

SUFFOLK COUNTY COMMUNITY COLLEGE
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING
HELD VIA TELECONFERENCE CALL
MAY 14, 2020

The meeting was held on Thursday, May 14, 2020 at 12:00 p.m. via conference call.

PRESENT:

E. Christopher Murray	Chair
Jim Morgo	Vice Chair
Shirley Coverdale	2 nd Vice Chair
Gordon Canary	Secretary
Theresa Sanders	Trustee
Belinda Pagdanganan	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
Angelica Rivera	A.V.P. for Employee Resources

The meeting of the Board of Trustees was convened at 12:00 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 12:08 p.m. Trustee Sanders 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 12:11 p.m. Trustee Pagdanganan so moved, Trustee Zarate seconded, and the motion was approved unanimously.

Chair Murray requested a motion to approve the minutes of the March 19, 2020 Board of Trustees meeting. Student Trustee Gambina 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. Dr. Harris reported that for fiscal year 2019, an unqualified opinion was received from the auditors and the College

will be adding \$613,000 to the fund balance, bringing the ending fund balance to \$16.711 million. For fiscal year 2020 the College made certain modifications in preparation for the fiscal year 2021 budget. The key highlight for fiscal year 2020 is the College is reflecting a \$3.3 million reduction in revenue. In addition, in order to ensure the College remains fiscally responsible, it has identified a cost reduction in the amount of \$8.21 million. Given those projections, there is a potential of us closing out fiscal year 2020 with adding an additional \$796,000 to the fund balance. This would close the budget gap by approximately \$4.9M. Dr. Harris reminded everyone that originally for fiscal year 2020, the College was budgeting almost \$4.2 million for the fund balance, however, based on the cost mitigation practices put in place the College will be adding \$796,000, closing the budget gap by approximately \$4.9 million. For fiscal year 2021, Dr. Harris reported that with SUNY's elimination of floor funding, there is a negative impact of at least \$2.79 million in the College's State Aid. The College has projected at least a 7.0% reduction in enrollment, which has further increased the reliance on the fund balance. The projected use of fund balance is approximately \$7.0 million, which would significantly reduce the fund balance at the end of fiscal year 2021.

Trustee Morgo confirmed with Dr. Harris that even with the using approximately \$7 million from the fund balance that would still leave the fund balance with approximately \$10.5 million. Dr. Harris confirmed yes, and Trustee Morgo credited Dr. Harris for his exemplary work within the last two weeks in working with the College's operating budget, and thanked Interim President Petrizzo and the administration.

Dr. Harris moved onto the budget presentation for fiscal year 2021. He said there have been multiple iterations of the budget starting as far back as mid-February and each time they looked at the numbers they realized they had to do more belt-tightening, and what further complicated the fiscal 2021 budget calculation was the unforeseen COVID-19 pandemic. The key revenue assumptions for the fiscal year 2021 budget estimated the elimination of core funding from the State, a loss of about \$2.79 million, a 2% increase in County funding and a 7% reduction in our enrollment. The key cost assumptions were a 1.54% reduction in salaries as well as benefits, such as reduction in overload, overtime, and unfilled positions. They also factored in an 8.9% in cost reduction on non-personnel spending, such as reduction in business travel, college travel, utilities, fuel, and other operational costs. Given these initial assumptions and projections, the budget gap for fiscal year 2021 was \$11.465 million. He said that after multiple discussions with the Board, members of the Cabinet and his team, they decided to go back to really look and see how best they could maximize the College's resources. Given the hardship that the College's students, parents and families are experiencing, the Board has decided that there would be a 0% increase in tuition. They still included the elimination of funding from the State - approximately \$2.79 million, the 2% increase from the County, and the 7% percent projected decline in enrollment. They went back and really focused in on the cost assumptions, salaries and benefits, reduction in overload, overtime, and elimination of vacant lines. They also increased the cost reduction on non-personnel spending, such as utilities, fuel, and travel.

Dr. Harris reviewed the impact of the cost mitigation efforts for fiscal year 2020. The results of the work done show that the initial fiscal 2020 projection of using \$1,054,450 of the fund balance changed to ending with adding \$796,000 to the fund balance. The cost reductions included salaries and benefits, reduction in computer costs, realized savings from COVID-19 closure/online learning and an offset of about \$150,000 from COVID-19 based on disruption of operations. This adjusted the projected fiscal 2020 fund balance to \$17.5 million.

