

SUFFOLK COUNTY COMMUNITY COLLEGE  
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING  
HELD VIA TELECONFERENCE CALL  
AUGUST 20, 2020

The meeting was held on Thursday, August 20, 2020 at 9:00 a.m. via conference call.

PRESENT:

E. Christopher Murray	Chair
Jim Morgo	Vice Chair
Shirley Coverdale	2 <sup>nd</sup> Vice Chair
Gordon Canary	Secretary
Theresa Sanders	Trustee
Belinda Pagdanganan	Trustee
Kevin O'Connor	Trustee
Gemma deLeon-Lopresti	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

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The meeting of the Board of Trustees was convened at 9:05 a.m.

The Pledge of Allegiance was led by Trustee Canary.

Chair Murray announced that Student Trustee Kaitlyn Gambina had been re-elected and would be rejoining the Board for another year. Unfortunately, since the meeting was being held via teleconference they couldn't have a swearing-in ceremony. Ms. Gambina would be filling out her oath card and submitting it to the County Clerk's office. He congratulated Ms. Gambina and said he looked forward to having her be part of the Board for another year since she has been an invaluable addition to the Board. Trustee Gambina thanked Chair Murray and said she felt it was going to be a good year.

Trustee Canary thanked Ms. Gambina for her participation and all the help to the Board. He added he felt that this year was going to be more critically important as the College will be dealing with COVID-19 and her input was going to be even more invaluable.

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Chair Murray called for a motion to adjourn the Board of Trustees meeting and convene the Board of Directors meeting at 9:07 a.m. Trustee Canary so moved, Trustee O'Connor 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 9:17 a.m. Trustee Morgo so moved, Trustee Sanders seconded and the motion was approved unanimously.

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Chair Murray requested a motion to approve the minutes of the June 18, 2020 Board of Trustees meeting. Student Trustee Gambina so moved, Trustee Pagdanganan seconded. The motion to approve the minutes was approved unanimously.

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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 2020, the College is recording a net revenue loss, mainly based on the enrollment for fall and spring, of about \$4.39 million, and has reduced cost by \$11.77 million. Based on subsequent cost saving measures, the College is preliminary projecting that, at the close of fiscal year 2020, it will be adding about \$3 million to the fund balance.

The main factors that have influenced this change include a 20% improvement in summer tuition revenue, a 5.83% reduction in permanent and part-time salaries, and a 12.02% reduction in all other costs, which include instructional supplies, maintenance and repairs, equipment, and utilities.

In terms of cash management, the College continues to employ a very aggressive strategy to ensure that it continues to meet its obligation with respects to payroll and other statutory deductions. The County continues to pay its weekly commitment. The College still has not received the 20% (\$2.7m) of Q4 payment from the State of New York, and is still unsure when, if at all, payment will be received. They will keep the Board posted if there is any change.

In terms of fiscal year 2021, the College budgeted a 7% percent reduction in enrollment, and with SUNY's elimination of floor funding, there is also a negative impact of at least \$2.79m in State Aid, which has further increased the reliance on the fund balance. The projected use of fund balance was approximately \$7.0m. There are still unknown factors that will change the final numbers. With the steady projected enrollment decline, which is hovering around 17%, the College's fiscal position will be worse than budgeted. This will also be worsened by any further cuts in State Aid. The College will inform the Board once they get confirmation on what the final numbers are. They are currently running different financial models to determine the course of action needed if the revenue losses are realized.

Dr. Harris said the College had just been informed by the State through HESC, the Higher Education Services Corporation, that there is a likelihood that the additional funds the College received for the Excelsior Scholarship Program will only be paid at 80%. What that means for fiscal year 2020 is the potential loss of an additional \$300,000 that is owed to the College. If this continues into fiscal 2021, it would be a bigger impact which would be an additional \$3 million to work with the College's budget. The College is waiting to see what direction the State will take with that, and then we will really look at a comprehensive impact from the State and the fiscal 2021 budget.

Trustee Morgo said all things considered, he wanted to congratulate Dr. Harris, President Petrizzo and the rest of the administration that deals with fiscal matters for being nimble during such a difficult time. He added that considering the 20% cut from the State, getting 2% less than was budgeted from the County -- 2 of the 3 key sources of revenue -- they have been able to adjust and have not had a problem with cash flow, where other higher education institutions have had much more severe problems. He said they have all done a really exemplary job.

VP Harris thanked Trustee Morgo and said the performance of the College is a testament of the leadership of President Petrizzo and the support from the Vice Presidents and the rest of the team recognizing the position the College is in, while, at the same time, being able to provide the services to the students. He added they will continue to work together and with the Board to achieve the mission of the College.

Chair Murray said he echoed Trustee Morgo's comments about the Board's appreciation of the administration's effort to deal with a very, very difficult situation. They had been hoping that there would be some relief from the federal government through a stimulus packages but that doesn't seem like it's going to happen, which is very disappointing because it just impacts not just the College but all levels of local government and State government.

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Chair Murray called for a motion for the approval of College Resolutions 2020.36 through 2020.44. Trustee Zarate so moved, Trustee Canary seconded, and the motion was approved unanimously.

