

SUFFOLK COUNTY COMMUNITY COLLEGE  
SUMMARY MINUTES OF THE BOARD OF TRUSTEES MEETING  
HELD VIA TELECONFERENCE CALL  
JANUARY 21, 2021

The meeting was held on Thursday, January 21, 2021 at 9:00 a.m. via conference call.

PRESENT:

E. Christopher Murray	Chair
James Morgo	Vice Chair
Shirley Coverdale	2 <sup>nd</sup> Vice Chair
Gordon Canary	Secretary
Theresa Sanders	Trustee
Belinda Pagdanganan	Trustee
Kevin O'Connor	Trustee
Kaitlyn Gambina	Student Trustee
Louis J. Petrizzo	Interim President
Alicia O'Connor	Deputy General Counsel
Ashley Pope	Deputy General Counsel
Dr. Mark Harris	V.P. for Business and Financial Affairs
Dr. Paul Beaudin	V.P. for Academic Affairs
Mary Lou Araneo	V.P. for Institutional Advancement
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 9:07 a.m.

The Pledge of Allegiance was led by Trustee Canary.

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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 9:08 a.m. Trustee Sanders so moved, Trustee Pagdanganan 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 9:11 a.m. Student Trustee Gambina so moved, Trustee Coverdale seconded and the motion was approved unanimously.

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Chair Murray requested a motion to approve the minutes of the December 3, 2020 Board of Trustees meeting. Trustee O'Connor so moved, Trustee Sanders seconded. The motion to approve the minutes was approved unanimously.

Chair Murray requested a motion to approve the minutes of the December 11, 2020 Board of Trustees meeting. Trustee Pagdanganan so moved, Trustee Canary seconded. The motion to approve the minutes was approved unanimously.

Chair Murray requested a motion to approve the minutes of the January 12, 2021 Board of Trustees meeting. Trustee Morgo so moved, Student Trustee Gambina 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. VP Harris reported the fiscal year 2020 year-end close has not yet been completed. The auditors are currently in the process of performing additional testing and validation, to show that the funds received and dispersed are in the manner that was intended. They are hoping to be able to complete this process by the next Board meeting. VP Harris added that the State recently released its executive budget review and it addresses the financial impact for fiscal year '19, '20 and also '21, and its relation to the upcoming Fiscal '22 year. Regarding Fiscal '20, Q4, and Fiscal '21, Q1 and Q2 20% holdback, they indicated that the funds will be released in March 2021. However, they plan on reducing FY'21 total appropriation by 5%. This is dependent on the State receiving \$6 billion in federal funds. In the event that the State does not receive \$6 billion in funds, the 20% cut will remain. VP Harris said he will keep the Board posted as the College receives additional information.

In terms of the cash flow, the College has received its Q1 and Q2 payments from the State with a 20% holdback, which is about \$5 million of the total \$25.6 million that it was supposed to have received. The College will have the final spring enrollment numbers within the next 2 weeks and that will allow for a better cash flow projection for the month of February all the way through August, to close out the Fiscal '21 year.

With regards to the CARES Act, VP Harris reported that for CARES Act I, at the end of December, the College dispersed over \$6.5 million to students with just about \$28,000 left over to be dispersed. On the institution side the College has drawn down \$3.2 million and has about \$3.3 million remaining to spend. These funds can only be spent based on eligible expenses as outlined in Department of Education guidelines. The College is working with SUNY to really look at what those guidelines are and see what additional eligible expenses it may be able to expend to draw down the \$3.3 million from CARES Act I. For CARES Act II, the new stimulus plan may provide an additional \$25.5 million with a minimum of \$6.6 million being allocated to students. VP Harris noted that if the State continues to defer the 20%, the best scenario for the College would be a breakeven with the State holding back about \$16 million and then getting some additional funds from CARES Act II. This is all predicated on the State getting the \$6 billion and releasing what they owe the College, and with the guidelines being as flexible as they are for CARES Act II, the College may be able to cover some additional expenses.

For the Fiscal '21 budget, he first noted that the expenses and financials they are providing are transactional from September to December and are high-level. They still have some ways to go to estimate where the College's revenues will be. Originally, for the Fiscal '21 budget, the College estimated about a 7% enrollment decline and landed at about 8.5% decline for fall '20. As of the 15<sup>th</sup>, the College is at about 19% decline for spring '21. The College will still continue to benefit from the cost-mitigation efforts that were implemented. Most of the benefits are coming in from the personnel lines and this is directly attributable to resignations, retirement, as well as an increase in classroom utilization. The process for the Fiscal '22 budget has started and they have encouraged the College's budget managers to really look at their non-personnel expenses. The College is unable to make any decisions as to what the budget will look like because it is still waiting on final word from the State and SUNY, and should have a better sense by the end of March.

