

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
MEDIA ROOM, CULINARY ARTS CENTER
RIVERHEAD, NY
OCTOBER 16, 2025

The meeting was held on Thursday, October 16, 2025 at 4:00 p.m. in the Media Room of the Culinary Arts Center, in Riverhead, NY.

PRESENT:

Shirley Coverdale	Chair
Gordon Canary	Vice Chair
Gemma deLeon-Lopresti	Vice Chair
Kevin O'Connor	Secretary
Belinda Pagdanganan	Trustee
John Dolan	Trustee
Jerome Bost	Trustee (via zoom)
Priscilla Zarate	Trustee (via zoom)
Michael Arens	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
Dr. Irene Rios	V.P. for Academic Affairs
Kaliah Greene	V.P. for Planning & Institutional Effectiveness
Sara Gorton	Interim V.P. of Business and Financial Affairs
Carol Wickliffe-Campbell	Interim A.V.P. for Workforce Development, Chief of Staff
Christina Vargas	A.V.P. for Opportunity & Belonging
Dr. Mary Reese	Interim Executive Dean, Eastern Campus
Dr. Donna Ciampa	Interim Executive Dean, Grant Campus

The meeting of the Board of Trustees was convened at 4:00 p.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 Legislator Trish Bergin for joining the meeting.

Chair Coverdale moved to the swearing in of Michael Arens as Trustee. Aaron Helfer from the Suffolk County Clerk's office swore in Trustee Arens. After the signing of the oath of office, photos were taken. President Bonahue welcomed Trustee Arens to the Board and gave an overview of Trustee Arens' background and experience. Trustee Arens thanked Dr. Bonahue and said he looked forward to working with everyone.

Chair Coverdale requested a motion to enter into Executive Session to discuss the employment history of a particular person and to seek/receive legal advice, which is made confidential by law. Trustee Canary so moved, Trustee O'Connor seconded. The motion to enter into Executive Session was approved unanimously (9-0). *Whereupon Executive Session was entered at 4:10 p.m.*

Upon return from Executive Session:

Chair Coverdale asked Chief of Staff, Ms. Wickliffe-Campbell to continue with the introduction of guests. Ms. Wickliffe-Campbell thanked and welcomed Tim Freeman from Legislator Bontempi's office.

President Bonahue introduced Dr. Irene Rios and Dr. Carol Hernandez to give a presentation on end of course student surveys. *(Please see attached summary).*

Public Comments on Agenda Items: Registered speaker Suffolk County Legislator Trish Bergin provided comments and provided the Board with printed information she wishes to submit in opposition to Resolution No. 2025.58, Authorizing an Amendment to the College President's Employment Agreement, including with reference to the College proposed budget submitted to the County Legislature for approval and inclusion of an increase after said approval.

Chair Coverdale requested that Vice Chair deLeon-Lopresti provide context regarding Resolution No. 2025.58. Vice Chair deLeon-Lopresti provided information on the process, rationale, and timeline resulting in the presentation of Resolution No. 2025.58 to the Board, as well as communication with the County Legislature's Education & Diversity Committee Chair. Vice Chair Canary also provided comments in support of Resolution No. 2025.58.

Chair Coverdale requested a motion to approve the minutes of the September 18, 2025 Board of Trustees meeting. Trustee Canary so moved, Trustee O'Connor seconded, Trustee Arens abstained. The motion to approve the minutes was approved (8-0-1).

Chair Coverdale informed the Board that Trustee Arens had shared he would abstain from votes on resolutions coming before the Board at today's meeting, having just been

sworn in and provided with the supporting information previously provided to the Board in advance of the meeting.

