

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
HELD VIA TELECONFERENCE CALL
March 18, 2021

The meeting was held on Thursday, March 18, 2021 at 4:00 p.m. via Zoom.

PRESENT:

E. Christopher Murray	Chair
James Morgo	Vice Chair
Gordon Canary	Secretary
Theresa Sanders	Trustee
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
Mary Lou Araneo	V.P. for Institutional Advancement
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 4:05 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 4:06 p.m. Trustee Morgo 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 4:09 p.m. Trustee O'Connor so moved, Trustee Morgo seconded and the motion was approved unanimously.

Chair Murray requested a motion to approve the minutes of the February 18, 2021 Board of Trustees meeting. Trustee Canary so moved, Trustee Sanders 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 introduced Heather Briggs from the external auditing firm to present the FY'20 financial audit.

Ms. Briggs reviewed the required communications letter to the College. The College implemented GASB 95, the postponement of effective dates of certain GASBs due to the pandemic. It also includes management's estimates on big factors, such as compensated absences, allowance for doubtful accounts, depreciation, Other post-employment benefits (OPEB), and where those items can be found within the financial statements. Ms. Briggs said they had no difficulties in performing the audit, and the financial statement audit results was that the independent auditor's opinion was unmodified. This is the highest opinion one can receive. This means the College's financial statements were free from material misstatement and fairly presented. There were no instances of noncompliance or other matters to be reported.

The College had two major programs this year, student financial aid cluster and the CARES Higher Education Emergency Relief Funds or HEERF funds that were audited as well. She said, again, an unmodified opinion was given in compliance with those major programs, and there were no internal control material weaknesses or significant deficiencies to report over the directed material compliance internal controls. The College did qualify as a low-risk auditee. The College's revenues were stable where certain ones increased and decreased. The federal dollars went up and that was really related to the HEERF funds that were received. Tuition was slightly lower than the previous year and also the State government sponsorship was a little lower this year due to the holdback of the 20% from New York State - overall it was very little change. In regards to the College's expenditures, the key impact was that the OPEB liability went up about \$53 million. This is a direct result of the change in the discount rate.

She then reviewed the management letter that was attached to the audit report. The management letter contains items for the College's consideration/action. During the testing of the financial aid program withdrawals, the audit identified four (4) students from fall 2019 that did not have the proper calculation for a Title IV return. There was an issue with the Banner software and it caused some students in the '19 fall semester to be calculated incorrectly. This was caught by the College's internal controls and they worked with Banner to have a work-around so those students who are unofficial withdrawals may need manual calculations to help ensure that their Title IV refunds are correct. In the auditor's recommendation, they recognize that the College is doing something to address the issue, and they recommend that the College might want to use the 50% attendance rule that higher ed has recommended. Chair Murray thanked Ms. Briggs for the report and also thanked VP Harris and his staff, noting the very clean audit was a good thing for the College.

VP Harris gave a special thanks to Associate Dean for Financial Affairs, Sara Gorton, for leading the charge, as well as his team for working on the audit. He reviewed a couple of key points in regards to the audit.

At the end of the audit, the College was successful in adding about \$4,098,000 towards the fund balance, which then pushed the end balance for Fiscal 2020 to about \$20.8 million. The College's net revenue increased about 1.5% and part of the reason for that is the CARES Act fees reimbursements and some funds that were provided to other students, specifically. Additionally, because of the cost mitigation efforts that were put in place as a result of COVID, the College was able to redeem some of the operating costs because of the transition from face-to-face to online. The College also saw some reduction in salaries because of the number of sections that were reduced, as well as some retirements and resignations that really helped us to offset some of the revenue losses. In terms of the College's cash flow, the College just received the 20% holdback for Q4 of Fiscal 20, Q1, Q2, and then received the full amount for Q3 of Fiscal 21. However, what the State did was they reduced overall allocation for Fiscal 21 by 5%, or \$2.5 million. The net of those holdbacks is \$5 million that the College received in cash. In regards to HEERF II, the College also indicated that it did receive final guidelines on dispersing the student side of the funds however, there are still some questions on how the funds can be distributed based on the formula that they have established and required that all community colleges and State-operated colleges abide by. Once that College has developed its COVID data in determining the number of students and the exact base amount that the students get, they will report it at a later date.

