

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
ALUMNI ROOM, BROOKHAVEN GYMNASIUM
AMMERMAN CAMPUS, SELDEN, NY
AUGUST 21, 2025

The meeting was held on Thursday, August 21, 2025 at 9:00 a.m. in the Alumni Room of the Brookhaven Gymnasium, in Selden, NY.

PRESENT:

Shirley Coverdale	Chair
Gordon Canary	Vice Chair
Gemma deLeon-Lopresti	Vice Chair
Kevin O'Connor	Secretary
Belinda Pagdanganan	Trustee
Jerome Bost	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
Angelica Rivera	V.P. for Human Resources
Sara Gorton	Interim V.P. of Business and Financial Affairs
Dr. Mary Reese	Interim Executive Dean, Eastern Campus

The meeting of the Board of Trustees was convened at 9:00 a.m.

Chair Coverdale asked Carol Wickliffe-Campbell, Chief of Staff and Interim Associate Vice President for Workforce Development, for the recognition of guests. Ms. Wickliffe-Campbell recognized and thanked Thomas Lupo from the Comptroller Kennedy's office. Mr. Lupo brought greetings and a message from Comptroller Kennedy. Mr. Lupo said Comptroller Kennedy sent praise for the six interns that worked with their office over the summer that were from the College, he planned to do a press release for their outstanding work. Comptroller Kennedy also recently attending a ribbon cutting at St. Catherine's and the leadership of the hospital noted they are interested in nursing candidates from the College, as well as students from the Culinary program. He suggested the College reach out to them. Ms. Wickliffe-Campbell, also welcomed the newly elected members of the Executive Committee of the County's AME, Vice President Bob Leech, and Vice President Joe Callari.

Public comments on agenda items: none.

Prior to the formal agenda, Dr. Bonahue shared with the Board that over the past several months, the College has been working on a project to render many of the existing orientation videos for students and parents into Spanish, so that we have both and English and Spanish versions of these videos. The College is a Hispanic-serving institution, with many first-generation students, that may need to be introduced to the processes and procedures that other students take for granted. This was also a recommendation from the College's Equity Council. He introduced Dr. Eddie Martinez, Associate Dean for Student Affairs at the Ammerman campus, to present the project. Dr. Martinez was nominated by Dr. Rios to be part of the SUNY System's Hispanic Leadership Institute in 2023. Part of that program was to develop an individual project. That project did not have parameters and could be whatever the person wanted. Since the College was just designated as a Hispanic-serving institution he chose that as the focus of his project. As Associate Dean of Students, he gives parents orientation in January and in August. For years, he has seen parents in the audience with a glaze over their face, not understanding. This was a college-wide issue, noted by other the campuses as well. He asked to form a college-wide Hispanic Serving Institution Task Force. The task force developed ideas and recommendations and is where the project was suggested. To make sure that students were included in the process, we worked on this project with our RTV department, Dr. Gayle Sheridan and our students. It took about a year to complete the project. Dr. Martinez then shared the Orientation videos both in English and in Spanish on YouTube. The hope is to have both the students and parents more engaged and help enhance student success.

Chair Coverdale requested a motion to approve the minutes of the June 12, 2025 Board of Trustees meeting. Trustee Pagdanganan so moved, Trustee O'Connor seconded. The motion to approve the minutes was approved unanimously (6-0).

Chair Coverdale then introduced Interim V.P. of Business and Financial Affairs, Sara Gorton, to present the College's financial report. Ms. Gorton shared some Fiscal Year highlights for FY'25. (See attached presentation). Enrollment increases have caused revenues to exceed budget in almost all tuition and fees categories. Tuition and credit bearing courses exceeded budget by \$2.5M, about a 3% increase. Non-credit tuition exceeded budget by \$367K, increase of over 2%. Student Fees exceeded budget by \$1.2M. Revenue from commissions and facilities rentals exceeded budget by \$575K. On the non-operating side, revenue from investments and interest income expected to exceed budget by \$1.1M. The reduction of fund balance usage in FY24 produced \$7M in additional funds to invest. In total, we had over \$5M over budget in revenues.

As far as expenses highlights, in Other Than Personal Services, our expenses for supplies and contractual services, we are looking at savings of about 10%, a little over \$2M. Our new Director of Procurement and Business is taking the initiative by working

with departments to find out their needs and procure goods and services in the most economic way possible, and we have lots of savings there.