Chair Coverdale then introduced Interim VP of Business and Financial Affairs, Sara Gorton, to present the College's financial report. VP Gorton reported for FY'25, the fiscal year's activity closed on September 30th. The office is closing out the year and preparing for the financial audit. They expect the auditors to be onsite sometime in November or December. She noted the numbers for FY'25 are unaudited. The total budgeted revenue for FY'25 was \$207,249,119, this includes the \$5M increase that was approved with Resolution 2025.43 in August, due to the increase in EMHP costs. The estimated revenue is exceeding that by about \$1M. This is due to the increases in enrollment and the other revenues that have come in very strong over the last year. This also includes the write-off that the College does annually for uncollectible accounts receivable. This year, the College had just over \$850,000 in write-offs. VP Gorton reported she submitted a resolution, similar to the resolution that was approved in August to the County Executive, to let them know about the change. She spoke with the Deputy County Executive for Finance and the Budget Director, and answered some of their questions on the increases. They understand that the 13% increase in EMHP and other employee benefits caused the College budget to exceed unexpectedly, as that increase was made mid-year for FY'25-26. She assured them that with the revenue increases the College is not going to request an additional use of fund balance. Expenditures are coming in at about \$100 under budget. Thus, enabling the College to reduce the use of fund balance reserves by almost a \$1M for FY'24-25. The projected fund balance usage is \$3.5M. The projected fund balance at the end of FY'24-25 is about \$23.1M, about 11% of the operating budget.

For FY'26, VP Gorton reported that with one-month worth of activity, the College is anticipating expenditures are going to be on budget. A good part of the fall tuition revenues is received and recorded prior to the start of the semester, allowing the College to look at where it's revenue is trending. Currently, the total fall tuition revenue is tracking about 3.5% above budget. This is made up of about 3% over budget on full-time, and over 4.5% of, increase over part-time estimates. The College has also seen strong increases in Beacon program during September and October. She expects to have more specific information at the December meeting.

The rise in EMHP cost continues to be a concern for the College. VP Gorton is waiting on 2026 EMHP rates from the County. However, the County Budget Director, shared that they do not anticipate an increase January 1st for EMHP rates. The College budgeted about a 5% increase this year, anticipating what the trend might be next year. The College's intention is always to be as efficient and economical as possible, and look for ways for increases in revenue and for cost savings and efficiency, that remains the goal going forward.

President Bonahue then provided an overview of College Resolutions 2025.53 to 2025.60, with the exception of Resolution 2025.58, which Trustee deLeon-Lopresti addressed.

Chair Coverdale called for approval of College Resolution No. 2025.53. Trustee O'Connor so moved, Trustee Pagdanganan seconded, Trustee Arens abstained. The motion to approve College Resolution No. 2025.53 was approved (8-0-1).

Chair Coverdale called for approval of College Resolution No. 2025.54. Trustee O'Connor so moved, Trustee Canary seconded, Trustee Arens abstained. The motion to approve College Resolution No. 2025.54 was approved (8-0-1).

Chair Coverdale called for approval of College Resolution No. 2025.55. Trustee Pagdanganan so moved, Trustee O'Connor seconded, Trustee Arens abstained. The motion to approve College Resolution No. 2025.55 was approved (8-0-1).

Chair Coverdale called for approval of College Resolution No. 2025.56. Trustee Canary so moved, Trustee Dolan seconded, Trustee Arens abstained. The motion to approve College Resolution No. 2025.56 was approved (8-0-1).

Chair Coverdale called for approval of College Resolution No. 2025.57. Trustee Canary so moved, Trustee O'Connor seconded, Trustee Arens abstained. The motion to approve College Resolution No. 2025.57 was approved (8-0-1).

Chair Coverdale called for approval of College Resolution No. 2025.58. Trustee O'Connor so moved, Trustee Zarate seconded, Trustees Arens, Bost and Pagdanganan abstained. The motion to approve College Resolution No. 2025.58 was approved (6-0-3).

Chair Coverdale called for approval of College Resolution No. 2025.59. Trustee Pagdanganan so moved, Trustee deLeon-Lopresti seconded, Trustee Arens abstained. The motion to approve College Resolution No. 2025.59 was approved (8-0-1).

Chair Coverdale called for approval of College Resolution No. 2025.60. Trustee Canary so moved, Trustee deLeon-Lopresti seconded, Trustee Arens abstained. The motion to approve College Resolution No. 2025.60 was approved (8-0-1).