The same process for cost mitigation was used for fiscal year 2021. The baseline they began to work from was a \$11.4 million deficit. Again, they took a look at the fixed costs, the salary, the benefits, and there were some upsides from the CARES Act. They went back to all the campuses and worked with the campus deans, the business officers, and they were able to increase the amount of cost savings from the campuses. Based on the additional work, they were able to find an additional \$7.2 million of cost reduction, thus shifting the original deficit from \$11.4 million to approximately a \$7 million deficit to be used from the fiscal 2021 fund balance. This would leave the fund balance with about \$10.48 million.

Dr. Harris noted that in the event that there are additional cuts, such as any negative changes in enrollment, additional cuts in the State budget or a change in the level of County support to the College, they may have to review and make additional cost mitigations. Lastly, he said that they believe that the fiscal 2021 budget presented represents a reasonable and achievable target that the Interim President and the Cabinet, along with members of the team, and the support of the Board, would be able to achieve and supply the level of support for the College's students.

Chair Murray stated that before moving onto the approval of the resolutions and in the absence of Trustee O'Connor, he would give the Budget and Finance committee report. Chair Murray said that as Dr. Harris had indicated, there was a consensus among the trustees and the committee to freeze tuition this year because of the current situation the students and their families are facing and the uncertainty of the times due to the COVID-19 virus. They felt that was the right thing to do to try to be part of helping people and part of dealing with the virus. They are also hopeful that by freezing tuition and emphasizing the College's efforts to keep the tuition affordable, that it will encourage an increase in enrollment which will, in turn, then help the College financially.

Chair Murray said the committee was impressed and thankful for Mr. Petrizzo and Dr. Harris, as well as the administration, for their efforts of trying to make the budget presented a possibility with a sufficient fund balance. He noted that over the last few years, the College hasn't really tapped into the fund balance and actually added to it over the last couple of years. The College is now in a position where they can do it. He recognized it was a risk, however he added it was an acceptable one, and they obviously want to protect the fund balance which is for rainy days, but the current situation is a rainy day.

Trustee Morgo said it was unfortunate that Trustee O'Connor was not able to join the meeting because he really drilled down and led two incredibly productive and thoughtful committee meetings.

Trustee Morgo said he wanted to emphasize two things that Chair Murray spoke about. Number one, he said the cost savings was remarkable, the way that Dr. Harris and everyone were able to find the \$8 million in savings, adding that it was something you don't see happening very often. Second, the very bold move to freeze tuition, which hasn't happened in at least eight years at the College. The risk is in knowing Governor Cuomo is giving himself the option to cut the State budget at any time and once the College sets tuition, it's set and can't be changed for the fiscal year - a risk, but one with quite a reward. The College has been losing enrollment, and with things as they are in this difficult time he thinks students and particularly parents are going to want to keep their kids close to home and not spend as they would on tuition at a private college for online courses. The reward will be a spike in enrollment, something the College has been trying to do and he knows the College's team is going to get the word out and maximize what it's doing.

Chair Murray added that there is obviously a risk given the unknown with the State, but he emphasized that this was a responsible action because not only is the College hoping there is going to be an increase in enrollment, they also still have about \$10 million in the reserve fund balance. He added that the College is in the position to do this because of the strong fiscal management of the school over the past few years and will be able to deal with whatever comes down the pike.

Trustee Canary thanked the committee as well as the College's leadership on doing an incredible job, saying it was not an easy task. He said that it will be key to see what Congress comes up with in terms of helping the states and helping colleges and institutions, adding that they will probably have to do some advocacy efforts with the federal reps to make sure that the stimulus plan brings the desperately needed revenues that will be needed to survive.

Student Trustee Gambina also thanked the College's administration, and said she was excited for the upcoming year, and has confidence that this will help enrollment and the community as a whole.

Chair Murray called for a motion for the approval of College Resolutions 2020.25 and 2020.2026. Trustee Morgo so moved, Trustee Sanders seconded, and the motion was approved unanimously.

