

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
HELD VIA TELECONFERENCE CALL
OCTOBER 15, 2020

The meeting was held on Thursday, October 15, 2020 at 4:00 p.m. via conference call.

PRESENT:

E. Christopher Murray	Chair
Shirley Coverdale	2 nd Vice Chair
Gordon Canary	Secretary
Belinda Pagdanganan	Trustee
Kevin O'Connor	Trustee
Priscilla Zarate	Trustee
Kaitlyn Gambina	Student Trustee
Louis J. Petrizzo	Interim President
Alicia O'Connor	Deputy General Counsel
Ashley Pope	Deputy General Counsel
Dr. Mark Harris	V.P. for Business and Financial Affairs
Dr. Paul Beaudin	V.P. for Academic Affairs
Dr. Christopher J. Adams	V.P. for Student Affairs
Mary Lou Araneo	V.P. for Institutional Advancement
Dr. Jeffrey Pedersen	V.P. for Planning & Institutional Effectiveness
Shady Azzam-Gomez	V.P. for Information Technology Services
Angelica Rivera	A.V.P. for Employee Resources

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

The Pledge of Allegiance was led by Trustee Canary.

Chair Murray called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 4:04 p.m. Trustee O'Connor so moved, Trustee Canary seconded and the motion was approved unanimously.

Chair Murray called for a motion to adjourn the Board of Directors meeting and reconvene the Board of Trustees meeting at 4:12 p.m. Trustee Pagdanganan so moved, Trustee Coverdale seconded and the motion was approved unanimously.

Chair Murray requested a motion to approve the minutes of the September 17, 2020 Board of Trustees meeting. Trustee O'Connor so moved, Trustee Canary seconded. The motion to approve the minutes was approved unanimously.

Chair Murray introduced Dr. Mark Harris, Vice President for Business and Financial Affairs, to present the College Budget and Financial report. VP Harris reported that for fiscal year 2020, the year-end close process is still under way, and as such, the projection of adding over \$3.0m to the fund balance is still tracking as was indicated last month. He will be in a much better position in November to give a more accurate update on the final number. During the close process, they still have to determine how much will be needed to reserve for doubtful accounts (receivables that still have not yet been paid by students), and how to treat the 20% (\$2.7m) of the 4th quarter appropriation from New York State that has not yet been paid. The comptroller from SUNY will provide guidelines on how the College will need to recognize the 20%. In the event that the College has to treat it as a receivable without recognizing a bad debt reserve, then the increase of over \$3 million to the projected fund balance will definitely increase by the outstanding payment of the 20%.

The College continues to maintain enough cash to meet its short-term obligations. The FY'21 1st quarter cash disbursement from SUNY will be made mid-November, and the College is assuming only 80%, similar to that of FY'20 Q4.

VP Harris said that in terms of the FY'21 budget, it was too early to start talking about what those projections were. The College was advised that there would be a possible 20% reduction to some State-funded programs, such as TAP and Excelsior, which is approximately \$3M. Based on discussions with SUNY, the College was told it needs to make the student whole 100%, even though the College will be getting a cut of about 20%. A 20% reduction in TAP would mean that the College's cash would be reduced by about \$2.3 million; a 20% reduction in the Excelsior payment would mean another reduction of about \$355,000. And with subsequent smaller grants or payments from the State, the total shortfall would be about \$3M in cash. This, in addition to the 20% that the State is deferring or cutting from the College, there's a potential \$13M negative impact to College's cash inflow. VP Harris noted they weren't sure exactly when the final word would be made if this was going to be a deferment or a permanent cut, however, he would keep the Board informed. He added that the current income and expenditure statements being presented to the Board only represent September's transactions and high-level estimates based on some existing trends. Seeing that this is the first month of the fiscal year, the College is still trying to determine the final credit and non-credit revenue cost impact based on number of course sections, and the negative effects of State aid. Therefore, it is too early to project net impact on fund balance FY' '21.

VP Harris then reviewed the two resolutions with financial impact. Item number one is the College's monthly service payment to the County for employee health insurance in the amount of \$2,670,839.89. Item number four is an amended resolution for sponsored services with the County that was previously approved in the amount of \$1,899,645.79. The County later provided the College with a corrected invoice that represented a difference of \$61.65. This is for the approval of that modified resolution representing the corrected amount of \$1,899,707.44.

Chair Murray called for a motion for the approval of College Resolutions 2020.48 through 2020.51. Student Trustee Gambina so moved, Trustee Zarate seconded, and the motion was approved unanimously.

