

SUNY COLLEGE AT OLD WESTBURY COLLEGE COUNCIL

MEETING MINUTES

Meeting Date: Friday, June 5, 2020

Location: Virtual Meeting conducted using Zoom technology. Recording available at:
<https://www.youtube.com/watch?v=UcRywUovrVw&feature=youtu.be>

Attendance: Members of the College Council

Ms. Mili Makhijani, Esq., Chair	Ms. Cania Infante
Ms. Melissa Archbold	Mr. Kalief Metellus
Dr. Phillip Elliott	Ms. Theresa Regnante
Hon. William Hohausser	Mr. Scott Reich

Representatives of the College

Dr. Calvin O. Butts, III, President	Ms. Claudia Marin Andrade
Mr. Len Davis	Mr. Andrew Mattson
Dr. Raj Devasagayam	Dr. Duncan Quarless
Dr. Wayne Edwards	Ms. Mona Rankin
Dr. Amanda Frisken	Mr. Usama Shaikh
Mr. William Kimmins	Dr. Diana Sukhram
Mr. Michael Kinane	

I. Chair's Welcome

- Ms. Mili Makhijani called the meeting to order at 10:32am. Ms. Makhijani called attention to the February 5th and February 7th meeting minutes, remarking that the minutes had been distributed in advance of today's meeting honoring a previous request that past minutes be provided in advance of the current meeting. Ms. Makhijani asked for a motion and second to approve the February 5th and February 7th College Council meeting minutes. Judge Hohausser moved to accept and Ms. Archbold seconded. The minutes were approved.
- Ms. Makhijani then turned the meeting over to Dr. Butts for his report, noting that she was very excited to see his presentation.

II. President's Report

- Dr. Butts began his report by thanking Ms. Makhijani and all the members of the College Council. Dr. Butts announced that his scheduled departure from the presidency of SUNY Old Westbury is August 31, 2020. At that time, his plan is to have vacated his campus office and campus residence. Dr. Butts commended the Cabinet that has worked with him for so long, referring to them as stellar individuals, magnificent talent, brilliant men and women. He particularly thanked them for their contributions during COVID-19. Dr. Butts also thanked members of the College Council, acknowledging the composition of the current council as solid and generous in their offerings of individual counsel in days that have gone by.
- Dr. Butts described that right after his report, there would be a presentation about the restart of our campus again in the fall. He described the presentation as a reflection of a lot of hard work, while calling attention to the fact that it is not yet completely final. Dr. Butts explained that we await

hearing from Governor Cuomo and from Nassau County on several of the items. He thanked those who contributed to the drafting of this plan, which stands to move our College forward.

- Dr. Butts offered his short-term observations on the COVID-19 pandemic and its effect on the College. He explained that we now have an Alternate Care Facility on campus. He described the facility as complete and ready for operation if the need should be there. Dr. Butts expressed the hope that we will never need to use the facility, but that the facility remains in case there's a spike in infections of COVID-19. Dr. Butts explained that the Alternate Care Facility encompasses the Clark Center and our gymnasium, as well as our athletic fields. This means that all our sports teams will have to find alternate places to practice and to compete. The College is currently in discussions with local campuses, including Farmingdale State, to see if they can accommodate our athletic teams. Dr. Butts repeated his hope that the Alternate Care Facility will never be used and referred to the tremendous effort it took to construct the facility. He thanked Mona Rankin and all who worked with her on this effort. He noted that in the extremely unfortunate circumstance that the facility must be used, it will present the College with some more challenges. He expressed his confidence that the College would meet these challenges should they come.
- Dr. Butts then raised the topic of the College's budget, which he described as a big issue and something of which the Council ought to know. Dr. Butts warned that unless the federal and state governments find a way to improve the economy quickly without threatening public health, the College's budget is going to be in tough shape. In the budget that passed, there was no funding for the \$1.4 million in collective bargaining costs, which will have to be absorbed by the campus, a circumstance he described as heartbreaking. Dr. Butts said that the College has been told to anticipate anywhere from a 10% to 25% reduction from there, which for Old Westbury could mean anywhere from \$900,000 to \$2.2 million in cuts. Dr. Butts went on to note that the College will not generate about a half million dollars (\$500,000) plus, due to the cancellation of events and rentals because of COVID-19 and because the Alternate Care Facility has been built on the site of the gymnasium and the athletic fields which historically have been used to generate revenue. This spring, Dr. Butts went on to explain, we are spending \$2.5 million, from both our reserves and any savings we can still gain from reduced spending this year, on credits and refunds due students. Dr. Butts concluded that we will save some money for things we didn't have to do because of the coronavirus and other things, but even with that, we are going to have to go into reserves. Dr. Butts then applauded Mr. Len Davis, Sr. Vice President of Business and Finance and CFO, for his efforts across many years to conserve and save money and put it in our reserves that have carried us.
- Dr. Butts' next topic was the stimulus CARES (Coronavirus Aid, Relief, and Economic Security) Act funding. SUNY Old Westbury was allocated \$5.5 million of the stimulus funds to address the College's COVID challenge. Half of that money (\$2.75 million) must be distributed directly to students impacted by COVID in the form of emergency grants. The College's plan for distributing these funds is under review by SUNY. Dr. Butts pointed out that at this time, no funds have been released to the College. Dr. Butts said that, nonetheless, the College continues planning and will be ready to give it to the students at SUNY's direction. He explained that the emergency student grants are for expenses related to a student's cost of attendance such as food, housing, course materials, technology (noting that's a big one), health care, transportation, and childcare. He went on to explain that the remaining funds are to be used by the College to cover costs associated with significant changes to the delivery of instruction due to the coronavirus, including remote learning.
- Additionally, Dr. Butts noted that the CARES Act also designated another \$419,000 for our campus as a minority-serving institution. These funds are for general college operations as far as we know, but we await final guidance. In this case, too, the College has yet to receive these funds. Dr. Butts observed that there is money out there that will help us, but not enough to really solve our budget crisis. Mr. Davis went on to support Dr. Butts by explaining that the funding had been held up by SUNY and DOB (Division of Budget). Mr. Davis said that we have received notification that the

money is forthcoming, and they have even named some accounts, but the College still has not received anything yet.

