Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
July 20, 2011

RESOLUTION NO. 2011.37 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 as Attachment I are hereby approved.

Bryan Lilly
Secretary

Central Administration
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Ammerman Campus
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Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
July 20, 2011

RESOLUTION NO. 2011.38 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 payment to the County of Suffolk in the amount of $1,809,587.09 for the month of May 2011 and $567,565.53 for the month of June (Attachment II) is hereby approved by the Board of Trustees.

Bryan Lilly
Secretary

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Office of the President

BOARD OF TRUSTEES
July 20, 2011

RESOLUTION NO.2011.39 AMENDING RESOLUTION NO.2011.20 ADOPTING A TUITION AND FEE SCHEDULE FOR 2011-2012

WHEREAS, by Resolution No.2011.20 the Board adopted a Tuition and Fee Schedule for 2011-2012, and

WHEREAS, the College has reviewed its tuition and fee schedules and recommends that, with the following changes to the Tuition and Fee Schedule be approved for the 2011-2012 academic year, be it therefore

RESOLVED, the Culinary Arts Program Fee is being amended to reflect a $65 per credit fee on all Culinary Lab courses and the student activity fee is amended to reflect $8 per credit, and further

RESOLVED, in the event that there is no increase in the County contribution that the student Tuition and Fee Schedule is hereby amended with respect to the Culinary Arts Program Fee and student activity fee only and approved as amended and adopted for fiscal year 2011-2012.

Bryan Lilly
Secretary

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July 20, 2011

RESOLUTION NO.2011.40 AMENDING RESOLUTION NO.2011.21 ADOPTING A TUITION AND FEE SCHEDULE FOR 2011-2012

WHEREAS, by Resolution No.2011.21 the Board adopted a Tuition and Fee Schedule for 2011-2012, and

WHEREAS, the College has reviewed its tuition and fee schedules and recommends that, with the following changes, the Tuition and Fee Schedule be approved for the 2011-2012 academic year, be it therefore

RESOLVED, the Culinary Arts Program Fee is being amended to reflect a $65 per credit fee on all Culinary Lab courses and the student activity fee is amended to reflect $8 per credit, and further

RESOLVED, in the event that there is an increase of 4% in the County contribution that the student Tuition and Fee Schedule is hereby amended with respect to the Culinary Arts Program Fee and student activity fee only and approved as amended and adopted for fiscal year 2011-2012.

Bryan Lilly
Secretary

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July 20, 2011

RESOLUTION NO. 2011.41 ESTABLISHING A TUITION POLICY FOR THE EARLY COLLEGE PROGRAM

WHEREAS, the Early College Program is a dual enrollment program that allows high school students to enroll in College courses while still working toward high school graduation, and

WHEREAS, Early College Program courses are taught at the College's Michael J. Grant Campus in Brentwood and the training expenses incurred by the College for the program are fixed costs that do not vary based on the number of sections taught, and

WHEREAS, the College seeks to expand its Early College Program to additional Suffolk County school districts, and

WHEREAS, the Board of Trustees wishes to establish a fair and equitable tuition policy for its Early College Program offerings county-wide, be it therefore

RESOLVED, that the Board of Trustees of Suffolk County Community College hereby sets the tuition rate for all Early College Program courses at 1/3 of the College's residential tuition per credit rate, or $50 per credit, whichever is greater, and be it further

RESOLVED, that upon the recommendation of the Vice President for Business Affairs and the President, this tuition rate may be subsequently revised by the Board.

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July 20, 2011

RESOLUTION NO. 2011.42 ACCEPTING A GRANT SUB-AWARD FROM TIDEWATER COMMUNITY COLLEGE FOR YEAR TWO OF A DEPARTMENT OF HEALTH AND HUMAN SERVICES HEALTH INFORMATION TECHNOLOGY PROJECT

WHEREAS, Suffolk County Community College has received a sub-award from Tidewater Community College as a member of a consortium of community colleges for year two of a two-year Department of Health and Human Services Health Information Technology (HIT) Project in the amount of $308,458, including indirect costs, for the period of April 2, 2011 through April 1, 2012, and

WHEREAS, year two funding will increase the total project funding from $495,115 to $802,573, including indirect costs, and will extend the end date by twelve months, and

WHEREAS, the program will continue to provide for developing and implementing training programs that create, manage and maintain portable electronic medical records, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that a grant sub-award, in the amount of $308,458, including indirect costs, from Tidewater Community College, for year two of a two-year Department of Health and Human Services Health Information Technology (HIT) Project, for the period of April 2, 2011 through April 1, 2012, is hereby accepted, and the College President or his designee is authorized to execute a contract with the administering agency.