RESOLUTION NO. 2025.53 – Approving a Major Change Order and Amendment to the Contract for the Construction of the Renewable Energy and STEM Center on the Michael J. Grant Campus

WHEREAS, V.R.D. Contracting, Inc. was awarded a contract (“Contract”) to construct the Renewable Energy and STEM Center (RESC) on the Michael J. Grant Campus, and

WHEREAS, work which was not anticipated under the terms of this contract or shown on the design drawings is required, consisting of additional exterior door weather stripping; interior door shades; roof access anchor posts; and

WHEREAS, at this stage of the construction the College estimates that sufficient contingency funding remains in the project budget for the unanticipated work, and

WHEREAS, including the additional work described herein increases the contract with V.R.D. by more than thirty-five thousand dollars (\$35,000.00), thus constituting a major change order as defined in the College's *Procurement Policy*, and

WHEREAS, pursuant to such policy, all major change orders require the approval of the Board of Trustees, be it therefore

RESOLVED, that a change order in the amount of \$35,993.46 to the Contract with V.R.D. Contracting, Inc. for additional work to be performed for the construction of the Renewable Energy and STEM Center (RESC) on the Grant Campus, is hereby approved, and be it further

RESOLVED, that the College President is authorized and empowered to execute the necessary documentation, as approved by the College General Counsel, reflecting the change order and the nature of the additional work so authorized.

RESOLUTION NO. 2025.54 – Accepting a Grant Award from the New York State Urban Development Corporation D/B/A Empire State Development for the New York State Small Business Credit Initiative Technical Assistance Grant Program – Entrepreneurship Assistance Centers

WHEREAS, Suffolk County Community College has received a grant award in the amount of \$500,000, from the New York State Urban Development Corporation d/b/a Empire State Development, for the New York State Small Business Credit Initiative Technical Assistance Grant Program – Entrepreneurship Assistance Centers, for the period of January 16, 2025 through January 31, 2028, and

WHEREAS, this program will allow the College's Entrepreneurial Assistance Center (EAC) and Corporate Training Center (CTC) to provide technical assistance, including legal, accounting and financial advisory services, to social and economically disadvantaged individual-owned businesses (SEDI) and very small businesses (VSB), and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that said grant award, in the amount of \$500,000, from the New York State Urban Development Corporation d/b/a Empire State Development, for the New York State Small Business Credit Initiative Technical Assistance Grant Program – Entrepreneurship Assistance Centers, for the period of January 16, 2025 through January 31, 2028, is hereby accepted, and the College President, or his designee, is authorized and empowered to execute any necessary documentation, including a

contract, with the awarding and/or 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 as necessary to reflect the applicable portion of the grant award.

Project Director: Daphne M. Gordon, Ph.D., Specialist II, Entrepreneurial Assistance Program

RESOLUTION NO. 2025.55 – Amending the College Operating Budget for a Grant Award Increase from the Suffolk Community College Foundation in Support of Suffolk County Community College’s Johnson Controls College Partnership Program

WHEREAS, the 2024-25 College operating budget provided \$9,690.00 from the Suffolk Community College Foundation (Foundation), which constitutes a portion of a grant award received by the Foundation from Johnson Controls, Inc. in support of Suffolk County Community College’s Johnson Controls Partnership Program, and

WHEREAS, the Foundation has received additional funding in the amount of \$100,000 from Johnson Controls for the 2024–2025 academic year based upon the progress of increasing the college’s rate of enrolling and graduating underrepresented students in the programs in focus, and

WHEREAS, the Foundation Resolution No. 2025 F.05 has authorized a portion of the additional funding in an amount up to \$17,210.00 to be transferred to Suffolk County Community College to support 25% of the cost of a full-time Professional Assistant in HVAC, including fringe benefits, and up to 833 hours for Student Aides to work in HVAC instructional laboratories, bringing the total amount of the grant award to \$110,364, and

WHEREAS, it is necessary to amend the 2024–2025 College operating budget in the amount of \$17,210.00 to provide for the increase in the grant award, be it therefore

RESOLVED, that a grant award increase in the amount of \$17,210.00 from the Suffolk Community College Foundation is hereby accepted, and the College President, or his designee, is hereby authorized and empowered to execute any necessary documentation, including contract with the awarding and/or administering entity, in such form as shall be approved by the College General Counsel, and be it further

RESOLVED, that the 2024–2025 College operating budget be amended as necessary to reflect the applicable portion of the grant.