President Petrizzo commented that the numbers that VP Harris was discussing with respect to the State budget, those were the numbers presented by the Governor in his executive budget proposal. The proposal still needs to go through the State legislature and, of course, needs to be resolved with respect to whether there is going to be a CARES Act III from the federal government.

Chair Murray asked if the State gets \$6 billion in federal aid, is that the entire State receiving \$6 billion or is that geared toward community colleges? President Petrizzo said there wasn't a lot of definition on that.

Trustee Canary asked that notwithstanding the big question on what kind of revenue the College will be receiving next year and the solid expenditure projections for the 2021 year, is the College finishing up almost \$13 million under budget because of reduced expenditures with operations and instruction?

VP Harris said the way to look at it was the College is projecting the cost, all things being equal. The revenue numbers have not yet been fleshed out because they're not sure where the College will land in terms of spring enrollment and the impact of the deferred cuts from the State. If the revenue numbers from the State are fulfilled, based on what the Governor is presenting, and there is an uptick in enrollment, the net impact will change, but it's very hard to say what the net impact is going to be right now without knowing what the revenue projections are.

Trustee Morgo said he had more of an observation than a question. He said in knowing all the variables in dealing with the State and the Federal government, the College, under this crisis, was able to increase its fund balance and not only endure the crisis but prevailed and did better than anyone would have expected. Couple that with getting the CARES Act money out to the students, and using the CARES Act as it was intended to be used, which was a remarkable amount of help for the students. He noted that at the Executive Committee meeting on Monday, he thought it would be a very good idea to inform the County legislators of how the College would use the

CARES Act money. Noting the College has done a really remarkable job during this crisis, he congratulated VP Harris, President Petrizzo and everyone else involved. President Petrizzo said he would pass that on down to the Campus Deans who managed their budgets in a prudent way and were a big part of producing these savings, as well. Chair Murray said he echoed Trustee Morgo's remarks and that it's been a difficult time but the College has managed very well and is in a good position, when things get back to normal, to really hit the ground running.

Lastly, VP Harris reviewed those resolutions with financial impact. Item number 1 is the monthly service payment to Suffolk County for the health insurance for employees for the month of December in the amount of \$2,688,990.78. Item number 2 represents the budget transfer. The first for \$12,000 is to acquire additional Clorox sprayers to ensure that the air within the College is sanitized. The second transfer is for \$111,000 to close out the Cenergistic contract.

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Chair Murray asked President Petrizzo to review item number 4 since it was a fairly significant item. President Petrizzo said item 4 was the STEM building on the Michael J. Grant Campus. It's been in planning and design for some time. The bids were opened recently - there were a total of 13 bids submitted for the project and it was a highly competitive bidding process. Twelve of the bids, were submitted by local, and Suffolk construction firms. He noted the College follows the County Local Preference law in these types of bidding matters. There was significant interest from local construction companies in the project. The 6 lowest bids were all within 10% of each other, making it a very competitive final result. The low bid came in under budget with a reasonable contingency, and the College is recommending acceptance of the bid of VRD Construction of Holbrook, a company known to the College. VRD recently completed the renovations in the Sagtikos Building, also on the Grant Campus. Their work was performed in a good and workman-like manner, timely and under budget. VRD was in fact the lowest bidder. Trustee O'Connor said that given the fact that VRD is a client of his bank, he would abstain from the approval or discussion of the contract.

Trustee Canary commented he thought it was important to stress what a unique building and project this was going to be, a zero-net energy STEM center. He added that this is going to be another jewel in the College's portfolio of great buildings that have been built in his six-and-a-half-year tenure. This will be the fourth building project that he has been involved with as a member of the Facilities Committee. He gave kudos to the "crackerjack crew" trying to get the contract and the bids resolved in a COVID-19 environment and congratulated the team behind the bid.

Chair Murray called for a motion for the approval of College Resolutions 2021.02 through 2021.06. Trustee Coverdale so moved, Trustee Sanders seconded, Trustee O'Connor abstained from voting on item 4. The motion was made and seconded, was voted on and approved, with one abstention for item 4.

**RESOLUTION NO. 2021.02 - 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 \$2,688,990.78 for the month of December 2020 (*Attachment I*) is hereby approved by the Board of Trustees.

