining enrollment has also been reflected in the College's staffing numbers. Most importantly, the College has tried to maintain its instructional faculty numbers, the folks in the classroom. However, the downward trend in those numbers has been consistent. These numbers have decrease based on attrition and they continue to project similarly to enrollment, and the downward trend has been consistent. The adjunct and part-time employee population also mirrors our enrollment, and therefore the adjunct numbers have gotten lower. The reduction on the headcount report is consistent among most of the classifications. She noted that one of the classifications, the Exempt, seems a little lower than what was projected, but that is due to 2 positions that are currently being recruited for, Controller and Director of Business Operations and Procurement.

Ms. Gorton continued and reviewed the cost per FTE data and enrollment trends. FTE is a number the State uses to gage enrollment, they use it in calculating funding. Calculation of an FTE is total aidable credits that the College offers in a year divided by a factor of 30. In FY'19 the average cost per FTE was \$12,404. At the end of FY'23, the total cost per FTE was over \$15,000, indicating the cost has increased significantly over the past five years, by approximately 28%. Similar to FTE decline, the College has seen a 23.6% decline in headcount from 2011, when the headcount was 26,000, to Fall of 2023, with 20,000 students. She noted, however, that when comparing the Fall of 2022 to the Fall of 2023, there was a 2% increase in enrollment due to the College's enrollment and retention strategies.

Ms. Gorton reviewed the assumptions considered in creating the FY'25 budget. Revenue assumptions considered were the flat base aid floor funding from the State, and the County indicated a 2% increase in their support, which is about \$960K. The College is proposing a 3.4% increase in tuition. An \$8 increase in current per credit tuition rate of \$235 increases the tuition to \$243 per credit. Annual tuition of \$5,640 would increase to \$5,830. This would produce an additional \$2.7M in revenue. The College is also assuming a 1% enrollment increase, similar to FY24 actual increase in revenue from tuition of about \$800K. The College also reviewed its fees to ensure they aligned with expenses and has a few adjustments. Reallocation of fees for technology, removal of the Distance Education fee of \$85 and increasing the technology fee to \$75 for full-time and \$40 for part-time students. A new fee for Health and Wellness of \$25 for full-time and \$10 for part-time students to cover medical services, mental health

services, and the use of the health club facilities. An adjustment to Nursing fees to reflect a price increase of ATI exam preparation materials, supplies and scrubs. Cost assumptions were as follows: a 1.6% net decrease in personnel costs of \$1.5M; and benefits reduced by 3%, or \$2.5M. The goal is financial sustainability for the College and a balanced budget in three to five years.

Other things considered and reviewed were concerns about how a tuition increase could affect enrollment. Historically, comparing the College to some of the other schools in the area, the College has been the lowest cost institution of higher education in Nassau/Suffolk Counties. Our goal is always to be conscious of affordability while maintaining commitment to excellence in education and student success. She reviewed data on the Federal PELL award, TAP and Excelsior scholarships. VP Munsch then reviewed some of the concerns regarding financial aid and accessibility for students. The College did a review of all the financial aid recipients to understand the potential impact of tuition increase on students receiving financial aid. Upon analysis, it was found that an increase in tuition will not impact financial aid for the College's neediest students. Those students will continue to receive full tuition support, along with book support, technology support, and some funds towards living expenses.

Ms. Gorton then reviewed a comparison of the FY'24 and FY'25 budgets. FY'24 budgeted for a \$12.8M fund balance usage, and the College is on track to reduce that to \$7.1M, a reduction of \$5.7M. FY'25 budget was presented with an increase of \$4.3M in revenues (2.2% increase), a \$4M decrease in expenses, requested use of fund balance of \$4.5M, total reduction in requested fund balance usage of \$8.3M, total budgeted expenditures of \$206,768,187, which is a 1.9% total decrease in the budget. The projected fund balance at August 31, 2025 at about \$12.2M, or 10.25% of the total budget expenditures, which is what SUNY and Middle States recommends for the College to maintain. The County Legislature and SUNY have asked the College to present a three to five-year budget projection of how the College plans to get to a place where we are no longer dependent on the fund balance to sustain operations. Over the next two fiscal years the College plans to continue reducing the fund balance usage. Possibly to \$2.5M in FY'26 and \$0.5M in FY'27, and in FY'28 being able to increase fund balance to get back to 10%. The estimates and assumptions will be reviewed and discussed with SUNY.