Project Director: James Leopard, Instructor, HVAC

RESOLUTION NO. 2025.56 – Accepting a Grant Subaward from the Research Foundation for the State University of New York (SUNY), for a Project Entitled “Power Systems Laboratory for Renewable Energy Transmission and Integration”

WHEREAS, Suffolk County Community College has received a grant subaward in the amount of \$5,000 from the Research Foundation for the State University of New York, for a project entitled “Power Systems Laboratory for Renewable Energy Transmission and Integration,” for the period of September 9, 2025 through June 30, 2026, and

WHEREAS, the additional funding will allow two College faculty to continue to participate in the development of content to train the entering public utilities workforce in the skills necessary to support the expanding sustainable energy grid, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that a grant subaward, in the amount of \$5,000, from the Research Foundation for the State University of New York for a project entitled, “Power Systems Laboratory for Renewable Energy Transmission and Integration,” for the period of September 9, 2025 through June 30, 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 is amended to reflect this grant award.

Project Director: Dr. Wesley Francillon, Academic Chair Assistant Professor of Engineering

Note: No full-time personnel

RESOLUTION NO. 2025.57 – Rescinding Three Policies and Adopting a Policy on Delegation of Authority to the College President

WHEREAS, in 2003, the Board of Trustees previously adopted the following policies: Delegating Authority for Personnel Action to the President; Delegating Additional Authority to the President; and Authorizing the President to Process Job Specification Numbers, and

WHEREAS, the Board of Trustees previously adopted resolution(s) providing additional or modified authority to the President regarding budget transfers, and

WHEREAS, as part of the College’s effort to review and, as necessary, update existing policies to ensure policies remain current and transparent, the Governance Committee of the Board of Trustees has reviewed the existing policies and authority referenced above and, as a result, has reviewed and recommended these three policies be

rescinded and replaced with the attached Policy on Delegation of Authority to the College President, which combines the three policies being rescinded and reflects current authority regarding budget transfers, be it therefore

RESOLVED, that the following policies are hereby rescinded: Delegating Authority for Personnel Action to the President; Delegating Additional Authority to the President; and Authorizing the President to Process Job Specification Numbers, effective immediately, and be it further

RESOLVED, that the Policy on Delegation of Authority to the College President annexed hereto as *Attachment I* is hereby adopted effective immediately.

RESOLUTION NO. 2025.58 – Authorizing an Amendment to the College President’s Employment Agreement

WHEREAS, the College President’s Employment Agreement provides for yearly performance reviews and evaluations, and

WHEREAS, the Personnel Committee has completed a performance evaluation of the President for the 2024–2025 academic year, and

WHEREAS, the Personnel Committee recommends that the President receive, retroactive to July 1, 2025, an increase in his annual salary in the amount of 4.9%, from \$290,000 to \$304,210, be it therefore

RESOLVED, that the College President’s Employment Agreement shall be amended, retroactive to July 1, 2025, to provide an increase in his annual salary in the amount of 4.9%, from \$290,000 to \$304,210.

RESOLUTION NO. 2025.59 – Authorizing a Naming Rights Agreement

WHEREAS, Empire Automotive Group has offered to donate a gift of \$1,500,000 to the Suffolk Community College Foundation, Inc. (Foundation) in support of the Foundation’s Education Without Limits Campaign, and

WHEREAS, this donation will support the Foundation’s mission to provide student access to quality education and workforce training, and will also support enhancements to the automotive technology training facilities at Suffolk County Community College (College), and

WHEREAS, in exchange for this generous gift and in accordance with the College’s [Policy on Naming Opportunities](#), Empire Automotive Group seeks to acquire from the College certain naming rights, including naming of the new Automotive Technology

Center to be constructed on the Michael J. Grant Campus and the right to have signage installed on certain College facilities and upon the campus grounds, and

WHEREAS, in order to facilitate the donation and the naming rights contemplated by the parties, a Naming Rights Agreement between and among Empire Automotive Group, the Foundation, and the College is recommended, be it therefore

RESOLVED, that the Board of Trustees hereby authorizes entering into a Naming Rights Agreement between and among Empire Automotive Group, the Suffolk Community College Foundation, Inc., and Suffolk County Community College, upon such terms and conditions as shall be approved by the College General Counsel, whereby Empire Automotive Group shall agree to donate \$1,500,000 to the Foundation, in exchange for certain naming rights, including naming of the new Automotive Technology Center to be constructed on the Michael J. Grant Campus and the right to have signage installed on certain College facilities and upon the campus grounds.

