

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
MICHAEL J. GRANT CAMPUS, BRENTWOOD, NY
BOARD ROOM, LEARNING RESOURCE CENTER
FEBRUARY 20, 2025

The meeting was held on Thursday, February 20, 2025 at 4:00 p.m. in the Board room of the Learning Resource Center, in Brentwood, NY.

PRESENT:

Shirley Coverdale	Chair
Gordon Canary	Vice Chair
Gemma deLeon-Lopresti	Vice Chair
Kevin O'Connor	Secretary
Jerome Bost	Trustee
Priscilla Zarate	Trustee
Belinda Pagdanganan	Trustee
John Dolan	Trustee (<i>via Zoom</i>)
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
Sara Gorton	Interim V.P. of Business and Financial Affairs

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. none.

Public comments on agenda items: none.

Chair Coverdale requested a motion to approve the minutes of the January 16, 2025 Board of Trustees meeting. Trustee Zarate so moved, Trustee Pagdanganan seconded. The motion to approve the minutes was approved unanimously (8-0).

Chair Coverdale then introduced Interim V.P. of Business and Financial Affairs, Sara Gorton, to present the College's financial reports as of January 31, 2025. As was reported last month, Spring registration has been very strong. Spring revenue projections are showing full time tuition revenue is about \$1.3M over budget, which is about a 6% increase. The College had budgeted 1% enrollment increase last year with the hope that it was not too aggressive, and it has far exceeded that goal. Part-time revenue projections are tracking close to budget, and there are still another several weeks of registration for late start and our micromester programs. The College is also seeing related increases in course fees for the Spring and with the additional tuition, the College will have additional cash on hand for investments. Total revenue is projecting to exceed budget by \$4M.

With increases in enrollment, there are also some necessary increases in expenditures with regard to salaries, benefits and instruction. Most of these costs are managed because of the revenue increases, such as the looming EMHP increase. In regards to the College's fund balance reserves, even though the College has made great strides on the revenue side, it is still looking at increases that would cause the College to possibly exceed the use of fund balance originally projected from about \$500K to about \$800K. However, it is too early to make any type of formal request for any adjustments to the approved budget. The College continues to work hard to make sure it's keeping expenditures down.

Looking ahead to FY'26, the College is in the process of creating that budget. Meetings have been taking place to collect every department's budget needs, and it is expected that a formal budget will be presented to the Board at the April meeting. The resolutions for this month with financial impact include two EMHP bills for the month of December 2024 and January 2025 and budget transfers.

President Bonahue provided an overview of College Resolutions 2025.08 to 2025.10.

Chair Coverdale called for approval of College Resolutions No. 2025.08 through 2025.10. Trustee Canary so moved, Trustee Bost seconded. The motion to approve College Resolutions No. 2025.08 through 2025.10 was approved unanimously (8-0).

RESOLUTION NO. 2025.08 – 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 \$3,236,581.61 for the month of December 2024; and \$3,467,965.55 for the month of January 2025 (*Attachment I*) is hereby approved by the Board of Trustees.

RESOLUTION NO. 2025.09 – Approving the Requested 2026–2028 Capital Program and 2026 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 II) have been solicited from the President, Vice Presidents, Associate Vice President, Campus Executive Deans and Physical Plant Directors, and recommended by the Executive Council and the President, be it therefore

RESOLVED, that the Board of Trustees approves the submission of all capital projects in Attachment II, and authorizes the President or his designee to submit the projects for the 2026–2028 capital program and 2026 capital budget.