Personnel costs are projecting over budget a little over 1%, about \$1.5M. Employee Benefits are projecting to exceed budget by \$5M, 8% over budget. Our total expenditures are projected to exceed budget by \$4.6M. However, this did not exceed the amount of revenues which we've exceeded our budget by. We're still looking at over \$1M I decrease in our authorized use of fund balance. We anticipate that our fund balance usage this year is going to be only about \$3.2M, which is over a million dollars below what was budgeted. Bringing the projected ending fund balance of over \$23M, representing about 11% of the total operating budget. Keeping the College in line to its goal of 10%. With FY 2025-26, we budgeted \$4.5M in fund balance reserve, but we're hoping to continue seeing strong revenues, we have ways of cutting costs, and we don't have to use the full amount that was authorized. We should be in a strong position as we go into our Middle States evaluation.

Discussion was had on the reasons for the increase in enrollment and the great efforts made by the College to reach out to the high schools, and superintendents.

Ms. Gorton noted there was a resolution based on this activity to request to amend the operating budget to be able to accommodate the additional expenditures and revenues for FY 2024-2025. For FY'26, Ms. Gorton reported the legislature approved the College's budget on June 24th. The College sent the approved budget up to SUNY on August 13th for their approval. An additional \$939K in restricted operating funding, mostly for faculty, was approved by SUNY to support our high demand programs.

President Bonahue provided an overview of College Resolutions 2025.41 to 2025.44.

Chair Coverdale called for approval of College Resolutions No. 2025.41 through 2025.44. Trustee O'Connor so moved, Trustee Bost seconded. The motion to approve College Resolutions No. 2025.41 through 2025.44 was approved unanimously (6-0).

RESOLUTION NO. 2025.41 – Approving Annual Sponsor Services for Suffolk County Community College for FY2024–2025

WHEREAS, the State University of New York Regulation No. 602.7 requires the Suffolk County Community College Board of Trustees to review and approve services provided by its Sponsor, the County of Suffolk, and

WHEREAS, the regulation also requires the approval of each Sponsor Service satisfactorily performed, and

WHEREAS, Workers Compensation, Liability Insurance and Fleet Services are considered Sponsor Services, and

WHEREAS, the College is also responsible for costs related to the administration of the Sponsor Services, be it therefore

RESOLVED, that the following charges for Sponsor Services totaling \$ 1,868,649.66 for the College's 2024–2025 fiscal year are hereby approved by the Board of Trustees:

Workman's Compensation	\$ 890,598.32
Liability Insurance	624,038.99
Administrative Charges	340,268.00
Fleet services	<u>13,744.35</u>
TOTAL	\$1,868,649.66

RESOLUTION NO. 2025.42 – 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 \$3,092,424.04 for the month of June 2025; \$3,606,335.08 for the month of July 2025; and \$3,647,054.70 for the month of August (*Attachment I*) is hereby approved by the Board of Trustees.

RESOLUTION NO. 2025.43 – Amending the College Operating Budget for 2024–2025

WHEREAS, the Board of Trustees of Suffolk County Community College is committed to the effective and sustainable operation of the College in pursuit of its mission and to maintaining a balanced budget, and

WHEREAS, the current 2024–2025 operating budget was approved on April 18, 2024 and since that time, additional funding needs have emerged due to increased enrollment and employee benefits costs which require additional financial resources, and

WHEREAS, the Board's Budget & Finance Committee has reviewed and recommended an increase to the operating budget for 2024–2025 fiscal year in accordance with projected revenue and programmatic requirements, and

WHEREAS, the operating revenues for 2024–2025 fiscal year have increased so that no additional use of fund balance reserves is required, and be it therefore

RESOLVED, that the Board of Trustees hereby approves an increase to the 2024–2025 operating budget in the amount of \$5,000,000, thereby adjusting the total operating budget from \$206,768,187 to \$211,768,187, excluding grants, and be it further

RESOLVED, that the College President and Chief Financial Officer are authorized to revise internal budget documents and implement expenditures in accordance with the revised budget, as well as submit this operating budget amendment to the local sponsor and the State University of New York for any and all necessary approval(s), and be it further

RESOLVED, that the Budget & Finance Committee shall continue to monitor the financial position of the organization and report to the Board on any further material changes.

