

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
MICHAEL J. GRANT CAMPUS, BRENTWOOD, NY
BOARD ROOM, LEARNING RESOURCE CENTER
FEBRUARY 15, 2024

The meeting was held on Thursday, February 15, 2024 at 4:00 p.m. in the Board Room of the Learning Resource Center, in Brentwood, NY.

PRESENT:

E. Christopher Murray	Chair
Shirley Coverdale	Vice Chair
Gordon Canary	Vice Chair
Belinda Pagdanganan	Trustee
Kevin O'Connor	Trustee
Gemma deLeon-Lopresti	Trustee
Priscilla Zarate	Trustee
Samantha Portillo	Student 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	Interim V.P. / Executive Director, Office of Planning and Institutional Effectiveness
Angelica Rivera	V.P. for Human Resources

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

Chair Murray moved to recognition of guests. Ms. Wickliffe-Campbell introduced Legislator Bontempi and Angel Rivera representing the Presiding Officer's office.

Chair Murray requested a motion to approve the minutes of the January 18, 2024 Board of Trustees meeting. Trustee O'Connor so moved, Trustee Zarate seconded. The motion to approve the minutes was approved unanimously.

Chair Murray introduced Sara Gorton, Interim Vice President for Business and Financial Affairs, to present the College Budget and Financial report. Ms. Gorton reported first on

FY'23. The FY23 financial audit is complete except for the new GASB implementation. The final report is expected for the March BOT meeting. The GASB that are being implemented deal with financial reporting and disclosures in the financial statements. The College doesn't intend them having any effect on the operating budget and so the anticipated fund balance as of August 31, 2023 remains at about \$32.9 million.

Ms. Gorton reviewed the FY'24 budget update. The Spring 2024 term is reaching the end of registration and the preliminary figures are strong. As of the end of January, the College was on budget for our full-time Spring tuition, even a bit over. Part-time Spring tuition was tracking under budget by about \$200,000. The College is still taking registrations for the late start classes that begin in March, and is hoping for those numbers to help. The trend is showing students coming back on campus as opposed to being online and choosing full-time schedules as opposed to part-time schedules. We are tracking close to budget for projected fees. Regarding other revenues, we are still very strong in our noncredit classes especially, and ESL programs are tracking above budget and helping to offset any shortfalls in other revenue areas. Revenues from facilities usage and interest on investments are trending over budget and are also helping to offset areas that are bit under budget. The College has been taking a hard look at all expenditures. President Bonahue and his Cabinet have been reviewing savings, efficiencies, and places where we can reduce the budget and find cost savings. In regards to vacancies, the team has been able to identify over \$2 million in savings and related benefits of about \$800,000. In addition, all Cabinet members were asked to review their department budget lines for other than personnel services to look for areas that could yield savings and return some budgeted funds. This resulted in about \$800,000 in savings. The projected fund balance usage is about \$9.1 million, which is approximately \$3.7 million under the expected fund balance usage. This is showing progress on a lot of the work we have been doing to try to consolidate and find efficiencies and cost-saving measures, while still be able to provide excellent service to students and the resources faculty and staff need.

Chair Murray called for a motion to approve College resolutions 2024.09 through 2024.17. Trustee Canary so moved, Trustee Pagdanganan seconded, and the motion to approve resolutions 2024.09 through 2024.17 was approved unanimously.

RESOLUTION NO. 2024.09 - Amending the College Operating Budget for a Grant Award Increase from the State University of New York for an Educational Opportunity Program (EOP)

WHEREAS, the 2023–2024 College operating budget provides \$267,000 from the State University of New York for an Educational Opportunity Program grant to provide counseling and tutoring services on all three of its campus locations, for the period of September 1, 2023 through August 31, 2024, and

WHEREAS, the College has been awarded an additional amount of \$100,241, bringing the total amount of the grant award to \$367,241, and

WHEREAS, it is necessary to amend the 2023–2024 College operating budget in the amount of \$100,241 to provide for the total increase in the grant award, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the 2023–2024 College operating budget be amended to reflect an award increase in the amount of \$100,241, from the State University of New York, for an Educational Opportunity Program (EOP), and that the College President, or his designee, is authorized and empowered to execute any necessary documentation or agreement, including any required agreement with the administrating agency, in such form as shall be approved by the College General Counsel.