RESOLUTION NO. 2020.25 - Approving the Budget for Suffolk County Community College for Fiscal Year 2020-2021

WHEREAS, the provisions of the New York State Education Law and regulations adopted in accordance with such law direct the Boards of Trustees of New York

Community Colleges, subject to the approval of the State University Trustees, to prepare, approve and implement budgets, and

WHEREAS, Suffolk County Community College has developed its Operating Budget setting forth the budget total for the 2020-2021 fiscal year, and

WHEREAS, the 2020-2021 budget includes necessary amounts for meeting the operational needs of the College, and includes sufficient amounts for collective bargaining agreements, and

WHEREAS, the State commitment for base aid per full-time equivalent (FTE) has remained the same at \$2,957¹ per FTE, and

WHEREAS, the College is submitting its Operating Budget for the 2020-2021 fiscal year to the Suffolk County Legislature and the Suffolk County Executive's office as per the Memorandum of Understanding, and

WHEREAS, the Budget and Finance Committee of the Board of Trustees has carefully reviewed all the facts and circumstances attendant to the College's proposed 2020-2021 Operating Budget, and after due deliberation, is in support of the determinations made herein,

WHEREAS, the College Board of Trustees is requesting an increase in County support of 2% or \$895,589 to the College for 2020-2021, and

WHEREAS, the Board of Trustees seeks a sustainable level of sponsor support to meet the mutual goals of keeping higher education attainable to the residents of Suffolk County and tuition affordable at Suffolk County Community College, and

WHEREAS, the Board of Trustees has determined that it will not raise tuition rates for the 2020-21 Academic Year, and

WHEREAS, the Board of Trustees has determined to access the Community College Fund Balance Reserve Fund to balance the budget, be it therefore

RESOLVED, that the Board of Trustees hereby approves an Operating Budget for fiscal year 2020-2021 in the amount of \$213,301,826 for operations and \$3,551,321 for grants, and be it further

RESOLVED, that the annual tuition charges will remain the same at \$5,470 per year for full-time resident students and \$228 per credit for part-time resident students, and be it further

¹ The sum of \$2,957 was later determined to be a scrivener's error and was revised to \$2,947 in Resolution No. 2020.25.

RESOLVED, that the 2020-2021 operating budget shall include a transfer from the Community College Fund Balance Reserve in the amount of \$6,869,772 and be it further

RESOLVED, that annual tuition and fees as provided in Resolution No. 2020.26 are to be included in the College budget for the fiscal year 2020 - 2021.

Total Appropriations: \$216,853,147

Operation Appropriations: \$213,301,826

Grant Appropriations: \$3,551,321

RESOLUTION NO. 2020.26 - Adopting a Tuition and Fee Schedule for 2020-2021

WHEREAS, the College recommends that there be no increase to tuition for the 2020-21 academic year, and

WHEREAS, it is recommended that the Tuition and Fee Schedule be approved for the 2020-2021 academic year, be it therefore

RESOLVED, that the following Tuition and Fee schedule be approved:

Full-time Students	Fall <u>2020</u>	Spring <u>2021</u>
Tuition, Residents	\$2,735	\$2,735
Tuition, Non-Resident	\$5,470	\$5,470
Part-time Students	Fall <u>2020</u>	Spring <u>2021</u>
Tuition, Residents (per credit)	\$228	\$228
Tuition, Non-Resident	\$456	\$456

And be it further

RESOLVED, that the student Tuition and Fee Schedule (*Attachment II*) is hereby approved and adopted for fiscal year 2020-2021.

Chair Murray moved onto the acceptance of the other resolutions and reviewed three of them. One resolution was for the reappointment of the College's Interim President. He thanked Mr. Petrizzo for agreeing to stay on for a longer period of time than initially expected. The College is still going through the process of doing the search for a president, however that's been complicated due to COVID-19. They are hopeful that once things settle down and get back to somewhat normal to begin pushing the process along. The other resolution he pointed out was for extending the College's Strategic Plan for an additional year. The current plan was to run through this year, but again, given the current situation, the resolution extends the Strategic Plan for an additional year, and there will be the added benefit of allowing the new president to have a role in the adoption of the new Strategic Plan, which is critical. Next was the resolution accepting the auditor's report for the College. He noted the auditor's report is a clean report, with no significant weaknesses.

Chair Murray then called for a motion for the approval of College Resolutions 2020.21 to 2020.2024 and 2020.27 to 2020.29. Trustee Coverdale so moved, Trustee Pagdanganan seconded, and the motion was approved unanimously.