REOLUTION NO.2025.44 – Accepting a Grant from the State University of New York (SUNY) for the SUNY Reconnect High-Demand Program Expansion Support

WHEREAS, Suffolk County Community College has received a grant in the amount of \$35,000, from The State University of New York (SUNY) for the SUNY Reconnect High-Demand Program Expansion Support, for the period of September 1, 2025 through July 31, 2026, and

WHEREAS, the award supports non-capital equipment and supplies purchased to expand the Surgical Technology labs on the Michael J. Grant Campus, and

WHEREAS, matching funds are not required, and

RESOLVED, that a grant, in the amount of \$35,000, from SUNY, for the SUNY Reconnect High-Demand Program Expansion Support, for the period of September 1, 2025 through July 31, 2026, is hereby accepted, and the College President, or his designee, is authorized and empowered to execute any necessary documentation, including a contract with the administering agency, in such form as shall be approved by the College General Counsel, and be it further

RESOLVED, that the 2025–2026 College operating budget be amended to reflect this grant award.

Project Director: Dr. Irene Rios, Vice President for Academic Affairs

Chair Coverdale called for the Committee reports.

Trustee O'Connor reported for the Budget and Finance Committee. The committee met, and reviewed and discussed the budget that was presented today. They discussed making the financial report tell a story of what's gone on, and Trustee O'Connor thinks Ms. Gorton has done a great job on that. The committee also began discussion on next year's budget, they also discussed the College's investment policy, which the committee will begin reviewing on a biannual basis. The committee then discussed potentially getting funding from the County on a quarterly basis as opposed to one lump sum.

Trustee Pagdanganan reported for the Student Success Committee. The Student Success Committee met on Monday, August 11th. The committee discussed shifting the meeting times to assure more members of the Board will be able to attend. The committee agreed that moving forward meetings will be held at 4 p.m. on the week before the Board meeting. The committee also learned more about the new SUNY ReConnect program. The program is an outcome of Governor Hochul's Opportunity Promise Scholarship enacted in the New York State budget. The enacted budget proposal is to make a SUNY Community College degree in high-demand fields free for adults between the ages of 25 and 55 if they do not have prior college degree. The College offers 20 of the identified high-demand degree programs, and is currently awarding scholarship funds to eligible students. Students eligible for the funding are receiving communication from the College alerting them to complete the required financial aid applications to assure as many students as possible are able to receive this funding.

Trustee Canary reported for the Governance Committee. The Committee met on Monday, August 18th. Discussion was had about the Volz & Vigliotta agreement for legal services to the Board of Trustees that will expire on September 9th, 2025. The committee agreed they would like to extend the agreement using the first of the four, one-year options to renew. General Counsel Pope will contact Volz & Vigliotta, and the new agreement would be effective September 10th, 2025 through September 9th, 2026. General Counsel Pope then gave the committee an update on the ongoing policy review and updates being undertaken. In September, they expect to request Board approval of updated traffic and parking regulations to implement recommendations to support safer and more efficient use of college roadways, parking, and electric vehicle charging stations. Administrative policies that have been updated or adopted this spring include: Matriculation policy, revised effective Fall 2025, Graduation requirements policy revised effective Fall 2025; Personal Care Attendant Policy, a new policy; Workplace Flexibility Policy, a new policy; Critical Information Technology Spaces Physical Security and Access policy, a new policy; and the Acceptable Use of Artificial Intelligence Technology Policy, a new policy. An update on public comment on pending SUNY rulemaking was also provided. There was no new business brought to the committee's attention. The next Governance Committee meeting will be September 15th. Agenda items will include the continuation of policy updates.

Trustee deLeon-Lopresti reported for the Personnel Committee. The committee met on August 18th. The Committee requested that President Bonahue join the meeting to follow up discussions regarding his performance and salary structure. It was noted that President Bonahue's three-year employment contract expires on June 30, 2027, and

that if it is the desire of the trustees to extend, formal discussions should begin as soon as possible, and no later than Spring 2026. During executive session at the August 21st trustee meeting, they will discuss with Dr. Bonahue's goals and expectations for the following academic year. The President's salary and benefits package will also be reviewed. Trustee deLeon-Lopresti will reach out to SUNY Vice Chancellor Valerie Dent for information and guidance, and to ensure Dr. Bonahue's salary structure remains competitive. She thanked Dr. Bonahue for an amazing year and for his leadership. Noting the Board values him tremendously, as does the community.

