**Suffolk County Community College**

**Michael J. Grant Campus**

**Office of the Campus CEO / Executive Dean**

End-of-Semester Report to

Administrative Council and Grant Assembly

May 20, 2020

My Dear Colleagues,

I am pleased to present this end-of-semester report to both the Administrative Council and the Grant Campus Assembly. It is good to reflect on an academic semester that has brought both significant achievements and challenges to us and to our students.

To end the 2019-20 academic year, I first express my heartfelt thanks and gratitude to all Chairs, Assistant Chairs, faculty, Administrators, Associate Deans, Assistant Deans, Directors, Assistant Directors, Counselors, Staff, Tutors, Advisers, - ALL here who have served our Grant Campus students to bring the spring semester to a successful end!  You have been able to collaborate and manage efficiently to our students’ benefit as we moved to remote instruction in March.  I am privileged to affirm that at the Grant Campus, faculty and all levels of our staff understand and embrace the very great responsibility we have, especially in difficult times, to support, teach, and care for our students, and to change lives and communities. I thank everyone for their good work and generosity.

My report provides highlights on the work and accomplishments at the Grant Campus over the last three months of the spring 2020 semester.

1. **Campus Leadership Team** – Elizabeth Spagnola, Donna Ciampa, Hector Sepulveda, Meryl Rogers, Dan Feld, Fiona Grady, Theresa Saladino, Jason Cascone and Joe Fraccalvieri have met with me remotely at least twice per week over the last ten weeks.  We have kept our focus on the detailed campus plans that were necessary to address the immediate needs of converting to a remote semester for teaching, learning, advising, counseling, admissions, financial aid, activities, events, payments, and allowing limited access to campus. I thank our leadership team for their extraordinary work and dedication over the last ten weeks.

2. **Governance** – We are fortunate that remote voting, governance discussions, and the shared work of our faculty and staff leaders continued to be successful! Thanks to Alexander Kasiukov and the Executive Committee for their work.

3. **Summer all online** - At this time, all summer courses will be online. No on-ground courses will occur this summer during any of the sessions. Reminder of session dates:

Summer I, 5-week (June 1 - July 1)

Summer I, 8-week (June 1 - July 21)

Summer II, 8-week (June 22 - August 11)

Summer II, 5-week (July 6 - August 5)

4. **Regarding the modality of Fall Semester classes**, this is still an unknown – with a determination coming toward the end of May or early June. As many of you know, we have identified a college-wide contingency plan for online course delivery, in case that is what we need to do. Associate Deans of Academic Affairs are currently working with the Chairs to categorize courses as real-time online; on-line (asynchronous); or hybrid (some on-ground competencies required to achieve course outcomes, e.g. HVAC, VST, performing arts, etc.…). More details are forthcoming.

5. **Re-opening the Grant Campus** – After June 13, for those of us who work on campus during the summers, I expect President Petrizzo will give guidance for when we can go back to our offices. Until such time, please know that the Leadership Team on the Grant Campus did indeed draft a safe return plan which included a focus on the gradual return of staff, PPE availability, social distancing procedures, sanitation protocols, staff scheduling, and access to testing. I submitted our report to President Petrizzo who appointed a College-wide Task Force for the re-opening of the College and appointed me as Chair. The work of our Task Force will commence as the semester comes to an end and when we know the date the NYS pause will be lifted for our region.

6. **Professor Greg Ryan** offered a number of well-attended TLC sessions delivered by Josh Wolfson with a focus on remote/online instruction. College-wide, Dr. Camille Karlson and her team have planned for upcoming training sessions which will address the following topics:  Introduction to Blackboard, Blackboard Collaborate Ultra, and Creating Tests for Online Instruction.

7. **In Liberal Arts and Sciences / General Studies**, Melissa Adeyeye reported that over 600 LAGS students returned a recent survey and indicated they were glad to be asked about their issues and concerns.

8. **Admissions** - Our admissions counselors and clerical staff are remotely processing and accepting students for the fall semester.  Each new student is being evaluated for placements in Reading, English, and Mathematics. Dr. Beaudin worked with Admissions Directors, Academic Deans, and Chairs in creating a set of comprehensive guidelines which guide Admissions officers in placing students in the appropriate educational levels by utilizing a comprehensive review of the student’s high school transcript.  This new process has come about because of the inability to engage in assessment with *Accuplace*r, a tool that we have traditionally used at the College.

