Suffolk
COUNTY COMMUNITY COLLEGE

**Office of the President**

**BOARD OF TRUSTEES**
**January 15, 2015**

**RESOLUTION NO. 2015.01 - CONFIRMING THE ANNUAL REVIEW AND APPROVAL OF THE PROCUREMENT POLICY**

**WHEREAS,** community colleges must procure goods and services in accordance with Article 5-A of the New York State General Municipal Law in order to ensure the prudent and economical use of public monies, and to guard against favoritism, improvidence, extravagance, fraud and corruption, and

**WHEREAS,** by a resolution duly adopted on September 13, 2012, this Board adopted a comprehensive procurement policy, together with procedures, governing the College's purchase of materials, equipment and supplies, as well as the acquisition of labor, construction, and professional services, and

**WHEREAS,** pursuant to General Municipal Law §104-b, such policy and procedures must be annually reviewed and approved by the Board of Trustees, be it therefore

**RESOLVED,** that this Board hereby confirms its review of the "Procurement Policy," (Attachment I) adopted on September 13, 2012, and be it further

**RESOLVED,** that the "Procurement Policy" is hereby approved for use by the College for the calendar year 2015.

Bryan Lilly
Secretary

**Central Administration**
533 College Road
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**Ammerman Campus**
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Suffolk
COUNTY COMMUNITY COLLEGE

# PROCUREMENT POLICY

## A. INTENT

Community colleges must procure commodities and services in accordance with Article 5-A of the New York State General Municipal Law. This law is designed to ensure the prudent and economical use of public monies and facilitate the acquisition of quality goods or services at the lowest possible cost, as well as to guard against favoritism, improvidence, extravagance, fraud and corruption.

It is the intent of this policy and these procedures to set forth the procurement requirements for Suffolk County Community College, and to ensure full compliance with the law. Such policy and procedures shall be reviewed annually by the Board of Trustees, in accordance with General Municipal Law, Section 104-b.

## B. PURCHASE CONTRACTS IN EXCESS OF $20,000

1. Purchase contracts are those solely concerned with the purchase of materials, equipment and supplies ("commodities"), such as paper goods, books, food products, office equipment, various machinery and clothing.

2. All purchase contracts which, on a College-wide basis, are reasonably anticipated to involve an expenditure of more than $20,000 over the course of a College fiscal year (September 1 – August 31) are to be awarded to the lowest responsible bidder who has furnished the required security after advertisements for sealed bids; or, alternatively, to the bidder whose bid represents the best value to the College. A determination of "best value" shall be based upon an objective and quantifiable analysis of a bidder's ability to optimize quality, cost and efficiency.

3. The splitting of purchases in order to evade the monetary threshold of the NYS General Municipal Law constitutes a violation of this law and is strictly prohibited.

## C. PUBLIC WORKS CONTRACTS IN EXCESS OF $35,000

1. Contracts for public works encompass contracts for nonprofessional services, labor or construction, such as vehicle repair and maintenance, liquid and solid waste removal, painting, and building construction and renovation.

2. All contracts for public works involving an expenditure of more than $35,000 are to be awarded to the lowest responsible bidder who has furnished the required security after advertisements for sealed bids.

## D. EXCEPTIONS TO PUBLIC BIDDING REQUIREMENTS

The College is not required to competitively bid purchase contracts in excess of $20,000 or public works contracts in excess of $35,000 under the following specified circumstances, or as otherwise authorized by New York State or federal law:

1. **Preferred Sources.** A "Preferred Source" is a designated vendor or service provider, who, in an effort to advance certain social and economic goals, has received special provider status, and is exempt from statutory competitive procurement guidelines. The Preferred Sources include the *Department of Correctional Services*, the *Industries for the Disabled*, the *Industries for the Blind* and the *Office of Mental Health*. It is the obligation of the College to procure commodities and services from a designated preferred source whenever possible. The "List of Preferred Source Offerings" can be found on the NYS Office of General Services website at www.ogs.ny.gov/procurecounc/pdfdoc/PSList.pdf

2. **NYS Office of General Services.** Purchases of materials, equipment, food products or supplies (except printed material) and contracts to obtain services may be made through contracts procured by the New York State Office of General Services (OGS). See, http://ogs.ny.gov/purchase/pdfdocument/Guide.pdf.

3. **County Contracts.** Purchases of commodities and contracts to obtain services (other than services which require the payment of prevailing wages, pursuant to the NYS Labor Law) may be made through competitively bid county contracts, where such contracts contain language specifically authorizing governmental entities covered by General Municipal Law sec. 103 to do so.