Project Directors: Nina Leonhardt
Diane Fabian

Note: Full-time personnel: 1 Professional Assistant 0 , 12 month
2 Professional Assistants 1, 12 month
Year 1 and year 2

Bryan Lilly
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Office of the President

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RESOLUTION NO.2011.43 AWARDING A CONTRACT FOR THE PROJECT LABOR AGREEMENT FEASIBILITY STUDY FOR THE AMMERMAN CAMPUS SCIENCE, TECHNOLOGY AND GENERAL CLASSROOM BUILIDNG, CP 2174

WHEREAS, Capital Project No. 2174 has been approved by Suffolk County and the State of New York for funding, and appropriated by the Suffolk County Legislature, and

WHEREAS, the College issued a request for proposals for a Project Labor Agreement (PLA) feasibility study for Capital Project 2174, and

WHEREAS, the College Evaluation Committee reviewed the responses received and is recommending the College contract with Cashin Associates, P.C. and

WHEREAS, the services for the negotiation, preparation and maintenance of the PLA will be necessary only if the College chooses to use a PLA for CP 2174, be it therefore

RESOLVED, that the College President or his designee is authorized to enter into a contract with Cashin Associates, P.C. for up to $15,000.00 for the PLA feasibility study, and be it further

RESOLVED, that if the College chooses to use a PLA, the College President or his designee is authorized to enter into a contract with Cashin Associates, P.C. for the negotiation and execution of the PLA for up to $10,000.00, and be it further

RESOLVED, that if Cashin Associates, P.C. is successful in executing the PLA, the College President or his designee is authorized to enter into a contract with Cashin Associates, P.C. for the implementation and maintenance of the PLA throughout construction for up to $88,500.00.

Bryan Lilly
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July 20, 2011

RESOLUTION NO. 2011.44 AWARDING A CONTRACT FOR THE DESIGN AND CONSTRUCTION OF AN EXTERIOR LED SIGN ON THE EASTERN CAMPUS

WHEREAS, proposals for the design and construction of an exterior LED sign on the Eastern Campus have been solicited and reviewed by the College, and

WHEREAS an evaluation committee determined that the proposal submitted by Data Display U.S.A. Inc. best meets the needs of the College, be it therefore

RESOLVED, that the design and construction contract in the amount of $ 34,538.11 for the design and construction of an exterior LED sign be awarded to Data Display U.S.A. Inc., and be it further

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

Bryan Lilly
Secretary

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BOARD OF TRUSTEES
July 20, 2011

RESOLUTION NO. 2011.45 AUTHORIZING A CONTRACT FOR EXECUTIVE SEARCH SERVICES

WHEREAS, Suffolk County Community College issued a Request for Proposals for a consultant to provide executive search services for a Vice President of Academic and Student Affairs, and Associate Vice President for Academic Affairs, and

WHEREAS, the College received proposals from four firms, and

WHEREAS, an evaluation committee reviewed the proposals and determined that the proposal submitted by the Association of Community College Trustees (ACCT) best meets the needs of the College, be it therefore,

RESOLVED, that the College President, or his designee, is hereby authorized to enter into a contract with ACCT for executive search services in the amount of $60,000 together with disbursements as provided by the contract.

Bryan Lilly
Secretary

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RESOLUTION NO. 2011.46 AUTHORIZING A CONTRACT FOR INTERNET SERVICES

WHEREAS, Suffolk County Community College issued a Request for Proposal for Internet services, and

WHEREAS, the College received proposals from one firm, and

WHEREAS, an evaluation committee reviewed the proposal and determined that the proposal submitted by Light Tower Fiber Long Island meets the needs of the College, be it therefore,

RESOLVED, that the College President, or his designee, is hereby authorized to enter into a contract with Light Tower Fiber Long Island for Internet services in the amount of $8,285 per month.