The final proposed budget for FY'25 includes a 3.4% tuition increase, total expenditures of \$206M, a \$4.5M fund balance usage and a balance of \$21.2M fund balance at the end of FY 25.

President Bonahue thanked Ms. Gorton and the finance team for all of their work on the preparation of the budget and provided a brief summary on the budget.

Chair Murray and the Trustees thanked everyone for the hard work that was put into the preparation of the budget and a brief discussion was had on some of the concerns and

considerations in the proposed budget regarding enrollment and both State and County funding.

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President Bonahue provided an overview of College resolutions 2024.25 to 2024.36. Chair Murray called for a motion to approve College resolutions 2024.25 to 2024.36. Trustee Coverdale so moved, Trustee Canary seconded, the motion to approve resolutions 2024.25 to 2024.36 was approved unanimously.

**RESOLUTION NO. 2024.26 – Authorizing Resident Tuition Rates for Students from Temporary Protected Status Countries for the 2024–25, 2025–26, 2026–27, and 2027–28 Academic Years**

**WHEREAS**, the United States Secretary for the Department of Homeland Security is authorized to designate a foreign country (or any part thereof) Temporary Protected Status upon a finding that extraordinary and temporary conditions in the foreign country prevent its nationals from returning safely, unless permitting the foreign country’s nationals to remain temporarily in the United States is contrary to the national interest of the United States, and

**WHEREAS**, by resolution adopted on March 5, 2024 ([No. 2024-10](#)), the State University of New York (SUNY) Board of Trustees authorized amending the SUNY Guidelines on Residency for Tuition Purposes to, within the confines of the New York State Education Law, make students enrolled in SUNY State-operated institutions on non-immigrant visas who are nationals of a country, or any part thereof, that has been granted Temporary Protected Status to be considered eligible for resident tuition for the 2024–25, 2025–26, 2026–27, and 2027–28 academic years and encouraged the Boards of Trustees of the community colleges to extend the relief to similarly situated community college students, and

**WHEREAS**, the Board of Trustees of Suffolk County Community College similarly wishes to extend the benefit of resident tuition rates to such students of the College as a humanitarian response which acknowledges these students’ inability to return safely to their homes, be it therefore

**RESOLVED**, that Suffolk County Community College is authorized to apply resident tuition rates for the 2024–25, 2025–26, 2026–27, and 2027–28 academic years to students of the College with non-immigrant visas who are nationals of a country, or any part thereof, that has been granted Temporary Protected Status by the United States Secretary for the Department of Homeland Security.

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**RESOLUTION NO. 2024.27 – Amending the Bylaws of Suffolk County Community College**

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

**WHEREAS**, the Governance Committee of the Board of Trustees has reviewed and recommended the attached revisions to update the procedures for public participation at meetings of the Board of Trustees to support transparent and efficient conduct of Board business and public comment on agenda items and matters pertaining to the College, and

**WHEREAS**, the Governance Committee of the Board of Trustees has also reviewed and recommended the attached revisions relating to efficient use of videoconferencing technology and recording of meetings of the Board of Trustees, to further support transparent conduct of College business, be it therefore

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

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**RESOLUTION NO. 2024.28 – Adopting a Policy on Policy Development, Adoption, Implementation and Review**

**WHEREAS**, the Board of Trustees wishes to establish a transparent and consistent process by which College policies are developed, formatted, approved, issued, maintained, reviewed, and communicated to affected stakeholders, and

**WHEREAS**, the Governance Committee of the Board of Trustees has reviewed and recommended the attached Policy on Policy Development, Adoption, Implementation and Review (see *Attachment II*) to accomplish these objectives, be it therefore

**RESOLVED**, that the Board of Trustees hereby adopts a *Policy on Policy Development, Adoption, Implementation and Review* (see *Attachment II*).