RESOLUTION NO. 2020.48 - Approving Monthly Sponsor Services for Suffolk County Community College

WHEREAS, the State University of New York Regulation No. 602.7 requires the 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 \$2,670,839.89 for the month of September 2020 (*Attachment I*) is hereby approved by the Board of Trustees.

RESOLUTION NO. 2020.49 - Appointing a Director to the Board of The Center for Social Justice & Human Understanding, Inc.

WHEREAS, the by-laws of The Center for Social Justice & Human Understanding, Inc. provide for the College Board of Trustees to appoint the members of its Board of Directors, and

WHEREAS, there are vacant positions on the Board, and

WHEREAS, Denice Sheppard has been nominated to fill such vacancy by the Board of Directors of the CSJHU, and her credentials have been reviewed, see Attachment II, be it therefore

RESOLVED, that the appointment of the following person to the Board of Directors of The Center for Social Justice & Human Understanding, Inc. is hereby approved, for a term ending September 1, 2023:

Name
Denice Sheppard

RESOLUTION NO. 2020.50 - Appointing a Director to the Board of The Center for Social Justice & Human Understanding, Inc.

WHEREAS, the by-laws of The Center for Social Justice & Human Understanding, Inc. provide for the College Board of Trustees to appoint the members of its Board of Directors, and

WHEREAS, there are vacant positions on the Board, and

WHEREAS, Christopher Verga has been nominated to fill such vacancy by the Board of Directors of the CSJHU, and his credentials have been reviewed, see Attachment III, be it therefore

RESOLVED, that the appointment of the following person to the Board of Directors of The Center for Social Justice & Human Understanding, Inc. is hereby approved, for a term ending September 1, 2023:

Name

Christopher Verga

RESOLUTION NO. 2020.51 - Amending College Resolution 2020.30, which Approved Annual Sponsor Services for Suffolk County Community College for FY2019-2020

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, and

WHEREAS, by College Resolution No. 2020.30 adopted on June 18, 2020, the Board of Trustees approved charges for the annual Sponsor Services for fiscal year 2019-2020 totaling \$1,899,645.79, and

WHEREAS, it was subsequently determined that the correct total charge for said annual Sponsor Services should be \$1,899,707.44, be it therefore

RESOLVED, that Resolution No. 2020.30 shall be amended to reflect the following charges for Sponsor Services totaling \$1,899,707.44 for the College's 2019-2020 fiscal year, and the same are hereby approved by the Board of Trustees:

1065	628300	Workman's Compensation	\$1,016,029.58
729600		Liability Insurance	487,267.52
		Fleet Services	23,084.34
		Administrative Charges	373,326.00
TOTAL			\$1,899,707.44

Chairman Murray moved to the committee reports and called for the Budget and Finance Committee report. Trustee O'Connor said there was nothing to add to what VP Harris had presented. Chair Murray called for the Governance Committee report. Trustee Canary said the Governance Committee did not meet as they didn't have any items for their agenda. The issue with the Suffolk County Civil Service Exam had been worked out.

Chair Murray called for the Foundation report. Trustee Pagdanganan said that the virtual Shark Shuffle is still on-going. It started on October 12th and will end on October 26th. Participants can still sign up online and get individuals or corporations to sponsor them. To date 98% of the fall 2020 scholarships have been awarded. Deadlines have been extended to December 31st for two scholarships, and efforts continue to find qualified applicants for the few remaining awards that need to be made. The goal is 100 percent distribution by the end of this semester. Trustee Pagdanganan said she was also delighted to report that they recently awarded the first of its kind fellowship to one of the College's promising veterinary technology students. The Tony and Luke Russo Veterinary Science Technology Fellowship was awarded to Amanda Schneider. This Russo Fellowship includes a \$3000 financial award and the opportunity to gain valuable insight about animal rescue operations. The fellow will work closely with the Yorkie911 Rescue of Smithtown. Lastly, applications are now open for scholarships to be awarded in the fall of 2021.

Chair Murray called for the Student Trustee report. Student Trustee Gambina said there was not much to report. Student Government is getting used to having their meetings and club meetings virtually, however, they are struggling to get students to engage in different activities.

Chair Murray said that in regards to the Presidential Search committee report, he had spoken to Trustee Sanders and the committee is moving along and plans on starting to interview new candidates.

Chair Murray moved onto the Chair's report. Chair Murray said he just wanted to mention that the financial situation the College is going through is also happening to

every other community college in New York. He received a communication from the New York Community College Trustees and they will be having a meeting later in the month to try to coordinate some advocacy with regard to the financial situation with the schools. He added that it's a very difficult time to get any kind of answers from the State as to what is going on and added that Lou and Mark are doing a great job.