Trustee Canary reported for the Facilities Committee. The Committee met on August 14th. The meeting began with a summary of capital projects and program funding. Back in May, the county approved \$10.3M in additional infrastructure funding. To date, \$500K has already been committed to ongoing needs. The newly adopted County capital program includes another \$10.3M for infrastructure, split between 2026 and 2027, as well as \$8.8M for the Caumsett Hall renovation, and \$1.5M for various vehicular and equipment needs, both in 2026. These 2026 project phases are eligible for State support and will be submitted to SUNY over the next few months. The new Eastern Campus warehouse construction is proceeding well with footings, foundations, floor slab, and structural steel all completed. The project should be finished by year's end. The Smithtown Science Building roof replacement continues. Errors made primarily regarding masonry work have extended the schedule. All associated repairs are being completed at the contractor's expense. Construction oversight activities by College staff and the design firm, as well as third-party inspections have been increased to ensure work complies with project specifications. The building is currently watertight and can be occupied for the fall semester while the new roofing continues to be installed. Construction plans are advancing for the new Automotive Technology Center. The project should be ready to go to bid by the end of this year. Design proposals for expansion of the Workforce Development and Technology Center are due August 21st. An award for these services could be made at the September board meeting. HVAC improvements, including air conditioning, continue college-wide, with over \$400K of capital investments for the Southampton and Riverhead buildings over the last 18 months. Improved responsiveness from mechanical contractors has helped significantly with these efforts. Paving projects have been approved for the existing North Building parking lot, as well as the front parking area of the new Grant Campus Plant Operations Building. The College recently met with the current lessor for the LIU building at the Grant Campus. This joint-use lease is still advantageous to both the College and LIU. The lease expires in August of 2026, but includes a pre-negotiated extension option for 5 years, which all parties are interested in pursuing. The County is still interested in the college being an anchor tenant in the proposed Brentwood Hub project. Current draft floor plans identify college space for healthcare training, including simulated hospital and examination rooms. The College is currently updating its existing traffic policy, including speed limit changes that better reflect traffic safety recommendations, as well as electric vehicle charging protocols and associated fees so that the college can continue to offer access to charging ports while recovering some of the costs. These policy updates would be considered at a future board meeting. Lastly, the College is exploring feasibility of a possible photovoltaic solar array on the College's Grant

campus, and will be exploring this in greater detail for future discussion and possible submission as a capital project with our partners at the County and SUNY.

Trustee Pagdanganan reported for the Foundation. The Foundation continues to raise funds for the Education Without Limits campaign. The Foundation is pleased to welcome North Bay Cadillac in Roslyn as a \$25K service bay sponsor for the new Automotive Technology building. The Foundation has been promoting these sponsor gifts via social media as they are received. Each time they receive one of these donations, they gather for a big-check presentation photo. For this particular presentation, the owner made sure to include five of the College's automotive technology program alumni, who currently work at North Bay Cadillac, to appear in the photo. The third cohort of Knapp-Swezey scholars have been welcomed to the College. These scholarship students attend Suffolk after graduating from Patchogue Medford or Bellport high school. Each of the 17 incoming students will receive up to \$20K to cover expenses for their two years at Suffolk, resulting in up to \$380 toward the Education Without Limits campaign goal. The Knapp Swezey scholarship is modeled after the Northwell Scholars program and includes funds for tuition and fees, textbooks and technology devices. While the Knapp-Swezey family originally provided funds to support one cohort of students, they have been so pleased with the support the College has provided to these scholars, that they have repeated their support for two additional cohorts.

Chair Coverdale moved to the Chair's report. Chair Coverdale gave kudos to Dr. Bonahue and his Cabinet, staff, and everyone's who worked to make the enrollment trends what they currently are. She noted the excellent faculty and staff that are dedicated to student success. She reminded everyone to welcome our new and welcome back our returning students, and to continue to do everything possible, to help make them successful, and to make sure that they understand they're getting an excellent educational opportunity at a reasonable cost. She hopes that we all will continue to do everything to make our students feel safe, and to be accessible when they don't, and to be there to undergird them so that they continue on the path until it's completed.

Chair Coverdale moved to the President's report. President Bonahue reported on the following:

Enrollment Update:

President Bonahue reviewed a handout with an end-of-summer enrollment update. The summary included enrollment results for the last academic year. The summary headcount semester by semester for the last two years showed that the College grew both in headcount and FTE in each semester. The College has increased enrollment in every category: college students, high school students, non-credit and work-force students. We blew our 2% enrollment goal out of the water. Our IPEDS cohort,

reported to the federal government is all credit students. Our credit enrollment grew from about 25,400 to over 26,100 students, which is a headcount growth of about 3%. Our FTE growth was up by more than 6% over the past year which of course, has driven our revenues. When the College adds in the non-credit students back into the summary, it shows the College is now serving over 30,000 credit and non-credit students per year. He noted that it was quite an impact for a community college, both in terms of educational mission and our impact on the local economy, business development.