Special Presentation: Re-Starting During the Coronavirus: A Preliminary View (marked as 'draft')

- Dr. Butts began the presentation by stating that SUNY Old Westbury is a campus of about 5,000 students, and that 80% of our students come from Nassau, Suffolk, and Queens. Many are the first in their family to attend college. The College's students are a bit older, with an average age above 24. He described that the College's students have busy lives, including responsibilities such as work, parenting, and caregiving. Dr. Butts emphasized that the time Old Westbury students spend with faculty in classrooms is critical to the students' ability to become who they want to be.
- Offering a recent description of campus events, Dr. Butts stated that Old Westbury was the first SUNY campus to suspend face-to-face classes. Within two weeks, Old Westbury moved all classes to alternative methods of instruction. The College quickly set up remote methods for advisors and counselors to support students and moved almost all administrative functions to a work from home model. Finally, as mentioned earlier in his report, Dr. Butts described that we are now home to an Alternate Care Facility built on our campus by the Army Corps of Engineers.
- Dr. Butts summarized that the forthcoming presentation would allow him and Dr. Duncan Quarless, Acting Provost and Sr. Vice President for Academic Affairs, to share the College's thinking about how the campus will restart not just for this month of June 2020 as Long Island reawakens, but in the fall when the bulk of the College's business needs to get done. Dr. Butts cautioned that the presentation is in no way final, but it does represent the College's current thinking.
- Dr. Quarless assumed the role of presenter by greeting the Council members collectively and expressing his intention, on behalf of the College, to present the College's preliminary restart plan. Dr. Quarless reiterated Dr. Butts' words that the plan is a work in progress. Dr. Quarless introduced the plan as the representation of contributions made by many members of the College's operations. The plan, described Dr. Quarless, is a working framework and it chiefly covers core operations in anticipation of what the College's operations will look like in the fall.
- Dr. Quarless itemized six core elements in what will be essentially the operational characteristics of the campus: reducing density, enacting social distancing principles, implementing health management and monitoring protocols, enhancing cleaning and disinfecting strategies, restricting travel, and developing liability processes. Dr. Quarless described these six elements as consistent with the Governor's directives to businesses as they plan to reopen, which the Governor laid out in his communication of May 11th.
- Dr. Quarless explained that as the re-start plan began to come together, observations and reflections from the spring 2020 semester allowed recognition that Old Westbury students missed on campus, face-to-face instruction. Dr. Quarless continued by saying that the College is really looking forward to getting to a place where students can have some level of face-to-face instruction again. While recognizing this importance, Dr. Quarless went on to explain that today's re-start presentation would largely lay out a scenario that presents the fall semester starting remotely.
- Dr. Quarless began by describing how incorporating our core elements are going to take shape as we implement them for the purpose of instruction. Dr. Quarless noted that these scenarios are being developed in consultation with an academic contingency workgroup. The workgroup is an interdisciplinary group including colleagues from IT, the Office of the Registrar, members of the faculty, as well as academic support staff. The College is working on essentially three scenarios, mainly focusing on two out of the three:
 - 1) **Remote (Distance) Education:** The first scenario is that we remain remote in terms of instruction. As Dr. Butts had pointed out, in a two-week period, we essentially turned all of what were our face-to-face courses into remote learning courses. What we'd like to do now as we prepare for the fall is have something that's much more robust in terms of that remote instruction.

2) Low Density Teaching & Learning (25% of students on campus): Our second model is a low-density model. This model has us using all our available classroom spaces, but at 50% capacity. As such, we would be rotating through those classroom spaces so that not all of the spaces would be used at any particular point in the day and that would actually be consistent with both keeping the population density low and supporting what would be our cleaning and disinfecting procedures. This scenario stipulates that no class period would have more than 300 students appearing for that class period.

3) Traditional Face-to-Face Instruction incorporating social distancing practices: The third scenario, which Dr. Quarless described as a scenario unlikely to play out at the College in the near future, is a return to face-to-face instruction incorporating distancing practices. We have already identified that our classroom spaces are not large enough to do this consistent with described social distancing practices. Based on this limitation, if the College were to enact this scenario, the College would have to add some additional requirements such as face masks and heightened disinfecting procedures. Dr. Quarless offered the assurance that the College would do this in accordance with guidance received from both the State and SUNY. Dr. Quarless concluded his description of the third scenario with a reminder that the scenario represents a circumstance that the College is not likely to face in the immediate future.