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**RESOLUTION NO. 2024.29 – Adopting a Policy on Use of Email by Board of Trustees for College Business**

**WHEREAS**, the Board of Trustees wishes to establish a policy that Trustees will be provided and use an official College email address for College-related business, to support compliance with best practices for information security, record retention and disposition, and efficient confidential transmission of information to assist Trustees in carrying out their duties, and

**WHEREAS**, the Governance Committee of the Board of Trustees has reviewed and recommended the attached Policy on Use of Email by Board of Trustees for College Business (see *Attachment III*) to accomplish these objectives, be it therefore

**RESOLVED**, that the Board of Trustees hereby adopts a *Policy on Use of Email by Board of Trustees for College Business* (see Attachment III), effective May 10, 2024.

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**RESOLUTION NO. 2024.30 – Awarding a Contract for Design Services for a New Automotive Technology Center at the Michael J. Grant Campus (CP 2203)**

**WHEREAS**, the design phase of capital project No. 2203 has been approved by Suffolk County and the State of New York for funding, and funds have been appropriated by the Suffolk County Legislature, and

**WHEREAS**, the College issued a Request for Proposals (RFP) from qualified firms to provide design services in connection with the construction of a new Automotive Technology Center at the College’s Michael J. Grant Campus in accordance with the College’s Procurement Policy, and

**WHEREAS**, the College’s designated evaluation committee reviewed the proposals received in response to the RFP and determined that the proposal submitted by DCAK-MSA Architecture & Engineering, P.C., d/b/a Savik & Murray best meets the needs of the College, be it therefore

**RESOLVED**, that the College President or his designee is authorized to enter into a contract with DCAK-MSA Architecture & Engineering, P.C., d/b/a Savik & Murray in an amount not to exceed \$1,148,000.00 for design services in connection with the construction of a new Automotive Technology Center at the College’s Michael J. Grant Campus, as more fully detailed in the RFP, upon such terms and conditions as shall be approved by the College General Counsel.

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**RESOLUTION NO. 2024.31 – Creating an Employee Title**

**WHEREAS**, to provide additional support within the College’s Office of Business & Financial Affairs for work and responsibilities related to general accounting, financial reporting, capital accounting, student financial services, and internal controls, the College President has recommended the creation of the new employee title of Controller, be it therefore

**RESOLVED**, that Exempt Salary and Benefit Plan be amended to include the following title:

<u>Title to be Created</u> <u>Date</u>	<u>B/U</u>	<u>Category on Exempt Salary</u> <u>and Benefits Plan</u>	<u>Eff.</u>
Controller	Exempt	H	4/18/2024

and be it further

**RESOLVED**, that the *Exempt Salary and Benefit Plan* shall be amended accordingly (see *Attachment IV*).

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**RESOLUTION NO. 2024.32 – Amending the College Budget for an Increase from the State University of New York (SUNY) Workforce Development Training Grant Program for the Project Entitled “Creating Efficiency and Effectiveness through Improved Communication, Six Sigma and Continuous Improvement at PL Developments”**

**WHEREAS**, the 2023–2024 College operating budget provided \$20,760, including indirect costs, from the State University of New York (SUNY) Workforce Development Training Grant Program, for a project entitled “Creating Efficiency and Effectiveness through Improved Communication, Six Sigma and Continuous Improvement at PL Developments,” for the period of March 18, 2024 through August 1, 2024, and

**WHEREAS**, the grant award includes an additional amount of \$18,048, including indirect costs, bringing the total amount of the grant award to \$38,808, and

**WHEREAS**, the additional employer cash share in the amount of \$1,805 will increase the total employer cash share of the project cost to \$3,881 and

**WHEREAS**, it is necessary to amend the 2023–2024 College operating budget in the amount of \$18,048 to provide for the total increase in the grant award, be it therefore

**RESOLVED**, that the 2023–2024 College operating budget be amended to reflect an award increase in the amount of \$18,048, including indirect costs of \$3,008, from the SUNY Workforce Development Training Grant for the project entitled “Creating Efficiency and Effectiveness through Improved Communication, Six Sigma and Continuous Improvement at PL Developments”, and the College President, or his designee, is authorized and empowered to execute any necessary documentation, including an agreement with administering agency, in such form shall be approved by the College General Counsel.