RESOLUTION NO. 2025.60 – Awarding a Mechanical Construction Contract for the Replacement of Cooling Towers that Serve the Suffolk Credit Union Building on the Michael J. Grant Campus CP 2149

WHEREAS, capital project No. 2149 has been approved by Suffolk County and the State of New York for funding, and funds have been appropriated by the Suffolk County Legislature, and

WHEREAS, public bids for the mechanical construction work associated with the replacement of cooling towers that serve the Suffolk Credit Union Building on the Michael J. Grant Campus were solicited and opened on October 9, 2025, and

WHEREAS, these bids were reviewed and the qualifications of the lowest responsible bidder was evaluated by the College and the design consultant of record, be it therefore

RESOLVED, that the College President or his designee is authorized to enter into a contract with Botto Mechanical Corporation in an amount not to exceed \$672,000 for replacement of cooling towers that serve the Suffolk Credit Union Building on the Michael J. Grant Campus, upon such terms and conditions as shall be approved by the College General Counsel.

Chair Coverdale called for the Committee reports.

Trustee Canary reported for the Governance Committee. Trustee Canary and GC Pope met on October 13th. They discussed the requested rate increase to the Volz & Vigliotta's legal services contract, which will be presented to the full board for consideration at the December 11th meeting; rescheduling of the upcoming Board

Retreat on November 13th; and review of ongoing policy updates. The next Governance Committee Meeting is scheduled for December 8th.

Trustee Pagdanganan reported for the Foundation. The Foundation continues to raise funds for the Education Without Limits campaign. It received a \$17,000 donation from Suffolk Credit Union for eight scholarships awarded to local students currently enrolled at the College. The Foundation recently hosted David Sperling and members of the DREAM Foundation board at the Michael J. Grant Campus, where they were able to meet this year's scholar recipients. During their visit, the DREAM Foundation awarded fifteen \$1K scholarships to first generation college students attending Suffolk. On behalf of the Foundation Board, she noted this afternoon's resolution authorizing a naming rights agreement among Empire Automotive Group, the College, and the Foundation. Trustee Pagdanganan reminded everyone to RSVP for the groundbreaking ceremony for the new Automotive Technology Training Center on the Michael J. Grant Campus taking place on Wednesday, October 29th.

Sean Tvelia, Chair of the Student Association reported for the Association. The Board of Directors met on Tuesday, September 23rd. The 2024-2025 financial report as of August 31st, notes a net loss of \$59,421. Most areas showed a loss; however, this is anticipated based on the time of the academic year. The child care centers received the grant funds. Ammerman Campus still has a deficit. The hope is that the incoming tuition from this academic year will offset that loss. Peconic Cafe has a loss of \$75,000, and the board is continuing to discuss ways to manage that loss. Other deficits will be managed by the campus fund balances. The board is also continuing its review of the association bylaws, and they are almost done. The Directors are currently working on the structure and reporting of the committees, VP Munch and Executive Director Barbara Hurst have been meeting with the campus and college committees to discuss the different possible models to the committee structure. These have been reviewed twice with the Associate Deans for Student Affairs, and their feedback has been considered and discussed as they move forward.

Chair Coverdale moved to the Chair's report. Chair Coverdale commented on Dr. Bonahue's tenure as President. She said she believed the Board made a wonderful choice. She was thankful that they have someone whose leadership has turned enrollment trends around, and who has done very innovative things to create short-term wins for students. The College is moving in the right direction, using less of its reserve fund balance each year and she thanked him for being a person who is dedicated to being an educator with great integrity and focus on what he does.

Chair Coverdale moved to the President's report.

President Bonahue reported on the following:

Enrollment Update:

President Bonahue reviewed his monthly enrollment handout and noted that the previous day was the formal “Census Date” that SUNY uses for counting new and returning students for the fall semester. As of yesterday, the College’s enrollment was up a total of 3.3% in headcount, and just under 5.5% in overall FTE as compared to the consensus date of the previous year. These figures also exceed the College’s 3% goals for growth. Beacon enrollment is driving up part-time enrollment, he thanked Dr. Rios, and Lisa Calla in the Beacon office for always working with high schools to improve both the College’s capacity for service, and also taking some modest steps toward improved academic oversight. In regards to SUNY Reconnect. VP Munch reports the College now has enrolled 817 adult students receiving free tuition through SUNY Reconnect and about 100 students still seeking to take advantage of the program, most of them with goals in health sciences, and these are areas where the College has run into some capacity issues. The College is doing its best to meet that capacity in the late start terms. The second micro-mester begins next Thursday, allowing the College to continue to expand that capacity and serve those students in January and in the spring semester as well.