Project Director: David Johnson, Director, EOP

Note: Institutional Support required

RESOLUTION NO. 2024.10 - Amending the College Operating Budget for a Grant Award Increase from the New York State Education Department for the College Science and Technology Entry Program (CSTEP)

WHEREAS, the 2023–2024 College operating budget provides \$186,352, including indirect costs, from the New York State Education Department for the Collegiate Science and Technology Entry Program (CSTEP), for the period of July 1, 2023 through June 30, 2024, and

WHEREAS, the College has been awarded an additional amount of \$6,352, bringing the total amount of the grant award to \$192,704, including indirect costs, and

WHEREAS, the CSTEP at Suffolk County Community College represents an academic and college preparatory service for post-secondary students who are either economically disadvantaged or minorities historically underrepresented in scientific, health and health-related and licensed professions, and

WHEREAS, it is necessary to amend the 2023–2024 College operating budget in the amount of \$6,352 to provide for the increase in the grant award, and

WHEREAS, no matching funds are required, be it therefore

RESOLVED, that the 2023–2024 College operating budget be amended to reflect an increase in the amount of \$6,352, from the New York State Education Department for the Collegiate Science and Technology Entry Program (CSTEP), and that the College President, or his designee, is authorized and empowered to execute any necessary

documentation, including any required agreement with the administrating agency, in such form as shall be approved by the College General Counsel.

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

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

RESOLUTION NO. 2024.11 - Amending the College Operating Budget for a Grant Award Increase from the New York State Education Department for the Science and Technology Entry Program (STEP)

WHEREAS, the 2023–2024 College operating budget provides \$495,482, including indirect costs, for a grant award from the New York State Education Department for the Science and Technology Entry Program (STEP), for the period July 1, 2023 through June 30, 2024, and

WHEREAS, the College has been awarded an additional amount of \$85,018, bringing the total amount of the grant award to \$580,500, including indirect costs, and

WHEREAS, the STEP at Suffolk County Community College represents an academic and college preparatory service, and

WHEREAS, it is necessary to amend the 2023–2024 College operating budget in the amount of \$85,018 to provide for the increase in the grant award, and

WHEREAS, no matching funds are required, be it therefore

RESOLVED, that the 2023–2024 College operating budget be amended to reflect an increase in the amount of \$85,018, from the New York State Education Department for the Science and Technology Entry Program (STEP), and that the College President, or his designee, is authorized and empowered to execute any necessary documentation, including any required agreement with the administrating agency, in such form as shall be approved by the College General Counsel.

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

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

RESOLUTION NO. 2024.12 - Accepting a Grant Award from the U.S. Department of Labor (DOL), Employment and Training Administration for a Project Entitled

“Advancing Cybersecurity Education Through Program Expansion and Enhancement at SCCC”

WHEREAS, Suffolk County Community College has received a grant award in the amount of \$1,435,000.00, including indirect costs, from the U.S. Department of Labor, Employment and Training Administration (DOL/ETA), for a project entitled “Advancing Cybersecurity Education through Program Expansion and Enhancement at SCCC,” for the period of February 1, 2024 through January 31, 2027, and

WHEREAS, the funds provided by the project will enhance the College's existing cybersecurity program and establish the program at an additional campus, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the 2023–2024 College operating budget be amended to reflect an increase in the amount of \$1,435,000, including indirect costs, from the U.S. Department of Labor, Employment and Training Administration (DOL/ETA), for a project entitled “Advancing Cybersecurity Education through Program Expansion and Enhancement at SCCC,” and the College President, or his designee, is hereby authorized and empowered to execute any necessary documentation, including an agreement with administering agency, in such form as shall be approved by the College General Counsel.