RESOLUTION NO. 2025.10 – Adopting a Policy on Assessment of Academic Programs, AES Units, and Institutional Effectiveness

WHEREAS, the College maintains a commitment to institutional excellence by conducting regular assessments of its academic programs and administrative and educational services (AES) units, with connection to the College’s mission, institutional goals, and strategic objectives, and

WHEREAS, the College President and President’s Cabinet has recommended adoption of a Policy on Assessment of Academic Programs, AES Units, and Institutional Effectiveness (Attachment III) to formalize and establish the expectation of and framework for regular, comprehensive assessment of the effectiveness of the institution in achieving its stated mission, goals, and desired outcomes, consistent with expectations and standards established by the New York State Education Department, the State University of New York, and the College’s accreditation body, the Middle States Commission on Higher Education, and

WHEREAS, the BOT Governance Committee has reviewed and recommends adoption of this Policy, be it therefore

RESOLVED, that the Board of Trustees hereby adopts a Policy on Assessment of Academic Programs, AES Units, and Institutional Effectiveness (Policy No. 1030, Attachment III), with related administrative procedures to be developed and approved by the College Administration.

Chair Coverdale called for the Committee reports.

Vice Chair Canary reported for the Governance Committee. The committee met on February 18th. General Counsel Ashley Pope reviewed the draft Board of Trustees

Calendar for 2025–2026 and invited the Committee to consider possible concerns and issues with proposed dates, times, and locations in light of Trustee feedback on the self-assessment. It was noted that the February 19th meeting falls during the likely winter recess period for all K-12 schools, so the Board may want to consider moving the meeting to the following week in order to ensure a quorum. Committee Chair Canary noted that from the board assessment there were requests from some trustees to move the meetings from the morning to the afternoon, in order to make it easier to attend. The Committee decided to have further discussion with the full Board to review the proposed dates and times for 2025-2026 board meetings. The Committee then discussed possible outreach to the Governor's office regarding reappointments for Trustees who are currently holdovers. Ben Zwirn has reached out to Rob Calarco, the Governor's Assistant Secretary for Long Island Intergovernmental Affairs, and hopes to have a discussion with him soon, after which he will report back to the Board. The next Governance Committee meeting will be Monday, March 17th.

Trustee Zarate reported for the Advocacy committee. The Advocacy Committee met on February 7th. The Committee reviewed the plans for the upcoming advocacy trip with students to Albany on February 25th. Appointments have been confirmed with Senators Martinez, Murray, Matera, and Palumbo, a member of the Higher Education Committee, as well as with Assembly Speaker Heastie, First Deputy Speaker Ramos, Assemblyman Stern and Comptroller DiNapoli. Trustee Bost offered to facilitate additional meetings with several key members of the Higher Education Committee. The current plan involves bringing 15 students to Albany. Participants will be divided into two teams, with efforts made to match students with their respective local senators and assembly members based on their home districts. College staff will conduct a preparatory session with the students prior to the visit, equipping them with the guidance on how to effectively share their personal narratives as a means of advocacy. While the primary message will be one of gratitude for the State's ongoing support for the College, it will also emphasize the continued need for additional funding. Trustee Bost reminded the committee that Legislator Bontempi had previously expressed interest in joining the Albany visit. Ben Zwirn contacted Legislator Bontempi's office and confirmed her participation. VP Munch and Ben Zwirn will be finalizing the meeting schedule. President Bonahue and Trustee Bost are both planning to be in Albany on February 25th and will connect with the students and the delegation during the course of the day. Unfortunately, Trustee Zarate will not be able to attend due to medical reasons.

Trustee Pagdanganan reported for the Foundation. In November 2024, the Foundation began its annual independent audit with The Bonadio Group, in order to review the financial statements and internal controls for the fiscal year ending August 31st 2024. The resulting opinion is that all information related to the financial statements has been fairly stated. As of the fiscal year ending August 31, 2024 the net assets of the Foundation totaled \$34.4M, which is a \$4.7M increase in investment value from the previous fiscal year, which was \$29.6M. The Foundation team continues to raise funds from its priority prospects identified as potential donors for the Education without Limits campaign. The Foundation has received an additional \$25,000 gift to the endowed Leslie B. Anderson Memorial Fund for Nursing Excellence, which provides program support and resources to enhance the Jane Shearer School of Nursing. Two new