Academic Affairs:

President Bonahue introduced Associate VP for Academic Affairs, Dr. Lauren Tacke-Cushing, and Professor of English, Dr. Ray DiSanza, co-chairs of the Steering Committee to give an update on the College’s decennial reaffirmation of accreditation project. Dr. DiSanza, reported this semester, following the approval of the self-study design in June, the working groups began identifying evidence to demonstrate the College’s compliance with the Middle State Standards of Accreditation, and submitted outlines of their chapters Friday, October 10th, for review. Each working group will submit a chapter draft in December. He thanked the Evidence Inventory Working Group for compiling the evidence in advance, and much of the documentation that the working groups are using, making that available to them. In addition to guiding the working groups as they identify evidence and craft their chapters, the steering committee co-chairs are responsible for reporting out and soliciting feedback from the various stakeholders in the college community. They have begun meeting with student governance associations on each campus and have asked to be included on the agendas for the upcoming governance meetings. The committee has also have scheduled a meeting with the President to update him on the progress of the self-study. The self-study is due in the Fall of 2026, the site visit will occur the following Spring 2027.

Student Affairs:

President Bonahue reviewed a handout regarding the revised FAFSA, and its impact to the College’s ability to provide financial aid for the 2024-2025 academic year. Due to some changes, both at the federal and state levels, and through the hard work of the

College's campus-based financial aid staff, the College increased its total Pell Awards from about \$24.5M to about \$31.5M, an increase of 28% in one year. New York State TAP recipients and the dollar amounts associated with their awards also increased although not as dramatically as the Pell number. He thanked and recognized the role that the financial aid offices play in keeping students enrolled.

Other Items:

On Tuesday, October 14th, there was a major announcement of a minor league soccer team, being rebranded, now being known as the Island Football Club, or the Island FC. It is rebranding and expanding its operations and youth outreach across Long Island. As a reminder, The Island FC, formerly known as the Rough Riders frequently already uses the College's campus facilities for practices and training activities. They've been a great partner for the College, and they continue to look for opportunities to strengthen that relationship.

The Foundation's Annual golf outing is scheduled for Monday, October 20th. The ceremonial groundbreaking for the Empire Automotive Technology Building at the Grant Campus is on October 29th. The HIA Education to Workforce Summit is on November 4th, President Bonahue will be representing the College, and the higher education sector. During the HIA's Education Workforce Summit, they will be discussing the different kinds of pathways that can lead students from high school to the middle class. Including industry-recognized certifications, micro-credentials, apprenticeships, and two-year degrees. Fellow speakers include Senator Mattera, Billy Haugland, Rich Humann from H2M, Bob Kufner from Designatronics, and representatives from K-12 education. He invited the Board to attend.

Lastly, President Bonahue thanked the Trustees for their support, noting he is proud of the good work that the College is doing and he looks forward to continuing that work with all of them.

Chair Coverdale called for Roundtable: No Comments.

Opportunity for Public Comments on Matters Pertaining to the College: None.

Chair Coverdale requested a motion to adjourn the meeting. Trustee O'Connor so moved, Trustee deLeon-Lopresti seconded. The motion to adjourn the meeting was approved unanimously (9-0). The meeting adjourned at 6:05 p.m.

The next meeting of the Board of Trustees is December 11, 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

Office of Academic Affairs
Update: End-of-Course Student Experience Survey Pilot
Irene Rios, VPAA

The mission of Suffolk County Community College affirms that our student-centered community provides exceptional educational opportunities. Likewise, it commits the college to the values of student engagement, shared governance, and to the goal of continuous institutional improvement.

In 2018, as a result of our decennial Middle States review, the visiting team, specific to Standard III: The Design and Delivery of the Student Learning Experience, recommended that:

“The College should collaborate with governance and the Faculty Association to implement a College-wide course evaluation system which will provide students’ feedback regarding their educational experience and to incorporate that feedback into the design and delivery of its courses.”

For many years since, the College did not have a formalized system in place for gathering institution-wide student opinions related to their learning experiences at the college.

