

NASSAU COMMUNITY COLLEGE
Garden City, New York 11530

Board of Trustees Policy & Planning Committee Meeting Minutes

May 12, 2026

The meeting of the Policy & Planning Committee of the Board of Trustees was held in the College Center Building rooms 252-253 and via videoconferencing. The meeting was called to order by Trustee D'Agostino at 5:32 p.m.

Committee Members Present: Lynne D'Agostino, Chair
Elliot Conway
Joshua Hammer
Paul Pereira
Donna Tuman
Jorge Gardyn (ex-officio)

Also in Attendance: CAO Conzatti, VP Cruz,
Beatriz Castaño, Director of Procurement,
Russell Penzer, General Counsel

1. Approval of Minutes

Trustee D'Agostino requested a motion to approve the minutes of December 9, 2025. Trustee Tuman moved the motion; seconded by Trustee Hammer. Motion carried 4-0-1(Pereira).

2. Trustee D'Agostino introduced Policy 6800 Procurement:

Mr. Penzer stated that Policy 6800 is a procurement policy that was last amended in 2018. Following a thorough review, amendments were proposed to bring the policy more in line with the county's current procurement practices. The revisions also updated various areas of the policy that had become outdated since 2018.

Ms. Castaño explained that the policy follows General Municipal Law (GML) procurement thresholds, with formal bidding requirements starting at \$20,000 for standard purchases and \$35,000 for public works projects. For smaller purchases, NCC uses its own internal policy: purchases under \$5,000 require one quote or proposal, while purchases between \$5,000 and \$20,000 require three quotes. The procurement policy was also updated to reflect the implementation of a new procurement system, including revised approval workflows and updated terminology. In addition, the revisions clarified and streamlined exceptions to competitive bidding, including formally incorporating a single-source procurement concept that had previously been standard practice but was not explicitly included in the policy.

Trustee D'Agostino asked if there were any comments. There being none, a motion was requested to recommend Policy 6800 Procurement as amended to the Full Board of Trustees for a first reading at its Board meeting scheduled for tonight, May 12, 2026, and that the same be subsequently incorporated into the policy manual of the Board of Trustees of Nassau Community College after the second reading by the Board of Trustees and the adoption of the policy by the Board of Trustees? Trustee Conway made the motion; seconded by Trustee Pereira. Motion carried 5-0.

3. Trustee D'Agostino introduced Policy 6200 Travel:

Mr. Penzer explained that the Travel policy had not been reviewed since 2017. While reviewing the procurement policy, the college also reviewed this policy and determined that only minor revisions were

needed. The most significant change was the removal of language related to cash advances, as the college has not used cash advances for many years. Additional edits were minor in nature and primarily intended to update and clean up the policy.

Trustee D'Agostino asked if there were any comments. There being none, a motion was requested to recommend Policy 6200 Travel as amended to the Full Board of Trustees for a first reading at its Board meeting scheduled for tonight, May 12, 2026, and that the same be subsequently incorporated into the policy manual of the Board of Trustees of Nassau Community College after the second reading by the Board of Trustees and the adoption of the policy by the Board of Trustees? Trustee Hammer made the motion; seconded by Trustee Conway. Motion carried 5-0.

4. Trustee D'Agostino introduced Policy 7200 Visitors to the College:

VP Cruz explained that, like the other two policies, this was an existing policy that had not been reviewed since 2017 and was now being updated. The prior policy briefly referenced visitors to campus but did not clearly define who those visitors were or establish expectations regarding access and conduct. In light of ongoing security concerns on college campuses, the revisions were intended to clarify and formalize practices already commonly followed across college campuses.

The updated policy distinguishes between members of the public walking through outdoor campus spaces and individuals entering college facilities and buildings, recognizing that the public's access and role may differ depending on the setting.

During discussion, a question was raised regarding language stating that a campus host is responsible and accountable for the behavior of their visitors, specifically asking what penalties could apply. In response, it was explained that penalties are addressed in the enforcement section of the policy and depend on the status of the campus host. If the host is a student, violations may be addressed through the student code of conduct. If the host is an employee, disciplinary action would depend on the applicable employment or disciplinary procedures. It was noted that while the language may appear broad, it is neither unusual nor unprecedented, as a review of policies at other colleges found that it is common for campus hosts to be held accountable for visitor violations of campus policies and rules.

Trustee D'Agostino asked if there were any comments. There being none, a motion was requested to recommend Policy 7200 Visitors to the College as amended to the Full Board of Trustees for a first reading at its Board meeting scheduled for tonight, May 12, 2026, and that the same be subsequently incorporated into the policy manual of the Board of Trustees of Nassau Community College after the second reading by the Board of Trustees and the adoption of the policy by the Board of Trustees? Trustee Hammer made the motion; seconded by Trustee Conway. Motion carried 5-0.

Trustee D'Agostino asked if there were any other items for the Committee to consider. There being none, the meeting adjourned at 5:45 p.m.

Respectfully submitted,

Anne E. Brandi
Anne E. Brandi