Bryan Lilly
Secretary

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July 20, 2011

RESOLUTION NO.2011.47 APPROVING A CONTRACT AMENDMENT FOR THE DESIGN OF THE PARTIAL RENOVATION OF THE PECONIC BUILIDNG, EASTERN CAMPUS, CP 2181

WHEREAS, Capital Project No. 2181 and Capital Project No. 2127 have been approved by Suffolk County and the State of New York for funding, and appropriated by the Suffolk County Legislature, and

WHEREAS, students services located on the first floor of the Peconic Building will be relocated to the second floor as a result of this renovation, and

WHEREAS, additional design services are required to renovate the spaces on the first floor so that they can accommodate student activities, student health and public safety functions, and

WHEREAS, there exist two restrooms on the second floor of the Peconic Building which need to be upgraded to comply with current Americans with Disabilities Act (ADA) requirements, and

WHEREAS, additional design services are required to upgrade these restrooms, and

WHEREAS, the College has received and reviewed proposals for these additional design services from LiRo Architects + Planners, P.C., and

WHEREAS, the additional design services needed for the first floor total $5,000 which falls within SUNY guidelines for consulting fees, and

WHEREAS, the additional design services needed for the second floor bathrooms total $15,542 which falls within SUNY guidelines for consulting fees, and

WHEREAS, there exists funding in the College operating budget to procure the additional design services for the first floor, and

WHEREAS, there exists funding in CP 2127 – ADA Compliance College Wide to procure the additional design services for the second floor bathrooms, and

WHEREAS, contract amendments that exceed $20,000 require Board approval, be it therefore

Suffolk
COUNTY COMMUNITY COLLEGE

RESOLVED, that Amendment No. 1 for LiRo Architects + Planners, P.C. in the amount of $20,542 is approved, and be it further

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

Bryan Lilly
Secretary

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Office of the President

BOARD OF TRUSTEES
July 20, 2011

RESOLUTION NO. 2011.48 APPROVAL OF AN AD HOC COMMITTEE FOR PRESIDENTIAL EVALUATION PURPOSES

WHEREAS, the Guiding Principles for the Presidential Evaluation Process require that the Personnel Committee of the Board of Trustees shall be the responsible Committee to receive all questionnaires and prepare a composite of the results of the Presidential Evaluation Forms, and

WHEREAS, the By-Laws of Suffolk County Community College authorize the Chair of the Board of Trustees to establish Ad hoc committees by Resolution or Resolutions of the majority of the Trustees of the Board, and

WHEREAS, the Chair has selected an Ad hoc Committee to receive the Presidential Evaluation Questionnaires and to prepare a composite of the results and perform the duties assigned to the Personnel Committee, now therefore, be it

RESOLVED, that the Board of Trustees of Suffolk County Community College approves the creation of an Ad Hoc Committee for Presidential Evaluation purposes for the Presidential Evaluation to be conducted in 2011 only and further confirms that future Presidential Evaluations shall be handled pursuant to the Board of Trustees Guiding Principles for the Presidential Evaluation Process.

Bryan Lilly
Secretary

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BOARD OF TRUSTEES
July 20, 2011

RESOLUTION NO.2011.49 APPROVING THE AGREEMENT AMONG THE COLLEGE, THE COUNTY OF SUFFOLK AND THE GUILD OF ADMINISTRATIVE OFFICERS

WHEREAS, the negotiations of the College and the County of Suffolk with the Guild of Administrative Officers have resulted in a Memorandum of Agreement for a labor contract from September 1, 2011 to August 31, 2015 and

WHEREAS, the members of the Guild of Administrative Officers have ratified that agreement through a voting process, and

WHEREAS, the College President recommends the approval of the contractual agreement, be it therefore,

RESOLVED, that the agreement among the College, the County of Suffolk and the Guild of Administrative Officers (Attachment III) is hereby approved.