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**RESOLUTION NO. 2021.03 - 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. 2021.04 - Authorizing the Acceptance of a Gift from the Suffolk Community College Foundation**

**WHEREAS**, Mercedes-Benz USA, LLC has donated a 2017 Mercedes-Benz C300 valued at \$25,171 to the Suffolk Community College Foundation, Inc., and

**WHEREAS**, the Foundation wishes to further donate this automobile to Suffolk County Community College for use in its Automotive Technology Program, and

**WHEREAS**, the Academic Chair of the Automotive Technology Program has been consulted and has indicated a need for this vehicle for instructional purposes, be it therefore

**RESOLVED**, that the Board of Trustees hereby authorizes the College's acceptance of a 2017 Mercedes-Benz C300, valued at \$25,171, from the Suffolk Community College Foundation, Inc., for use in the College's Automotive Technology Program.

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**RESOLUTION NO. 2021.05 - Awarding a Construction Contract for the Construction of the Renewable Energy and STEM Center on the Grant Campus**

**WHEREAS**, capital project CP2141 has 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 construction of the Renewable Energy and STEM Center on the Michael J. Grant Campus were solicited and opened on January 11, 2021, and

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

**RESOLVED**, that the College Interim President or his designee is authorized to enter into a contract with VRD Contracting, Inc. in the amount of \$17,844,000 for the construction of the Renewable Energy and STEM Center on the Michael J. Grant Campus upon such terms and conditions as shall be approved by the Office of Legal Affairs.

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**RESOLUTION NO. 2021.06 - Confirming the Annual Review and Approval of the College's Procurement Policy, as Amended**

**WHEREAS**, community colleges must procure goods and services in accordance with Article 5-A of the New York State General Municipal Law in order to ensure the prudent and economical use of public monies, and to guard against favoritism, improvidence, extravagance, fraud and corruption, and

**WHEREAS**, pursuant to General Municipal Law §104-b, the College's *Procurement Policy* must be annually reviewed and approved by the Board of Trustees, and

**WHEREAS**, the College has reviewed the *Procurement Policy* and recommends that certain revisions be made in order to improve purchasing and procurement efficiencies, be it therefore

**RESOLVED**, that the College's *Procurement Policy*, as amended (*see, Attachment III*), be, and the same, hereby, is adopted and approved for the calendar year 2021.

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Chairman Murray moved to the committee reports and called for the Budget and Finance Committee report. Trustee O'Connor said he didn't have anything more to add to what VP Harris had reported.

Chair Murray called for the Student Success Committee report. Trustee Pagdanganan reported the committee met on January 12<sup>th</sup> and, based upon a previous discussion, they decided they would be looking at broader topics impacting student success at the College. Many of the College efforts are coordinated in order to target their work to address the priority of student success. She said Dr. Beaudin discussed how Achieving the Dream, linked to work with Guided Pathways, along with greater awareness of College data in the Strategic Plan's institutional goal of diversity, help the College see student success through a variety of lenses. To provide the committee with a detailed overview of how diversity, equity, and inclusion factor into the priority of student success, Chief Diversity Officer Christina Vargas was invited to their meeting. Ms. Vargas explained equity is not just simply treating everyone the same. In addition to fair treatment for all, you have to look at changing structures so that everyone has equitable opportunities to understanding, and paying attention to the differences, identities, and cultures that people bring to the community. The Achieving the Dream Equity Statement has helped the College pattern its approach to training and education related to this topic. Through Professional Development Day programs, faculty and staff are informed on concepts such as implicit bias and understanding differences in the overall College environment and academic classroom environment. Through a variety of task forces, as well as the You Belong Here campaign and the syllabus statement project, the College demonstrates its commitment to providing access to higher education and a welcoming environment to all its students. After Ms. Vargas' presentation, Trustee Zarate suggested making a provision for language accessibility as well. Analyzing data is crucial to improving student outcomes and addressing the gaps. The work is currently ongoing and requires sustained efforts.

Chair Murray called for the Governance Committee report. Trustee Canary said the committee had not met, therefore there was nothing to report.

Chair Murray called for the Personnel Committee report. He said he received a text from Trustee deLeon-Lopresti, that she would be on for the Executive Session, but was not available at the moment. He said the Personnel Committee did have a meeting. The Committee is preparing a revised evaluation process with regard to the surveys for the Presidential evaluation. He said, hopefully, they will have that ready for a vote by the Board at the next meeting so it could be in place for the new president.