**RESOLUTION NO. 2020.36 - 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 \$2,604,707.02 for the month of May 2020 and \$2,638,565.84 for the month of June (*Attachment I*) is hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2020.37 - 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.

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**RESOLUTION NO. 2020.38 – Confirming the Authorization of a Waiver of Staffing Fees for the Use of Facilities by the County of Suffolk**

**WHEREAS**, the County of Suffolk is authorized to utilize College facilities for County functions provided the County use does not conflict with the College’s use of the facilities for College purposes, and

**WHEREAS**, the County is permitted such use of College facilities without the charge of a facilities use fee, and

**WHEREAS**, the College may charge, however, for its actual costs accrued for providing College staffing for security and other services for any such County function held at the College’s facilities, and

**WHEREAS**, the County has proposed utilizing a parking field at the Michael J. Grant Campus for a Drive-In Movie Series to be held during the months of July and August, 2020, and

**WHEREAS**, the County has requested the College to waive staffing fees otherwise chargeable for the use of College facilities for the Drive-In Movie Series, and

**WHEREAS**, pursuant to Article V (F) of the College Bylaws, on June 26, 2020, the Executive Committee of the Board of Trustees approved a waiver of staffing fees for the County of Suffolk’s Drive-In Movie Series, to be held at the Michael J. Grant Campus in July and August of 2020, be it therefore

**RESOLVED**, that the conditional approval by the Executive Committee of the Board of Trustees for a waiver of staffing fees for the County of Suffolk’s use of College facilities for the Drive-In Movie Series is hereby confirmed in all respects.

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**RESOLUTION NO. 2020.39 - Fixing Time of 2021 Meetings of the Board of Trustees**

**RESOLVED**, that during the year 2021, meetings of the Board of Trustees shall be held on the following dates:

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>
January 21, 2021	Alumni Room, Brookhaven Gymnasium Ammerman Campus, Selden, New York	9:00 am
February 18, 2021	Board Room, Learning Resource Center Grant Campus, Brentwood, New York	4:00 pm
March 18, 2021	Lecture Hall, Montaukett Learning Resource Center Eastern Campus, Riverhead, New York	4:00 pm
April 15, 2021	Mildred Green Room, Babylon Student Center Ammerman Campus, Selden, New York	9:00 am
May 13, 2021	Board Room, Learning Resource Center Grant Campus, Brentwood, New York	4:00 pm
June 17, 2021	Media Room, Culinary Arts Center Riverhead, New York	10:00 am
August 19, 2021*	Alumni Room, Brookhaven Gymnasium Ammerman Campus, Selden, New York	9:00 am
September 16, 2021	Board Room, Learning Resource Center Grant Campus, Brentwood, New York	9:00 am
October 21, 2021	Lecture Hall, Montaukett Learning Resource Center Eastern Campus, Riverhead, New York	4:00 pm

1. There is no July or November meeting scheduled.
  2. A Board retreat may be held in July and/or November. Location and time TBD.
- \* Subject to change on County Legislative action on the College Budget.

Dated: 8/20/2020

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**RESOLUTION NO. 2020.40 - Authorizing an Amendment to Resolution 2020.25 which Approved the Budget for Suffolk County Community College for Fiscal Year 2020-2021**

**WHEREAS**, by College Resolution No. 2020.25 adopted on May 14, 2020, the Board of Trustees approved an Operating Budget for Suffolk County Community College for fiscal year 2020-2021 in the amount of \$213,301,826 for operations and \$3,551,321 for grants, which included an increase in County support of 2 percent or \$895,589 to the College and a transfer from the Community College Fund Balance Reserve in the amount of \$6,869,772, and

**WHEREAS**, by a resolution adopted on June 23, 2020, the Suffolk County Legislature did not approve an increase in County support of 2 percent or \$895,589 for fiscal year 2020-2021, but approved a County contribution of \$44,779,430, and

**WHEREAS**, in order to present a balanced budget, the Trustees have directed that the transfer from the Community College Fund Balance Reserve be increased from \$6,869,772 to \$7,765,361, be it therefore

**RESOLVED**, that the 2020-2021 College operating budget total of \$216,853,147 be adopted to include a County contribution of \$44,779,430 and a transfer from the Community College Fund Balance Reserve in the amount of \$7,765,361.

Total Appropriations:	\$ 216,853,147
Operation Appropriations:	\$ 213,301,826
Grant Appropriations:	\$ 3,551,321

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**RESOLUTION NO. 2020.41 - Authorizing a Waiver of Application Fees for Military Veterans and Their Families**

**WHEREAS**, Suffolk County Community College proudly serves members of the military and recognizes the valuable diversity of knowledge and experience they bring to our campus community, and

**WHEREAS**, by a resolution adopted on June 29, 2020, the SUNY Board of Trustees authorized amending the regulations of the State of New York to permit a waiver of admission application fees for the dependents of military veterans, and

**WHEREAS**, Suffolk County Community Colleges wishes to similarly support its veteran students and their families, be it therefore

**RESOLVED**, that Suffolk County Community College is authorized to waive admission application fees for military veterans, active-duty military, reserve and national guard members, and the spouses and dependents of such eligible individuals.