Project Director: Dr. William Tucker, College Associate Dean, Sponsored Programs

Note: 1 Full- Time Professional Assistant position

RESOLUTION NO. 2024.13 - Amending the College Operating Budget for a Grant Award Increase from the New York State Education Department for a High School Equivalency Test Administration Program

WHEREAS, the 2023-24 College operating budget provides \$37,782 from the New York State Education Department for a High School Equivalency Test Administration Program, for the period of October 1, 2023 through December 31, 2025, and

WHEREAS, the grant award has been awarded an additional amount of \$49,725, bringing the total amount of the grant award to \$87,507, and

WHEREAS, the program will provide for a coordinated, comprehensive, standards and community-based adult literacy education (ALE) program and adult secondary education/high school equivalency test preparation programs, and

WHEREAS, it is necessary to amend the 2023–2024 College operating budget in the amount of \$49,725 to provide for the total increase in the grant award, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the 2023–2024 College operating budget be amended to reflect the award increase in the amount of \$49,725, from the New York State Education Department for a High School Equivalency Test Administration Program, and that the College President, or his designee, is authorized and empowered to execute any necessary documentation, including an agreement with the administering agency, in such form as shall be approved by the College General Counsel.

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

RESOLUTION NO. 2024.14 - Approving the Settlement of a Claim

WHEREAS, an individual commenced an action against Suffolk County Community College for personal injury, and

WHEREAS, the parties have entered into discussions to resolve the matter in its entirety, and

WHEREAS, the parties, wishing to avoid the burden, uncertainty, delay, expense and distraction of litigation, have reached an agreement for the settlement of the individual's claim against the College, be it therefore

RESOLVED, that the individual's claim against the College be settled in its entirety for an amount mutually agreed upon by the parties, and be it further

RESOLVED, that the College General Counsel shall be authorized to execute any and all documents necessary to implement the terms and conditions of this settlement.

RESOLUTION NO. 2024.15 - 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 \$2,623,956.80 for the month of November 2023 (*Attachment I*) is hereby approved by the Board of Trustees.

RESOLUTION NO. 2024.16 - Amending the Student Immunization Policy

WHEREAS, the Board of Trustees of Suffolk County Community College previously adopted a policy outlining student immunization requirements and procedures for documenting and enforcing compliance with same in accordance with the New York State Public Health Law, and

WHEREAS, the Board wishes to update the policy in a manner that will better allow for the policy to remain compliant with legal and regulatory changes, while providing flexibility to the College Administration to establish and update as necessary the procedures to be followed to meet these established legal and policy requirements, be it therefore

RESOLVED, that the Board of Trustees hereby adopts the revised Student Immunization Policy (see *Attachment II* hereto), to take effect immediately, and authorizes the College President, or his designee, to adopt and publish implementing administrative procedures consistent therewith.

RESOLUTION NO. 2024.17 - Approving the Requested 2025–2027 Capital Program and 2025 Capital Budget

WHEREAS, the College has been requested by the office of the Suffolk County Executive to submit capital budget and program requests in accordance with Article IV, Section A4-1, of the laws of Suffolk County, and

WHEREAS, the capital program requests (*Attachment III*) have been solicited from the College President, Vice Presidents, Associate Vice President, Campus Executive Deans and Physical Plant Directors, and recommended by the College President, be it therefore

RESOLVED, that the Board of Trustees approves the submission of all capital projects in Attachment III, and authorizes the College President or his designee to submit the projects for the 2025–2027 capital program and 2025 capital budget.

**RESOLUTION NO. 2024.17
Approving the Requested 2025-2027 Capital Program
And 2025 Capital Budget**

This Attachment is a 59 page booklet and is available online

Chair Murray called for the Committee reports.