Chair Murray moved to the President's report. President Petrizzo asked Deputy General Counsel Ashley Pope to give a brief update on the SUNY Chancellor's new disciplinary policy for students who engage in COVID violations. He noted that this is a policy that the Chancellor has enacted by virtue of his own authority and does not require Board approval, but it does contain some additions and some obligations that are very important.

Ms. Pope said that on September 25th, the SUNY Chancellor instituted a Comprehensive Emergency Directive specifically to address violations of COVID-19 safety protocols that occur on State-operated campuses and community colleges that are part of the SUNY system. Specifically, the Chancellor issued a Uniform Sanctioning in response to COVID-19 student violation policy. The intent of that directive was to effectuate a fair and consistent approach to policy violations across the SUNY system. The policy is effective by virtue of the SUNY Chancellor's directive without further action by the College or the Board of Trustees and became effective on October 1, 2020 at 8 a.m. The College was required to notify all students about this new policy via e-mail, two times, which was done. The College also updated its student Return to Campus Guidelines document, which is a living document on the College website, to include a link to this policy and a description of it. The policy is in effect as long as the emergency response to the COVID-19 pandemic is in place, and the policy will end upon the order of the Chancellor. The Chancellor has further directed that the sanctions outlined in this policy are to be applied as dictated by each institution's code of conduct. The College does have a Board of Trustees-adopted student code of conduct. It outlines due process procedures, which includes notice of alleged violations to students, a fair process for alleged violations to be adjudicated and a process for sanctions to be applied in the event a student is determined to be in violation of the code of conduct. The code of conduct also provides a mechanism for interim measures when there's an immediate issue that can endanger the health and safety of the campus.

The new policy that the Chancellor put in place applies to COVID-19-related violations. These include COVID-positive intentional violations, and that would mean students who know that they've tested positive for COVID-19 or who know they've had close contact with someone who's tested positive for COVID-19 and then exposed other individuals on campus. This is considered a serious violation and a student would be dismissed or suspended for such a violation, and they'd be ineligible for admission to any other State-operated or community college during the pendency of their suspension. There's also a violation of failure to self-isolate, and that would mean students who've been directed by the College or the local department of health to self-isolate because they've tested positive for COVID-19, and then if they engage in conduct that violates the isolation

order, which would be intentionally leaving isolation, exposing people. That, too, would subject a student to dismissal or suspension and they would be ineligible for admission to any other SUNY institutions during the pendency of that sanction. There's also a violation of failure to quarantine, and that quarantine is typically when a student has been in close contact with someone who is a known case of COVID-19, and there's a range of sanctions available in the event a student fails to quarantine. There's sanctions imposed for hosting for resident or on-campus gatherings, which wouldn't apply to the College. There are also sanctions for attending prohibited on-campus gatherings, as well as off-campus gatherings, hosting and attending.

There are sanctions that can be imposed for failure to adhere to face mask and social distancing requirements, specifically for repeated or intentional violations of face mask covering or social distancing requirements. In the event a student does fail to do that, the available sanctions include a suspension from academic access and/or continued access to the program via remote learning only. It can also include an academic suspension or permanent dismissal from the institution. There's a sanction imposed for students who repeatedly fail to comply with contact-tracing efforts conducted either by the College or the local or state department of health. This too, can result in a suspension from academic access with continued access to their program via remote learning only, if it's available. There is no requirement to create remote learning for them. There is also failure to comply with campus health protocols, which would include failure to attend scheduled testing appointments without sufficient excuse, under the College's COVID-19 surveillance testing program, and it would also include students who fail to submit their daily health screening, which the College does have in place as an electronic questionnaire and a paper questionnaire for students who can't use the electronic system or who forget to do it that particular day. For failure to comply with the testing efforts, students can be subject to disciplinary action and they are also subject to administrative revocation of their campus access. There is a legal mechanism for them to reinstate that access by complying with testing requirements. There are also specific sanctions available for student athletes and student organizations.

Trustee Canary said he had an interesting statement to mention. Two days ago Senator Boyle's office got involved with a SUNY Cortland student who got suspended because of violations of this new policy. Senator Boyle's office has reached out to their SUNY government liaison to try to figure out the best way for an elected official to advise a parent whose child has been suspended. The young man was found guilty of three violations - one was in a campus public area without his face mask, number two was he was in a dorm room with more than the allotted maximum amount, and his third violation was being in a dorm that he shouldn't have been in at all. SUNY Cortland suspended him for the entire year and are not allowing him to do remote education and are not refunding him his tuition and room and board. Trustee Canary said it would be interesting to see how the situation plays out.

