

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
EASTERN CAMPUS, RIVERHEAD, NY
LECTURE HALL, MONTAUKETT LEARNING RESOURCE CENTER
OCTOBER 17, 2024

The meeting was held on Thursday, October 17, 2024 at 4:00 p.m. in the Lecture Hall of the Montaukett Learning Resource Center, in Riverhead, NY.

PRESENT:

Shirley Coverdale	Chair
Gordon Canary	Vice Chair
E. Christopher Murray	Trustee
Belinda Pagdanganan	Trustee
Kevin O'Connor	Trustee
Jerome Bost	Trustee
Priscilla Zarate	Trustee (<i>via Zoom</i>)
John Dolan	Trustee
Dominic Hardy	Student Trustee
Dr. Edward Bonahue	President
Ashley Pope	General Counsel
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
Dr. Irene Rios	Interim V.P. for Academic Affairs
Kaliah Greene	V.P. Office of Planning and Institutional Effectiveness
Angelica Rivera	V.P. for Human Resources
John Bullard	College Associate Dean of Finance

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

Chair Coverdale asked Carol Wickliffe-Campbell for the recognition of guests. Ms. Wickliffe-Campbell introduced Legislator Stephanie Bontempi and Legislator James Mazzarella.

Public comments on agenda items: none.

Chair Coverdale requested a motion to approve the minutes of the September 19, 2024 Board of Trustees meeting. Trustee Bost so moved, Trustee O'Connor seconded. The motion to approve the minutes was approved unanimously (8-0).

Trustee Murray joined the meeting after the motion to approve the minutes was approved.

President Bonahue shared that SUNY Senior Vice Chancellor for Student Success Donna Linderman visited the College to help celebrate the success of the ASAP program, which is a special SUNY allocation that currently supports wraparound services for 160 students. He added that the College's success in the program has been remarkable and is setting the standard for other colleges in the state. He then introduced Dr. Gerome Bell, ASAP Project Director, to share more details about the program.

Dr. Bell gave an overview of the ASAP program, including the results the College has seen thus far. The ASAP advising model started within CUNY in 2007. The program is focused on removing barriers to timely degree completion for Pell or DREAM Act eligible students. Due to its successful outcomes, the program has been replicated across seven states. The College joins about twelve other SUNY community colleges in the replication project with a cohort of about 160 students, one of the largest programs within the state system. The four-year equivalent of the program is called ACE and takes place at twelve SUNY bachelor's degree granting institutions.

Each semester, ASAP students receive a \$200 cost of attendance award, a \$150 bookstore award to cover textbooks, and a \$50 monthly incentive for meeting with their advisor. Additionally, thanks to a partnership with the Brightway Education Foundation, the College is able to provide financial support to student parents towards childcare and basic needs. Currently, the College has five ASAP student parents utilizing on-campus childcare while they take classes on campus.

Dr. Bell shared data provided by the College's Office of Planning and Institutional Effectiveness. Data shows students are enrolled in a wide range of majors. 50% of the students identify as Hispanic. 44% of students are at the Ammerman Campus, 43% at the Grant Campus, and the remaining 13% are on the Eastern Campus. Students take classes at all three campuses through various modalities. Nearly a quarter of the ASAP students are parents. While a majority of the students are of traditional college age, 30% of the students are 25 and over. Preliminary campus data shows the College has a 91% retention rate of the Spring 2024 cohort into the Fall 2024 term. Additionally, the cohort earned an average overall GPA above a 3.0, as well as an average of 14 credits in the Spring 2024 term. The College has issued over \$2,000 in emergency funds for student parents to address basic needs, such as diapers for their children, utilities and the cost for transportation for school related responsibilities. Discussion continued as Dr. Bell answered questions from Trustees regarding the program.

Chair Coverdale then introduced College Associate Dean of Finance, John Bullard, to present the College's financial reports. For the FY'24 budget update Mr. Bullard reported the College's fiscal year operating activity closed as of September 30, 2024. Financial Affairs is in the process of closing out the year and preparing for a financial audit. Audit fieldwork is set to begin the week of November 18th. Revenue projections for FY'24 estimate the College will be above budget by almost \$2M. The expenditure variance is projecting to be under by about \$4M. The unaudited projected fund balance will be approximately \$25M as of August 31, 2024. The projected fund balance usage is about \$6.5M, which is under budget. For FY'25, Fall tuition revenue is tracking close to budget. The Beacon registration closed last week, so the part-time tuition does not reflect the full Beacon numbers. However, non-credit ELL and Advanced Manufacturing are up above last Fall. The budgeted fund balance usage is \$4.5M for FY'25. The goal is to reduce reliance on this fund balance and to maintain a 10% level fund balance.

