

Suffolk County Community College

College Brief

NO. 109 April 24, 2020

TO: The College Community

FROM: Louis J. Petrizzo
 Interim President

SUBJECT: College Extends the Period of Reduced Density in the Workplace Through
 Friday, May 15, 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 Friday, May 15, 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 May 15th and a College Brief will be issued to the community that will update everyone regarding staffing past that date.**

The following information will bring the college community up-to-date regarding the latest announcements and news of importance:

- The College has qualified and been notified that it will receive an allocation of Federal funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Through this Act, at least half of the funds awarded must go toward emergency aid to students for expenses related to the disruption of campus operations due to COVID-19. These ‘advanced funds’ will be disbursed to students and can be used to cover expenses such as food, housing, course materials, technology, health care, and child-care. The remaining half of the funds are institutional and can cover college expenses associated with preparing for and operating remotely. The College qualified for student funds totaling \$6.5 million. In anticipation of being selected to receive these funds, the College established a CARES Act task force. Led by Dr. Christopher Adams, Vice President for Student Affairs, this task force is busy building the process for disbursing student funds in a manner that will address student need, while meeting SUNY guidelines and the eligibility directives detailed within the Act. Yesterday, the College submitted its application for the institutional relief half of the funding, also in the amount of \$6.5 million. If approved, the total funding allocated will be \$13.1 million.
- Classes are running smoothly in the online environment with no outstanding issues. Enrollment remains critical for the continued operation of our institution, so you will see an enhanced media and online presence by the College. Our messaging centers on encouraging students to stay local and apply now to attend SUNY Suffolk, for both the summer and fall 2020 semesters. Current enrollment numbers are solid at this time,

which is encouraging. We need to do everything we can to make sure new and continuing students are continuing to confirm their plans to attend Suffolk.

- Both online tutoring and online academic advising are now available for our students. These services can be accessed via the Student Information navigation bar, found on the College's Coronavirus website: <https://www.sunysuffolk.edu/coronavirus/>
- Staff continue to remain dedicated to monitoring all emails, voicemails, and chat requests received from students. In addition:
 - Of the total student laptops available at the College, 143 have been distributed (Ammerman = 62; Grant = 57; Eastern = 29), leaving 92 units currently available. Of the student recipients, 55.24% are Pell-eligible and 74.24% are enrolled full-time.
 - The full inventory of administrative laptops has been distributed, with 74 going to staff and 30 to faculty.
 - Twenty-four of the 49 available hotspots have been distributed to students.
 - The 250 Dell laptops we were expecting to receive from SUNY, arrived yesterday, along with 500 HP Chromebooks. Members of our IT staff have setup a lab to mass configure these units starting today.
- As previously shared with you, the College encouraged faculty and staff to volunteer in making personalized, individual "check-in" calls to all current continuing students. Through these phone calls, we have been able to check on how students are progressing in their current classes and to discuss course selection for the upcoming summer and fall semesters. This effort is an impressive representation of the level of concern and support that exists within the College for our student body.
- To date, through generous donor support, the Foundation has been able to raise over \$39,000 for its COVID-19 Emergency Fund. The fund has already provided assistance to over 250 students, since its initiation on April 2nd. Fund applicants have indicated the following:
 - 90% of students who applied cited job loss, as well as family unemployment as the basis for their need
 - Most applicants advised that family members are sick or being treated for COVID-19

Additionally, the Foundation has been able to refer some of those in need to other existing Foundation hardship funds. Students can access hardship funds when they need to quickly address pressing healthcare issues, homelessness, food insecurity, utility termination or other critical financial crises. To add your contribution to the College's COVID-19 Emergency Fund, please visit <https://www.justgiving.com/campaign/sccf-covid19>

- The County has agreed to provide the College with an extension of its deadline for receipt of the Proposed 2020-2021 College Operating Budget. The new deadline is May 15, 2020.
- The Board of Trustees has decided it will cancel its regular monthly meeting in April. The May meeting will be held, as scheduled, on May 14th.
- The Office of Business and Financial Affairs is focusing heavily on cash management and cost reduction. Cabinet members have been advised that members of the finance team will be looking at specific accounts within department budgets seeking to implement austerity measures in FY'20 and FY'21. Procurement has been advised to limit new purchases according to this list of priorities:
 - a. Contractual obligations
 - b. Legal requirements
 - c. Safeguard Life and Safety
 - d. Critical maintenance of facilities and buildings
 - e. Purchases funded by grants
 - f. IT related purchases
- The members of the Strategic Planning Council have voted to reaffirm and extend the College's current Strategic Plan (2013-2020) for an additional year - until August 2021. A resolution supporting this action is now being drafted for consideration by the College Board of Trustees. BOT affirmation will keep the College in compliance with both the Middle States Commission on Higher Education and the State Education Department, both of which require a current Strategic Plan be in place. Following the Board's affirmation, members of the Strategic Planning Council will resume Plan development during the next academic year.
- The College has finalized revised dates and sessions for Summer 2020; details are available on the College's website. The first Summer Sessions begin on June 1st and provides students with a choice of 5-week and 8-week sessions that offer courses fully online. The second Summer Session begins on June 22nd and lasts eight weeks, and the third Summer Session begins on July 6th and will last five weeks.
- Many virtual student events are now taking place, including a number of honor society inductions, a celebration of the 50th Anniversary of Earth Day, two virtual marches (Take Back the Night and Out of the Darkness), and Sharks Stay In(volved), which offers a variety of free and engaging activities for students:
https://www.sunysuffolkathletics.com/Sharks_Stay_Involved
- Food bank distributions continue to take place. A grant application for \$2,000 has been submitted to Long Island Cares in order to supplement the food resources that are available for distribution to our students college-wide.

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@sunvsuffolk.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@sunvsuffolk.edu
2. Meryl Rogers: rogersm@sunvsuffolk.edu
3. Edward Martinez: martineze@sunysuffolk.edu

Thank you, once again, for your ongoing dedication to our College and to our students. We continue to meet the demands that have been placed upon our institution with professionalism and a positive attitude. We are facing this challenge together and we are doing everything in our power to support each other along the way. I hope that all of us will soon be able to return to campus and re-engage as a community once again.