- Dr. Quarless went on to explain that with respect to the other aspects of the reduced density principle, the College would have no more than 50% of non-essential staff on campus for any given workday. Schedules would be staggered and shuffled. As for things that are considered an extension outside of face-to-face instruction, such as faculty office hours, they would be conducted virtually and by appointment. And that would be part of the way that the College would manage some of the dynamic movements of students on the campus outside and in between classroom time.
- Regarding residential student capacity, the College is considering several different scenarios with respect to potential occupancy in the residence halls, determining between 100%, 50% and 0% occupancy. With respect to other campus life activities, particularly for students, we're identifying that we would try to do those in whatever ways we can in terms of the hours that would be allotted, particularly as staff would direct or interface with some of those activities. Interscholastic activities such as athletics would be, as Dr. Butts already identified, happening off-campus due to the presence of the Alternate Care Facility, and such activities would be subject to the directives of the NCAA and the Skyline conference.
- The College's office workplace would certainly be enacting the six feet spacing minimum for workstations. Discussions have taken place about how this would take shape and form on the campus, including potentially making use of the physical space where there are walls to separate individuals as well as extending some of the physical barrier space within offices. In addition, we would make use of collaboration software technologies such as Microsoft Teams and Zoom for and with our employees. As we continue to work with Facilities, we've been staging rooms to identify where we can put standing lines with respect to proximity to service counters, so that we can maintain physical distancing protocols.
- With respect to the co-curricular activities, in some of the scenarios there could be some low capacity face-to-face events. Academic Affairs is working in concert with Student Affairs to appreciate how that might lay out in terms of our facility, including such things as careful coordination of scheduling in terms of dates and the physical spacing and mass protocols when such would occur. Food service venues would be limited to pick-up only. Computer labs would end up having a reduced capacity, with occupancy that's no greater than 35-45%. Our bookstore is operating remotely, with orders taken online and any exchange of physical material with students happening via shipping. As for other auxiliary services such as the campus shuttle support, we would be imposing some occupancy limits so that we would reduce the potential for any incidents of COVID-19 and or its spread.

- Dr. Quarless described the topic of implementing health management and monitoring protocols as an area where the College is still working through a certain amount of what will be our final circumstance. Great consideration has been given to self-reporting surveillance. The College is looking at the possibility of temperature checks, done in coordination with the Student Health Center. The College would be committed to do our best to make sure that as communications are happening between students, faculty, staff and administration with respect to any symptomatic cases, that we're following up with the right protocols which could include testing and self-isolation on the campus. As we mentioned before, we would provide masks for all students and employees, especially in cases where we were not able to strictly adhere to the six feet of physical distancing protocols.
- Dr. Quarless also discussed the College's physical spaces and the potential need in some of those spaces to create additional physical barriers such as plexiglass shields at certain service counters, particularly where food service was concerned and other student service areas. This on campus coordination will be complemented by coordination beyond the campus, including with Nassau County Department of Health for the purpose of contact tracing and with SUNY for the purpose of overall reporting and tracking.
- Regarding cleaning and disinfecting strategies, the final plan will be dependent on the instructional model that is approved and density level that is determined. Expectations include that cleaners will certainly be among essential personnel. We will intensify the cleaning schedules, particularly as it pertains to bathrooms. We're identifying here three to four times a day cleaning schedules for classrooms, and we've done the preliminary work to identify how we would stagger the use of those classrooms such that we could get them cleaned in between such use. Office spaces and high contact surfaces such as telephones, computers, and copiers would be cleaned daily.
- Dr. Quarless continued by noting there would be restriction on travel to minimize the potential for exposure and/or spread of COVID-19. The College would essentially restrict all non-essential travel by disallowing it. In the case of essential travel, it would be approved by our President and only under certain conditions such as travel related to health and safety performance/monitoring, travel related to SUNY-mandated gatherings where attendance was vital, and travel related to admissions and recruitment if public health directives allow. As for travel related to applied learning requirements, particularly in fields where field service is required for licensure (mental health counseling, education, etc.), experience from the Spring 2020 semester stands to influence this need. Dr. Quarless explained that in terms of our remote instruction and some licensure areas where there is some practice based applied learning that's required out in the field, the College figured out a way to do this actually under the remote circumstances. It was approved finally by New York State Department of Education. The College looks forward to utilizing some of those creative strategies again in the fall.
- Dr. Butts then offered to wrap up the presentation by presenting the estimated costs associated with each scenario (face-to-face, low density, and remote). Dr. Butts cautioned that the estimates are untested and likely very conservative. He went on to identify the remote scenario as the cheapest right now at an estimated cost of \$975,500 and suggested the estimates lack inclusion of new expenses that would likely come in the form of a reduced state budget (although we don't know the extent), reduced campus revenues because of our inability to rent our athletic facilities throughout the coming year because of the Alternate Care Facility, and outstanding questions about whether students will wait out the semester hoping for a vaccine to allow for a return to whatever normal becomes. Dr. Butts also mentioned that the College will need to beef up our technology

particularly in a remote area where we may need new software and other kinds of platforms to make sure that we're doing the best job possible. Dr. Butts then welcomed questions.