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**RESOLUTION NO. 2020.42 - Confirming an Amendment to the 2020-2021 Tuition and Fee Schedule**

**WHEREAS**, by Resolution 2020.26 adopted on May 14, 2020, the Board of Trustees approved the 2020-2021 Tuition and Fee Schedule which included a Distance Education Fee of \$75 to be charged for each course delivered in the Distance Education modality to cover costs of special supplies, equipment and services associated with such remote courses, and

**WHEREAS**, the delivery of course instruction in the Distance Education modality has been greatly expanded as a result of the COVID-19 pandemic, and

**WHEREAS**, the Board of Trustees wishes to minimize costs charged to students for such Distance Education courses, and recommends charging a single flat fee of \$75 per semester for all such courses taken instead of charging a Distance Education Fee per course, and

**WHEREAS**, pursuant to Article V (F) of the College Bylaws, on August 3, 2020, the Executive Committee of the Board of Trustees approved an amendment to the 2020 – 2021 Tuition and Fee Schedule authorizing a single Distance Education Fee of \$75 per semester to be charged to students enrolled in one or more Distance Education courses, be it therefore

**RESOLVED**, that the conditional approval by the Executive Committee of the Board of Trustees authorizing an amendment to the 2020 – 2021 Tuition and Fee Schedule authorizing a single Distance Education Fee of \$75 per semester to be charged to students enrolled in one or more Distance Education courses is hereby confirmed in all respects.

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**RESOLUTION NO. 2020.43 - Authorizing the Current Tuition Rate for the Beacon Program to Remain in Effect for the 2020 - 2021 Academic Year**

**WHEREAS**, the College's Beacon Program is a concurrent enrollment program that allows high school students to enroll in College courses while still working toward high school graduation, and

**WHEREAS**, college credits earned in the Beacon Program can be applied toward high school and college graduation and can be transferred to other colleges and universities, and

**WHEREAS**, Beacon Program courses are taught at partnering high schools by secondary school teachers, and the training expenses incurred by the College for the program are fixed costs that do not vary based on the number of sections taught, and

**WHEREAS**, by College Resolution No. 2018.23 adopted on April 19, 2018, the Board of Trustees set the Beacon Program tuition rate at \$57 per credit and authorized that said tuition rate be increased by approximately seven percent (7%) beginning in the Fall semester of 2020 and every other Fall semester thereafter, and

**WHEREAS**, the Board of Trustees recommends that there be no such increase to the Beacon Program tuition rate for the 2020 – 2021 academic year, and

**WHEREAS**, pursuant to Article V (F) of the College Bylaws, on August 3, 2020, the Executive Committee of the Board of Trustees authorized the Beacon Program tuition rate of \$57 per credit to remain in effect for the 2020 – 2021 academic year, and further authorized said tuition rate to be increased by approximately seven percent (7%) beginning in the Fall semester of 2022 and biennially thereafter, be it therefore

**RESOLVED**, that the conditional approval by the Executive Committee of the Board of Trustees authorizing the Beacon Program tuition rate of \$57 per credit to remain in effect for the 2020 – 2021 academic year, and further authorizing said tuition rate to be increased by approximately seven percent (7%) beginning in the Fall semester of 2022 and biennially thereafter, is hereby confirmed in all respects.

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**RESOLUTION NO. 2020.44 - Authorizing the Current Tuition Rate for the Early College Program to Remain in Effect for the 2020 - 2021 Academic Year**

**WHEREAS**, the Early College Program is a dual enrollment program that allows high school students to enroll in College courses while still working toward high school graduation, and

**WHEREAS**, training expenses incurred by the College for the Early College Program are fixed costs that do not vary based on the number of sections taught, and



**WHEREAS**, by College Resolution No. 2018.24 adopted on April 19, 2018, the Board of Trustees set the Early College Program tuition rate at \$57 per credit and authorized that said tuition rate be increased by approximately seven percent (7%) beginning in the Fall semester of 2020 and every other Fall semester thereafter, and

**WHEREAS**, the Board of Trustees recommends that there be no such increase to the Early College Program tuition rate for the 2020 – 2021 academic year, and

**WHEREAS**, pursuant to Article V (F) of the College Bylaws, on August 3, 2020, the Executive Committee of the Board of Trustees authorized the Early College Program tuition rate of \$57 per credit to remain in effect for the 2020 – 2021 academic year, and further authorized said tuition rate to be increased by approximately seven percent (7%) beginning in the Fall semester of 2022 and biennially thereafter, be it therefore

**RESOLVED**, that the conditional approval by the Executive Committee of the Board of Trustees authorizing the Early College Program tuition rate of \$57 per credit to remain in effect for the 2020 – 2021 academic year, and further authorizing said tuition rate to be increased by approximately seven percent (7%) beginning in the Fall semester of 2022 and biennially thereafter, is hereby confirmed in all respects.