RESOLUTION NO. 2020.21 - 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 \$2,962,975.38 for the month of March 2020 (*Attachment I*) is hereby approved by the Board of Trustees.

RESOLUTION NO. 2020.22 - Accepting a Grant Award from Empire State Development's COVID-19 Technical Assistance Program

WHEREAS, Suffolk County Community College has been selected to receive a grant award in the amount of \$100,000 from Empire State Development's COVID-19 Technical Assistance Program to support outreach, identification and counseling of small businesses and women- and minority-owned businesses seeking assistance with applying to federal and state disaster and stimulus programs as a result of the COVID-19 pandemic, and

WHEREAS, the College will develop and deliver grant-funded services through its existing Entrepreneurial Assistance Center on the Michael J. Grant Campus, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the College Interim President or his designee is authorized and empowered to execute any necessary documentation, including a contract, in such form as shall be approved by the College's Office of Legal Affairs, accepting a grant award in the amount of \$100,000 from the Empire State Development's COVID-19 Technical Assistance Program, for the period of April 1, 2020 through December 31, 2020.

Project Director: Daphne M. Gordon, Ph.D.

Note: No full-time personnel

RESOLUTION NO. 2020.23 - Modifying a Grant Award from the NYS Environmental Facilities Corporation (EFC) – Green Innovation Grant Program

WHEREAS, Suffolk County Community College was granted a Green Innovation Grant Program (GIGP) award from the New York State Environment Facilities Corporation in the amount of \$203,708 for a Campus Green Roofs Initiative, which was intended to enable construction of green roofs on three College buildings in order to reduce storm water impacts on the Ammerman, Eastern and Michael J. Grant Campuses and provide engaging living laboratories for students and demonstration sites for municipal officers, business and community representatives, and the residents of Suffolk County, and

WHEREAS, after the grant was awarded, it was determined that the proposed building locations for the installation of green roofs should be revised due to requirements of the NYS Uniform Fire Prevention and Building Code and other applicable NYS mandates, and

WHEREAS, the proposed Renewable Energy and STEM Center (RESC) at the Michael J. Grant Campus was deemed to be an appropriate location since its design already includes a green roof, and

WHEREAS, it is desirable to apply the remaining GIGP grant funds totaling approximately \$196,204 to construction of the green roof already designed at the RESC location which will reduce storm water impacts on the Michael J. Grant Campus and provide an engaging living laboratory for students and a demonstration site for municipal officers, business and community representatives, and the residents of Suffolk County, and

WHEREAS, this revised Campus Green Roofs Initiative will result in 2,896 square feet of green roof, establish 483 cubic feet of total storm water storage volume during a one-year rain event (3 inches in a 24-hour period), and reduce peak storm water discharge by 60-70%, and

WHEREAS, the total local matching funds for this Campus Green Roofs Initiative is not impacted by these changes, and

WHEREAS, pursuant to the terms of the grant award, ten percent (10%) matching funds are required, be it therefore

RESOLVED, that the College Interim President or his designee is authorized and empowered to execute a new Grant Agreement, in such form as shall be approved by the College's Office of Legal Affairs, with the NYS Environmental Facilities Corporation to reflect the revised green roof location, and to execute any and all other documentation necessary to bring about the project and fulfill Suffolk County Community College's obligations under the GIGP Grant Agreement, and be it further

RESOLVED, that the Board of Trustees hereby authorizes an appropriation of a minimum of 10% local matching funds (\$21,800), as required by the Green Innovation Grant Program for the Campus Green Roofs Initiative.