- Ms. Makhijani asked why the estimate for technology spend in the low-density model (\$1,075,500) was so much higher than the technology spend estimate in the remote scenario (\$875,500). Dr. Quarless responded by describing that the low-density model would require a certain amount of retrofitting the technology of our existing classrooms so that we could do it in such a way that would maintain high quality instruction for those that are meeting in the remote space at the same time that a smaller cohort of students are meeting face-to-face with our faculty.
- Ms. Makhijani then observed that there are certainly many issues to address and important decisions to make regarding the reopening. She thanked Dr. Butts and Dr. Quarless for a detailed, informative report and added that she and the entire Council would help in any way they possibly could.
- Dr. Butts responded with: "Well, thank you very much Mili for saying that. We know the Council there as I said earlier I've already received good advice from some members of the Council about things that were happening on campus. I can't emphasize enough how hard the Cabinet worked on putting this plan together and also how we are wrestling now with the uncertainty that comes with who knows what this virus will do, who knows what the Governor will say, and of course the budget crisis, so anything that you can do to ensure...that was the nature of the call that I had to jump off so quickly to take...just trying to find sources of money and of course the uncertainty that comes now with the Chancellor leaving. I'm not sure we discussed that yet, but that was certainly a shock and a blow. And all that is going to contribute, but I think that Old Westbury is going to be fine. In fact, I'm feeling very confident having talked with those who helped put this plan together or these ideas and so I want to assure the College Council that we will remain strong and we will do all that we can to overcome the several challenges that we have to meet."
- Ms. Regnante posed a question regarding the regulation of personal travel. Specifically, she asked how the College would manage the employee who is going to go away on a trip out of the country for vacation. She asked if we would be giving guidance to the campus and to the staff about personal travel or if guidance would be limited to professional travel. Dr. Butts responded that we can only encourage people when it comes to personal travel. For example, when they return from a foreign country or someplace in the U.S. that may be a hotspot, they have to go through the rigorous testing, and contact tracing. They have to provide medical information to us that assures us that they may be safe for return. We can encourage; we can't dictate. As far as professional travel is concerned, Dr. Butts stated that the College could deny travel requests. He cited an example of someone wanting to attend a conference in Ohio. The College can deny the request on the grounds that we don't think that that's that important and we won't pay for it. Ms. Regnante expressed her hope that everybody would use their judgment and limit any travel right now.
- Ms. Regnante posed a second question regarding fall enrollment, asking if it looked stable or if we are seeing attrition caused by students saying, "Well, I'm not necessarily going to enroll the semester coming forward." Dr. Butts responded that as he looks at the registration numbers now, we are not quite where we would be at this time any other year, but we're not too far off. He thanked Ms. Regnante for posing the question because it reminded him that he has been thinking that some progressive work in marketing for our College may help. He offered that he has been thinking about this and that many of the students and some of the faculty have been asking him to comment on the crisis in our nation today. He explained that he has reserved his comments until he has had a moment to sort of settle within because there's a lot going on within him personally. On behalf of the College, Dr. Butts thinks such marketing efforts might add to either ensuring the return of continuing students and/or attracting some students who may be still trying to make up their minds.

- Ms. Infante then posed a question about the reduction in class offerings for the Fall 2020 semester should the remote learning or low-density scenarios become the plan. Dr. Quarless responded by acknowledging the care and thought that is going into reviewing the College's fall course offerings and the multiple considerations that have come into play to help prioritize which classes will be offered. With respect to the student learning outcomes, Old Westbury has already discovered that some courses are better handled in an asynchronous way, which is technically a net course or an online course, as well as having a complement of both a lower number of remote courses, online courses (net courses), and some low-density face-to-face. We think that that the blend actually would be more responsive to meeting our needs as we continue to provide access and equity to our students through how we mix and match the blend so that we can get to a reasonable low-density model which serves all of our students. Dr. Quarless offered the example of students who are veterans, noting that the number of veteran students that we have right now is 56. Dr. Quarless said that we've come to realize that remote instruction actually is something that potentially can help veterans in a way that online courses cannot because there's some restriction on their access to monthly housing dollars depending upon the nature of the instruction that they're enrolled in. More broadly, Dr. Quarless described that the College has been trying to think about this across the entire student body to help all the students that we have. He described current efforts including an examination of some of the courses to see if they're better put into a net space as a way to help reduce that density, or if they're better put into a lower-density type model where students in the class would come infrequently to the campus. Dr. Quarless offered an illustration of this by describing that some of our science laboratory and studio instruction has been historically identified as a kind of facility dependent instruction, but efforts are now underway to work through how we address such things. Dr. Quarless concluded his response by offering that his short answer is that there's going to be a mix and match of some of these things so that we can continue to provide high quality instruction and access and equity for our students. Ms. Infante thanked Dr. Quarless for his response, confirming her satisfaction that the needs of Old Westbury's students stand as the priority in determining the fall class schedule.
- Ms. Archbold offered gratitude for the proposed plan and requested a copy of the presentation be sent to those who wish to have it.
- Ms. Archbold went on to ask: Given the climate that we are currently experiencing, how is Old Westbury's Department of Counseling collecting data on the students who are utilizing the online or telemedicine portion of the counseling? Prior to the event that took place last week, due to COVID-19, I know that many students have many challenges accessing online courses because not all students are really competent in distance learning. Is anyone doing an assessment on the challenges that many of our students are having with the combination of the stress and adaptability of this online distance learning? Mr. Shaikh responded, saying that the College went to a telepsychology model in early March and found that the number of students who were using our services remained relatively stable; however, there was a little bit of a reduction in the number of new students seeking counseling services. As a result, more outreach from our Office of Counseling and Psychological Wellness Services happened, focusing on telecounseling. Mr. Shaikh described a recent analysis of data that compared last week's appointments and engagements to that same data information from a year prior. The analysis revealed that we are about 120% up in student engagement, illustrating that students are taking advantage of the services. Dr. Quarless also responded to Ms. Archbold's question, describing that back in March, Old Westbury very quickly put in place an operation to get computer devices to students that were technology insecure. Dr. Quarless acknowledged that this technology distribution doesn't completely address the issues of technology insecurity. Dr. Quarless also described how the College is continuing to assess the issue, including the College's participation in a SUNY-wide student survey where we're going to get some data back from our students that will be helpful in our understanding more about the nature of their experience this past spring semester. Also, there's an enrollment and retention task force group that

we have operating right now of which Mr. Shaikh is a member. This is an interdivisional, interdisciplinary group that's attempting to look at the complexity of this and that group is planning some activities with students in the next week coming up so that we can get more feedback. He remarked that Ms. Archbold was right in thinking that the students that maybe we need to hear from are the ones that haven't been able to really communicate with us to help us understand how we can better meet their needs, but he wanted her to know that they're doing their best not to leave any student behind in this process.