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Chairman Murray moved to the committee reports and called for the Budget and Finance Committee report. Trustee O'Connor said the report was covered by VP Harris's report and added that he also echoed the appreciation for the work that has been done by President Petrizzo and his staff.

Chair Murray called for the Student Success Committee report. Trustee Pagdanganan said the committee met on August 11th. Dr. Adams reported to the committee that the enrollment services days on each campus have been successful. Students are able come in and meet with an advisor then register for the classes and pay all in one location at each of the campuses. Over the last two and a half weeks, the College has serviced about 3,000 students. Trustee Pagdanganan thanked Dr. Adams and the hard work of the Deans of Student Affairs, along with the IT department, as well as VP Araneo and Mr. Drew Biondo.

In regards to the CARES Act, the College has distributed over \$3 million of the CARES Act Fund to priority students. The maximum award that any one student can receive is about \$3,000. The funds are distributed within 48 hours of submitting the application.

The College has been hosting weekly town hall meetings in June to give students an opportunity to share opinions, feelings, and encourage student dialogue. The town hall meetings began with the need for a forum to discuss the George Floyd death and is a collaboration between the Black and African American Task Force, the CSJHU, Multicultural Affairs, and Student Activities. Faculty and staff have been actively involved, as well as community activists and members of the SCPD.

Trustee Pagdanganan said Dr. Beaudin reported to the committee that the Academic Deans and staff of the College Registrar's office have almost completed a conversion of 3,000 class sessions into new modalities. Ninety-nine percent of the classes will be online - either fully synchronous or asynchronous. She asked Dr. Beaudin to further explain.

Dr. Beaudin stated that 90% of the courses will be online and 10% will be blended. Ten percent of the sections will be students coming to campus. Online classes are being offered in 3 different modalities. About 40% of the sections are fully online which means that the students do not have to be at their computers at a specific time. Almost 35% of the sections will be synchronous online which means the faculty member and the student are expected to be online at their computer at a specific time. This is a way of replication of classroom instruction that the faculty member and students are together for 3 hours a week, and that will be done through Blackboard Collaborate, Microsoft Teams, or Zoom. About 15% will be combined online. Combined online means that students will be there for 1 hour and 50 minutes with their professor online and the other half of the course will be done asynchronously or fully online. The students will continue to communicate with each other in that modality so that some of the work is being done with the professor and the other part of work is being done with the professor, but not being bound by time. A video is being developed to help explain to the students the way the modalities will work and the kind of equipment that is necessary.

Trustee Pagdanganan said the Fall schedule is being monitored weekly in order to keep the offerings as lean as possible and still fill the College needs. The summer session was successful as 1,400 seats were added over the past year. The TASC exam, formerly the GED, resumed this week for small groups. The welding and machining classes resumed yesterday to allow students the opportunity to complete their coursework that was disrupted in March. Surgical technology resumed, as well, in small groups.

Plexiglass is in the process of being installed as needed in preparation of the Fall reopening, and the Center for Innovative Pedagogy saw 2,000 seats occupied for our faculty who participated in training modules to improve distant learning skills.

In the area of Institutional Advancement, a lot of work was done over the summer months to develop and communicate the College's plan for reopening the campuses to the staff and the students. The reopening plan was developed and needed approval from SUNY, and the College also developed a 15-page comprehensive document encompassing return to work guidelines for employees. The new protocol requires each employee to fill out a daily health screening questionnaire. If cleared to come on campus, the employee presents an email notification of clearance to show Public Safety and can then proceed to their offices. Social distancing and mask wearing are required. A similar document is also being developed in preparation for the students' return to the campus and include additional information which will be pertinent for student needs and concerns.

Enrollment days advertising has been successful, and over 100 people attended the event as walk-ins, which is in addition to those who attended by making a reservation.

The TRIO Student Success grant has been renewed for another 5 years through 2025, and the program has been expanded to reach another 50 students for a total of 324. Grant reviewers gave the College a perfect score which is a rarity. Dr. Beaudin added that the grant is a positive impact on student retention and provides tutoring, counseling, and helps us accomplish our Achieving the Dream goals.

Ms. Carol Wickliffe-Campbell informed the committee that the Black and African American Student Success Task Force, Multicultural Affairs, Student Activities, and the CSJHU has been collaborating so the students feel supported during this challenging time. The Task Force is working to fill the students' needs and are starting to do so by forming subcommittees on curriculum, student retention, engagement, climate and community.

Two hundred laptops have been distributed, which we discussed previously, and we're still continuing this effort for the Fall semester. Hot spots were also provided to students without Internet access.

Student Trustee Gambina informed the committee that the campus SGA officers are recruiting more members for their executive board.

At the next meeting, discussion will take place about how to approach the coming school year. Trustee Zarate reported that she and Trustee Lopresti attended the New York Community College Trustees meeting which focused on diversity, equity, and inclusion. Trustee Zarate would like to meet separately with Ms. Carol Wickliffe-Campbell, Ms. Christina Vargas, and Dr. Adams to discuss plans that are in place to address those topics across the board at the College. In September Dr. Adams will arrange a meeting and she would like to also see outreach to the Hispanic community such as has been created to the Black and African American students.

