

# Suffolk County Community College

## College Brief

NO. 101      April 13, 2020

TO:            The College Community

FROM:        Louis J. Petrizzo  
                  Interim President

SUBJECT:     College Extends the Period of Reduced Density in the Workplace  
                  Through Wednesday, April 29, 2020

In alignment with New York State Governor Andrew M. Cuomo’s “New York on PAUSE” executive order, the College has made a determination to **extend the period of density reduction and remote College operation through Wednesday, April 29, 2020**. The Governor continues to say that he wants the State to be cautious in developing plans for businesses to reopen and workers to return onsite. **This latest extension will be revisited before April 29<sup>th</sup> and a College Brief will be issued to the community that will update everyone regarding staffing past that date.**

Last week, we received the first details regarding the allocation of Federal funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Through this Act, at least half of awarded funds must go toward emergency aid to students for expenses related to the disruption of campus operations due to the coronavirus outbreak (food, housing, course materials, technology, health care, and child-care), with the remaining half able to be used by the institution to cover expenses associated with preparing for and operating remotely. The College meets eligibility requirements to participate in this aid and has signed a funding certification grant agreement for this program; student funds will arrive first, followed by funds targeted for use by the College. We are awaiting details on the timing for receipt of funding in approximately two weeks. In the meantime, I have charged a task force with determining how to address student need and the best way to disburse funds upon receipt.

In addition, our staff continues to take every opportunity to serve our students and staff:

- IT staff has deployed 92 laptops to students, 83 laptops to administrators, and 14 laptops to faculty for home use. We are waiting for a delivery of 250 more laptops from SUNY.
- IT has also received the first 50 of 150 hotspots ordered to provide home internet service to students in need.
- Since April 2<sup>nd</sup>, the Foundation has distributed COVID-19 emergency funds to more than 70 students in need. Students seeking assistance, should fill out the short form on this link: [COVID-19 Fund Application](#) that will automatically submit the form to the College’s Foundation.
- This week we begin priority registration. Faculty and staff volunteers are making phone calls to encourage our continuing students to register for both summer and fall classes. Our goal through these calls is to check on how students are progressing in their current

classes and to discuss course selection, registration and any resource needs they have that could impact their ability to continue their enrollment.

- Please note that the College has finalized revised dates and sessions for Summer 2020. The first Summer Sessions begin on June 1<sup>st</sup> (5-week and 8-week sessions will commence that are online only); the next Summer Session begins on June 22<sup>nd</sup> (8-week session); the final Summer Session begins on July 6<sup>th</sup> (5-week session).
- Please note that both online tutoring and online advising are both now available for our students. Both can be accessed via the Student Information navigation bar, found on the College's Coronavirus website: <https://www.sunysuffolk.edu/coronavirus/>
- Enrollment is critical for our institution, so you will see an enhanced media presence encouraging students to apply now and to enroll for summer and fall 2020 classes.
- The coronavirus outbreak is impacting a number of our student veterans who have received orders and been activated under the Department of Defense's Operation COVID-19. We have Army and Air National Guardsmen who have been called forward from all three of our campuses. All of these students remain enrolled in their classes and their professors have been notified. Staff from the College's Office of Veterans Affairs has been in touch with each of these students to offer support. We anticipate that there will be more students activated in the next few weeks, as a number of our students have already informed us that they are on the second list of activation.
- The Center for Innovative Pedagogy implemented the virtual delivery of workshops such as Blackboard Help for Faculty, Creating Tests in Blackboard, and Blackboard Collaborate Ultra (for synchronous opportunities) for 553 attendees between March 9<sup>th</sup> and April 3<sup>rd</sup>. In addition, staff has completed virtualization of the eLearning Academy, and consolidated Blackboard training resources for faculty.
- The College is flying all flags at half-staff to honor those who have lost their lives during the COVID-19 outbreak.

For those of you who are continuing to work remotely, you are reminded to stay in touch with your work team and your supervisor. I remain grateful for staff members from the following departments that continue to function onsite: Public Safety and a portion of Plant Operations and Facilities staff, HR, Payroll, Business and Financial Affairs, as well as a portion of Student Affairs, Legal, and Leadership. Clearly work continues to be done, despite the adjustments to our staffing approach.

As shared with you previously, you will be notified when a determination is made to ask employees to return to campus. Restrictions for entering the campuses remain in place. To ensure that communications and workflow continues to function as smoothly as possible, I encourage you to access the [College's Coronavirus website](#) for the latest available information:

Please continue to take care of yourselves and monitor your health for possible symptoms, such as fever, cough, shortness of breath, and/or respiratory infection/distress. Notification protocols remain in place for those with supervisory responsibility. Symptomatic employees should not report to work. Employees who test positive for COVID-19 are to notify:

Angelica Rivera  
Assistant Vice President for Human Resources  
Phone: (631) 451-4239

Email: [Riveraang@sunysuffolk.edu](mailto:Riveraang@sunysuffolk.edu)

Likewise, if a student is found to test positive, they are to notify their Campus Associate Dean of Student Services.

1. Mary Reese: [reesem@sunysuffolk.edu](mailto:reesem@sunysuffolk.edu)
2. Meryl Rogers: [rogersm@sunysuffolk.edu](mailto:rogersm@sunysuffolk.edu)
3. Edward Martinez: [martineze@sunysuffolk.edu](mailto:martineze@sunysuffolk.edu)

The situation remains dire, but the State is indicating that we may be reaching a plateau. This is a positive turn, but one that bears further watching. The experts say that our actions related to social distancing and workplace density have enabled us to reach this current point. I hope they are right and am looking forward to further indications that will make everyone confident that we are beginning to emerge from this period of self-isolation. Thank you, once again, for your ongoing dedication to our College and to our students.