For the upcoming Fall semester, enrollment momentum continues, the College is up over 10% in enrollment, on a year-over-year basis, with just under two weeks to go before the start of the semester. President Bonahue is optimistic and wants the College to continue increasing enrollment. However, enrollment is building so quickly that the College is beginning to hit some capacity issues, especially in courses with unusually high demand. The College is working urgently, to open more seats everywhere it can. Some of the College's enrollment gains are being driven by SUNY Reconnect, the offer of free community college to adult students. SUNY has provided almost \$1M for the College to offer new full-time faculty lines in high-demand areas. The College is in the process of bringing on new full-time faculty in Cybersecurity, HVAC, Surgical Technology and Healthcare studies on all three campuses. The new faculty positions are enabling the College to increase capacity. Currently, the College has made awards for 640 SUNY Reconnect students, all of whom will be attending free in the Fall. There are about 300 students who are still filling out application materials, and the College is sending reminders to those students, to get them in the door so that they can take advantage of this opportunity. There are also about 100 students interested in programs where the College is facing capacity challenges. The College's highest priority at this time is to identify additional sections, and add instructors, whatever is needed to serve them this semester, rather than having to have them wait for a future class. He noted an exciting time for the College as they welcome back faculty and students for the new semester.

Academic Affairs:

In addition to onboarding new faculty, the College continues to work on strengthening the Beacon program, especially in the area of academic consistency and academic oversight. President Bonahue reported that Vice President Rios is now working with department chairs from the Guild of Administrators, to institute the same kinds of course assessments for the Beacon program that the College administers in its classrooms. With our faculty liaisons, our goal is to foster more consistent student learning and have better insights into the commonality of instruction, no matter where it occurs. He thanked Trustee Dolan for his advocacy and Dr. Rios and Lisa Calla in the Beacon Office for their collaboration with the high schools. The College is taking steps to improve the yield of students from the Beacon program who matriculate into the college as degree-seeking college students. They have had follow-up conversation this week with County Executive Romaine about the Beacon program and other issues and he promised to lend his support and advocacy to the Beacon program as well.

President Bonahue reported that the College has made considerable progress in recent months toward piloting the end-of-semester course evaluations. This Fall will be the first semester in many years the college addresses what was a recommendation from the last Middle States accreditation visit, and we will return to a practice that has been standard for colleges and universities throughout the country. The College has a very inclusive task force of academic leadership and faculty working on this course evaluation project, and the group is finalizing the survey instrument, the technology to be used and the in-class procedures for implementation this semester.

Other News:

The rain in the last 24 hours isn't related to the hurricane offshore, but as recommended by Suffolk County Emergency Management, the College is monitoring the weather closely. If the storm changes direction the College will activate its emergency management team and respond as needed.

The College had confirmation this week that Trustee Bost is recommended for reappointment for a full term as a trustee, and that Michael Arens has been nominated to also serve as trustee for the College. Mr. Arens is Chief of Staff to Bill Wertheim, the CEO of Stony Brook Medicine, and has had a long and distinguished career, both in governmental relations at Stony Brook, at Brookhaven National Labs, and through the New York State Senate. He will be a great asset to the Board.

Lastly, President Bonahue thanked the Board, and every member of the cabinet, and the college community, for their many expressions of kindness and sympathy for the passing of his mom last month. He said he truly appreciated everyone's very thoughtful notes and cards and expressions of sympathy.

Discussion continued on the Beacon Program, and the new NY Alert System. Trustee Canary mentioned that as a senior member of the Board who has served for 12 years, he is so proud of this institution and so privileged to be part of it. He thanks everyone to make this institution the best in the SUNY system. Suffolk County Community College continues to lead the way, academically, policy-wise, innovative, and is he very proud of this institution.

Chair Coverdale requested a motion to enter into Executive Session to discuss the proposed acquisition, sale, or lease of real property, the employment history of a particular person, and to seek 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 (6-0).

Chair Coverdale requested a motion to adjourn the meeting. Trustee Bost so moved, Trustee O'Connor seconded. The motion to adjourn the meeting was approved unanimously (6-0). The meeting was adjourned at 10:09 a.m.

The next meeting of the Board of Trustees is September 18, 2025 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