scholarships have been established. The first is the Craig Premier Memorial Scholarship that awards \$2,000 to a full-time student enrolled in Culinary Arts or the Baking and Pastry Arts Program, and the other one is the Cornell Cooperative Extension scholarship that awards \$1,500 to a student majoring in Biology. Maggie Eng-Salvaggio and Dave Macholz have started meeting with representatives from the Long Island automotive dealerships to discuss sponsorship of opportunities for new automotive technology training center that will be constructed on the Michael J. Grant Campus. Save the dates for the Foundation's 41st Annual Golf Classic on October 20, 2025 that will take place at the Sebonack Golf Club in Southampton. Foundation team members have also been actively securing financial support to underwrite the 60th Anniversary of the Jane Shearer School of Nursing pinning ceremony and reception which is scheduled for May 21st. A commemorative journal will be produced, and nurse graduate families are already placing ads to celebrate program completion by their family members.

VP Munsch reported for the Association. VP Munsch noted there was no formal report for the Student Association, and the next meeting will be February 26th. The Board of Directors will meet that day to discuss the financial audit. The Board of Trustees had requested a quick financial update, and she was happy to share that all areas of the Student Association are doing well and managing within their current budgets. However, the Association is awaiting grant funding to come in for the both childcare centers, which currently appear negative. The Association continues to have challenges with the Peconic Cafe, which currently has a negative balance of \$21K. This was anticipated, as we know that the food services across all colleges continue to have cost issues, and the College and the Student Association are engaging in conversations now about finding reasonable solutions to ensure that there is a food service vendor on the Eastern Campus for students on that campus.

Chair Coverdale moved to the Chair's report, indicating she had no report for this meeting.

Chair Coverdale moved to the President's report.

President Bonahue noted the upcoming visit from the College's Middle States Commission on Higher Education liaison, Dr. Ryan Hartnett, on March 11th. Dr. Hartnett has requested to meet with a few members of the Board at 11:30 a.m., in person or by Zoom. The College will help organize the Board's participation.

President Bonahue introduced Dr. Lauren-Tacke-Cushing to give an overview of the Middle States reaffirmation of accreditation process (presentation attached).

President Bonahue then shared the presentation he gave on the state of the College as at Professional Development Day regarding insights about institutional performance and institutional outcomes (presentation attached).

Lastly, President Bonahue noted the weather in 2025 has been extremely active. Twice so far this semester the College has issued a delayed start for the safety of staff and students. He publicly commended and thanked Facilities and Plant Operations at all three campuses, many of whom are in the AME unit, because these they are doing whatever is necessary to get the campus ready cleared of snow and ice, and safe for the rest of the College community.

He noted there have also been three complicated facilities-related events in the past couple of months: the commissioning of new boilers at the Eastern Campus, a gas main break at the Ammerman Campus, and loss of power to three buildings at the Grant Campus. The College conducted and continues to conduct comprehensive reviews of installation procedures and maintenance procedures, looking at each of these incidents to consistently improve service operations. He thanked everyone from Plant Operations, Public Safety and Central Facilities who helped with these incidents.

Chair Coverdale called for Roundtable: none.

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 O'Connor so moved, Trustee Bost seconded. The motion to enter into Executive Session was approved unanimously (8-0).

With no further business to be conducted after Executive Session, Chair Coverdale requested a motion to adjourn the meeting. Trustee Canary so moved, Trustee Zarate seconded. The motion to adjourn the meeting was approved unanimously (8-0). The meeting adjourned at 5:30 p.m.

The next meeting of the Board of Trustees is March 20, 2025 at 4:00 p.m. in the Lecture Hall of the Montaukett Learning Resource Center on the Eastern Campus, Riverhead, New York.