Chair Coverdale called for approval of College Resolution No. 2024.73. Trustee Dolan so moved, Trustee O'Connor seconded. The motion to approve College Resolution No. 2024.73 was approved unanimously (9-0).

RESOLUTION NO. 2024.73 – Approving Monthly Sponsor Services for Suffolk County Community College

WHEREAS, the State University of New York Regulation No. 602.7 requires 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 \$3,283,421.28 for the month of August 2024; and \$2,595,572.99 for the month of September 2024 (*Attachment I*) is hereby approved by the Board of Trustees.

Chair Coverdale called for the Committee reports.

Trustee Pagdanganan reported for the Student Success Committee. The committee did not meet this month but has started reviewing the topics for discussion in 2025.

Vice Chair Canary reported for the Governance Committee. The committee met on October 14th. The first item discussed was topics for the BOT Retreat, scheduled for November 14th. Committee Chair Canary requested that General Counsel Ashley Pope contact members of the BOT Ethics Committee and invite them to make a presentation.

Other topics suggested for the retreat were an overview of Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin in programs or activities that receive federal financial assistance; Foundation fundraising and scholarships; and a demonstration from IT for using the Teams program that will replace the Trustee portal previously used for Board meeting information. The Committee agreed that keeping the retreat to four topics would allow time for questions and discussion on each topic being covered.

GC Pope then asked if anyone had received feedback from the other Trustees on the BOT Self-Evaluation form. No comments had been received. If there is no feedback after the meeting on Thursday, October 17th, GC Pope will contact the vendor to start the process of the evaluations being emailed to the Trustees. The timeline being proposed will be for Trustees to complete the evaluation prior to Thanksgiving with results available for discussion at the December 5th Board meeting.

All Trustees should be connected to their new College emails by the end of the month, and the board will soon switch over to only using that email as a working email for all College business.

GC Pope advised the Committee that there are no BOT policies being submitted for Board review at this time. There have been some administrative policy updates made in the interim, and additional draft policies are currently in process. There was no new business brought to the Committee's attention. The next Governance Committee meeting will be Monday, December 2nd; agenda items will include: results of BOT Self-Evaluation and continuation of policy updates.

Trustee Zarate reported the Advocacy Committee had not met. However, she shared that on October 16th, she and Dr. Bonahue met with the New York Affirms Coalition. This is a statewide coalition consisting of diverse educators and community-based organizations dedicated to addressing the needs of multilingual learners, English language learners and their families. New York Affirms brings together top advocacy organizations such as the Hispanic Federation, New York Immigration Coalition, Advocates for Children, United Federation of Teachers and other higher education institutions such as Suffolk County Community College, Queens College, Buffalo University, and SUNY Old Westbury. The coalition's goals are to advocate for federal funding for New York State Public Schools, and to address the bilingual teacher shortages in the state. This year's meeting began with a focus on advocating for the creation of bilingual teacher pipeline programs and supporting institutions like the College in obtaining funding for the next five years. The objective is to implement foundational programs that allow students to earn bilingual certifications after continuing their education at partner institutions. With Suffolk County's growing English language learner and bilingual population, this potential funding will be a great benefit, providing a pathway for bilingual high school students to pursue this opportunity. This potential funding will not only bring additional resources to the College, but will also provide significant financial support to students with bilingual skills who wish to pursue a career in bilingual education. Through this initiative, these students will have their education

fully paid for, including tuition, registration fees, book costs, state certifications and other related expenses. This pathway would offer a tremendous opportunity for bilingual students to advance their career while addressing the critical needs for bilingual educators in New York State. This initiative could also increase student enrollment at the College.

Trustee Zarate asked Dr. Bonahue for additional comments he may have in regards to the meeting. Dr. Bonahue said he and Trustee Zarate have been talking to the Coalition, looking at what is happening around the state at other colleges and universities. As a community college, the College does not have an initial teacher preparation program because it offers courses at the freshman and sophomore levels. However, the College does have access to a bilingual population, and the College wants to show this career path of becoming an educator and emphasize the need for bilingual educators in the state. He is in the process of working with Trustee Zarate on a proposal that that would provide some new funding for pathways for potential education majors, especially bilingual education majors. This would be a win for the state, the teacher pipeline, and the College.