Project Director: Nicholas Palumbo, Executive Director of Sustainability Programs

Note: No additional full-time personnel

RESOLUTION NO. 2020.24 - Authorizing the Preparation of a Contract for the Parking Lot Expansion Project (Phase 3) on the Ammerman Campus

WHEREAS, capital projects CP2152 and CP2149 have been approved by the County of Suffolk and the State of New York for funding, and funds have been appropriated by the Suffolk County Legislature, and

WHEREAS, public bids for the Parking Lot Expansion Project (Phase 3) on the Ammerman Campus were solicited and opened on May 5, 2020, and

WHEREAS, these bids were reviewed, and the qualifications of the lowest responsible bidder were checked by the Consultant of Record, and

WHEREAS, due to the impact on New York State's revenue base associated with the COVID-19 pandemic, on April 28, 2020, the New York State Division of the Budget issued Budget Bulletin B-1223 which prohibits NYS agencies and authorities from entering into new contracts for capital projects except where the agency or authority certifies that not initiating a project poses an imminent threat to public health and safety, be it therefore

RESOLVED, that the College's Office of Legal Affairs is authorized to prepare a contract between Suffolk County Community College and **Pioneer Landscaping and Asphalt Paving, Inc.** in the amount of \$2,075,000.00 for the Parking Lot Expansion Project (Phase 3) on the Ammerman Campus, and be it further

RESOLVED, that such contract shall not be fully executed until such time as the New York State Division of the Budget rescinds its directive contained in Budget Bulletin B-1223 barring new capital project contracts, or, alternatively, makes a determination that not initiating the Parking Lot Expansion Project (Phase 3) on the Ammerman Campus poses an imminent threat to public health and safety, or otherwise authorizes said contract to be executed, and be it further

RESOLVED, in the event such contract is authorized by the NYS Division of the Budget, the College Interim President is authorized to execute said contract, upon such terms and conditions as shall be approved by the College's Office of Legal Affairs.

RESOLUTION NO. 2020.27 - Authorizing the Reappointment of the Interim President

WHEREAS, by Resolution 2019.56 dated August 15, 2019, the Board of Trustees appointed Louis J. Petrizzo as Interim President of Suffolk County Community College, subject to the approval of the SUNY Board of Trustees, and

WHEREAS, by a resolution dated September 25, 2019, the SUNY Board of Trustees approved the appointment of Louis J. Petrizzo as Interim President of Suffolk County Community College, effective August 15, 2019 through September 25, 2020, or until the College Board of Trustees, by resolution, appoints a permanent president, whichever comes first, and

WHEREAS, the terms and conditions of said appointment are reflected in an employment contract between Louis J. Petrizzo and the Board of Trustees, dated October 2, 2019, and

WHEREAS, in order to ensure the continued effective leadership of the College, the Board of Trustees recommends reappointing Mr. Petrizzo as Interim President, effective September 26, 2020 through September 25, 2021, or until the College Board of Trustees, by resolution, appoints a permanent president, whichever comes first, and

WHEREAS, such reappointment is subject to the approval of the SUNY Board of Trustees, and

WHEREAS, by a resolution dated May 6, 2020, the SUNY Board of Trustees approved the reappointment of Louis J. Petrizzo as Interim President of Suffolk County Community College, effective September 26, 2020 through September 25, 2021, or until the College Board of Trustees, by resolution, appoints a permanent president, whichever comes first, contingent on the College Board of Trustees' approval of said reappointment on May 14, 2020 and on the SUNY Board of Trustees' receipt of the Suffolk County Community College Board resolution, be it therefore

RESOLVED, that the Board of Trustees hereby approves the reappointment of Louis J. Petrizzo as Interim President of Suffolk County Community College, effective September 26, 2020 through September 25, 2021, or until the College Board of Trustees, by resolution, appoints a permanent president, whichever comes first, and be it further

RESOLVED, that an amendment to the employment contract between the College Board of Trustees and Louis J. Petrizzo, reflecting Mr. Petrizzo's reappointment as Interim President of Suffolk County Community College, effective September 26, 2020 through September 25, 2021, or until the College Board of Trustees, by resolution, appoints a permanent president, whichever comes first, is hereby authorized and approved.

RESOLUTION NO. 2020.28 - Approving an Extension of Suffolk County Community College's Strategic Plan

WHEREAS, the College's Strategic Planning Council has been engaged in the process of reviewing and recommending updates and revisions to the College's 2013-2020 Strategic Plan, including the College's Mission and Vision Statements, Institutional Goals, and Measurable Institutional Objectives, and

WHEREAS, as a result of the public health emergency resulting from novel coronavirus COVID-19, and the resulting disruption of College activities, the Strategic Planning Council has recommend that the College's strategic planning process be placed on hold for the remainder of the 2019-2020 academic year and resume in the 2020-2021 academic year, and that the College's 2013-2020 Strategic Plan, including the College's Mission and Vision Statements, Institutional Goals, and Measurable Institutional Objectives, be reaffirmed through August of 2021, and