- Ms. Regnante then offered that the Town of Hempstead has a \$130 million allocation of federal money that no other township got, and if we have a proportion of students from the Town of Hempstead, she would like to talk to us in terms of how we make an overture to that supervisor for SUNY Old Westbury to be included in an allocation that he's going to give to colleges in the Town of Hempstead. Dr. Butts expressed great interest in partnering with Ms. Regnante on this pursuit.
- Dr. Butts closed this portion of the agenda by thanking Ms. Makhijani and noting that we are in good shape. He wanted to encourage everybody. We've got COVID virus. we've got racial unrest in the nation. He thinks that our campus has addressed both well, having the largest number of black and brown students per capita on our campus. This is part of the reason that Old Westbury exists, to address some of the unmet needs of our communities across many years. We've got money challenges like everybody and we'll figure out a way to deal with them. He complimented the Cabinet once again, and assured all that he will be with them right to the end. Ms. Makhijani went on to thank Dr. Butts and commend the Cabinet, noting that she's seen everyone working very hard from the beginning of the process since the closure started through prepping for possibly being a field hospital to now coming up with a plan for the reopening.

III. Chair's Report

- Ms. Makhijani began her report with the topic of the Presidential Search, describing the search process as progressing very nicely and still on target for a September appointment, thereby allowing the prospective final candidate to be appointed by the SUNY Board of Trustees at their September board meeting. Ms. Makhijani thanked and praised members of the search committee, noting their recent task of reviewing over 150 curriculum vitae and materials and selecting the top 21 candidates. These 21 candidates will now be further vetted by the search firm. After the further vetting, the Committee will narrow the pool of candidates to 8 to 12 individuals who will be interviewed by the Search Committee on June 18th.
- Ms. Makhijani acknowledged Dr. Butts' announcement of his departure date of August 31st and recognized the need for filling a gap between Dr. Butts' departure and the new President's start date. Ms. Makhijani offered assurances that the Chancellor's office has always put someone in charge to steer the ship until a new president begins and that Old Westbury would be no different. Ms. Makhijani also acknowledged the imminent departure of Chancellor Kristina Johnson and her confidence in Mr. Robert Megna. She also expressed that Mr. Paul Patton has pledged his unwavering support during the rest of Old Westbury's search.
- Ms. Makhijani reiterated that the search process is entirely confidential and informed the group that the search process has now become virtual. Zoom, or some other video conference platform, will be used to proceed with our "airport interviews," which will be conducted in the coming months.
- Ms. Makhijani concluded this portion of her report by sharing her hope that everyone continues to have trust and faith in the search committee members and in the process. She welcomed any questions that anyone may have regarding the search, and when no questions were asked, she moved on to the next portion of the agenda.

IV. Old Business

- Ms. Makhijani described this portion of the meeting as a time to be devoted to the reading of three resolutions (*for full text of these resolutions, please see Appendix A*). Ms. Makhijani prefaced the discussion by explaining that resolution # 1 and resolution # 2 had been previously raised and discussed at a prior College Council meeting and that several comments had been made. Efforts returned to the drawing board, with Mr. Kimmins working very hard on making revisions, with the assistance of both Ms. Makhijani and Judge Hohausser.
- Ms. Makhijani began by reading the first resolution, regarding the Proposed Policy on Student Rights and Assembly Procedures, into the record. Discussion ensued, including Judge Hohausser's acknowledgment that some significant revisions to resolutions # 1 and # 2 had been made over the last six months and that the current text of the resolutions passes his previous issues. Ms. Infante concurred, stating that she was comfortable with the resolution based on the thoroughness of the review work done by Ms. Makhijani, Judge Hohausser and Mr. Kimmins. Mr. Kimmins concluded the discussion by assuring the audience that the resolution as presented at this meeting had already been reviewed as well by SUNY counsel and approved.
- Ms. Makhijani asked for a motion and second to approve Resolution # 1. Ms. Infante moved to accept and Judge Hohausser seconded. Ms. Makhijani then called for a vote, took notice of all voting participants, and announced that the motion carried unanimously. **Resolution # 1 passed.**
- Ms. Makhijani went on to read the second resolution, regarding the Proposed Policy on Public Forum Free Speech, into the record. Following the recitation of the resolution, Ms. Makhijani stated that Resolution # 2 had also gone through the same significant edits mentioned with respect to Resolution # 1. Specifically, she noted her efforts to match the language of both resolutions # 1 and # 2 in every significant and material respect, explaining that the two policies are basically the same, with one applying to students in student organizations and the other one applying to third parties. Ms. Makhijani asked if anyone wanted to discuss the resolution. When no one indicated a need for discussion, Ms. Makhijani asked for a motion and second to approve Resolution # 2. Judge Hohausser made a motion to accept and Ms. Archbold seconded. Ms. Makhijani then called for a vote, took notice of all voting participants, and announced that the motion carried unanimously. **Resolution # 2 passed.**
- Ms. Makhijani then went on to address the third resolution, regarding the Amendment to Student Code of Conduct-Residence Hall Regulations. She prefaced her recitation of Resolution # 3 by stating that this was a resolution voted upon at the April 5, 2019 meeting. Recently, Ms. Makhijani noticed from the minutes of that meeting that there had not been a quorum present. As a result, this resolution, without any changes to its content since the April 5, 2019 meeting, was presented at today's meeting in the presence of a quorum. Ms. Makhijani then read Resolution # 3 into the record.
- Following the recitation of the resolution, Ms. Makhijani opened the meeting up for discussion. Mr. Shaikh explained that the goal behind this change is to make sure that we are very clear in our language of what's expected of our students and their code of conduct, regardless of whether they live on campus or are commuters. Mr. Metellus asked how many College policies there were, to which Ms. Makhijani responded that she couldn't put a number on it, but that it's very lengthy and all policies are available online.
- Ms. Makhijani asked for a motion and second to approve Resolution # 3. Judge Hohausser moved to accept and Ms. Regnante seconded. Ms. Makhijani then called for a vote, took notice of all voting participants, and announced that the motion carried unanimously. **Resolution # 3 passed.**
- (*At this point in the meeting, Judge Hohausser excused himself and left the Zoom meeting.*)