The College may utilize and implement County of Suffolk contracts for services which require the payment of prevailing wages, pursuant to the NYS Labor Law, when such contracts are for public work to County-owned real property and/or County-owned buildings or improvements, held in trust for the uses and purposes of the College, pursuant to the NYS Education Law.

With respect to Suffolk County or other County contracts for services, prior authorization to utilize such contracts must be obtained.

4. **Emergencies.** Commodities may be purchased and contracts for public works may be authorized without undergoing the competitive bidding process in the case of a public **emergency arising out of an accident or other unforeseen occurrence or conditions** whereby circumstances affecting public buildings, public property, or the life, health, or safety of persons require immediate action. The determination as to whether an "emergency" exists shall be made prior to any purchase or authorization for a contract for public works by the Office of Legal Affairs, in consultation with the Administrative Director of Business Operations, or his/her designee.

5. **Sole Source Vendor.** This exception applies only when the College requires particular supplies, materials, equipment, or services, which uniquely serve its interests and for which there is no substantial equivalent. Procurement by this method must be documented by the submission to the Administrative Director of Business Operations of a *Sole Source Approval Form*, setting forth the following: (i) the unique nature of the requirement; (ii) the basis upon which it was determined that there is only one known vendor able to meet the need (i.e., the steps taken to identify potential providers); and (iii) the basis upon which the cost was determined to be reasonable (i.e., a fair market price was inferred based upon the sole source provider's product catalogs, published price lists and the like).

6. **Surplus and Second-Hand Supplies.** Purchases of surplus and second-hand supplies, materials or equipment may be made directly from the Federal government, the State of New York or from any other political subdivision, district or public benefit corporation within the State of New York.

7. **Professional Services.** There is a well-established exception to the public bidding requirements for "professional" services. Generally, "professional" services involve specialized skill, training and expertise, use of professional judgment or discretion, and/or a high degree of creativity. **The requirements for procuring professional services are addressed below, at paragraph J.**

## E. PREPARATION OF BID SPECIFICATIONS

The College's departments and offices have broad discretion to fix reasonable standards and requirements that bidders are obliged to observe. Specifications must be drafted to allow bidders providing reasonably equivalent commodities (for purchase contracts) or nonprofessional, labor or construction services (for public works contracts) to compete on an equal, common basis.

1. **Purchase Contracts**

(a) The Administrative Director of Business Operations shall coordinate preparation of bid specifications in consultation with the requesting College department or office.

2. **Public Works Contracts**

(a) The Administrative Director of Business Operations shall coordinate preparation of bid specifications in consultation with the requesting College department or office and/or any engineering or architectural consultant retained by the College for that purpose.

(b) Such bid specifications shall require that bidders submit a statement detailing if and/or how they will utilize the services of Minority and Women-owned Business Enterprises ("MWBEs") if awarded the contract.

(c) Such bid specifications shall also include a copy of the Suffolk County Community College Project Manual, as well as the appendices set forth herein at paragraph (J)(2)(e)(v).

## F. DETERMINATION OF THE LOWEST RESPONSIBLE BIDDER

The mere fact that a particular bidder is the lowest dollar bidder does not establish an entitlement to the award of the contract. The awarding officer must examine the low bidder's background and make a factual determination as to whether the bidder is a "responsible bidder." "Responsibility" generally involves a bidder's qualifications and ability to perform in accordance with the terms and conditions of the contract. "Responsibility" also encompasses such factors as financial ability to complete the contract, accountability, reliability, skill, past performance, judgment and integrity.

1. **Purchase Contracts**

(a) The Administrative Director of Business Operations shall coordinate all aspects of the public bid opening, including documenting all proposals submitted. The Director shall thereafter make a determination, in writing, as to which bidder is the lowest responsible bidder, and shall advise the requesting department or office, as well as the Office of Legal Affairs, accordingly. The provisions of Suffolk County Code, Section A4-14 (Local Preference Law), shall be complied with in making such a determination.

(b) If a purchase contract is recommended to be awarded to other than the lowest dollar bidder, the Administrative Director of Business Operations shall submit to the

Office of Legal Affairs, in writing, the justification for such a determination, including why such an award furthers the interests of the College.

2. **Public Works Contracts**

(a) The Executive Director of Facilities and/or the Administrative Director of Educational Facilities shall coordinate the formation of a Bid Evaluation Committee, which shall be comprised of specified personnel from the requesting department or office, as well as administrative personnel. Such committee shall meet, as necessary, to evaluate the public bids received, and shall make a timely recommendation of the lowest responsible bidder to be awarded a contract to the Administrative Director of Business Operations The provisions of Suffolk County Code, Section A4-14 (Local Preference Law), shall be complied with in making such a determination.