Chair Murray called for the Personnel Committee report. Trustee deLeon-Lopresti reported the committee met on July 28, 2020, at 5:00 p.m. via videoconference. Present were Chair Murray, Trustee Shirley Coverdale, Dr. Jeffrey Pedersen, AVP for Angelica Rivera, and Deputy General Counsel Ashley Pope. The committee reviewed preliminary research regarding search companies to assist in the presidential evaluation process. Dr. Pedersen reported that some companies send out surveys and tally responses but don't provide any interpretation. Those services were estimated to be approximately \$2,000. Other firms offer advice, consultation, etc. on the process but do not distribute or collect data. Dr. Pedersen discussed the services provided by the Association of Community College Trustees ((ACCT) which offers survey development; they will distribute and collect data, provide a comprehensive report and take part in a telephonic conversation with the trustees and follow up with the trustees and the president. Their quote, which was provided last February, was \$3,000. The committee

discussed these services and believe it provides a good value offering more comprehensive services at a reasonable price. By way of background, the trustees were somewhat dissatisfied with the services that were contracted for in the past. They had the data but there was really no interpretation or analysis of the data and that had to be performed by the trustees themselves using a lot of interpretation and nonobjective measures. The services of ACCT would enhance the current process and provide a more effective analysis. Additionally, ACCT specialize in community college trustee roles and responsibilities. Dr. Pedersen also discussed metrics that can be used in the evaluation process called key performance indicators. The Committee had expressed to Dr. Pedersen that they wished to include more metrics by which they can analyze and objectively measure the performance of the incoming president. These key performance indicators are addressed in the annual report of institutional effectiveness which measure progress a college has made on measures that were established during the strategic planning process. These include retention, persistence, diversity statistics such as underrepresented minorities, financial data, communications, statistics, and much more. The committee thanked Dr. Pedersen for his work and for his report and adjourned the meeting at 5:45 p.m.

Chair Murray called for the Governance Committee report. Trustee Canary said the committee had not met. They will be meeting in September with items on the agenda to resume.

Chair Murray again asked the Trustees if anyone was interested to be Chair of the Facilities Committee to let him know. He said it was a very important committee, especially given the current situation with COVID 19 and students returning to campus.

Chair Murray asked for the Foundation report. Trustee Pagdanganan reported the Foundation had an upcoming event called Sipping for Scholarships. As the coronavirus pandemic has impacted efforts by the Foundation to raise funds for the student scholarships, the Foundation has rescheduled the annual Golf Classic until next year as well as the annual Salute to Excellence Gala. This year, the Foundation is introducing the first-ever virtual fundraising event entitled Sipping for Scholarships, a wine tasting and virtual wine class hosted by Macari Vineyards, one of Long Island's premier wineries. This event is scheduled for tonight and promises to be an overwhelming success, bringing together alumni, faculty and staff, friends and family to learn about wine from one of the region's most recognized sommelier, Gabriella Macari, a second-generation vintner and wine matching expert. For this event the Foundation partnered with several campus groups to advance this including our Radio and Television Production Program students and faculty. Coordinated by professors Bill Terry and Gayle Sheridan, students in the program wrote, produced, and directed public service announcements heralding the event. While students cannot participate in the actual event due to age restrictions, they provided a professional message in increasing revenue participation.

Next, the Foundation is working on the 2020 Shark Shuffle. This was inspired by Interim President Lou Petrizzo whose alma mater sponsored a Dolphin Dash Virtual 5K.

The Shark Shuffle will also serve as a fundraiser with proceeds dedicated to student scholarships. The event is planned for the Fall with the dates to be determined. The Shark Shuffle will engage students, faculty, staff, family, and friends throughout Suffolk's neighborhoods and communities. Participants can run, walk, scoot, skate, ride, or tag along with their furry friends to complete a 5K in their community, and runners can also sign up online and gather individuals and corporations to sponsor them as they participate. The event is presented by the Foundation's partners at Suffolk Federal Credit Union, and it encourages corporate sponsorship, as well as individual and family teams.

On the Suffolk Community College Foundation COVID-19 Emergency Fund, the fund is gearing up to start in the Fall 2020 semester in anticipation of new applications for support. The gifts are from hundreds of donors, including generous support from corporate and philanthropic partners, like SUNY Impact Foundation, the United Way of Long Island, and others. The funds were distributed to students with the greatest need.

The 1959 Society Free Estate and Charitable Planning webinar was held and hosted on July 28th, and it provided insight and guidance into a variety of estate planning strategies for donors, friends, and family. The 1959 Society celebrates the College's founding year and recognized donors who made charitable and estate planning gifts. The Foundation had more than 600 people who participated in the statewide webinar. They provided insight into the current tax laws and best practices for planning your estate and ensuring the charitable gifts are demystified. Mr. Martin Finn, a recognized estate planner, shared a variety of strategies to provide gifts to the Foundation through your will, retirement, or life insurance planning, as well as insights to protect your assets and ensure your legacy.