V. New Business

- Mr. Andrew Mattson, Faculty Senate Chair, Mr. Andrew Mattson, Faculty Senate Chair, began his report by thanking Ms. Makhijani in her capacity as the chair of the search committee for a new College President for offering a confidence that things are going to be okay and for sharing the steps in the search process. Mr. Mattson mentioned the value of communication to the college community at large, particularly during this summertime period of uncertainty and some anxiety. Mr. Mattson went on to commend the Provost and everybody in Academic Affairs and all of the deans for doing shared governance and being transparent, mentioning the recently created instructional contingency committee as a prime example. Mr. Mattson went on to note that the Faculty Senate is currently voting on a resolution in support of the Black Lives Matter movement. Mr. Mattson described that the resolution has three resolves, one of which is to encourage the administration to make a public statement regarding this, and the second two resolves are about trying to make sure that next year's curriculum helps to address these issues for our students. Mr. Mattson concluded his report by noting that Faculty have been working overtime and that the commitment and the amount of effort being put in by the faculty is simply astounding.
- Ms. Makhijani thanked Mr. Mattson and offered her help and willingness to attend summer Faculty Senate meetings, should they take place. Mr. Mattson responded that while there are no scheduled meetings, they await the presentation by Academic Affairs of a plan regarding the campus restart which will result in the need for town halls, full faculty meeting, and senate meetings. Mr. Mattson also explained that he will serve as Faculty Senate Chair until August 14. And on August 15, there will be a new faculty senate chair Dr. Michael Kavic, from Chemistry and Physics, who intends to call a meeting right then in the middle of August as soon as we have clarity on what our plan is for the fall.
- Ms. Makhijani and Dr. Butts then offered great praise and gratitude for Mr. Mattson's exemplary service.
- Mr. Kalief Metellus, SGA President, detailed some of the accomplishments of the 2019-2020 SGA. He described that the SGA was able to establish the SGA engagement award that is due to come out in the fall, have computers in the residence halls, provide funding to the food pantry, coordinate with the Foodservice Advisory Council to get meal tickets to work at the takeout window, provide alternatives for the budget, provide 15 students with \$800 book vouchers, and create equity and inclusion shirts at the Campus Activities Board. Mr. Metellus described current efforts including: work with the Dean of Students on the fall elections, as well as work on making a donation to the emergency fund. The SGA is also working on virtual programming for the fall if they're not able to return physically. They're working on the SGA budget, and working to support various departments within the College. They are also looking to start another scholarship to support the students affected. Mr. Metellus concluded his report by asking for the opportunity for him and other SGA members to meet with Dr. Butts, to which Dr. Butts agreed.
- Dr. Raj Devasagayam, Dean, School of Business, began his report by thanking Chair Makhijani and President Butts for the opportunity to update the Council and went on to report of several successes during these trying times. Thanks to the solidarity of the Old Westbury community the School of Business managed to pivot to online learning and teaching modalities seamlessly, and he offered his gratitude to faculty, students, and staff for adapting to these new realities in a commendable fashion. Dean Devasagayam also updated the Council regarding the School of Business' pursuit of AACSB (Association to Advance Collegiate Schools of Business) accreditation, stating that the School of Business submitted the initial self-evaluation report in December 2019. The report was accepted and returned with comments and suggestions that were made by AACSB for continuous improvement in our School of Business that are both reasonable and actionable. Dean Devasagayam continued that

over the next few months, the School of Business faculty will be working on the next report, which is due November 30, 2020. He will keep the College Council posted on their progress, and the School of Business faculty thanks the Council, the President, his Cabinet and all for their continued support and friendship.