VP Harris moved onto to give the FY'21 operating budget update. The College is trending in a positive direction with respect to reducing costs, in spite of significant reduction in enrollment. In the Fall semester of 2020, enrollment was down about 8.5%. For spring 2021, the enrollment is down about 17.8%. This is about 12.5% worse than the normal regression trend, which is approximately 5.3%. The cost mitigation efforts still continue to yield positive savings, especially in personnel lines due to resignations, retirements, variable expenses, and also because of reduced course sections, which translate into additional reduced personnel costs.

In regards to the FY' 22 operating budget, VP Harris reported they will be meeting with the Budget and Finance Committee this week to present a preliminary budget based on the trends they are seeing and their assumptions.

Trustee Morgo asked VP Harris to clarify that the State restored the 20%, but decreased their allocation by 2.5% for FY'21. VP Harris said the State reduced the College's FY'21 allocation by 5%, which is approximately \$2.5 million. They did give the College the 20% holdback. Trustee Morgo asked if the State is reducing the allocation for all of the community colleges across the State. VP Harris replied that was his understanding - that all the community colleges will suffer that 5% cut.

Trustee Morgo asked VP Harris and Trustee Canary if they knew if that had been shared with the State legislators. Trustee Canary said he would check with his office.

Trustee Morgo asked whether as of the census date, the College now has a hard and fast figure of being down 17.8% in enrollment. President Petrizzo clarified that it was down in FTEs, not in head count. Trustee Morgo said President Petrizzo made a good

point because it might be misleading to use that 17.8% because so many of the College's students are nontraditional; they are not FTEs and they are part-time. Trustee Morgo asked VP Harris if he knew how much revenue the College was going to receive under the American Rescue Act that was recently passed and signed by the President. VP Harris said that based on the preliminary numbers, the College's total allocation, including the student portion, is about \$45 million; however, approximately \$23 million has to go directly to students.

Discussion continued on the clarification of HEERF II allocation and the recently signed American Rescue Act. The College is waiting on guidelines and regulations for the allocation. Trustee Morgo noted there would be a lot of speculation when reviewing the budget without the guidelines. President Petrizzo agreed and said there is going to be quite a bit of speculation involved in the budget, but they are confident that by mid-April, they will have some clarification on some of these issues, and what will be in store for the College.

President Petrizzo said that he wanted to highlight that the College had been authorized to use \$4 million last year out of the fund balance to hold the line on tuition. Not only was the College able to not use that \$4 million, but it added \$4 million to the fund balance. He added it was a great job by all - the Vice Presidents, Campus Deans, and VP Harris -- that held the line, and took the message about the condition that the College was in very seriously. Trustee Morgo said it really was remarkable that during a pandemic with the State holding back 20%, and with enrollment down, that the College was able to add to the fund balance. Chair Murray noted it was the healthiest fund balance that he had seen since he has been on the Board.

VP Harris moved on to review the resolutions with financial impact. Item number one is for the two payments being presented for Suffolk County health insurance. One amount for \$3,150,450.96 for the month of January, and for February -- \$3.422 million. The two bills are slightly different, February being a little higher primarily because February had five pay periods each of about \$70,000. He pointed out that since January, the premium has increased \$112 per month per employee. The total premium per month for employees starting in January moved to \$1,747, a 6.9% increase in the health premium. Item number two is approving a budget transfer for operating in the amount of \$26,318 to assist with the purchase of wide format printer. In addition, last month the Board approved a resolution delegating authority to the College President to approve budget transfers of CARES and CRRSAA funds. This month, they were provided with a budget transfer reconciliation in the amount of \$468,000, and that transfer will cover the cost of 500 Dell laptops for continued support of students, faculty, and staff during the disruption of COVID. Item number six is accepting the independent auditor's report for FY' 20.

Chair Murray called for a motion for the approval of College Resolutions 2021.09 through 2021.15. Student Trustee Gambina so moved, Trustee Pagdanganan seconded and the motion was approved unanimously.

RESOLUTION NO. 2021.09 - 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 \$3,150,450.96 for the month of January 2021, and \$ 3,422,558.43 for the month of February 2021 (*Attachment I*) is hereby approved by the Board of Trustees.