Project Director: Arlene Jackson, College Assistant Dean, Continuing Education

Note: No full-time personnel  
Matching funds from employer partner, PL Developments

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**RESOLUTION NO. 2024.33 – Approving the Budget for Suffolk County Community College for Fiscal Year 2024–2025**

**WHEREAS**, the provisions of the New York State Education Law and regulations adopted in accordance with such law direct the Boards of Trustees of New York



Community Colleges, subject to the approval of the State University Trustees, to prepare, approve and implement budgets, and

**WHEREAS**, Suffolk County Community College has developed its Operating Budget setting forth the budget total for the 2024–2025 fiscal year, and

**WHEREAS**, the 2024–2025 budget includes necessary amounts for meeting the operational needs of the College, and includes sufficient amounts for collective bargaining agreements, and

**WHEREAS**, the State commitment for base aid has remained the same at the floor funding amount of \$50,161,586 and

**WHEREAS**, the College is submitting its Operating Budget for the 2024–2025 fiscal year to the Suffolk County Legislature and the Suffolk County Executive’s office as per the Memorandum of Understanding, and

**WHEREAS**, the Budget and Finance Committee of the Board of Trustees has carefully reviewed all the facts and circumstances attendant to the College’s proposed 2024–2025 Operating Budget, and after due deliberation, is in support of the determinations made herein, and

**WHEREAS**, the College Board of Trustees is requesting an increase in County support of 2% or \$959,723 to the College for 2024–2025, and

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

**WHEREAS**, the Board of Trustees has determined that it will raise tuition rates for the 2024–2025 Academic Year, and

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

**RESOLVED**, that the Board of Trustees hereby approves an Operating Budget for fiscal year 2024–2025 in the amount of \$206,768,187 for operations and \$4,759,006 for grants, and be it further

**RESOLVED**, that the annual tuition charges will increase to \$5,830 per year for full-time resident students and \$243 per credit for part-time resident students, and be it further

**RESOLVED**, that the 2024–2025 operating budget shall include a transfer from the Community College Fund Balance Reserve in the amount of \$4,519,608, and be it further

**RESOLVED**, that annual tuition and fees as provided in Resolution No. 2024.34 are to be included in the College budget for the fiscal year 2024–2025.

Total Appropriations:	\$211,527,193
Operation Appropriations:	\$206,768,187
Grant Appropriations:	\$4,759,006

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**RESOLUTION NO. 2024.34 – Adopting a Tuition and Fee Schedule for 2024–2025**

**WHEREAS**, the College recommends a \$190 annual increase in full-time tuition and a \$8 per credit increase in part time tuition for the 2024–2025 academic year, and

**WHEREAS**, it is recommended that the Tuition and Fee Schedule be approved for the 2024–2025 academic year, be it therefore

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

<b>Full-time Students</b>	Fall <u>2024</u>	Spring <u>2025</u>
Tuition, Residents	\$2,915	\$2,915
Tuition, Non-Resident	\$5,830	\$5,830
<b>Part-time Students</b>	Fall <u>2024</u>	Spring <u>2025</u>
Tuition, Residents (per credit)	\$243	\$243
Tuition, Non-Resident	\$486	\$486

and be it further

**RESOLVED**, that the student Tuition and Fee Schedule (*Attachment V*) is hereby approved and adopted for fiscal year 2024–2025.

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**RESOLUTION 2024.35 – Adopting a Tuition Rate for the Beacon Program for the 2024–2025 Academic Year**

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

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

**WHEREAS**, Beacon Program courses are taught at partnering high schools by secondary school teachers, and the College incurs training expenses related thereto, and

**WHEREAS**, through prior resolutions, the Board of Trustees periodically set or increased the Beacon Program tuition rate and, most recently, established a biennial schedule for increases to the Beacon Program tuition rate (see College Resolutions No. 2022.16, 2020.43, and 2018.23), and

**WHEREAS**, the Board of Trustees, upon the recommendation of the College President, wishes to better align changes in the Beacon Program tuition rate to changes in the College’s annual tuition charges in order to be competitive with peer institutions and to ensure fiscal responsibility, be it therefore

**RESOLVED**, that commencing with the Fall 2024 semester, the tuition rate for all Beacon Program courses shall be set at \$65 per credit, and be it further

**RESOLVED**, that College Resolution No. 2022.16 is hereby superseded to the extent it established a biennial tuition rate increase for the Beacon Program and such tuition rate shall be adopted on an annual basis, similar to the College’s annual tuition and fee schedule.

