Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
October 28, 2010

RESOLUTION NO. 2010.64 CREATING TITLES AND AMENDING THE SALARY SCHEDULE FOR EXEMPT EMPLOYEES

WHEREAS, the President of Suffolk County Community College recommends creating the titles of Director of External Affairs and Strategic Partnerships, and College Deputy General Counsel, and

WHEREAS, these changes are needed to align the College's structure, be it therefore

RESOLVED, that the titles listed below be created effective October 28, 2010, with the qualifications, duties and responsibilities as described in the respective position descriptions,

Title to be Created	Spec#	BU	Category
Director of External Affairs and Strategic Partnerships	9129	4	II
College Deputy General Counsel	9142	Exempt	H

and be it further

RESOLVED, that the titles and position descriptions be submitted to the Chancellor of the State University of New York for approval in the professional service,

and be it further

RESOLVED, that the Board of Trustees hereby amends the Salary Schedule of the Exempt Salary and Benefit Plan to add College Deputy General Counsel to Category H, to take effect immediately.

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Attachment IV: Position Description for Director of External Affairs and Strategic Partnerships

Attachment V: Position Description for College Deputy General Counsel

Ernesto Mattace, Jr.
Chairman

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Board of Trustees
October 28, 2010
Attachment IV

DIRECTOR OF EXTERNAL AFFAIRS & STRATEGIC PARTNERSHIPS

POSITION DESCRIPTION: The Director of External Affairs & Strategic Partnerships reports directly to the President and manages a wide range of activities and initiatives designed to foster stakeholder support and strategic partnership opportunities to build education and training capacity at the College. The Director performs a variety of detailed administrative, creative and organizational duties, and utilizes interpersonal and diplomacy skills in building strategic alliances with external constituencies on behalf of the College. Specific responsibilities shall include the following:

1. Directs the conduct of research, prepares presentations, and generates reports, position papers, and other materials for College leadership in support of external stakeholder meetings and advocacy efforts.
2. Identifies and cultivates external funding and growth opportunities with public agencies, public and private organizations in collaboration with appropriate offices of the College to support existing programs and new strategic initiatives.
3. Directs submission of award applications for federal, state and local institutional recognition.
4. Maintains effective relationships with federal officials and directs all aspects of federal appropriation requests, from proposal writing to application processing and outcomes reporting;
5. Manages relations with SUNY administration; coordinates institutional efforts in line with the SUNY strategic plan, as well as participation in appropriate SUNY initiatives and advocacy proceedings;
6. Serves as the College's liaison to New York State elected officials and agencies for the purposes of budget and legislative advocacy.
7. Serves as the College's liaison to the local sponsor, its committees and agencies in promoting and executing the College's strategic plan, including budget and legislative advocacy and community support initiatives.
8. Oversees the monitoring and assessment of the Sponsor Services Agreement and the Memorandum of Understanding of Procedures agreements and coordinates quarterly meetings with County officials.
9. Functions as liaison to regional, state and national professional associations and organizations on behalf of College leadership.
10. Provides technical assistance and works closely with College administrators and staff in navigating and responding to matters related to government relations and funding, advocacy and policymaking.
11. Manages the submission of lobbying reporting as set forth by federal and state agencies.
12. Performs other duties as assigned by the President.

MINIMUM QUALIFICATIONS:

A Master's degree in an appropriate discipline with at least seven years experience in community college administration, government administration, and/or government relations. Significant experience in grant writing and proposal preparation. Experience in a multi-campus community college setting is preferred.

College Deputy General Counsel

The College Deputy General Counsel performs legal services such as research, policy review, legal audits, contract reviews and compliance training. The College Deputy General Counsel reports to the College General Counsel and may perform the duties of the College General Counsel in his/her absence. The primary responsibilities of this position are as follows:

1. Conducts research and prepares memoranda on legal, administrative and policy issues arising at the College.
2. Assists in factual and legal preparation for the defense and prosecution of lawsuits, including conducting preliminary assessments of cases, locating and researching files related to the cases, interviewing College staff, assisting in the preparation of discovery responses and attending depositions and court proceedings.
3. Assists in the preparation of contracts and leases to be entered into by the College.
4. At the direction of the College General Counsel, conducts legal audits of various College operations.
5. Participates in the development and review of College policies.
6. Reviews Requests for proposals, bids and purchasing methods, as assigned by the College General Counsel.
7. Assists in the preparation of positions and strategies for negotiating collective bargaining agreements.
8. In conjunction with Human Resources, prepares materials for and conducts compliance training.
9. Assists in the preparation of materials for Board of Trustees meetings.
10. Stays current on local, state and federal legislation, statutes, ordinances, etc. that impact the College.
11. Attends administrative hearings, arbitrations and court proceedings, as directed by the College General Counsel.
12. Oversees the maintenance of the Legal Affairs webpage.
13. Performs other related duties as assigned by the College General Counsel.