RESOLUTION NO. 2021.10 - Approving Budget Transfers

WHEREAS, the Board of Trustees has established a policy on the authorization of budget transfers, and

WHEREAS, according to said policy, budget transfers must be authorized by a resolution adopted by the Board of Trustees, and

WHEREAS, the Vice President for Business and Financial Affairs recommends the budget transfers on *Attachment II* as necessary for the operation of the College, be it therefore

RESOLVED, that the budget transfers shown on *Attachment II* are hereby authorized and approved.

RESOLUTION NO. 2021.11 - Amending the College Budget to Reflect an Increase to the Student Support Services (TRIO) Program Grant Award from the U.S. Department of Education

WHEREAS, the 2020-2021 College operating budget provides \$318,778, including indirect costs, from the U.S. Department of Education for a Student Support Services (TRIO) Program grant, and

WHEREAS, the TRIO grant provides opportunities for students to successfully complete their post-secondary education and ease the process of transition from one level of

higher education to the next, and

WHEREAS, the grant award has been increased by \$11,332, including indirect costs, and

WHEREAS, an additional \$5,000 will be administered externally to the grant appropriation budget as grant aid to students, and

WHEREAS, matching funds in the amount of \$24,454, provided for in the College operating budget, will be used to provide grant aid to students, as well as for additional supplies and equipment for student support, be it therefore

RESOLVED, that the 2020-2021 College operating budget be amended to reflect an increase in the amount of \$11,332, including indirect costs in the amount of \$840, to the grant award from the U.S. Department of Education for a Student Support Services (TRIO) Program, bringing the total amount of the grant award to \$330,110, and be it further

RESOLVED, that the College Interim President or his designee is authorized to execute any required documentation with the administering agency reflecting said increase.

Project Director: Lorianne Lueders-Yanotti

RESOLUTION NO. 2021.12 - Adopting a Policy for Single-Occupancy Bathrooms

WHEREAS, Suffolk County Community College is committed to protecting the safety and well-being of its students, faculty and staff, and maintaining educational and working environments that are free from discrimination and harassment, and

WHEREAS, the College recognizes the need to take all possible precautionary steps to prevent harassment from occurring, and believes that College officials can play a crucial role in creating a space of inclusivity to protect transgender, gender nonconforming, and non-binary (TGNCNB) individuals from discrimination and harassment on its campuses, and

WHEREAS, on December 23, 2020, Chapter 353 of the Laws of 2020, relating to single-occupancy bathroom requirements, was signed into law in New York State, requiring that, among other things, community colleges adopt policies regarding single occupancy bathroom facilities, be it therefore

RESOLVED, that the College hereby adopts the *Single-Occupancy Bathrooms Policy*, annexed hereto as **Attachment III**, effective March 23, 2021.

RESOLUTION NO. 2021.13 - Approving a Major Change Order and Amendment to the Contract for the Interior Renovation of the Sagtikos Building on the Michael J. Grant Campus

WHEREAS, VRD Contracting, Inc. was awarded a contract (“Contract”) to renovate the Sagtikos Building on the Michael J. Grant Campus, and

WHEREAS, additional work which was not anticipated under the Contract or shown on the design drawings is required, including modifications to the fire alarm, fire sprinkler, HVAC and electrical systems, and

WHEREAS, there remains sufficient funding in the program budget to cover payment for this additional work, and

WHEREAS, including the additional work described herein increases the contract with VRD Construction, Inc. 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 \$57,510.52 to the contract with VRD Construction Inc. for additional work to be performed for the renovation of the Sagtikos Building on the Michael J. Campus, is hereby approved, and be it further

RESOLVED, that the Interim President is authorized and empowered to execute the necessary documentation, as approved by the College’s Office of Legal Affairs, reflecting the change order and the nature of the additional work so authorized.

RESOLUTION NO. 2021.14 - Accepting the Independent Auditor’s Report for the Fiscal Year Ending August 31, 2020

WHEREAS, Suffolk County Community College contracted with the independent CPA firm, Bonadio & Co., LLP, to perform an annual audit of financial operations, and

WHEREAS, Bonadio & Co., LLP has submitted an independent audit report to the College, and

WHEREAS, the Vice President for Business and Financial Affairs has reviewed the report and recommends that it be accepted, be it therefore

RESOLVED, that the Suffolk County Community College Board of Trustees accepts the independent audit report prepared by Bonadio & Co., LLP for the fiscal year ending August 31, 2020.