- Dr. Amanda Frisken, Acting Dean, School of Arts & Sciences (SAS), began her report by referencing a link she posted to all meeting participants in the Zoom chat feature, announcing that SAS is hosting a series called, Lessons Learned: Conversations about Teaching, Learning, and Student Support in The 'New Normal' (for a full description of this series, please see Appendix B). Dean Frisken described that this series had already produced a really fruitful series of discussions across campus units with 30 to 60 people participating per session and sharing best practices, things that did and didn't work, and what we can do better. It's been really enlightening for everyone involved, and she encouraged all at today's meeting to attend one or more future sessions. Dean Frisken went on to note that the Spring 2020 semester has been a challenge and echoed Andy Mattson's earlier comments that the faculty really rose to the challenge. Dr. Frisken provided details of the challenge, explaining that 268 faculty members were responsible for coming up with contingency plans, including the unique challenges presented by courses requiring lab, performance, dance, sculpture, drawing and painting. Dean Frisken described that the School of Arts and Sciences has some fantastic ideas for the fall. Dean Frisken also noted that the School of Arts and Sciences has some new programs in the works that they're hoping to submit to SUNY in economics, environmental studies, and bioinformatics, among others. Dean Frisken summarized this point by stating, "We're not just responding to a crisis, but we're trying to build the curriculum." Dean Frisken ended her report by stating that the Department of Public Health successfully received accreditation from the Council on Education for Public Health, or CEPH as it's called, which is a great accomplishment.
- Dr. Diana Sukhram, Acting Dean, School of Education (SOE), opened her report by noting that this has been a challenging semester for the SOE. She thanked the faculty and adjuncts who went above and beyond the call of their profession to effectively meet the needs of students. She also thanked our students, who pressed on despite the challenges they faced. Dean Sukhram noted that the School of Education transitioned well to remote learning, in large part due to crafting contingency plans for student learning, student teaching, and clinical enriched experiences. She reported that the School of Education was able to submit the requested documents to the State and made necessary course changes to comply with state regulations. Dean Sukhram went on to explain that the School of Education continues to prep for accreditation, with a visit scheduled for fall 2021. She also mentioned that the School of Education has been collaborating with Farmingdale State on joint graduate programs that are in the process of being reviewed by our external reviewers. Dean Sukhram closed her report by stating that we are working around the clock to plan for our fall 2020 remote reopening.
- Ms. Claudia Marin Andrade, Dean of Students, began her report by thanking everyone for their help in transitioning SUNY Old Westbury students into a remote environment in the middle of March. She remarked that telehealth and telecounseling also made this remote transition and that Student Affairs has been using MS Teams to attempt to continue their open-door policy. She described that residential students moved out in March, requiring a quick pivot. Dean Andrade referenced the work Student Affairs conducted in partnership with Academic Affairs to ensure that students were appropriately provided with anything that they needed for their academic enrichment. Dean Andrade said that we continue student engagement, including programming, remotely in order to give them a sense of normalcy. She offered examples including a Student Leadership Awards online program, a lavender graduation ceremony to support and congratulate LGBTQIA plus students, as well as

programs celebrating Pride Month, which will conclude with a virtual Pride Parade. Dean Andrade also described being in the midst of doing a Juneteenth programming for the first 19 days of June. And finally, she said that there will be an SGA farewell for seniors. Dean Andrade went on to explain that orientation has moved to a remote setting and that they are actively seeking out ways to ensure that the incoming class is well acclimated. Dean Andrade then described that she and Bill Kimmins are looking into the impact of updated Title IX regulations, and the impact that has on our processes and our procedures. She explained that it might necessitate edits to the Code of Conduct, perhaps an addendum policy, and that we await SUNY guidance on this. In response to this development, Ms. Makhijani offered that if the College Council is needed, she would be happy to call a special meeting of the Council.

VI. Open Meeting

- Ms. Makhijani thanked Dr. Butts for staying on as campus President and for steering the ship as well as he has and will continue to do until his departure. She said, "I'm sure everyone shares in the sentiment you will be missed. You are loved, respected, and I certainly can't thank you enough."
- Dr. Butts thanked Ms. Makhijani and said he certainly didn't expect COVID-19, the death of Mr. Floyd, or that the Chancellor would leave, and remarked that each day holds its surprises.
- In closing, Ms. Makhijani assured all that if there are any questions throughout the search process, she is fully accessible and available. If anyone wants to, they can reach out to Andy Mattson to reach out to her, even after his tenure is completed, or she can be approached directly if there is any concern by faculty or administration regarding any part of the search process or the transition.
- Ms. Makhijani then asked for a motion to adjourn, and asked all to stay safe. Ms. Archbold moved to adjourn the meeting. Dr. Elliott seconded the motion, and the meeting was adjourned at 12:13 pm.

Submitted by:

Colleen Woods

Executive Secretary
Office of the President
SUNY Old Westbury

The members of the College Council accepted these minutes without dissent on Friday, September 18, 2020.

APPENDIX A:

**RESOLUTIONS THAT WERE PRESENTED AND UNANIMOUSLY PASSED
AT THE JUNE 5, 2020 SUNY OLD WESTBURY COLLEGE COUNCIL MEETING**

- **Resolution # 1**
Proposed Policy on Student Rights and Assembly Procedures

WHEREAS, SUNY College at Old Westbury as an institution of higher learning supports the First Amendment to the U.S. Constitution, seeks to encourage, promote and preserve freedom of speech, expression, debate, inquiry and assembly among the entire College community, and as a public institution is required by law to allow access to its facilities for controversial speech or events to take place by students and/or a recognized student organization, and
WHEREAS, the procedures currently in place do not specifically address the issue of requests by students or recognized student organizations for access to College facilities to engage in controversial speech or events, and
WHEREAS, SUNY College at Old Westbury has the right and responsibility to minimize disruption to the College and ensure the safety of the College community, and
WHEREAS, the College Council has reviewed and discussed the proposed policy,
THEREFORE, be it resolved that the College Council of SUNY Old Westbury hereby approves the Policy on Student Rights & Assembly Procedures as presented.