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**RESOLUTION 2024.36 – Adopting a Tuition Rate for the Early College Program for the 2024–2025 Academic Year**

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

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

**WHEREAS**, Early College Program courses are taught on the College's campuses by College faculty and allow students to interact with College faculty, staff, and students and have an experience of college life, and the College incurs necessary expenses related thereto, and

**WHEREAS**, through prior resolutions, the Board of Trustees periodically set or increased the Early College Program tuition rate and, most recently, established a biennial schedule for increases to the Early College Program tuition rate (see College Resolutions No. 2022.17, 2020.44, and 2018.24), and

**WHEREAS**, the Board of Trustees, upon the recommendation of the College President, wishes to better align changes in the Early College Program tuition rate to changes in the College's annual tuition charges in order to be competitive with peer institutions and to ensure fiscal responsibility, be it therefore

**RESOLVED**, that commencing with the Fall 2024 semester, the tuition rate for all Early College Program courses shall be set at \$65 per credit, and be it further

**RESOLVED**, that College Resolution No. 2022.17 is hereby superseded to the extent it established a biennial tuition rate increase for the Early College Program and such tuition rate shall be adopted on an annual basis, similar to the College's annual tuition and fee schedule.

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Chair Murray called for the Committee reports.

VP Munsch reported for the Student Success Committee. Priority registration is underway with similar number of student registrations as compared to last year. New student advisement is also underway with approximately 510 new students completing advisement and registration already. Open House was held on Sunday, April 7th from 12pm to 2pm. There were 545 prospective students who attended with an additional 1000 guests accompanying the prospective students. Graduation planning is underway and the campuses have selected the student speakers, who will keynote the commencement ceremonies. The committee also reviewed the outstanding achievements of the student leaders that were mentioned earlier.

Trustee Canary reported for the Governance committee. The committee had met twice since the last board meeting. The committee met on March 27th, where General Counsel Ashley Pope invited feedback on the proposed revisions to the Board Bylaws. After discussion about the proposed changes, the Committee agreed that they had no further modifications and recommended that the Bylaws be presented for approval to the full Board at the April 18th meeting, which is one of the resolutions we adopted today. The Committee reviewed the new policy being recommended for Policy Development, Adoption, Implementation and Review. There being no additional changes, the Committee recommends that this policy be presented for the full Board's approval at the April meeting. It was noted that the implementation of this policy should be well received by Middle States during our next self-study, and this is another policy that we just passed. The final policy discussed was the proposed Trustee Email Policy. The Committee believes the Trustees would benefit from a tutorial from the ITS Department. GC Pope believes that this can be arranged and will speak with VP Azzam-Gomez, which she has done, about the timeframe. As the training could not yet happen, therefore we have amended the start date of the policy to May. GC Pope recommended that the next policy matter for the Committee's attention be policies governing use of College facilities and property. The Committee moved onto the next Agenda item, Board officer nomination/election process. Historically, the Board Chair has nominated a Trustee to serve as chair of an ad-hoc nominating committee. This nominating committee chair is usually a Board member who not interested in being an Officer for the coming year. Other options include a request for officer interest and nominations without use of an ad hoc nominating committee. The officer nomination and election process has typically been started at the May meeting with the Board voting on the Officers at the June meeting. Chair Murray has expressed that due to work obligations he will not seek to remain as Board Chair. The Committee discussed that the Trustees can inform Chair Murray of their interest in being an Officer for the 2024–2025 year, said term starting July 1. All persons interested in being an officer should submit their name and the position they wish to be considered for to Chair Murray no later than June 13th. GC Pope provided the Committee with an update to the Board portal replacement. The ITS department is recommending that the Board utilize the pilot system that they created on Microsoft Teams. ITS will give the Board a demonstration before switching to this platform. GC Pope informed the Committee that the current contract for outside Legal services for the Board of Trustees expires on September 9, 2024, and has no options to renew left. As such, an RFP/RFQ for Board of Trustees Legal Services will need to be completed based on the procurement cycle. GC Pope will start the process and provide the Committee with an update at its next meeting.