WHEREAS, by resolutions duly adopted on March 15, 2012, January 27, 2013, and May 6, 2013, the Board of Trustees previously approved and accepted the College's Institutional Goals, Measurable Institutional Objectives, and 2013-2020 Strategic Plan, and

WHEREAS, the Board of Trustees concurs with the recommendation of the College's Strategic Planning Council to reaffirm and extend the current 2013-2020 Strategic Plan through August 2021 due to the current public health emergency and the resulting disruption of College activities, be it therefore,

RESOLVED, that the Suffolk County Community College 2013-2020 Strategic Plan be, and the same is, hereby, reaffirmed and extended through August 2021.

RESOLUTION NO. 2020.29 - Accepting the Independent Auditor's Report for the Fiscal Year Ending August 31, 2019

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, 2019.

Chairman Murray moved to the committee reports and called for the Student Success report. Trustee Pagdanganan said the committee didn't meet last April, however she did have some updates. All summer classes have been moved to the online modality. This includes about 70 classes that are due to begin on June 22nd. A contingency plan is also being developed for classes in the fall semester. It is envisioned that given the guidance from the Governor and SUNY that the College will be offering a greater number of classes fully online or with social distancing and small group instruction for experiential labs that must be held on the campus. Chief of Staff to the President, Carol Wickliffe-Campbell, has been coordinating the student laptop borrowing program in conjunction with the VP of IT, Shady Azzam-Gomez. Ms. Wickliffe-Campbell reports that 178 laptops have been distributed to students. Of those, 50% are Pell recipients, 70% are full-time. They have also distributed 49 hotspots to students, 50% are Pell recipients, and 72% are full-time. The College has distributed 147 laptops to the faculty/staff, as well as 1 hotspot.

To date, the Foundation has received a total of 425 student applications seeking aid through the College's COVID-19 Emergency Fund. Foundation staff has successfully brought in \$63,000 through their efforts with additional pledges totaling \$20,000. Various components of the College's virtual commencement celebration are underway. The sign-on social media photo frame has been completed and will be shared with graduates. The College received a commencement video message from SUNY Chancellor Johnson and Senator Schumer. Filming of the video featuring congratulations from the College's student leaders has been completed. In addition, the graduate year in review photo retrospective is being compiled at this time. When complete, the video will be accessible with a special 2020 graduate celebration website. A commemorative celebration box for graduates is also being discussed by a work group that has been charged with implementing the 2020 commencement plan.

Career Services, college-wide, is offering a drop-in career advice virtual meeting with career advisors every Friday from 10:00 a.m. to 2:00 p.m. Campus food pantries continue to distribute on Tuesdays and Thursdays. Students and their families have regularly been showing up to pick up food. The College continues to receive food from Long Island Cares and recently received a \$2,000 grant used to purchase Stop & Shop

gift cards that were distributed to the food pantry to give to students in need. The Director of Veterans Affairs held a virtual webinar Wednesday, titled Conversations That Change Lives, with the counseling department. This event discussed concerns over substance abuse and alcohol use during the quarantine and how to effectively check on friends and fellow students. The College's mental health services team also created an outreach to be sent to students across the College. The College recognizes the challenges that the coronavirus presents to everyone and reminds students of the various ways the faculty coordinators from mental health can provide support to them. Lastly, the College Dean of Enrollment Management completed a SUNY training for the upcoming virtual college fair and career fair. Students and their parents had the opportunity to chat with the admission professionals during the SUNY virtual college fair that took place this week.

Chair Murray asked for the Governance Committee report. Trustee Canary said that because of the extraordinary circumstances, the committee has not met in the last two months and he will see if they can put together a meeting for June.