We have now addressed this situation and met the goal of developing and implementing a process that will show evidence that we have addressed the Middle States recommendation from 2018, certainly in time for our next Middle States Accreditation site visit in 2027.

To meet our goal, in the spring of 2025, a collaboration of college administrators, faculty members, student government leaders, faculty governance and Faculty Association stakeholders was formed with the charge from the President of establishing an end-of-course student experience survey to pilot at the end of the fall semester 2025, and fully implement in the spring semester 2026.

Our survey has been designed to collect student perspectives on factors such as their experience within the college’s learning environments, course materials, and the classroom teaching-learning relationship.

Through this survey, we can ensure the student voice is being incorporated as part of the feedback utilized for the continuous improvement of teaching and learning here at SUNY Suffolk. The survey is intended to provide formative feedback to instructors to enhance teaching practices.

This fall, the college is working with its vendor, Scantron, to send a survey link to all students, for each of their 15-week classes (including those courses taught in an online modality). Students will be directed via text message, to use that link to access the survey for each of their individual courses from December 1-12. Faculty and Academic Chairs will be able to access survey results at the start of the semester following the survey implementation. Survey results will be available in a password-protected environment only to instructors of each course and their Academic Chairs.

By reflecting on the survey results, faculty members can gain insights into the student experience. Ultimately, instructors will use student feedback to inform and improve the overall teaching and learning practices in their classes.

In December, as the semester comes to an end, Dr. Carol Hernandez, our Assistant Dean of the Center for Teaching and Learning, will provide information to faculty and Academic Chairs that will serve to enhance their understanding of how to interpret and address survey results that will be available in late January.

End-of-Course Student Experience Survey Questions

Likert Scale Statements

Scale is 1 to 5: *Strongly Disagree (1), Disagree (2), Neutral (3), Agree (4), Strongly Agree (5)*

1. The exams and graded assignments reflected what was taught in the course.
2. The instructor created a respectful environment where I felt free to ask questions and discuss ideas.
3. The instructor provided feedback in a timely fashion so that I could improve my learning in this course.
4. The lectures, activities, and/or assigned readings prepared me for the graded assignments or exams.
5. The instructor communicated clearly to me how my work would be graded in this course.
6. The instructor was supportive when I asked for help. (Add n/a [not applicable]).
7. The instructor responded to my emails in a timely manner. (Add n/a [not applicable]).
8. The syllabus clearly stated what I needed to do to be successful in this course.
9. The materials I purchased for this course (books, e-textbooks, software, etc.) were used in the course. (Add n/a [not applicable]).

Single Choice

1. The syllabus and course materials were available on Brightspace. (Yes, No, Not applicable.)

Open-Ended Questions

1. What did you find most valuable about this course?
2. How could this course be improved?
3. Is there any other comment you wish to include?
4. If you are in an in-person class, do you have comments on the facilities/physical space or equipment in the classroom?

Members of the End-of-course student survey questions Work Group

Noted below is the list of collegewide faculty, staff and students who participated in a working group to review potential survey questions, author new questions, and vote on the top 20 questions to be presented to the Task Force.

Member	Campus	Department
Naomi Edwards	Grant	English faculty
Cristina Savarese	Grant	English faculty
Elizabeth Tomlet	Ammerman	Physical Education faculty
Virginia Horan	Grant	Academic Chair
Dawn Loshigian	Grant	Psychology faculty
Kathleen Koster	Grant	Education faculty
Cosette Yildiz	Grant	Student (Grant)
Nicholas Rizzitello	Ammerman	Student (Ammerman)
Christian Cohan	Eastern	Student (Eastern)
Marta Szpak	Eastern	Math faculty
Krystyna Janicka-Wlodek	Ammerman	Math faculty
Susan Koukounas	Ammerman	Math faculty/President-elect Senate
J. Lee Neus	Ammerman	Math faculty
Cynthia Eaton	Eastern	English faculty/FA
Courtney Brewer	Ammerman	Psychology faculty/FA
Carol Hernandez	Ammerman	co-chair/Administration academic affairs
Christina Johnston-Eustace	Ammerman	co-chair/FA/ITS

Collegewide Task Force Members:

Irene Rios; Mary Lou Araneo; Kaliah Greene; Patty Munsch; Shady Azzam-Gomez; Donna Ciampa; Mary Reese; Christina Vargas; Christina Johnston-Eustace; Carol Hernandez