Trustee Pagdanganan reported the Student Success Committee met on February 7th for an update on various aspects of student support and success. Enrollment Management is focusing more on working with adult learners and using SLATE as a tool to help track and support students. They are also reaching out to employers who offer tuition reimbursement, presenting the opportunities and benefits of attending Suffolk County Community College. In the Fall 2023 semester, the Early Alert program was given a soft launch. This gives professors an automated way to contact students who are “at risk” in their class, and give options to improve their academic success. The student feedback was very appreciative and positive. 31% of students who received an early alert were able to improve their class performance, complete work, and earn a grade of C or better. Due to this success, the program is continuing through the Spring semester. Another Fall semester program that is carrying through to Spring is the Assigned Advising program for all new students who are matriculated into Liberal Arts: General Studies. They are assigned a specific advisor for their first semester they can contact for any reason from academics, financial issues, or even outside questions or concerns. This helps new students settle in and gain confidence while navigating their new student role. These programs, along with the newly reinstated Common Hour every Wednesday, have contributed to enhance student success.

Trustee Canary reported the Governance Committee met on February 12th. General Counsel Ashley Pope invited feedback regarding the Board Retreat held on January 19th. Positive comments were shared, and the Committee agreed there are benefits to having free-flowing conversations. Discussion was had about the new Trustee orientation and the Executive Committee having a welcome luncheon as part of the onboarding process for new Trustees. GC Pope suggested to add a retreat date back in to the resolution that sets meeting dates, times, and locations. This would allow Trustees to have it on their calendars early and avoid scheduling conflicts. The Committee agreed that early November would be best since there is not a regularly scheduled meeting that month. Thursday, November 14th was selected for November

this year. An invitation and information will be sent to all Trustees shortly. GC Pope had shared the redlined Bylaws via email with the Committee prior to the meeting. Discussion was had about the changes proposed regarding requirements for and types of minutes that can be utilized in accordance with Open Meeting Law and the language being proposed for the public participation section of the Bylaws. The Committee will review the proposed changes and provide any comments or suggestions at the March Governance Committee meeting. GC Pope then reviewed the new proposed Policy on Policies with the Committee. She showed the Committee the updated format for policies and explained the numbering of the different sections, categories, applicability, and responsible office responsibilities with regard to policy development and update. This updating process will allow for consistency. Discussion was had regarding potential methods and timeframes for regular review of policies. The Committee will review this policy and either recommend changes or approve to send to the full board at the March committee meeting. Discussion was had about the BOT email addresses and accompanying proposed policy. The Committee will review this policy and provide recommendations for changes or request it be sent to the full board for approval. GC Pope advised the Committee that the ITS department is still reviewing the options and timelines for the successor BOT document management platform. Another update will be provided at the March committee meeting. The next Governance Committee meeting will be March 18th. Agenda items will include Bylaws, Policy on Policies, Trustee Email Policy, and update on Board portal replacement.

Trustee Pagdanganan reported for the Foundation. The Foundation has received a new gift of \$10,000 to endow the Emelene Abner Scholarship, created to support a single parent enrolled at the college. This latest donation provides sufficient additional funds to endow this existing pass-through scholarship. Mr. Leon Hertzson owned and operated a camera store in Amityville for decades. He went on to become one of the first entrepreneurs in the nation to establish an online camera and lens supply company serving the photographic industry. He was impressed with the dedicated faculty, talented students and professional facilities available to photography students at Suffolk, which led to the establishment of the \$2,500 Leon Hertzson Photographic Scholarship, open to continuing students. The Foundation also received an additional \$1,000 gift that will enable to endow the Melendez Family Scholarship in support of adult learner students with a demonstrated financial need. This scholarship was created in 2017 by two alumni who met at Suffolk and then married. Lastly, Trustee Pagdanganan asked everyone to save the date for the Foundation's 40th Anniversary Golf Classic on Wednesday, June 5th at the Westhampton Country Club in Westhampton Beach.