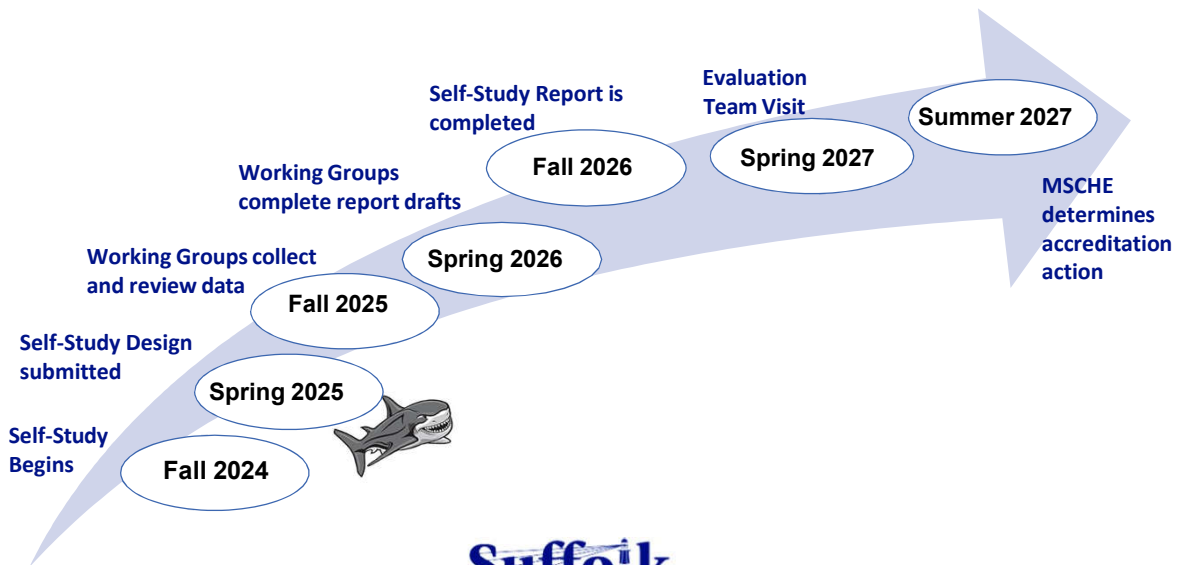
Respectfully submitted,
Kevin O'Connor
Secretary



Middle States Self-Study 2026-2027

Board of Trustees Meeting
February 20, 2025

Middle States Self-Study Milestones



Institutional Priorities to be Addressed in the Self-Study

The College has identified three Institutional Priorities to be addressed in the Self-Study.

- Ensure the college is fully embodying its commitment to *open access*
- Promote a *student-centered approach* in all aspects of college operations
- Provide *exceptional educational opportunities* through innovative classroom pedagogy in all educational modalities.



MSCHE Standards

Standard I: Mission and Goals

Standard II: Ethics and Integrity

Standard III: Design and Delivery of the Student Learning Experience

Standard IV: Support of the Student Experience

Standard V: Educational Effectiveness Assessment

Standard VI: Planning, Resources, and Institutional Improvement

Standard VII: Governance, Leadership, and Administration



Governance Body Evidence

- Documentation of regular and systematic board self-evaluation with evidence of follow-up on any concerns
- Policies and Procedures for Board conflict of interests
- Evidence that the President is evaluated regularly



Self-Study Preliminary Visit on March 11, 2025

MSCHE VP Dr. Ryan Hartnett will meet with Board of Trustee members from 11:30 am to 12:20 pm to discuss

- the governing board in the accreditation process;
- Standard VII expectations for the role of the governing board in institutional governance;
- expectations for providing of data and documentation to the Working Groups;
- and to answer questions about the accreditation process.

Dr. Hartnett has requested to review Board of Trustees member biographies.



Professional Development Day – February 11, 2025
State of the College update



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Strategic Themes for the Year Ahead

- Engage the college in conversation about how to create more on-ramps for non-traditional students into college, including credit for prior learning
- Continue to improve new student onboarding, counseling and advising and all the services that help put and keep students on a specific pathway
- Institutional engagement that supports student persistence and retention in the classroom

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Strategic Themes for the Year Ahead

- You can plan all you want.
- Sometimes external factors intervene.
- Our mission is still our mission.
- Our values are still our values.