RESOLUTION NO. 2021.15 - Authorizing an Amendment to the Agreement with Isaacson Miller, Inc. for Presidential Search Consulting Services

WHEREAS, on September 24, 2019, Suffolk County Community College entered into an agreement with Isaacson Miller, Inc. to provide consulting services in connection with the search for a qualified individual to fill the position of College President of Suffolk County Community College, and

WHEREAS, additional services are necessary in order to successfully complete the presidential search, be it therefore

RESOLVED, that an amendment to the agreement with Isaacson Miller, Inc. for additional presidential search consulting services, in an amount not to exceed \$5,000 and upon such terms and conditions as shall be approved by the College's Office of Legal Affairs, is hereby authorized and approved.

Chairman Murray moved to the committee reports and called for the Student Success Committee report. Trustee Pagdanganan said the committee met on March 9th. This month, Dr. Beaudin welcomed guest speakers Arlene Jackson, Assistant Dean for Continuing Education, and Lorianne Lueders-Yanotti, the Director for Student Support Services.

Dean Jackson spoke about four particular programs, the STEP, the CSTEP, the TechHire, and the Senior Academy. The Science and Technology Entry Program called STEP, is a State Education Department grant-funded program that has been running at the College for 35 years. It currently serves 323 students. It is a math and science-gearred program for underrepresented students from grades 7 to 12. Twenty-five percent of the students in the program choose to come to Suffolk after high school. The program is currently serving six school districts; Patchogue, Medford, Brentwood, Longwood, Central Islip, Riverhead, South County School Districts, and the program includes a summer research opportunity with Brookhaven National Lab.

The second one is a collegiate version of STEP which is called the CSTEP. It is also a State Education Department grant-funded program and has been running at the College for 28 years and currently serves 87 students. It is a math and science-gearred program for underrepresented College students. Field trips, conferences, seminars, tutoring, and monthly meetings are all part of this program. It also includes stipend-supported internships at various labs including Brookhaven.

The third one is the TechHire Health IT Program which is a grant-funded program through the U.S. Department of Labor. It is the largest grant ever received by the College. Funds were designated for training in advanced manufacturing, health information technology, and cybersecurity. It has served unemployed participants, 75% who were less than 30 years old and all with barriers to education, training, and

employment. Participants successfully completed training, received various credentials, and engaged in paid work experiences.

The Senior Academy, which is the last one, is a pre-COVID program launched for high school seniors, featuring activities like visits to the Center for Social Justice and Human Understanding (featuring the Holocaust Collection), the College's planetarium, and Tai Chi classes.

Ms. Lorianne Lueders-Yanotti also attended the Student Support Committee meeting. The TRIO program has been in place at the College for 24 years. It is a grant-funded program serving over 324 students. It provides support services so the students are able to graduate and/or transfer. To be eligible, the students have academic needs and must either be disabled, low income, and/or first-generation college students. Academic coaching, workshops, and advisement are among the supports offered. One-on-one training is crucial and academic coaches are seen twice a month. In its most recent report, the students in this program showed year to year persistence of 89%. One hundred percent achieved good academic standing, that is with no probation or dismissal, and 56% completed their degree in 4 years.

Chair Murray called for the Foundation Committee report. Trustee Pagdanganan said the Foundation continues to host virtual events to support student scholarships. Last week over 70 guests participated in the dinner for two which was broadcasted live via Zoom from the demonstration kitchen at the College's Culinary Arts and Hospitality Center. Two distinguished faculty chefs, Andrea Glick and Christina Delustro, guided the group through a 3-course dinner from prep to table. Next on the events calendar is a virtual taste of Italy with Del Vino Vineyards of Northport on April 15th from 7:00 p.m. to 8:00 p.m. All participants will receive 4 bottles of wine, delivered to their homes prior to the tasting event, the cost is \$150 per person. Participants must be 21 years old or older and the deadline for registration is April 9th. The Try Your Luck raffle drawings continue throughout the month of March. Daily cash prizes range from \$40 to \$200. For more information and to register, visit the Foundation's website. Lastly, Suffolk's COVID Emergency Fund still needs support. COVID is still a threat and students are still experiencing job loss, unemployment, housing and food insecurity, and mounting bills. The Foundation continues to receive applications from students seeking support through the emergency COVID relief fund. To make a transformational gift to this fund, please contact Dr. Sylvia Diaz at the Foundation's office. The deadline for student scholarship applications is now rapidly approaching. Any students must apply by the end of April and continuing students have until the end of May to complete their application.