Student Trustee Portillo reported as the Suffolk Community College Association Liaison from the Board of Trustees. The Student Association Board of Directors met on January 31st. The Financial report, as of December 31, 2023, was reviewed and discussed, and reveals that most departments are now trending in a positive direction. The 2022/2023 audit is in its final stages. They are looking forward to meeting with the auditors to review all findings. Sections 1-4 of the new by-laws have been drafted to represent the structure of the Board of Directors. These changes are currently being reviewed by members and will be discussed and voted on in the next meeting. The Student

Association Executive Director is speaking with the Legal department regarding training and advising our new Board on procedures and etiquette. The next meeting is set for February 28th.

Student Trustee Portillo gave the Student Trustee report. Student Trustee Portillo said that she has not had the opportunity to engage in many student activities through the first few weeks of the Spring semester. However, she did have the opportunity to attend an SGA meeting on the Ammerman campus, and it was a pleasure meeting with new students and engaging with old faces from SGA. She then shared a few announcements. The applications to run for student office for 2024–2025 opened January 31st. This gives students interested in serving the student body to apply for student government positions on each campus and the college-wide student trustee role. The deadline for these applications will be noon on March 15th. Online elections will be held April 8th through the 11th. She plans to attend Advocacy Day in Albany on February 26th and will give an update at the March meeting.

Chair Murray moved to the Chair's report. Chair Murray noted the Board retreat that was held in January. He said he thought it was very useful and gave the Board the opportunity to discuss at a higher-level view of what's going on at the College. It was well attended and he looks forward to the next one in November.

Chair Murray moved to the President's report. President Bonahue referred to Sunday's Newsday cover story which highlighted how the demographic changes hitting Long Island are affecting school district enrollments. The 10-year decline in Suffolk County was 10.5%. He shared a handout with data from the College's enrollment management department that gives a sense of how that decline impacts the College. The data shows the percentage of high school graduates coming to the College from all the Suffolk County high schools has remained consistent right at about 13%. However, the number of high school graduates declined from those graduated in June 2022 to June 2023, impacting the number of students coming to the College. He added the College was very cognizant of this decline, which is why the 2% enrollment growth really was a success story and a testament to everything that faculty and staff are doing to support retention. The College hit its goal of 2% enrollment growth in FTE, however not just yet in headcount. The College does still remain ahead of where it was last year. Enrollment made up by high school and Beacon students continues to increase a every year.

In regards to Student Affairs, President Bonahue reported that the College's financial aid staff have taken advantage of all the trainings that the US Department of Education has made available in regards to the new FAFSA and is now in the position that they can hold workshops to help support the new application process. All colleges and universities are being assured they will get access to the systems in time to process awards by the late Spring. The College's Veterans Services Office has been contacted

by the by the NY State Department of Veterans Affairs letting them know that it's time for the College's biennial audit of programs, services and use of funds. He noted Shannon O'Neill and her team always do a great job preparing for the audit.

In regards to Academic Affairs, President Bonahue reported the new Surgical Technology degree is now underway with the pilot cohort. The College anticipates an additional cohort for the Fall and has 74 applications. President Bonahue visited the new classroom and it looks great and he plans to arrange a tour for the board in the near future. The new short-term certificate for Nursing Assistants is still enrolling students, and the certificate will launch in March. He noted that the excitement around the US Navy-funded scholarships for students to enroll in the welding or machining programs has brought a lot of interest and calls to the Workforce Development office. Laura Galletta, who leads that workforce area, has collaborated with employers to go recruiting at several high schools to try to generate interest in manufacturing and welding as early as possible. A junior or senior can come to campus for an afternoon or evening program to obtain a nationally recognized credential in welding or machining before they graduate from high school. In partnership with the employers, the College has developed application criteria for the Navy-funded scholarship to try to confirm student commitment to defense manufacturing. To date, 14 scholarships have been awarded this semester.