Chair Murray called for the Foundation report. Trustee Pagdanganan said the Foundation continues with its innovative virtual events, including tonight's Painting with A Twist. featuring Suffolk art alumna who will lead participants step-by-step with an original oil painting. The Foundation is also looking forward to partnering with the College's Culinary Arts and Hospitality Management program to offer dinner for 2 on

March 11th via Zoom. This virtual culinary arts experience will feature Associate Professor Chef Andrea Glick who will guide participants from the Culinary Center's demonstration kitchen in Riverhead. Guests can simply watch and learn or participate in the preparation and cooking of a three-course meal in the comfort of their own kitchen.

The Foundation is celebrating new scholarships. The first one is the Lieutenant Peter Turner Memorial Endowed Scholarship for Excellence in Criminal Justice. This is an initial \$50,000 gift to endow a criminal justice scholarship for students considering a career in Suffolk's law enforcement community. The second is the Kelly Family Music Recital Scholarship. Two separate alumni, husband and wife John and Kaitlyn Kelly, established a generous scholarship for students approaching the milestone recital that all instrumentalists anticipate. The third new scholarship is the Schwachman Diamond Project Endowed Honors College Scholarship. This scholarship supports outstanding Honors College students along their pathways to success and recognizes the continued importance of undergraduate research and scientific discovery.

Lastly, the Foundation would like to appeal to everyone. Suffolk's COVID-19 Student Emergency Fund needs continued support. More than 500 students have applied for and received financial assistance through the College's COVID-19 Student Emergency Fund and the Foundation continues to receive applications on a daily basis. Students are still experiencing widespread unemployment, lack of health coverage, and family illness. For more information on this fund, please contact Dr. Sylvia Diaz at the Foundation.

Chair Murray called for the Student Trustee's report. Student Trustee Gambina said SGA had a few events planned for students coming up, classes start on Monday and they looked forward to hosting meetings and events starting then.

Chair Murray called for the Presidential Search Committee report. Trustee Sanders reported the committee was moving through the final stages on the presidential search and, hopefully, by the next meeting they would have some good news to formally announce.

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Chair Murray moved to the President's report. President Petrizzo said the winter session for the College ended on January 15th and the spring semester will start on January 25th. The semester will start remotely on the 25th and then go to in-person classes on February 1st for those classes that are going to continue as in-person. Enrollment in the winter session was up substantially over last year, approximately 177% up, and this allowed the College to realize nearly \$500,000 in tuition revenue. He thanked Dr. Beaudin and his team for all the fine work done in making this happen. He noted that as was mentioned earlier, CARES Act II has been announced. It will provide an additional \$6.5 million in student grant funding. The College will have dispersed almost the entire first round of CARES Act student grants in the amount of \$6.5 million by the end of December 2020. He said the College's students have been hit very hard by the loss of employment and illness in their families, and CARES Act II will be a welcome relief for many of our most needy students.

The Grant Campus continues as a vaccination Point of Distribution with approximately 5,500 vaccinations to date and many more to come. The College is proud to be a distribution center and to continue its mission of being not only a community college but also being a college in and for its community.

COVID testing for the spring semester has started on all 3 campuses in conjunction with SUNY Upstate Hospital. All employees and students who regularly come to one of the campuses will be tested weekly for the virus. This is as per a new directive from the Chancellor dated January 19th. This is very new and the College is still working with the idea of how it will accomplish the new directive. The testing and tracing program that the College had in place last semester has allowed the College to maintain its operations in a safe and healthy environment. President Petrizzo said the College certainly understands the need to continue those programs and even enhance them, however, testing everyone on a weekly basis will be a challenge and, hopefully, as in the past the College will be able to manage the challenge.

He reported the College had a very successful discussion with SFCU and is well on the way to an enhanced relationship with them which will prove mutually beneficial, not only to the Credit Union but also to the College. He thanked Mary Lou Araneo, Sylvia Diaz, and Alicia O'Connor for their work with the Credit Union.

Also, with the assistance of Chair Murray, the College had a very fruitful discussion with representatives of Suffolk County regarding the relocation of certain County agencies onto the Grant Campus, and as a result of that conversation, the County will be looking for other locations for these facilities. He thanked Chair Murray for his support of the College on this issue.

Lastly, he said that approximately 13 days before the start of spring semester, the College was informed that Stony Brook University would not be able to accommodate the College's nursing clinical placements due to the high number of COVID patients in the hospital. This was a particularly devastating piece of news for the College's graduating students. The College sought help from Chancellor Malatras via email. President Petrizzo said that, interestingly enough, the Chancellor's immediate response was three words, "I'm on it." The Chancellor spoke to the powers that be at Stony Brook University and they have resolved the clinical issues for all of Suffolk's students. President Petrizzo publicly thanked Chancellor Jim Malatras, adding that it's really great knowing that there is someone listening to the College's problems and issues in Albany.