Minimum Qualifications: A law degree from an accredited law school, admission to practice in the State of New York and at least three years of relevant experience.

Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
October 28, 2010

RESOLUTION NO. 2010.63 APPROVING A MAJOR CHANGE ORDER FOR THE MONTAUKETT LEARNING RESOURCE CENTER, EASTERN CAMPUS, CP2189

WHEREAS, Capital Project No. 2189 has been approved by Suffolk County and the State of New York for funding, and appropriated by the Suffolk County Legislature, and

WHEREAS, the original building design included two general classroom spaces, and

WHEREAS, after the construction bid was awarded one classroom was changed into a computer laboratory to accommodate the Humanities Program, and

WHEREAS, the original construction bid for the building included an alternate for a cargo lift which was not awarded, and

WHEREAS, the cargo lift is a desirable addition, and

WHEREAS, during construction additional technology capacity was added to various academic spaces throughout the building to improve flexibility, and

WHEREAS, as of October 28, 2010, project change orders for the Montaukett Learning Resource Center, CP 2189, are within budget, as shown in (Attachment III), and

WHEREAS, the change order provided by the contractor for this new work was reviewed and approved by the project architect, JCJ Architecture, and

WHEREAS, this change order exceeds $20,000, thus constituting a 'major' change order as defined by Board resolution, and

WHEREAS, all major change orders require Board approval, be it therefore

RESOLVED, that Change Order No. 3 for EW Howell in the amount of $118,378 is approved, and be it further

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RESOLVED, that the College President, or his designee, is authorized to execute the necessary documentation.

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BOARD OF TRUSTEES
October 28, 2010

RESOLUTION NO. 2010.62 CONFIRMING THE ACCEPTANCE OF A GRANT AWARD FOR A TITLE III ACTIVITY: STUDENT ENGAGEMENT THROUGH INFORMED SUPPORT (SEIS)

WHEREAS, Suffolk County Community College has received a five-year grant award from the United States Department of Education, in the amount of $1,998,750, for a Title III Activity, Student Engagement through Informed Support (SEIS), for the period of October 1, 2010 through September 30, 2015, and

WHEREAS, funding for the first year of said grant is in the amount of $399,470 for the period of October 1, 2010 through September 30, 2011, and

WHEREAS, the program provides funds for dramatic improvement of academic success, persistence and retention of first-time, full-time entering students, and

WHEREAS, matching funds are not required, and

WHEREAS, the Executive Committee of the Board accepted the grant award, subject to such acceptance being confirmed by the Board at a meeting with a quorum present, be it therefore

RESOLVED, that the acceptance of a grant award, in the amount of $1,998,725, from the United States Department of Education, for a Title III Activity, Student Engagement through Informed Support (SEIS), beginning during the 2010-2011 fiscal year, and ending during the 2014-2015 fiscal year, is hereby confirmed, and the College President or his designee is authorized to execute a contract with the administering agency.

Project Director: Dr. Charity R. Welch
Note: 1 full-time position for the entire grant period:
Specialist I :Instructional Media Technologist (100% Yrs 1-3; 50% Yrs 4-5)
1 50% Research Specialist I (Yrs 1-5)

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BOARD OF TRUSTEES
October 28, 2010

RESOLUTION NO. 2010.61 APPROVING MONTHLY SPONSOR SERVICES FOR SUFFOLK COUNTY COMMUNITY COLLEGE

WHEREAS, the State University of New York Regulation No. 602.7 requires the Suffolk County Community College Board of Trustees to review and approve all Sponsor provided services and their estimated value in advance of the service being rendered, and

WHEREAS, the regulation also requires the approval of the payment of each Sponsor Service satisfactorily performed, and

WHEREAS, health insurance is considered a Sponsor Service, be it therefore

RESOLVED, that the health insurance payments to the County of Suffolk in the amount of $1,482,358.10 for the month of September 2010 (Attachment II) is hereby approved by the Board of Trustees.

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BOARD OF TRUSTEES
October 28, 2010

RESOLUTION NO. 2010.60 APPROVING BUDGET TRANSFERS

WHEREAS, the Board of Trustees established a policy on the authorization of budget transfers, and

WHEREAS, according to that policy the transfers on Attachment I must be authorized by Board resolution, and

WHEREAS, the President recommends the transfers on Attachment I as necessary for the operation of the College, be it therefore

RESOLVED, that the budget transfers shown on (Attachment I) are hereby approved.

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