President Bonahue gave a financial update. In January, he had described how the College is taking advantage of every position vacancy that comes open to identify potential savings. While every vacancy represents a loss, it's also an opportunity for the College to reconsider what it can sustain and to take advantage of salary savings. The College is now seeing the savings from those vacancies and is bringing down the projected use of fund balance by over \$3 million. At Professional Development Day last week, he shared with the College that a hiring freeze does not serve the College well because it prevents the College from making critical mission-focused hires, but it certainly has to be very conservative about that and needs to continue to take advantage of vacancies as they occur from natural turnover.

The College continues its review of all academic programs and services to ensure it can sustain the programs that students want and that the communities need. In the academic units, it is looking at indicators such as overall program enrollment, retention and graduation and class sizes as indicators of program health. While there will be exceptions that require small classes, the College has to balance access to programs with the need to run a class schedule efficiently. All classes need to have a certain minimum number of students or else be consolidated. In the service units, whether they're student services or internal college support services, the College is reviewing its work processes to strengthen the one college model and avoid duplication. There has been progress to grow revenues. The Special Events Office reports that the rental use of the Suffolk Federal Credit Union Arena is sold out of weekend availability for the rest of the Spring and into the Summer. The Baker's Workshop has set a new record for revenues and sales in the Café, and the intention is to ensure the Baker's workshop remains open this summer and continues to generate revenues.

President Bonahue then reviewed a summary handout that demonstrated the productivity of the Grants department. In the federal category, the College is setting a new high-water mark of just under \$4 million in external funds. The latest major contribution is the U.S. Department of Labor Grant sponsored by Congressman Zeldin, which will bring support for both positions and equipment for the Cybersecurity program. From the State of New York, the College won't be as high as it was last year, but with the ASAP program, the last two years brought over \$3 million per year to Suffolk County. The County has had only a few grant programs that the College can access, but a new \$800,000 grant made by Suffolk County last year that was part of the opioid settlement will come to the College's Addiction Studies program. The grand total for all grants has been on the rise for the past five years. By the end of this year, it will be over \$6 million in external funding.

Lastly, he noted that as VP Gorton had shared that as each College division and campus prepares its budget for next year, the leadership team continues to look for savings outside of personnel areas as well. They have been asked to be as conservative as possible this year as they may be able to support restructuring realignment, but it's not a year when they can entertain new and expanded budget requests. At the end of this fiscal year, the College still anticipates having over \$20 million in reserve funds, but it must and will continue to make progress on the budget.

Trustee Canary asked for an update on the security camera survey that was done on all three campuses. VP Azzam-Gomez reported that the inventory of all the cameras showed that about 35% of them happen to be either old to the point that video is no longer usable or broken. The College has been able to identify funds to make the replacement of all of these cameras. Some are capital funds, while some are from the operating budget. The biggest challenge now is getting the personnel to get cameras replaced and installed. Unfortunately, the employee that was assigned that task is out on leave. They have been able to identify a list of priorities on which buildings need to be online first based on what they are handling. VP Azzam-Gomez said he hopes to have 100% of all the cameras in working order by the end of this year.

Chair Murray called for Roundtable. Trustee Canary said that after reviewing the enrollment handouts he was questioning if there was a way to find out through SUNY how many students from Western Suffolk high schools are going to Nassau Community College. Numbers would be low for some of those districts because geographically it might be closer for them to get to NCC than it is to the Grant or Ammerman campus. President Bonahue said that has been done in the past and can be done again, he will bring back those results to the board.

Chair Murray called for a motion adjourn the Board of Trustees meeting. Trustee Canary so moved, Trustee O'Connor. The motion to adjourn the Board of Trustees meeting was approved unanimously. The meeting adjourned at 4:53 p.m.

The Board of Trustees next meeting is March 21, 2024 at 4:00 p.m. in the Lecture Hall of the Montaukett Learning Resource Center on the Eastern Campus, Riverhead, New York.

Respectfully submitted,
Gemma DeLeon-Lopresti
Secretary