Chair Murray called for the Student Trustee report. Student Trustee Gambina reported that on February 22nd and 24th, there were virtual meetings of all the clubs where students got to go in and out of different private rooms and speak and join different clubs they liked. The clubs received many new members and the virtual meetings were highly attended. Student Trustee elections are coming up; the deadline was last Friday to apply, and they are just waiting for the finalized ballot, and expect the elections to

begin the second week of April. She said SGA has been talking to a lot of students about how they are liking online class and how they are doing. She said they received a lot of comments back that many students are doing better online than in person and some asked to consider continuing full courses online even after the Collee goes back to in-person classes.

Chair Murray called for the Advocacy Committee report. Trustee Zarate said the committee met on Thursday, March 11th, at 11:00 a.m. via a Zoom teleconference. Present were Jim Morgo, Vice Chair, Belinda Pagdanganan, Trustee, Kaitlyn Gambina, Student Trustee, Drew Biondo, College Director of Communications, Ben Zwirn, College Director of Legislative Affairs, and Carmen Torres, Recording Secretary. The committee's discussion began with the history and overall purpose of the Advocacy Committee within the College, which is to advise the Board of Trustees on the external communication from the various platforms and constituencies to include the media, local and state government, community groups, businesses, educational institutions, current and prospective students, and the general public. The committee acknowledged the collaborative effort which this committee will need to partake in to join all College departments and the community in a continued effort to advocate for the College and its students. The committee also discussed the College's current role in advocacy. The College promotes and highlights student success stories through press releases, awards, and social media. Externally, the College advocates for its students with state and local government officials, community leaders, and businesses. Trustee Morgo has lobbied and has been a huge supporter of the College. Ben Zwirn, the College Director of Legislative Affairs, has been at the forefront attending every Education Committee and Legislative meeting to communicate to our legislators, state officials and community leaders the successes, as well as the needs of the students and the College. The committee discussed the difficulties faced this past year with the current health crisis and pandemic which changed how we worked as an institution and how the students were affected. The committee discussed the new SUNY Chancellor who testified before the Higher Education Committee that institutions are no longer in need of State funding. This SUNY Chancellor's suggestion is for colleges to increase tuition. These circumstances have had negative impacts especially to community colleges and the decrease in our enrollment has been evident. The committee agreed that continued support and discussion with our local and state governments are necessary. The committee's participation and future education committee meetings may also be to the College's advantage. Discussions with the Suffolk County Police Department Cadet Program and our Criminal Justice Program to potentially have more student involvement are underway. A meeting with Presiding Officer Calarco's office, the president of the Bayport-Blue Point Chamber of Commerce, Carol Seitz Cusack, and John Lombardo from the College's Workforce Development Program is also in progress. President Seitz Cusack would like to discuss alternative avenues for those that do not want to enroll in four-year institutions and the benefit of working in trades. Through these discussions, there will be many future opportunities for our students and the College. Drew Biondo, College Director of Communications, discussed with the committee the procedure of the student press release and social media content. Trustee Morgo suggested potentially creating a weekly or biweekly newsletter that will

go out to local and state officials. The purpose will be to highlight and update constituents on the work the College is doing not only academically, but also on a social and community level. The committee concurred that the information of vaccination sites on all three campuses highlighted in Newsday is great, but highlighting content that is on a smaller scale can be beneficial, as well. The agenda for the April Advocacy Committee meeting will include discussions on goals and priorities of the committee to align them to the mission and vision of the College, to the operational plan, and to the institutional goals with a focus on overall student success. The next Advocacy Committee meeting will be scheduled prior to next April's meeting.