Dr. Bonahue asked College Director of Legislative Affairs, Ben Zwirn, to give an update on capital funding. Mr. Zwirn reported that two of the College's capital projects were unanimously approved by the County Legislature at its last general meeting. The projects are: (1) the South Cottage on the Grant Campus, which will be used for the mental health services for students on campus; and (2) a major renovation of Caumsett Hall that would make it a much more usable building. Mr. Zwirn reported College representatives also attended a press conference along with Legislator Mazzarella and the County Executive advocating for the Governor to sign the Veterans Tuition Award Program bill, which would expand the program to non-combat veterans. The bill passed unanimously in the State Assembly and State Senate. The County Executive called the press conference and invited the Governor to sign the bill at the Grant campus. They've reached out to the Governor's office but have not heard back. There are still a number of bills that have not been acted on, and they hope this will be one that that gets signed before Veterans Day. In regards to Advocacy Day in Albany, he said they have to get past the election in November to see who the State representatives are in order to plan the College's visit. Recently, the College received a grant from Congressman Garbarino's office for workforce development capital work on the Eastern Campus. The grant was for \$530K, which was significant, but additional funding is needed to complete the whole project. The College will leverage this money for a State match. Another capital project the College is working on is the appropriation for the new Automotive Technology Center to be built on the Grant Campus, which will be presented to the Legislature later this calendar year.

Trustee Canary asked if the tuition assistance to non-combat veterans is going to be on par with what is provided to combat veterans. Mr. Zwirn confirmed yes. Trustee Canary added it would be great for the Governor to come to the College and sign the bill. He then commented that during the Facilities Committee meeting, in discussion with John DeMaio, it was discussed that the Board would entertain passing a resolution to support

that next phase to go to the County Legislature in support of the Automotive Technology Center construction. The Board will hold a special meeting to consider the necessary resolution just before the Board retreat on November 14th.

President Bonahue added that the College would like to collaborate with the Advocacy Committee and the Board to plan a legislative breakfast/briefing for the College's State and County delegation in January after the election. This would be an opportunity to share the College's policy and funding priorities.

Trustee Canary reported for the Facilities Committee. The committee met on October 14th. County funding approval has now been received for the Grant Campus South Cottage renovation and design of the Caumsett Hall renovation. An appropriating resolution will be submitted for the construction of the Grant Campus Automotive Technology Center in November. This resolution requires a SEQRA determination to be prepared by the College and then approved by the Board. Jon DeMaio, Interim A.V.P. for Facilities and Project Management, requested that the Board consider adopting a resolution the morning of the November 14th retreat, which would allow the County Legislature resolution to proceed without delay. This request was received favorably by the committee. Revised shop drawings have been received for the Eastern Campus Warehouse building which now include proper snow load calculations. Once approved, the building can be ordered and has an eight-week lead time. It is possible that the concrete work could be completed before the winter weather. The application for State matching funds associated with the Advanced Manufacturing and Training Center grant continues. A County resolution to support the application has been submitted and should come to a vote on November 26th. The Eastern Campus Central Energy Plant upgrade continues. A temporary boiler has been installed to provide heat to the campus, while final connections are made on the permanent boiler which should be operational in November. The fire marshal inspection has been completed at the new plant operations building at the Grant Campus. All the safety systems are operational. Commissioning and training for the lighting and the HVAC systems are also completed. Negotiations with the contractor on change orders are ongoing to determine how much funding will remain for the parking lot paving. The exterior wall demolition phase for the Caumsett Hall air handling unit replacements is underway. Asbestos abatement is completed. All scaffolding is erected and masonry work is proceeding well. This project phase remains on schedule for completion in roughly four weeks. Cost estimates for the new Grant Campus Automotive Technology Center have been received. A facility with 24 lifts and three classrooms is possible. Preparations for additional fundraising efforts have begun to further support a full 24 lift capacity building. An open bay approach for the lift area is under consideration. A clustered approach to the lift area with separation every eight lifts is also being considered and may impact the construction costs. The pros and cons of these two floor plan options are being reviewed and developed at this time. Air conditioning in the Southampton and Riverhead buildings has been restored in 30 classrooms by the equipment manufacturer. A proposal has been approved to restore air conditioning to another 20 offices in the Riverhead building. The College is in the process of establishing two additional contracts for servicing these systems in the

future so that multiple options are available when needed. The next meeting of the Facilities Committee will be scheduled in January.