Strategic Themes for the Year Ahead

- Our mission is still our mission.
- Our values are still our values.
- *SUNY Suffolk is a student-centered college community serving Suffolk County and beyond by providing open access to exceptional educational opportunities.*
- *Academic freedom, academic excellence, student success, honesty, equity, community collaboration, civic engagement, continuous improvement....*

Are we accomplishing our mission? Key Performance Indicators

1. Enrollment
2. Course-level student success rates
3. First-year success in college-level English and math
4. Persistence of fall students to spring semester
5. Fall-to-fall retention of first-year students into the second-year
6. Overall graduation (and completion) rate
7. Overall graduation (completion) and transfer rate

Enrollment if we look at Fall Census...

Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024
20,455	18,173	16,228	15,369	15,255	15,062
229,331.94	206,618.00	179,589.30	172,560.30	174,913.50	173,831.00
15,288.80	13,774.53	11,972.62	11,504.02	11,660.90	11,588.73
Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024
4,775	4,406	4,342	4,674	4,829	4,911
22,307.00	22,002.60	20,882.50	21,624.00	21,635.50	21,587.50
1,487.13	1,466.84	1,392.17	1,441.60	1,442.37	1,439.17
Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024
25,258	22,589	20,579	20,062	20,108	19,973
251,638.94	228,620.60	200,471.80	194,184.30	196,549.00	195,419
16,775.93	15,241.37	13,364.79	12,945.62	13,103.27	13,027.90
<i>Data represents SUNY census enrollment methodology; total semester credit hours divided by 15.</i>					

Enrollment if we look at all terms

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Annual Enrollment (unduplicated headcount)	30,847	28,229	26,173	25,394	25,431
Annual FTE	14,941	13,472	12,094	12,109	12,303

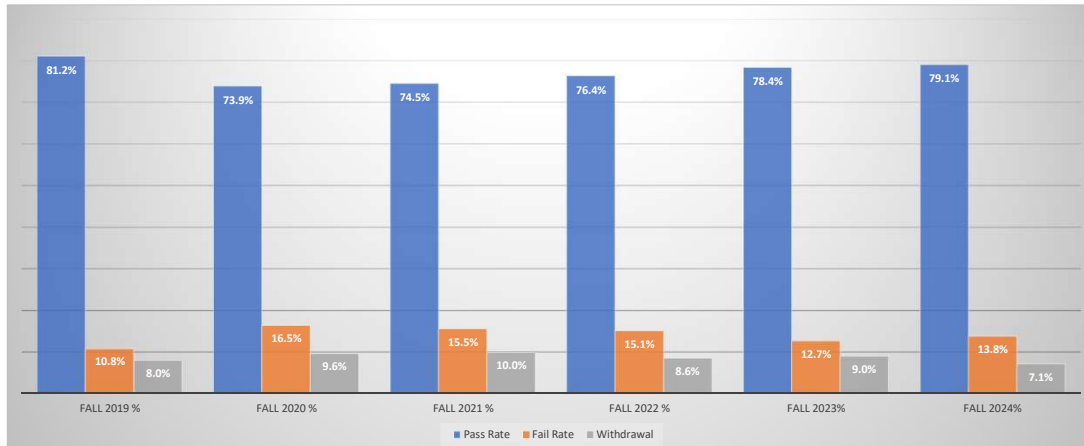
Data represents IPEDS annual enrollment methodology; total student credit hours over academic year divided by 30.

Enrollment as of Monday, February 10, 2025

Day-to-Day Enrollment 2/10/25 as compared to 2/5/24	Spring 2025	Spring 2024	Percent of those enrolled last year
Unduplicated Headcount	14,745	14,045	104.98%
Full-time Equivalent	10,804.70	10,221.17	105.71%

Note: Enrollment data is as of the 15th day of the spring semester. Enrollment data for the spring 2024 and spring 2025 does not include Beacon student enrollment.