The Governance Committee also met on April 15th. General Counsel Ashley Pope reviewed the draft RFQ for outside legal services for the Board of Trustees in the event of a conflict with the College's Office of Legal Affairs providing legal counsel to the Board, noting any changes from the last RFQ done in 2018. Committee Chair Canary asked that committee members review the RFQ that was emailed to them earlier in the day, and get back to him and GC Pope with any questions, comments, or concerns by end of business Monday, April 22nd so that the RFQ can be sent to prospective law firms. Dates and timelines were discussed with the goal of having a contract in place by

September 1, 2024. Discussion was also had regarding policies under review by Administration. The next Governance Committee meeting will be Monday, May 6th. Agenda items will include: update on RFP/RFQ process for Legal Services for the Board, and any additional items identified prior to the next meeting.

VP Araneo reported for the Foundation. Last month, Trustee Pagdanganan and the members of the Foundation Board's Scholarship Committee began a summary review of the various endowed and pass-through scholarships and hardship funds that are currently available to Suffolk students. As previously reported, Dr. Jeffrey Vacirca, and his company, New York Cancer and Blood Specialists, have agreed to be the honorees at the Foundation's 40th Annual Golf Classic, taking place on Wednesday, June 5, 2024 at the Westhampton Country Club. The National Grid Solar Tree has been "planted" on the south side of Veterans Plaza on the Ammerman Campus. The Tree is connected to the campus grid and can be used by students as a learning location, a meeting place and for the more practical experience of charging electronic devices like cellular telephones and laptop computers. She gave a special thanks to Professor Gary Wood, who led an effort to ensure that students starting in our Culinary Arts program would have an opportunity to apply for generous scholarship support offered through the Long Island Hospitality Association.

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Chair Murray moved to the Chair's report. Chair Murray confirmed that he will not continue as Chair of the Board of Trustees with the new term that starts July 1st. He noted that while work commitments were a big part of it, he also believes that there should be a rotation, he's served as Chair for five years and believes it's important for an organization to have people move up and circulate into leadership positions. He will continue to serve as trustee until the end of his term and looks forward to continue to work with everyone. He is proud of this board and what it's accomplished through the years. He noted the members are always respectful of one another and work cohesively in a professional manner. He encouraged Trustees who are interested to be part of the Executive Committee to express their interest.

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Chair Murray moved to the President's report. President Bonahue began with an update on enrollment. The early enrollment the College is seeing for summer is encouraging. In Student Affairs, the big task at hand is that SUNY has asked the College to begin packaging financial aid awards next week. FAFSA has continued to roll out, we are now getting the data files, and have access to screens that we need. He thanked VP Munsch and her team, Director of Financial Aid Nancy Brewer, as well as folks ITS, for the hard work and efforts in collaborating on a daily basis to ensure that our financial aid screens are working correctly. The College is waiting for one software patch to come in from our vendor, but we are optimistic that we will be able to start packaging financial aid awards next week so that our families will know where they stand. The State has indicated it will likely increase the TAP awards from \$500 to \$1000 and is also expanding the eligibility threshold for family income from \$80,000 to \$125,000. Thus,

more families will be eligible for TAP and the size of the award will increase as well. He gave an update on the retirement incentive program. We have heard from 11 people that they are interested in participating. The goal was 15, so the College is hopeful that we may hear from a few more folks by the end of the month. County Executive Romaine has released his proposed capital budget for 2025 through 2027. The College is very grateful that continuing capital projects remain in place for recommended funding, including a new allocation for a variety of infrastructure projects, the expansion of the automotive program, and the funding to update two older Grant campus facilities. President Bonahue noted the Golf outing on June 4th, and Commencement on May 16th. Lastly, he expressed his appreciation to the board on behalf of the College, for their support, participation and engagement in the budget process.

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Chair Murray called for Roundtable. With no comments for Roundtable Chair Murray requested a motion to enter into Executive Session, to discuss proposed, pending or current litigation and to seek and receive legal advice, which is made confidential by law. Trustee Coverdale so moved, Trustee Zarate seconded. The motion to enter into Executive Session was approved unanimously.

With no further business to be conducted after Executive Session, the meeting was adjourned at 5:13 p.m.

The Board of Trustees next meeting is May 9, 2024 at 4:00 p.m. in the Board Room of the Learning Resource Center on the Grant Campus, Brentwood, New York.

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Respectfully submitted,  
Gemma deLeon-Lopresti  
Secretary