Trustee Pagdanganan reported for the Foundation. The Foundation worked with the family of Jane F. Shearer to host a luncheon to raise critical funds for Nursing students. Approximately \$38,000 was raised to help students defray the costs associated with paying for the National Council Licensure Exam (N-CLEX), which is needed in order to become a registered nurse (RN) or licensed practical nurse (LPN) in New York. The Foundation has been added as a beneficiary to a \$10,000 bequest by an alumnus. The second Education Without Limits Luncheon will be held on Friday, November 15th at Smithtown Landing where the Foundation will recognize supporters, welcome new friends, and envision a future for creating even greater impact on the next generation of students enrolled at the College.

Student Trustee Hardy reported for the Association. The Student Association meeting was held on September 25th. This was the first meeting with new student members. Most of the meeting was spent deciding on a new meeting time; they decided upon Tuesdays. The financial report was presented and discussed. The Association is preparing to close the 2023–2024 budget year, which will show which departments have to dip into their fund balance. The Eastern Campus's Peconic Cafe deficit also needs to be addressed. The SGA is going to create a survey for student feedback. The possibility of renting the Cafe to the outside community was raised, and they will also do a deep dive into meal plans. A smaller group with the Executive Dean of the Eastern Campus will be formed to go over options and what would be best for the students.

Student Trustee Hardy gave the Student Trustee report. Student Trustee Hardy reported he continues to settle into his role and figuring out the proper balance between duties and academics. The three campuses' Student Government Associations are settling into place, and it seems that they're starting to get into motion. Ammerman SGA has recently assigned new chairman roles to all committees whose chairmen were previously vacant. Student engagement with SGA seems to be consistently increasing. He is currently working on a short cross-campus survey to gauge overall student satisfaction regarding a plethora of different topics and he plans to use the results of this survey to guide where his time is best allocated in supporting the student body.

Chair Coverdale moved to the Chair's report. Chair Coverdale commented that she thinks they're off to a great start and everyone seems to be getting accustomed to their roles and heading in the right direction. Since the next meeting is after the election, she reminded everyone that at every meeting they take a pledge of allegiance to a republic, not to a party or a person, and she encouraged everyone to exercise their freedoms and rights and not take them for granted. She encouraged the students to do so freely without intimidation or fear.

Chair Coverdale moved to the President's report. President Bonahue gave an update on one of the resolutions that was voted on at the previous meeting related to the College working with Head Start. The College and Head start of Riverside have finalized and executed the agreement with Head Start that allows them to use the Peconic Cafe kitchen on the Eastern campus to prepare meals for all of their clients. Following extensive discussions, the College is ready to move forward with allowing Head Start to use part of the Culinary building. However, the building owner has notified the College that he finds this a substantive change in the intended purpose of the lease and does not approve of this use of the building. This week, the College is attempting to facilitate communications between Head Start, its attorneys, and the building owners to see if there is any way to come to an agreement.

In regards to Enrollment, President Bonahue reported the enrollment picture overall is very solid for the Fall semester. The goal was for 2% growth and the College just about hit that in full time enrollment. Part-time enrollment is slightly down. Beacon students are still enrolling; however, the College is not seeing the head over heels growth of previous years. He gave a special thanks to Trustee Dolan for jumping into the conversation about Beacon and brainstorming with him how the College can continue to strengthen and grow that program in the years ahead. Non-credit enrollment continues to be very healthy, revenue projections are close to budget, they're coming in within \$100,000 of budget, ahead of where the College was last year at this time.

In regards to Facilities projects, the College continues to talk to the County Executive's office about the College maintaining a presence at the Brentwood Center on Crooked Hill Road. This week, the College connected with the County's architecture and facilities planning office to discuss the process for reviewing designs. The County is asking the College to step forward and have a presence in the center, which will help the College and give access to some new space. At the same time, it has some implications for the National Offshore Wind Training Center, which is continuing to do trainings at the Grant Campus. The National Offshore Wind Training Center is doing well and has completed over 150 trainings for in-service union members from all over the tri-state area. However, with the redesign of the Brentwood Center, the National Offshore Wind Training Center will definitely be on campus for the rest of this academic year and into next year. The College will need to extend the licensing agreement that continues to allow the Center to work on the disused tennis courts and use the pool.