Course-level Success



Note: Course-level success includes college-wide aggregate pass, fail, and withdrawal percentages for the outlined semesters. Includes grades A through D, and excludes dual enrolled students.

Fall-to-Spring Persistence

Student Population	Fall 2019- Spring 2020	Fall 2020- Spring 2021	Fall 2021- Spring 2022	Fall 2022- Spring 2023	Fall 2023- Spring 2024
First-time, full-time	81.2%	75.1%	77.3%	76.6%	76.8%
First-time, part-time	65.4%	59.9%	58.4%	53.9%	60.7%
First-time, full-time and part-time	79.1%	73.0%	74.6%	73.8%	74.6%

Note: Fall-to-Spring persistence includes first-time, full-time and part-time students in degree-seeking programs who attended the college in the fall semester and returned in the spring semester.

Fall-to-Fall Retention

Student Population	Fall 2019-Fall 2020	Fall 2020-Fall 2021	Fall 2021-Fall 2022	Fall 2022-Fall 2023	Fall 2023-Fall 2024
First-time, full-time	59.7%	58.3%	60.7%	62.1%	61.6%
First-time, part-time	41.3%	41.3%	45.1%	43.2%	47.8%
First-time, full-time and part-time	57.2%	56.0%	58.5%	59.8%	59.7%

Note: Fall-to-Fall retention includes first-time, full-time and part-time students in degree-seeking programs who attended the college in the fall semester and returned to the college the following fall.

Graduation Rates First-time, full-time students

Overall Graduation Rates (150% of time)						
Cohort (year of student entry)	2016	2017	2018	2019	2020	2021
Graduation Rates:	(as of 8/19)	(as of 8/20)	(as of 8/21)	(as of 8/22)	(as of 8/23)	(as of 8/24)
SCCC graduation rates	24%	26%	25%	24%	25%	28%
Men	23%	24%	23%	19%	23%	27%
Women	26%	29%	28%	28%	27%	28%
American Indian/Alaska Native*	18%	7%	0%	0%	0%	33%
Asian*	12%	20%	23%	31%	26%	27%
Black or African American	16%	15%	14%	13%	17%	15%
Hispanic or Latino	21%	25%	22%	19%	20%	23%
White	29%	31%	32%	30%	30%	34%
Two or More Races	21%	15%	18%	20%	25%	26%
Race/ethnicity unknown*	25%	19%	17%	22%	24%	19%
Nonresident alien*	60%	25%	43%	9%	50%	29%
Average graduation rates for SUNY community colleges	30%	31%	30%	29%	28%	Data Unavailable

Asterisk: Large percentage changes may be due to a small number of students in the race/ethnicity category

Graduation plus Transfer Rates

Category	Graduation Rate	Transfer rate <i>(prior to graduating)</i>
Fall 2016 cohort (exiting in 2019)	24%	15%
Fall 2017 cohort (exiting in 2020)	26%	14%
Fall 2018 cohort (exiting in 2021)	25%	14%
Fall 2019 cohort (exiting in 2022)	24%	13%
Fall 2020 cohort (exiting in 2023)	25%	12%
Fall 2021 cohort (exiting in 2024)	29%	14%

Continued focus on the student perspective.

- Student advising appointments in AAMCs up 20%.
- Fully reinstated Common Hour and cocurricular activities
- Early Alerts on pause but returning in 2025-26.
- Simplifying our processes as much as possible (e.g., payment portal).
- Digital outreach and sometimes even personalized messaging

Retention: ASAP Program

SUNY grant of \$1,040,000 over 3 years; based on well-research CUNY ASAP program for removing barriers, enhancing supports, and increasing student success

Themes and Goals:

- Providing support for basic needs: gas cards, food pantry, checklist of needs
- Academic supports: tutoring, facilitated review sessions, peer led group study
- Helping students navigate academic pathways: co-requisites, educational plans
- Retention goal for the cohort: 80%
- Completion goal for the cohort to 50%

Persistence: Spring 2024 to Fall 2024: 91%

Results: Spring 2024 to Spring 2025 retention: ??