Bryan Lilly
Secretary

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July 20, 2011

RESOLUTION NO. 2011.50 APPROVING THE SETTLEMENT OF A LAWSUIT

WHEREAS, an individual commenced a civil action against Suffolk County Community College alleging several claims, and

WHEREAS, the College denies the claims alleged in the civil action in their entirety, and

WHEREAS, the parties, wishing to avoid the burden, uncertainty, delay, expense and distraction of litigation, have reached an agreement for the settlement of the individual's claims against the College, be it therefore

RESOLVED, that the individual's lawsuit against the College be settled in its entirety for the amount mutually agreed upon by the parties to the action.

Bryan Lilly
Secretary

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July 20, 2011

RESOLUTION NO. 2011.51 CONFIRMING THE ACCEPTANCE OF RESOLUTION NOS. 2011.37 to 2011.50 BY THE EXECUTIVE COMMITTEE ON JUNE 23, 2011

WHEREAS, a meeting of the Board of Trustees was held on June 23, 2011 and

WHEREAS, several trustees were unable to attend the meeting and a quorum was not present and

WHEREAS, it was determined by the Executive Committee of the Board of Trustees that it was in the best interest of the College to approve Resolution Nos. 2011.37 to 2011.50 and that the resolutions be confirmed at the next Board of Trustees meeting, be it therefore

RESOLVED, that the approval of Resolution Nos. 2011.37 through 2011.50 be confirmed in all respects.

Bryan Lilly
Secretary

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July 20, 2011

RESOLUTION NO. 2011.52 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 as Attachment I are hereby approved.

Bryan Lilly
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RESOLUTION NO. 2011.53 ACCEPTING THE INDEPENDENT AUDITOR'S REPORT FOR THE FISCAL YEAR ENDING AUGUST 31, 2010

WHEREAS, the State Comptroller requires Suffolk County Community College to annually file an Independent Auditor's Report on its financial statements, and

WHEREAS, Suffolk County contracted with the independent CPA firm of O'Connor Davies Munns and Dobbins, LLP, through its Bennett Kielson Starch DeSantis Division, to perform an audit for the College for the fiscal year ending August 31, 2010, and

WHEREAS, O'Connor Davies Munns and Dobbins, LLP, submitted an Independent Auditor's Report and management letters to the College, and

WHEREAS, the Vice President for Business and Financial Affairs has reviewed the report and management letters and recommends that they be accepted, be it therefore

RESOLVED, that Suffolk County Community College accepts the Independent Auditor's Report and the management letters for the fiscal year ending August 31, 2010.

Bryan Lilly
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RESOLUTION NO. 2011.54 ABOLISHING A TITLE

WHEREAS, the President recommends abolishing the following title, and

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

RESOLVED, that the title listed below be abolished effective July 1, 2011.

Titles to be Abolished	Spec#	BU	Category
Campus Director of Special Events and Programs	9113	4	II

Bryan Lilly
Secretary

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RESOLUTION NO. 2011.55 REQUESTING THE COUNTY OF SUFFOLK TO EXECUTE AN ASSIGNMENT TO THE TRUSTEES OF THE SUFFOLK COUNTY COMMUNITY COLLEGE FOR THE USE OF CERTAIN PROPERTY OWNED BY THE COUNTY OF SUFFOLK

WHEREAS, the County of Suffolk is the owner of approximately 9.9 acres of land located adjacent to the Ammerman Campus of Suffolk County Community College in Selden, New York and known by Suffolk County Tax Map District 0200, Section 538.00, Block 05.00, Lot 001.002, and

WHEREAS, the College has a need to expand upon this land in order to increase the educational opportunities of the students of the College, and

WHEREAS, use of this property by the College would be in harmony with the surrounding community as it has developed in that educational use of the premises would be preferable to any commercial or more intensive use of the property, now therefore be it

RESOLVED, that the Trustees of Suffolk County Community College do hereby request that the County of Suffolk execute an Assignment to the Trustees of the Suffolk County Community College of the use of all the approximately 9.9 acres on the site know as Suffolk County Tax Map District 0200, Section 538.00, Block 05.00, Lot 001.002 located at Selden, Suffolk County, New York.

BE IF FURTHER RESOLVED, that said Assignment shall, in form and content, be permanent so long as and provided that said property is used for the purpose of the Suffolk County Community College and shall be in such form as maybe approved by the County Attorney and the State University of New York.

Bryan Lilly
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