Chair Murray called for the Foundation report. Trustee Pagdanganan said she would review the COVID Emergency Fund. The Foundation established a COVID-19 fund in March. The fund is for students experiencing difficult financial hardship that threatens their continued enrollment due to the coronavirus. As mentioned previously, to date the fund was over \$50,000 with additional pledges to be collected. The SUNY Impact Foundation recently announced a matching fund program that will match up to \$50,000 in funds raised. Trustee Pagdanganan asked Dr. Sylvia Diaz, Executive Director of the Foundation, to speak further on the SUNY matching program. Dr. Diaz confirmed the Foundation had submitted the paperwork to the SUNY Impact Foundation because the Foundation qualified for having raised \$56,000 and they will be receiving the additional \$50,000 in matching funds. During the last several weeks, more than 440 students have applied for and received financial support through the Suffolk Community College Foundation COVID-19 Emergency Fund. Ninety percent of the students who applied cited job loss as well as family unemployment. Many have family members that are sick or are being treated for COVID-19. Sadly, there were those who experienced loss of family members due to COVID-19. Additionally, the Foundation has provided other resources and referred those in need to seven other hardship funds for students facing healthcare issues, homelessness, food insecurity, utilities, termination, or other financial crisis. Any enrolled student can simply apply and receive emergency funds. The Foundation received a very generous donation from each of the following for the COVID-19 Fund: The Rosedale Investment Group, Local 338 Charities, Koehler Family Foundation, The Plumbing Contractors Association of Long Island, and United Way of Long Island and National Grid.

In regard to scholarship applications, the deadline to apply has been extended to May 25th. The Foundation staff teamed up with Student Affairs to make hundreds of check-in calls to students to see how they were handling the transition to online classes. The golf classic was rescheduled to June 14, 2021. The Foundation's 2020 Gala, which was originally planned for October 2020, will remain on the calendar and the Foundation

board will continue to engage the committee and closely evaluate this date given the advice of public health experts and government officials in the wake of the pandemic.

Chair Murray moved to the Student Trustee's report. Student Trustee Gambina said there were a few activities being held remotely. Students were able to participate remotely in movie nights, game shows, a talent show, and classes on ways to relax and de-stress. They also held Take Back the Night remotely, which is a way to promote people coming out about domestic abuse and issues they might face at home; and a suicide prevention walk. Student Trustee Gambina said the Student Government elections were held last month with a good turnout for voting. She congratulated all the winners and said she would send the Board a list of their names because there were many new officers.

Chair Murray asked Student Trustee Gambina if she had any sense on how students were holding up given the current situation. Student Trustee Gambina said it's been a little difficult; she knew of many students who are asking for Incompletes. She said they are reaching out to their professors, faculty, staff, and she knows it hasn't been an easy semester, but she is hopeful they are able to finish strong.

Chair Murray asked for the Presidential Search Committee report. Trustee Sanders said the committee has formally extended the presidential search and they are hoping that this COVID pandemic will not further delay their mission to find a new president for the College. The committee will stay in place as appointed for the extended search, and there is going to be a new timeline discussion in June. Trustee Sanders said she wanted to personally thank Mr. Petrizzo for extending his service to the College as Interim President and thanked the Board for passing the resolution for the reappointment of Mr. Petrizzo.

Chairman Murray said he covered his report earlier and moved onto the President's report. Interim President Petrizzo thanked the Board members for the extension to his contract. He said it was his privilege to serve the institution as Interim President, and he looked forward to continuing to work with the Board of Trustees, as well as with the Cabinet, faculty, staff, and the unions. He added that everyone has been wonderful through this extraordinary difficult time and he appreciated all of their support, and all of the work that is being done behind the scenes that makes the institution function as well as it has been functioning.

Interim President Petrizzo reported the College has been On PAUSE since March 20th and will continue to have remote and distance education through the end of the spring semester. For the summer classes, a determination has been made that all summer classes will be held remotely. The plan for the fall semester depends on what Governor Cuomo and SUNY dictate to be implemented. Mr. Petrizzo noted that on yesterday's Governor's call, the Governor was quite candid in saying he didn't know where the State would be in September when he was asked about education and colleges and, particularly, the SUNY colleges. The College is therefore planning for any contingency. He said the College will probably operate much more remotely than it has ever before.

They are hopeful for the fall they can have some experiential learning under strict social distancing guidelines, however that all remains to be seen, and the College will follow the lead of the Governor and SUNY.

Mr. Petrizzo said he has asked Executive Dean Irene Rios to lead a task force for the safe reopening of the campuses. The task force will have a wide cross section from across the College community with particular emphasis on tasking the College's medical staff to help out with the health issues. The task force will be looking at social distancing, installation of plexiglass partitions, personal protection equipment, testing, and also will be served by SUNY's promise to provide the campuses with the best practices from all 64 campuses of the entire SUNY system. The College's campuses will remain closed at least through the end of May, as Long Island counties are not meeting guidelines for reopening.