President Petrizzo said this was an attempt by the Chancellor to develop a policy that can be uniformly applied across all of the SUNY campuses. The concern that the Chancellor expressed was that he didn't want a result in Potsdam dramatically different

than a result at Stony Brook or Suffolk, and that the purpose of the policy is uniformity in dealing with these issues. He noted that the College's use of this policy will be after warnings.

Moving on, President Petrizzo said as indicated by VP Harris, the College's budget and tuition and fee schedule is scheduled to go before the SUNY Board of Trustees on October 29th for final approval. They do not anticipate any problems with that approval process, and are extremely hopeful that following that process the College will receive its first payment from the state for FY'21.

The COVID-19 pool surveillance testing has been begun for all students who come to campus for classes and for any employee who voluntarily agrees to be tested. He thanked campus Dean Rios and Deputy General Counsel Ashley Pope for developing the plan, and a special thanks to the School of Nursing Dean Cheryl Shaffer for developing a clinical program that is allowing the College to have student nurses assist with the testing as part of a clinical education experience. So far the College has done 910 samples of testing in 92 pools, and so far have had one positive test out of that 910 samples.

He said that last week the Governor and SUNY Chancellor announced a three-tiered approach to dealing with COVID hot spots. The approach requires the College, if its falls into a red or an orange zone, to immediately shift to fully remote operations and essentially close down the campus to students. A yellow zone requires mandatory testing for all students, faculty and staff who come to the campus. Currently, the College is testing all students who come to the campus, but is not mandating testing of faculty and staff. In order to be in a position to implement this should the College have the misfortune of coming into a red or an orange zone, the College will be scheduling a tabletop exercise to run through all that it must do in order to accomplish the task.

The College is planning a virtual Veterans Day celebration, which will give the College an opportunity to thank all the veterans for their service. Photos of family members, faculty and staff and students in uniform will be displayed, as well as special thanks from Board members and administrators.

The New York State budget issues continue to take up a great deal of the College's time and are now compounded by the Tuition Assistance Program and Excelsior mandates that have come down from the Governor and the Chancellor. The College doesn't expect to see any resolution of these issues until after Election Day.

The College continues to meet with its partners in organized labor and the environmental groups in the offshore wind industry and are finally beginning to see some significant movement and progress in the Offshore Wind Training Center. As the program develops he will continue to report any and all progress.

The College continues to distribute CARES Act student grant funds and institutional funds. He added that the challenge now is the allocation of those funds in light of the

State budget cuts and the cuts to TAP and the Excelsior program. They are working very carefully through these funding shortfalls in an attempt to save and an attempt to fund the most important aspects of the College's institutional priorities. President Petrizzo thanked VP Harris for his work in this area and for the number of scenarios he has run through to try to see where the College will come out at the end of this process.

Lastly, President Petrizzo said, as was mentioned earlier, VP of Student Affairs Chris Adams will be leaving the College on October 23rd to take over as the Chief of Global and Regional Initiatives at Long Island University. He said Chris has been a tireless advocate for students from the moment he arrived at Suffolk, earning the well-deserved nickname of the Energizer Bunny. He added that Chris's accomplishments have been very impressive at Suffolk. He was instrumental in crafting the College's mental health program for students that has been praised system-wide with several SUNY schools adopting the Suffolk program. Hundreds of students have received the help that they needed thanks to this program and thanks to the work of Dr. Adams. Chris led the effort to make Suffolk a tobacco-free institution. He has also been a central figure in coordinating the work of the LGBTQ-plus task force, the Basic Needs task force, and the Black and African-American Student task force, leading to many changes at the College. As part of his portfolio, Chris also oversaw the Center for Social Justice and Human Understanding, led the development of the Office of Veterans Affairs, coordinated advocacy efforts for students, realigned the structures of the Office of Special Events and Public Safety, as well as his work in the area of enrollment - especially this year with the One-Stop Enrollment days. He said that as a colleague and friend, Chris will be sorely missed. President Petrizzo wished him happiness and success at Long Island University, and offered the College's heartfelt thanks for all he has done for the institution and its students.

* * * * *

Chair Murray moved onto Roundtable. With no comments. he then requested a motion to enter into Executive Session to discuss the medical, financial, credit or employment history of an employee at 4:53 p.m. Trustee Pagdanganan so moved, Trustee Coverdale seconded, and with all in favor, the motion carried.

With no further business to be conducted at the conclusion of the Executive Session, the Board of Trustees meeting was adjourned at 4:53 p.m. The Board of Trustees next meeting is December 3, 2020.

* * * * *

Respectfully submitted,
Gordon Canary
Secretary