9. **Enrollment and Advising** - We are extremely hopeful that summer and fall enrollments will be healthy and surpass last year’s numbers. A campaign to remind current students to register before they leave has been underway for a number of weeks. We have welcomed volunteer, new student advisers from a variety of offices around the college to assist Theresa Saladino, Jason Cascone and our counselors and admissions staff in advising and registering new students. Our thanks to them all, as well as to Al Heraghty and the AAMC staff for focusing on returning student advisement.

We have participated in virtual open houses and information sessions and will continue to do so. If you wish to have detailed information on the numbers of incoming or returning students registered for fall, please contact Dr. Theresa Saladino.

10. **Emergency Scholarships** - We are very fortunate to have *The Michael J. Grant Campus Student Hardship Fund* for Grant students. Since its establishment in 2017 by a generous gift from one of our faculty members, the Michael J. Grant Campus Student Hardship Fund has helped our students facing critical financial problems including homelessness, food insecurity, utility terminations, lack of transportation, illness and healthcare concerns. In addition to the fund’s founding faculty donor, dozens of other campus family members including fulltime and adjunct faculty, staff, administrators, buildings and grounds professionals and even students support the Fund with compassion and generosity.  Theirs’s is the highest form of philanthropy – giving to those in need without knowing the identity of the recipient. *We have regularly reminded our students to apply for assistance at:*

<https://sunysuffolk.thankyou4caring.org/scholarships/grants---michael-j.-grant-campus-hardship-fund>

*We continue to invite our Grant Campus Faculty and Staff to consider making a secure online gift at:*

<https://sunysuffolk.thankyou4caring.org/donate> .

On behalf of our students, THANK YOU!

11. **In Student Affairs** - under the direction of Dean Rogers and Lisa Hamilton, we have encouraged students to stay engaged with SCCC. The Offices of Campus Activities continue to build programs and events aimed at supporting and entertaining our students in this difficult time. There are many events and activities still happening at the college and can be found on the calendar of events located here:  <https://www.sunysuffolkathletics.com/Sharks_Stay_Involved>.

Additionally, we welcome the opportunity to announce the online Gallery West Art Students' Exhibition. The exhibition will be open until June 15, 2020. Please enjoy! <https://padlet.com/scccgallerywest/hne9dhjo7xn1jqby>

We also welcome and congratulate new student leaders of the Grant Campus SGA for 2020-2021:

President – James DePasquale

Vice President – Marlon Castaneda

Secretary –Kayla Mahr

12. **CARES Act** - The federal government recently enacted the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), which provides emergency grant funds to Suffolk County Community College to distribute to eligible students with expenses and financial needs related to the coronavirus (COVID-19) pandemic. These funds will be distributed by the College in the form of emergency student grants. The timeline for distribution of funds is not yet finalized, as the College is awaiting approval from SUNY and New York State to move forward with its plan for distribution.  We have posted important information about the CARES Act emergency grants application process on the College’s coronavirus microsite ([www.sunysuffolk.edu/coronavirus](http://www.sunysuffolk.edu/coronavirus))

13. **Library** – Through utilizing LibChat, our Librarians have been available to provide reference services and to assist students, faculty, and staff as they work remotely during the last eight weeks. While the LRC remains closed, we have established a book-drop at the Wicks Rd. entrance if students or faculty have library resources to return. As a reminder, due dates on borrowed materials have been extended and no late fees will be incurred during this semester.

14. **Tutoring Center** - The Academic Tutoring Center transitioned to a Distance Learning Format for the last half of the spring semester and a high volume of students received tutoring via Zoom during scheduled sessions with our tutoring staff. This assistance will continue through the summer sessions.

15. **Budget** - We continue to monitor the close of FY20 while offering cost savings and preserving funds to meet ongoing, approved projects. We await the final, approved FY21 operating budget for the campus.

The present state of the College budget will challenge us to move in efficient and student-centered ways.  We will manage change, as we have done in the past, with courage and generosity. We will continue to find ways to collaborate and to advocate for collaborations that will help our campus move forward in a generous and supportive manner for our students.

16. **Campus/Physical Plant** - Construction on our Sagtikos renovations began again as of May 18. The timeframe for completion remains the same with our availability to the building in January, 2021.

Many faculty and staff have requested limited access to the campus over the last many weeks and our procedure requiring my approval is working well. For all requests, I ask for a 24-hour notice to include the specific day, time, and location of your visit.

Our Plant Operations staff, present on campus through most of the NYS Pause, has been keeping the campus sanitary through the utilization of cleaning protocols that have been established by the College. We appreciate their dedication!

As well, we very much appreciate the dedication of our Public Safety personnel who have also been present, on campus, during the NYS Pause, keeping our campus safe and working with us to allow access accordingly. Many thanks!

This concludes my end-of-semester report.

Thank you!

Irene Rios