President Petrizzo said that Dr. Beaudin would be giving an enrollment report on where the College is currently with enrollment.

Dr. Beaudin reported that, as of yesterday, the College's head count was 14,267 or 85% of head count from last year. FTE is at 10,304, which represents about 82% of last year's, year to date. In the last six weeks, the College has increased its head count by over 5,000 students. Winter intersession went very well, the College increased the number of seats by 800 over last January, which also had some financial benefits. They

are continuing with Arena registration in large spaces in a socially distant way. Last week 1,521 students were seen in these large Arena spaces and students are registering.

Volunteers from faculty, staff, and administration under the leadership of Dr. Munsch and Dean Deborah Wolfson called over 7,000 non-registrants in December and through the last two weeks. In the first two weeks of January, 1,500 students were called and invited back to register or were asked how the College can help them with what they might be going through at this challenging time.

On a daily basis texts and email messages go out to cohorts of students including those who have not yet registered for the spring but were at the College in the fall. For those students who were in the January intersession but have not yet registered for spring and for those who have left us in the last semester or two, they are being invited to talk to counselors and others who can help them to build a schedule if that is their goal. Dr. Beaudin thanked VP Araneo and Drew Fawcett for the terrific advertising campaign both online and in Newsday.

Lastly, he said he has been working closely with associate deans in the offices of Academic Affairs on the campuses since the fall to manage the master schedule. With the help of registrar, Anna Flack, and her associate, Cheryl Eldredge, they have cut about 700 sections for the spring schedule and this will realize great financial savings for the College. The College is currently at about an 86% utilization rate, which is terrific considering the circumstances. Utilization rate is the number of seats taken over the number of seats that are available. By working hard to increase the numbers and by cutting expenses, the College is doing the best it can to help stabilize the financial resources of the College for the spring semester.

President Petrizzo thanked Dr. Beaudin for his report and said just to add a footnote to the report, he just received a head count update and the College is at 17.5%, which was good since the original percentage was 30% down. With two weeks to go and late-start classes available, he said he was hopeful they will continue to drive that number down to where it needs to be.

Noting that last summer and winter the College had a spike in enrollment, and then the fall and spring is down, Chair Murray asked if there was any sense of why there is that discrepancy and why the College sees such boosts during the summer and winter. President Petrizzo said that the College sees in the winter and summer sessions an influx in students who attend other institutions and don't want to go back to those institutions just to take a course for the summer or winter. He added that students are also dealing with the current environment and there are those who are getting COVID fatigue. They don't like remote learning and want to be with their friends and have the social aspects of college. He said the sooner everyone can get vaccinated the sooner the College will see enrollment return to where it should be.

Dr. Beaudin added that he also believes in the summer and in January, in addition to having a large number of visiting students, he thinks that the students who are taking courses in summer and in January are very purposeful about what courses they need to get into a program or to finish their program. One of the things the College is working at for the summer 2021 is looking at how to make the summer session even more robust and have students taking full-time/12 -15 credits in the summer. Last summer, doing online so well and achieving such terrific numbers, it really encouraged them to look at the summer schedule and see how it can be adjusted to increase the number of students who might consider the summer session for full-time study. He said within the next 2 months he will have a report for the Board after they continue their conversation with both the chairs and the calendar committee of the College.

Lastly, President Petrizzo noted that today was the last Board meeting for Vice President for Planning and Institutional Effectiveness, Dr. Jeffrey Pedersen. He will be leaving the College on January 30th. Dr. Pedersen led efforts to enable the College to successfully progress from warning status to a very positive review with the Middle State's Commission on Higher Education, and the College is very grateful to Dr. Pedersen for all the work he's done on that project, as well as the other work at the College. He wished Dr. Pedersen well as he moves on to the next stage of his life. Chair Murray thanked Dr. Pedersen for his hard work and all he had done for the College.

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Chair Murray moved onto Roundtable. With no comments he then requested a motion to enter into Executive Session to discuss the medical, financial, credit or employment history of an employee at 9:59 a.m. Trustee Morgo so moved, Student Trustee Gambina 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 9:59 a.m. The Board of Trustees next meeting is February 18, 2021.

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Respectfully submitted,  
Gordon Canary  
Secretary