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Financial Sustainability



Due to steps taken last year, the college budget deficit was reduced from around \$12 million to \$4.5 million, and we are making more progress this year as well.

- Program sustainability reviews led to teach-outs of two programs with low enrollment (one in single digits) and conversion of one career-oriented program to a transfer-oriented program.
 - Successful implementation of improvements to scheduling and course enrollment minimums.
 - Enhance revenues from Continuing and Workforce Education, ELL, Contract Training, Use of Facilities.
- New challenge: EMHP cost increase of 12.9% for 2025 represents additional cost, managed by college for all employees.

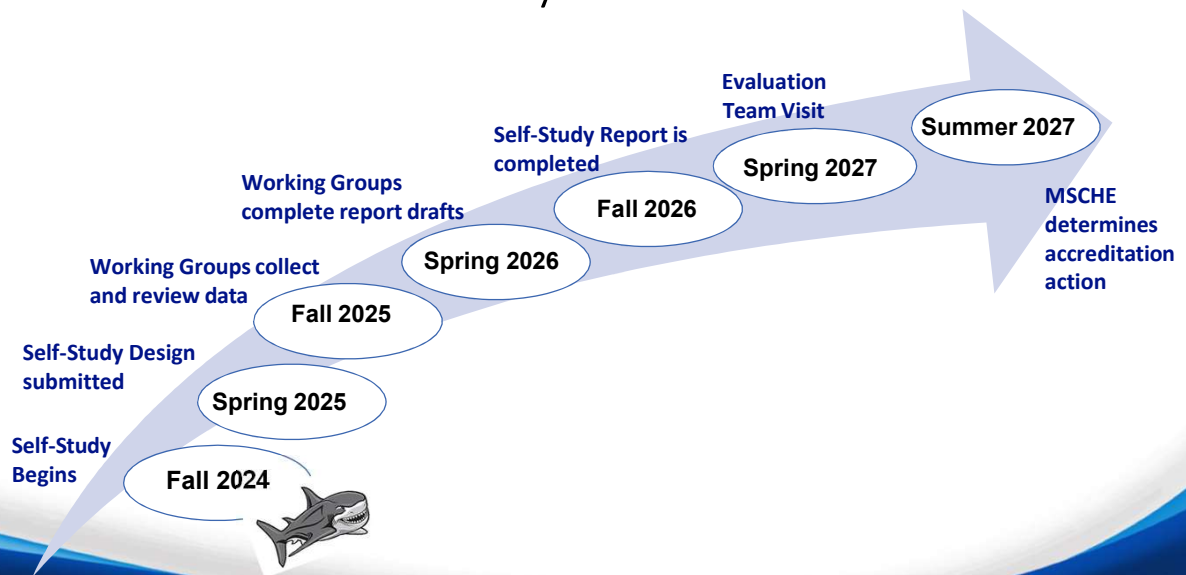
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Financial Sustainability: Looking ahead

- Governor Hochul referenced “Free Community College” in her budget for certain students and a limited number of programs. Details forthcoming, but not likely to have an impact. Funding floor from state has been consistent.
- Great support from Suffolk County, which has increased 2% per year. We are hopeful the county budget will afford that much once again.
- BOT Finance Committee has begun meeting to look at assumptions for the year ahead.

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Middle States Self-Study Reaffirmation



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State of the College

- Enrollment is growing! *To continue growing, we must be strategic in outreach and in meeting student needs year-round.*
- Course success, retention, and graduation metrics continue to improve! *And we can be even more intentional about keeping our students on the path to completion.*
- We have cut our budget deficit by two-thirds! *We will continue to align our revenues and costs for long-term stability.*
- Through our mission, we will always be focused on meeting the needs of our diverse community and changing lives.