Chair Murray moved onto the Chair's report. Chair Murray said it seems the virus is going to somewhat fade out of our daily lives over the next few months. He appreciates the efforts of the College community as a whole in getting through this very difficult time. He added that not only did they just get through this time, but were a resource for the community from having drive-in movie nights to hosting points of distribution for the vaccine. He noted that in the Fall, the College would be moving back to more in-person classes and although some like the classes online, he feels that so much of a College experience is being at the College and socializing with friends, participating in the clubs and the sports and the more we can get back to a pre-COVID level, the better it will be for all students. He again thanked President Petrizzo and the administration and all of the College community who did so well during this time.

Chair Murray moved to the President's report. President Petrizzo reported that the State is going to take over the vaccination POD in the Suffolk Federal Credit Union Arena at the Michael J. Grant Campus. They informed the College that they intend to operate that POD 7 days a week from approximately 8:00 in the morning to 8:00 p.m. This intensive operation is going to put an increased burden on the College, its personnel and facilities, with the hundreds of extra visitors a day to the campus. Suffolk County will continue to operate the PODs on the Ammerman Campus and the Eastern Campus during this time. He added that once again the College is demonstrating that its facilities and its people are a major asset to the people of Suffolk County as it continues its mission to be not only a community college but also a college that serves its communities. He gave a special thanks to those that have been doing yeoman's work in the transition of the POD from the County to the State; Neftali Collazo and his team, Angelica Rivera, Baycan Fideli, Public Safety, Shady Azzam-Gomez, Steve Clark, Alicia O'Connor, Donna Ciampa, and all who have been involved in the work of transferring the POD over.

Trustee Morgo said that it didn't sound like the State taking over the POD was a simple thing and asked if the County objected or were okay with it. President Petrizzo responded that they may have had some discussions, but he believes there wasn't any objection. In the turnover of the facility from County to the State, there has been some collaboration and there is an understanding with the State as to certain costs and

expenses that the State will be reimbursing the College for, such as overtime, additional refuse disposal, additional sanitizing.

Trustee Zarate asked if the State is expecting the College to still provide the workforce for the vaccination sites. President Petrizzo said the College's student nurses were volunteering with the County under that program, and it was his understanding that Catholic Health Services would be performing that work with the State at the Grant Campus.

In regards to vaccinations, President Petrizzo noted the State's expansion of the categories of those eligible for vaccinations now includes most of the College employees and HR has been working very hard to try and make sure that a substantial number of the College's staff gets vaccinated in recent weeks. This week, about 140 staff members are going through the vaccination protocol with, hopefully, more to come.

On March 10th, the College hosted the Chair of the SUNY Board of Trustees, Dr. Merryll Tisch, at the LRC on the Grant Campus. Vice President Beaudin and Campus Executive Dean Donna Ciampa joined him in a very productive and candid discussion with Dr. Tisch of SUNY issues affecting the community colleges. Chair Tisch also met separately with faculty and students following their discussion, and he thanked her for including Suffolk in her campus tour.

President Petrizzo said that at the beginning of the pandemic, in April of last year, the New York State Legislature adopted a law requiring business continuity planning for all entities, including schools. The plan had to provide a method for continued operations during public health emergencies and it needs to be filed with the State of New York by April 1st. The College submitted its plan to SUNY for review earlier this month. He thanked Dean Irene Rios, AVP Angelica Rivera, and David Schneider for their work in completing the plan and getting it submitted to SUNY, not only on time, but early.

Priority registration for the fall semester will start on April 5th and run through April 12th. Between now and the 5th, the College will be contacting as many of its current students as possible to help prepare those students for registration with advising and any other issues that they may have following the priority registration period for all students.

He said he was also happy to report that all issues with Suffolk Federal Credit Union have been resolved and the parties are, once again, working in perfect harmony.

As of April 1st, and the adoption of the New York State budget draws near, the State Assembly and the Senate released their One-House bills. The Assembly bill provides community colleges with 100% floor funding with no budget cut. The Senate bill provides for 98% floor funding with a \$250 increase in FTE funding. Both bills are very college-friendly and the College would be happy with either. The College also heard from the County on the College budget and we were told not to expect a Budget Call Letter from Suffolk County until after the State budget is adopted.