The Foundation is also planning Swimming with the Sharks and has reached out to alumni throughout the summer to share the news about the College and engage them in our fundraising efforts. They're working closely with the College's Radio and Television Production Program to help alums stay connected and contribute to the five scholarships that are available only to the College's RTV students. Many RTV alums are actively engaged in this program and are sharing their substantial experience and professional connection with the next generation of broadcast professionals.

On Monday, August 17th, the Suffolk Federal Credit Union, in partnership with the College and the Foundation, introduced the Shark Card, a unique co-branded ATM/checking account card that allows access to the credit union's vast ATM network and provides a variety of extras for users affiliated with Suffolk County Community College. Suffolk Federal will donate 5 cents on each of their debit card signature-based purchases up to \$350 per year to benefit the Suffolk Community College Foundation. This is a new way to raise funds for the critical cause of supporting students. Lastly, in regards to the fall 2020 scholarships, scholarship recipients have been selected for the fall 2020 cycle and funds are currently in the students' accounts. Scholarships for the next cycle will be open for applications beginning in late September or early October.

Selected scholars are asked to prepare letters of appreciation to scholarship donors that are shared with the donors.

Chair Murray asked for the Student Trustee report. Student Trustee Gambina said Student Government leaders are recruiting students and preparing for the upcoming semester. They are still having biweekly student government meetings where students from all three campuses can participate. They are considering having another Student Government and Board of Trustees meeting, as they have in the past. It gives the student leaders and the Trustees an opportunity to meet and get a sense of what Student Government is planning on and dealing with for the current year.

Chair Murray asked for an update on the Presidential Search. Trustee Sanders stated that Isaacson Miller is still continuing the search for the president for Suffolk County Community College. She reminded the Trustees to please share the link to the Suffolk website so that any interested candidates could apply and said the search committee welcomed any recommendations that they may personally have in regard to potential candidates.

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Chairman Murray said he was going to defer his report and asked for the President's report. President Petrizzo said that on behalf of the administration, he would like to offer their congratulations to Student Trustee Kaitlyn Gambina on her election to a second term and wished her much success as she navigates student needs and concerns in the coming year. He then welcomed the new Interim Campus Executive Dean of the Grant campus, Dean Donna Ciampa, to the Cabinet. He added that Dean Ciampa was the Associate Dean for Academic Affairs at the Grant campus and is well versed in all matters having to do with that campus and he wished her great success in her new role as Interim Executive Dean of the Grant campus. President Petrizzo also announced that Executive Dean Irene Rios has now assumed leadership of the Ammerman campus, and she has the distinction of having served as the Executive Dean of the Eastern campus, the Grant campus, and now the Ammerman campus, and also wished her well and much success.

President Petrizzo reported that enrollment was finally showing some encouraging signs. They had suspected that there was a great deal of difficulty for students and their parents in navigating admissions, registration, and financial aid over the Internet. Through the idea of Dr. Adams and Student Affairs, the College set up a one-stop center on each campus where students can come through for either admissions, advisement, selecting their classes for registration, financial aid, and paying all in one place. This has turned out to be a very encouraging move in many ways, and they are seeing many more students coming through this process than they saw through the Internet. He thanked Dr. Adams, VP Araneo, Dr. Beaudin, Dr. Rios, Dean Ciampa, and the IT staff who have done the work to get this set up at all three campuses.

President Petrizzo asked Dr. Adams to give an update on the one-stop centers and enrollment. Dr. Adams said the one-stop centers have been overwhelmingly successful. When they first brought the idea to President Petrizzo it was sort of a

strange idea given the situation with COVID-19. However, the entire College banded together and got the job done using some of the College's large arena-type spaces. They have made sure that social distancing is being practiced, everyone is wearing masks and there is a questionnaire that students have to fill out every day that they come onto campus. Dr. Adams reported that as of 3 weeks ago enrollment was down approximately 20%, and over the last 3 weeks they've seen over 3,000 students that have come in and were able to bring enrollment up, which is about 13% down. Today is the scheduling day when students have to confirm their attendance if they are receiving full financial aid or are paying their bill, so they will have a better sense of the numbers tomorrow.

He noted that although they created a system where students can come in or can call in and make appointments, they are seeing more walk-ins which shows the marketing efforts have been highly successful. They are also seeing more part-time students than full-time students. Add/drop is happening on September 8<sup>th</sup> - the College will take students up until September 8<sup>th</sup>. In addition, he has been working closely with Dr. Beaudin on some late start classes for those students who have gone away and then are concerned about living in residence halls or whatever the situation is. The College is prepared to have late start classes that will begin on October 7<sup>th</sup> for 10 weeks. Dr. Adams said they are continuing the enrollment efforts by emailing and calling students that haven't registered yet, and students that have not paid their bills yet. He is confident that they will get somewhere below 10% over the next 2 weeks.

Trustee Morgo asked if freezing tuition had any meaningful impact on enrollment because this would have future significance for other budget years. He noted that several of the Trustees advocated freezing tuition with the hope that it would spike enrollment. VP Adams said that it was very hard to quantify that at this point. However, he has spoken to a lot of parents and students and one of the big things that always comes up is that the College is the lowest tuition on Long Island and he feels it did have a positive impact on enrollment.