President Bonahue reviewed handouts on the new signage for the "Jane F. Shearer School of Nursing" at all three campuses. County Executive Romaine was honorary chair at the inaugural Jane F. Shearer lunch, which had great attendance both from College employees and from friends of the family and the community. The College graduates over 200 nurses per year for employers in healthcare, more than any other college or university in Suffolk County. However, he feels the College needs to do more. The nursing shortage continues to be hospital executives' highest priority. Dr. Bonahue said he has talked about growing the Nursing program in general terms before, but was pleased he could give more specifics now. With some support from SUNY, the College is going to be hiring three new full-time faculty in Nursing. The additional faculty will allow the College to enroll almost 100 additional Nursing students

beginning next year. In addition, instead of admitting students only in the Fall semester, the Nursing program will admit students in August and in January, allowing the College to increase the overall student numbers in each cohort and place these students in clinicals in the hospitals more effectively. In addition, in the summer of 2025, the College will start an accelerated program by which any student with a PN credential can come back to the College and complete their RN requirements in one year. This will be an accelerated program that will serve about 50 students to increase capacity. The College will be increasing the overall size of the RN program by about 20% by the end of next year.

The Nursing lunch was the second of two events that the Foundation held in the in the last month. He thanked and commended VP Araneo for leading the Foundation through the Education Without Limits campaign. The Foundation also celebrated the 50th anniversary of the Michael J. Grant campus; this event was also used to reestablish Sister Marianne Borrello's "Helping Hands Fund" as an additional source of college-wide support for basic student needs.

The College recently renewed its comprehensive articulation agreement with St. Joseph's University. St. Joseph's is very invested in the College since it supplies them with many students, and the College graduates who enroll at St. Joseph's have a higher average GPA and shorter time to degree than their peers who transfer in from other colleges.

For the Academic Affairs update, President Bonahue said the College has been looking carefully at how it can better support adult students who have all kinds of previous experience that they would like to bring into the College for credit. Sometimes students can use a test to show the knowledge or skills or abilities included in a given course. Sometimes they have an industry certification or a license that is an external validation on the learning and the skills that they have and sometimes there could be life experience. In the spirit of shared governance, the faculty and the administration are collaborating to research how all these different methods of prior learning assessment can support students.

Last month he shared briefly that community college presidents and chief business officers commissioned an economic impact study. The community college business officers have been reviewing the data, and the preliminary draft report is being revised slightly. He hopes to be able to give a full report to the Board at the December meeting, which will be timely for advocacy work.

President Bonahue announced that he has been named a Long Island Business News 2024 Hall of Fame Honoree. The honorees are selected by a panel of judges from Hofstra University and Long Island Business News editorial team. The event to celebrate the honorees is on November 7th. He added that the honor of any recognition goes by far to the employees and the leadership team of the College who have brought a new attitude of cooperation with employers and the community at large. He will accept the award on their behalf and invited the trustees to attend if their schedule allows.

Chair Coverdale called for Roundtable:

Vice Chair Canary discussed the following:

His concerns regarding the NYSDEC taking a look at the Brentwood area for potential new routes for garbage trucks to deliver garbage to the Brentwood facility that would go through residential areas and go by the National Offshore Wind Training facility

- Questions and comments regarding the Annual Security Report the College issued under the Clery Act and Clery Act requirements.

Public comments on matters pertaining to the College: none.

Chair Coverdale requested a motion to enter into Executive Session to discuss collective negotiations pursuant to Article 14 of the Civil Service Law and to seek and or receive legal advice which is made confidential by law. Trustee Bost so moved, Trustee Murray seconded. The motion to enter into Executive Session was approved unanimously (9-0).

With no further business to be conducted after Executive Session, Chair Coverdale requested a motion to adjourn the meeting. Vice Chair Canary so moved, Trustee O'Connor seconded. The motion to adjourn the meeting was approved unanimously (9-0). The meeting adjourned at 5:05 p.m.

The next meeting of the Board of Trustees is December 5, 2024 at 4:00 p.m. in the Board Room of the Learning Resource Center on the Michael J. Grant Campus, Brentwood, New York.

Respectfully submitted,
Kevin O'Connor
Secretary