He said the pace of planning for Commencement and for the fall semester has picked up. The College is watching very carefully for changes in CDC and State guidelines which will affect those operations. The College is particularly concerned and aware that there may be some discussion about a reduction in the 6-foot social distancing provisions and also a reduction in the number of staff and students who will need weekly surveillance testing with the vaccinations starting to increase. Lastly, the College will be posting some open position notices as it prepares for the fall semester for some necessary positions in important areas.

President Petrizzo then introduced Lorianne Lueders-Yanotti, the Director of Student Support Services for the College who would be giving a presentation on the TRIO Student Support Services program.

Ms. Lueders-Yanotti said that the Student Support Services program enhances opportunities for students to successfully complete their college education while at the College. The services provided to students include one-on-one tutoring, which would be either a ½ hour, hour, or 1-1/2 hours per week per subject depending on the student's need. There is an academic coaching program where the students meet with their academic coach twice a month to go over their needs in regards to college or personal issues and to just really make sure that they are connected to the program and to Suffolk. They also have a financial literacy program which is something that the federal government decided needed to be implemented and is a mandatory piece of the program. They provide that financial literacy so students understand if they're taking out loans, if they have a lot of credit debt, how that impacts them going forward in their life. They also assist students with filling out financial aid forms and work with the financial aid office very closely to make sure that they cover any issues that they might be having. They try to meet whatever the students' needs are, whether its mental health counseling or sometimes they need a food pantry. The program provides a plethora of workshops for the students every semester from priority registration, computer and study areas for students, to an area where they can warm up a meal, and use a refrigerator. There is also a Holiday Elves program where students are adopted by the College community so that they can provide things to their children and their siblings for the holidays.

When the pandemic began. the team got together and decided to start virtual services for the students. The team did some research, learned how to use Zoom and began to provide tutoring or academic advisement, virtually. Everything went online on March 30th and worked seamlessly; roughly 200 appointments had been scheduled by the end of March. They reached out to students to ensure they were doing ok and knew that they could still rely on the support from the TRIO staff. Many students were dealing with very difficult things at home due to COVID, such as sick family members, parents losing their jobs, kids losing their jobs, and trying to work through all of this. The TRIO staff ensured that their students felt they still had a connection to them and felt supported during this difficult time.

The registration process for all new students that come into the program requires them to attend a Degree Works registration workshop. Typically, those are offered face-to-face and they can see 10 to 12 students at the same time and then they immediately get their registration done because they meet with the advisor when they are done with the workshop. This could not happen, so they started doing the Zoom workshops, as well. Then the students did their priority registration appointments and got everything that they needed. After the registration period, the staff started the drop-in Zoom appointments and the academic coaches started holding 8-10 weekly drop-in appointments. Ms. Lueders-Yanotti said she was happy to report that they did not lose a lot of students from the program and still retained 89% of its student population. She thanked and attributed this to the team for making the best of a difficult situation and making the necessary changes in order to support the students.

President Petrizzo thanked Ms. Lueders-Yanotti for her presentation and the work she and her team did to serve the students.

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Chair Murray moved onto Roundtable. Trustee Canary referred back to the vaccination PODs, and noted it would be a great opportunity for the College to try to disseminate marketing information to all the thousands of visitors that are going to come to the campus. He asked if it was possible to have a video loop or informational hand-outs where people would be going to line up for their vaccinations. President Petrizzo said that the proactive Campus Deans came up with that idea on their own and he asked Dr. Beaudin to speak about what has been done.

Dr. Beaudin said that Dr. Reese, Executive Campus Dean for the Eastern Campus, had suggested doing something and so they now have academic videos that were recently created by Drew Fawcett that will be running at each one of the campuses as people are waiting in line to get their vaccines. Trustee Morgo suggested viewing the videos during the next Advocacy Committee meeting. Trustee Zarate agreed and also suggested having an informational table at each of the sites. Dr. Beaudin said Dean Ciampa was already taking care of that at the Grant Campus. Trustee Canary thanked Dr. Beaudin and the Campus Deans.

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Chair Murray requested a motion to enter into Executive Session to discuss the medical, financial, credit or employment history of an employee at 5:29 p.m. Trustee Zarate so moved, Trustee O'Connor 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 5:29 p.m. The Board of Trustees next meeting is April 15, 2021.

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Respectfully submitted,
Gordon Canary
Secretary