Trustee Morgo asked to keep a survey on the radar to be done after the enrollment cycle because one of the goals of freezing tuition was to have a positive impact on enrollment. The information will also be helpful and useful for other budget cycles for years to come.

Trustee deLeon-Lopresti said she wanted to commend the work of President Petrizzo and VP Adams adding that the goal of being under 10% is extraordinary, and if they can accomplish that, then congratulations because she is hearing reports from other institutions of being in the double digits ranging from a 15-25% decline. She thanked the administration for all of their extraordinary efforts during this difficult time.

President Petrizzo said the State budget continues to be an unknown for the College. The 20% that was held out of the 2020 budget amounted to \$2.7 million. Newsday is reporting that the 20% cut is going to continue into the 2021 academic year, although the College has not been notified of that directly from either SUNY or from the State

budget division. The news that the College did get was concerning the Excelsior Program and the fact that students who had received those awards are only going to be receiving 80% of what they were entitled to. The problem with that is the College doesn't know what the other 20% should represent, if they are to ask that of the student or absorb the award that the State gave to a student because the State no longer has the money. If that continues into the budget year 2021, VP Harris has estimated that it's a \$3 million deficit for the College, creating a major concern and the need for clarification from the State.

The College has dispersed \$3 million in CARES Act money to students and has approximately \$3.5 million available for students. The College had disbursed about \$1.75 million in institutional CARES Act money. Much of that was for equipment for remote learning, software, etc., and has about \$4.7 million of that money remaining for disbursement, as well. The College is working very diligently to try to open the two campus child care centers on the Ammerman and Grant campuses. We recognize that there continues to be a need for those centers, and are trying to get them up and running.

The Governor has extended the relaxation of the Open Meetings Law through September 4<sup>th</sup>, unless that is extended further, so the September meeting will have to be a live meeting to come under the Open Meetings Law provision. The Governor has made a decision on health clubs and pools and the College is studying those regulations carefully to see if they can open the health club and pools at the Grant and Eastern campuses. President Petrizzo said the College has engaged in discussions with the collective bargaining units, and they are hopeful to report in the very near future on the results of those discussions. September 2nd is the first day of classes for the Fall semester, and the College has been working very diligently on coming up with a safe start plan. He then introduced Executive Dean Rios to give an overview of the re-opening plan.

Dean Rios reported that in late May President Petrizzo asked a number of faculty and staff to participate in the college-wide Safe Start Task Force to address the requirement to build the reopening plan for the College which would comply with the mandate stipulated by the Chancellor's office. Dean Rios is Chair of the task force and convened the task force virtually through Teams starting on June 1st, meeting weekly. The Task Force gathered information from other constituent groups and organized a number of work groups to focus the efforts on specific areas of the College and to identify necessary actions needed to take for a safe reopening. The work groups formed are plant operations/health and safety/employees, student affairs/auxiliary services, academic affairs, noncredit/ESL/workforce/high school programs, communications, health services, and libraries. The work groups have been working diligently to ensure that the College serves its constituents responsibly and safely.

In response to the Chancellor's call for a final plan outlining the College's initiatives for reopening, the groups focused on restarting campus operations, tracing and monitoring after opening, developing a communications outreach plan, defining resources required to reopen, and developing a timeline required for restarting on-campus operations. The



comprehensive restart plan for the College was approved by SUNY in July and is now posted on the College's website.

A brief outline of the work done over the summer includes the following: first, Dr. Beaudin determined how fall instruction will be delivered; of the 3,400 sections the College is offering this fall, 10% will be offered on campus, ensuring that they are offered in spaces that are limited to 1/3 of the classroom space with groups no larger than 13 students. Laboratory sections are scheduled to meet on a rotating basis with approximately 8 students in a lab section every 3rd week over the semester, allowing for reduced population density. They measured and reconfigured offices, centers, waiting areas, computer labs, laboratories, and classrooms for physical distancing, and marked spaces accordingly. In instructional areas they're using red "Xs" and green dots.

Training continues to be provided for both full-time and part-time faculty for online instruction. The College is requiring all students coming to campus to wear facial masks at all times. All employees and visitors are required to wear facial masks at all times when social distancing is not possible. They produced a students returning to campus guideline document which will include expectations for social distancing, information on COVID-19 testing, proper hygiene, how to wear PPE, and the screening protocols all students will be required to comply with. They also developed a return to work guidelines document for all employees; this included information on campus access and accommodations for immunosuppressed employees. All employees, students, and campus visitors are now required to complete an online or paper format screening survey to ensure they are not symptomatic or have tested positive or have not traveled internationally or to a state on the New York executive order list of restricted states within the last 14 days. The screening survey must be completed each day an employee, student or visitor will be on our campuses prior to the individual entering the offices. An access approval will be sent or given to all who clear the screening survey. This access approval and an ID card along with proof of possession of a facial mask must be shown to our Public Safety officers at the entry gate. Students will be given a daily lapel sticker to allow for visual validation of their campus access approval. They distributed lanyards to all so that displaying College ID cards is convenient.