Mr. Petrizzo reported the CARES Act student grant money remains tied up in state bureaucracy. The funds were put into the College's accounts on April 23rd. Since then, they have not been able to distribute any of it, which has been a great source of frustration for the College which has to face students who deal with the issues of food insecurity, home insecurity, loss of jobs, loss of income, and medical bills. On the daily phone calls with SUNY, he asks for help with the situation to get those funds dispersed. The College is still waiting on SUNY's approval.

The Faculty Association's collective bargaining agreement was reviewed by the Suffolk County Legislature's Education Committee yesterday. VP Harris, Director Zwirn, AVP Rivera, and Faculty Association President Dante Morelli participated. The collective bargaining extension agreement was unanimously approved by the committee members.

The Grant Campus has been serving as a COVID-19 testing site for law enforcement. The College is in the process of making arrangements for its employees to get antibody testing at the site hopefully beginning next week. Mr. Petrizzo said he had also met with Deputy County Executive Jon Kaiman who wanted to know what the College's plans were for the summer and the fall. He relayed the College's plans and Mr. Kaiman stated that the College was much further ahead in the planning process than the school districts he has been working with over the past several weeks in terms of planning for the summer and fall.

He said as had been previously mentioned, the College is working on an alternate celebration for the class of 2020, which will include a video and a celebration box. He added the College is trying to do as much as it can for the class in recognition of all that they have been through and the tremendous effort it took on their part to get to the finish line. Many of the spring ceremonies are being held virtually and they are being very well-attended. Lastly, Mr. Petrizzo once again thanked all the administrators, staff, and faculty for all the efforts they have been undertaking to make the College operate under these extraordinary circumstances. He also thanked the Board for their support of all the work that the College has been doing.

* * * * *

Chair Murray moved onto Roundtable. Chair Murray said the trustees needed to designate an ad hoc nominating committee. Last year Trustee deLeon-Lopresti served as the chair of the ad hoc nominating committee. Chair Murray said he did have a conversation with her and she agreed to serve as chair for the committee again this year.

Trustee Morgo said he had a follow-up question to the CARES Act funding that was awaiting approval from SUNY. He asked Mr. Petrizzo if other community colleges were also experiencing a delay from SUNY. Mr. Petrizzo said it was his understanding they all were. Trustee Morgo said he was asking because he knew Trustee Sanders has very good working relations with SUNY. Trustee Canary said he had a conversation with Mr. Petrizzo a few days ago and would also be reaching out to the Governor's representatives who he speaks with every day on the daily coronavirus update phone call with Suffolk County representatives to make the plea to do whatever they can do to get the State budget office to free up the money.

Trustee Sanders said she would make sure to reach out to SUNY, and asked Mr. Petrizzo to call her offline so she can be prepped on speaking points for the call to SUNY. She stated she had been appointed to the statewide reopening advisory board and asked for the trustees to send her their thoughts of how to begin to reopen New York. She said she appreciated any comments and suggestions.

Chair Murray asked if it was needed to go back into the Board of Directors meeting for the Association Financial report. Mr. Petrizzo suggested that Dr. Adams submit his report via email, and noted there were no resolutions that needed to be adopted for the Association. Chair Murray agreed.

Trustee Morgo said that because it was such a significant move the Trustees took in freezing tuition, as well as the exemplary job that the administration did in putting the budget together, that it was important that all the Trustees get the word out about staying close to home for higher education in Suffolk County to both parents and students they know. He added that the marketing staff does a great job on marketing, however the statistics show that internet use, in particular social media, has gone up 80% during the pandemic. Student Trustee Gambina said she would be happy to post on her social media any of the College's marketing efforts to try and help get the word out.

* * * * *

With no further comments for Roundtable, Chair Murray requested a motion to enter into Executive Session to discuss the medical, financial, credit or employment history of a potential employee at 1:16 p.m. Trustee Canary so moved, Trustee Sanders 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 1:16 p.m. The Board of Trustees next meeting is June 18th, 2020 and will be held via teleconference.

* * * * *

Respectfully submitted,
Gordon Canary
Secretary