- **Resolution # 2**
Proposed Policy on Public Forum Free Speech

WHEREAS, SUNY College at Old Westbury as an institution of higher learning supports the First Amendment to the U.S. Constitution, seeks to encourage, promote and preserve freedom of speech, expression, debate, inquiry and assembly within the College community, and as a public institution is required by law to allow access to its facilities for controversial speech or events to take place by third parties not sponsored by the College and/or a recognized student organization, and
WHEREAS, the procedures currently in place do not specifically address the issue of requests by third parties not sponsored by the College or a recognized student organization to access College facilities to engage in controversial speech or events, and
WHEREAS, SUNY College at Old Westbury has the right and responsibility to minimize disruption to the College and ensure the safety of the College community, and
WHEREAS, the College Council has reviewed and discussed the proposed policy,
THEREFORE, be it resolved that the College Council of SUNY Old Westbury hereby approves the Policy on Use of Facilities by Third Parties for Free Speech as presented.

- **Resolution #3**
Amendment to Student Code of Conduct-Residence Hall Regulations

WHEREAS, the State University of New York at Old Westbury strives for clarity and uniformity in the presentation of its policies and procedures, and
WHEREAS, section 22 of the College's Code for Student Conduct does not properly reflect the requirement that all students abide by all College policies and procedures,
THEREFORE, be it resolved that the College Council of SUNY Old Westbury hereby approves changes to the College's Code for Student Conduct as shown in Attachment A.

APPENDIX B

LESSONS LEARNED: CONVERSATIONS ABOUT TEACHING, LEARNING, AND STUDENT SUPPORT IN THE 'NEW NORMAL'

~ 4:30 – 5:30 pm, Tuesdays, Wednesdays, and Thursdays from May 19 to June 17, 2020 ~

All sessions are virtual, informal, and convivial, and open at 4:20 pm for greetings and chat. Participants are invited to send materials and resources in advance for sharing with others. Register in advance **using the emailed registration link for the appropriate session title**, and you'll receive your session link by reply email.

MAY 19 – 21

Tuesday, May 19. Virtual Labs in the Sciences.

Faculty experimented with simulations, virtual labs, self-created demos, and at-home experiments during our remote phase of Spring 2020. What worked, and what didn't? Where did you see the greatest impact on student learning?

Wednesday, May 20.

Comparing Synchronous, Asynchronous, & In-Class Experiences.

Synchronous instruction in Blackboard Collaborate and other platforms allowed some classes to meet in real time. How did students benefit from live sessions, compared to in-class meetings? What asynchronous techniques made it easier for tech-insecure students to participate?

Thursday, May 21. High and Low Stakes Writing Assignments.

The move to remote learning meant re-designing writing assignments and using writing as participation in new ways. What assignments worked best in fostering students' writing and written participation in class? What would you do differently?

MAY 26 - 28

Tuesday, May 26.

Promoting Student Health and Welfare.

The campus developed strategies to alleviate anxieties and promote students' health and welfare this spring. How did the distance student health and counseling services adapt to the evolving trauma of COVID-19? Where can we do better?

Wednesday, May 27.

Distance Instruction in Media Arts, Performance, and Studio.

Art, sculpture, video/TV production, theater, and dance instructors faced some of the greatest challenges in remote instruction. What strategies worked best to provide students with the skills and feedback they need? What else can be done?

Thursday, May 28.

Remote Advising as a Lifeline for Students.

Professional and faculty advisors helped students stay connected to the College and keep their academic and career goals on track. What were the most effective advising interactions with students online?

JUNE 2 - 4

Tuesday, June 2. Keeping Our First Year Students

Connected. New to college life, their year disrupted, our first-year students are perhaps the most impacted by the COVID-19 crisis. What worked to keep first-year students in touch and engaged with courses and their peers?

Wednesday, June 3. Cool Things that Worked in

Distance Learning that I Didn't Expect.

Many faculty members tried unorthodox approaches to teaching and learning. What surprising techniques did you develop to capture students' interest and imaginations? Which ones might you adapt and/or try again?

Thursday, June 4.

Maintaining Academic Integrity in Papers and Exams.

Remote learning increased the challenges of instruction and learning for faculty and students alike. What steps did you take to maintain academic integrity in your virtual classroom? How can we reimagine the in-class exam?

JUNE 9 - 11

Tuesday, June 9.

Conducting Field Placements and Internships at a Distance.

Placing students in the field and in internships is an important part of Old Westbury's educational philosophy, but hard to do remotely. What placements worked best for student growth?

Wednesday, June 10.

Fostering Student Engagement in the 'New Normal.'

"Student life" takes on new meanings when students are far from campus. What kinds of student engagement, co-curricular, and academic activities worked best to foster students' connection to campus and one another?

Thursday, June 11.

Distance Tutoring and the Challenge of Remote

Academic Support. Our professional tutoring staff, and peer tutors, offered students remote assistance through the contingency period. What were the best ways to connect students to skills/knowledge they needed to succeed?

JUNE 16 – 17

Tuesday, June 16.

Providing for Tech-Insecure Students.

Students lacking computer and/or wireless access experienced extreme hardship in converting to remote learning. How did the campus help some students to get connected? How can we plan to provide greater access and support for the 2020-21 academic year?

Wednesday, June 17.

Balancing Work & Life in the 'New Normal.'

In our concluding session, we will explore the impact of the COVID-19 crisis on work and life. When does the workday begin, or end? How has 'work creep' affected our ability to find balance? What strategies might we develop, individually, and collectively, to foster a positive educational and workplace environment in a time of uncertainty and trauma?

– Sponsored by Academic Affairs, the Center for Excellence in Teaching & Learning (CETL), Student Affairs, and the Teaching, Learning & Resources Committee (TLRC) –