Libraries will be opened by limited appointment only for enrolled students to access computer labs and reference assistance. Library and computer lab spaces will be cleaned and sanitized after each use. Outdoor wireless access has been expanded on parking lots on all campuses with the College offering 100 hotspots for Internet access. The Blackboard mobile app has been implemented. Exam proctoring software has been implemented. Presently, access to all campuses has been limited to one entry point with the potential of more opening in the Fall and that is now under consideration. Student Health Services offices will be fully staffed with at least one registered nurse per campus. All plant operation employees on campuses have been issued proper PPE relevant to their trade and task responsibility. Plant operations staff completed quarterly HVAC maintenance in all buildings, and air vents in offices and classrooms have been cleaned to ensure good air quality. Domestic water systems have been flushed, cleaned and bleached. Air handlers are operational for at least a 72-hour period to refresh

continuous air flow to each building. They have established a weekly staff schedule college-wide for each department to ensure appropriate reduction of staff are working on campus on any particular day. PPE has been purchased and distributed for employee-specific job duties and we have established a process for ordering, receiving and distributing PPE through centralized purchasing. All in-person events and activities for the most part are suspended, as well as all College-related travel and study abroad programs. Students will be allowed in offices for meetings only if they make an appointment. Use of elevators are limited with signage posted indicating this. Campus buildings and stairways have been evaluated to determine the adoption of one-way traffic. Campus buildings have been evaluated to determine a separate entrance and exit doors are feasible. Standard cleaning and sanitizing of classrooms, labs, computers, etc. and workstations is now in place. All campuses have hand sanitizer in buildings' lobbies. A protocol has been determined for contactless delivery of mail and packages.

The College has strengthened its partnerships through this task force with the Suffolk County Department of Health and has a dedicated communication liaison so that they stay informed regarding contact tracing and percentage of positive tests at the College. All faculty and staff will be informed to send students who exhibit symptoms of COVID-19 to the campus Health Services offices for referral to County testing sites or their medical provider. The College's coronavirus website is updated regularly. Any faculty, staff, or student who tests positive for COVID-19 will be referred to the appropriate administrator for further direction and information.

Production of signage regarding social distancing, proper hygiene, and expected behavior was completed and installed in all teaching areas on all campuses. Continuing in the Fall the College will continue to offer staggered on-campus schedules for administrators so that no more than 50% of the workforce is on each campus. Lastly, plexiglass has been purchased and installed in staff, service, and instructional areas College-wide. Dean Rios said it was also important to note that should new guidelines from the Chancellor, Governor, or health department be released, adjustments to the plan will be made accordingly. If there are local increases or outbreaks, per President Petrizzo, faculty, staff, and students will be prepared for and guided through a rapid transition to distance learning and remote work as was done in March.

President Petrizzo thanked Executive Dean Rios and all the members of the task force for all the work that was done to have a safe reopening of the campuses.

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Chair Murray moved onto Roundtable. Student Trustee Gambina thanked the administration, faculty, and staff for all their hard work during these hard times saying she knows it hasn't been easy.

Trustee Canary asked President Petrizzo how the drive-in movie was working out at the Grant campus. President Petrizzo said they completed last weekend, and he did not

believe the County received the attendance that they were hoping for, and it was pretty much uneventful.

Trustee Sanders said she wanted to thank the College and, in particular, Dr. Adams, who had worked once again with the Urban League and its summer youth employment and training program. They had 25 students, and even though it was done virtually, the students really enjoyed their placement at Suffolk and enjoyed the mentoring that the team was able to provide to them.

Trustee Morgo said that he enthusiastically echoed Kaitlyn's comments about the College's performance during this crisis, compared to other schools, the College has done an exemplary job. He then asked Trustee Pagdanganan what the new name of the GED was since she mentioned during her report that it had changed. Trustee Pagdanganan said the test is now called the TASC.

Chair Murray said that he too wanted to echo what was said about the performance of the College during this time period, noting it was a very complex institution with having to worry about finances, enrollment which affects finances, keeping the students safe during the virus, the unions and employment issues, and on top of that, provide a quality education to students. He said there are lots of hurdles to go through, but the College will continue to move ahead and get through this difficult time, and he thanked the administration for the wonderful job they have done.

President Petrizzo thanked Chair Murray and said thank God the College has the personnel, the VPs and Associate Deans and Deans to carry on all the work which, as was demonstrated, is a lot, adding that no one person can do this; it does take a team, and they have an extraordinary one at Suffolk.

Trustee Canary commented that as someone who is in government having to deal with COVID-19 issues, he can truly appreciate the dedication, expertise and amount of time that Dean Rios's team has put into the reopening efforts. He added that it is a tremendous accomplishment and one more reason why as a member of the Board of Trustees for over six years he is so proud of the institution and so proud of its dedicated staff. He asked Dean Rios to please bring back the Board's appreciation to all the members of the task force for what they have done over the summer.

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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 10:42 a.m. Trustee O'Connor 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 10:42 a.m. The Board of Trustees next meeting is September 17, 2020.

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Respectfully submitted,

Gordon Canary  
Secretary