## G. AWARD OF PUBLIC WORKS CONTRACTS

A resolution authorizing the award of a public works contract for construction shall be prepared by the Office of Legal Affairs, in accordance with the requirements of the Board of Trustees. If the Board, in its discretion, approves such a resolution, the Office of Legal Affairs shall coordinate the preparation, execution, distribution and implementation of such contract.

1. **Change Orders and Amendments to Public Works Contracts for Construction**

(a) In the administration of public works contracts, change orders or amendments might be necessary for prompt and effective completion of a construction project. Such change orders or amendments shall be authorized in accordance with the following rules:

Change orders and amendments shall be divided into two classes – minor and major.

(i) **Minor change orders and amendments** shall be those having a value less than $20,001 or 10% of the public works contract, whichever is the smaller amount.

(ii) **Major change orders and amendments** shall be all those having greater value than minor change orders and amendments

(b) The President, or his/her designee, is authorized to approve individual minor change orders and amendments, provided there are sufficient appropriated funds to

support such change order, and the project cost, together with the change order, remains under the budget allocated for such project. In those cases where the aggregate of the minor change orders and amendments for any one prime contract exceeds $100,000 or 15% of the public works contract, whichever is the smaller amount, that condition with appropriate explanation shall be reported to the Board of Trustees by the Executive Director of Facilities at the next scheduled meeting.

(c) The Board of Trustees shall approve all major change orders and amendments.

(d) In limited circumstances, the President, is authorized to conditionally approve major change orders and amendments if there is reason to believe that to wait for the next regularly-scheduled meeting of the Board of Trustees would compromise the progress of the construction project. Such a change order may be authorized only if there are sufficient appropriated funds to support such change order, and the project cost, together with the change order, remains under the budget allocated for such project. In such cases, the change order or amendment shall not be binding on the Board of Trustees until it is confirmed by the Board at its next regularly-scheduled meeting.

## H. POLICY AND PROCEDURES FOR PURCHASES OF $20,000 AND UNDER

If the monetary threshold for the purchase of commodities is not reasonably anticipated, on a College-wide basis, to exceed $20,000 over the course of a fiscal year, the following procedures shall be followed:

1. **$0.01 - $100.00.** Direct purchase at the discretion of the requesting department or office. A Payment Transmittal Form should be submitted directly to Accounts Payable.

2. **$100.01 - $1,000.00**. Purchases may be made at the discretion of the requesting department or office only upon the written approval of the Administrative Director of Business Operations, after his/her determination that such purchase is reasonable and in the best interests of the College.

(a) Such approval shall be documented, as follows:

Utilizing *Banner,* the requesting department or office shall prepare an **Electronic Requisition** for the purchase, and forward it to the Campus Business Officer, who shall, after review, forward it via *Banner,* to the Purchasing Technician. The Purchasing Technician thereafter converts the requisition into a **Purchase Order**. The Purchase Order is then reviewed and approved by the Administrative Director of Business Operations. After the approved Purchase Order is printed, an email will be sent, via

Banner, to the requesting department or office, confirming the approved Purchase Order number. The Administrative Director of Business Operations, or his/her designee, shall thereafter mail the Purchase Order to the vendor. In appropriate circumstances, purchase orders may be faxed, provided instructions to do so are properly indicated on the requisition under "document text."

3. **$1,000.01 – $20,000.00**. Written quotes from at least three (3) vendors, upon the written approval of the Administrative Director of Business Operations, after his/her determination that such purchase is reasonable and in the best interests of the College.

(a) Written quotes should be obtained via vendor email or fax. Obtaining such quotes via the Internet only is discouraged. Such written quotes shall be documented on a *Price Quotation Form,* which shall be submitted to the Administrative Director of Business Operations. In addition, the following procedure shall be followed:

Utilizing *Banner,* the requesting department or office shall prepare an **Electronic Requisition** for the purchase, and forward it to the Campus Business Officer, who shall, after review, forward it, via *Banner*, to the Purchasing Technician. The Purchasing Technician thereafter converts the requisition into a **Purchase Order**. The Purchase Order is then reviewed and approved by the Administrative Director of Business Operations. After the approved Purchase Order is printed, an email will be sent, via Banner, to the requesting department or office, confirming the approved Purchase Order number. The Administrative Director of Business Operations, or his/her designee, shall thereafter mail the Purchase Order to the vendor. In appropriate circumstances, purchase orders may be faxed, provided instructions to do so are properly indicated on the requisition under "document text."

(b) A good faith effort shall be made to obtain the required number of quotations. If, for any reason, the requesting department or office is unable to obtain the requisite number of quotations, such department or office shall properly document, on the *Price Quotation Form*, the reasons why such quotes could not be obtained, and the efforts made to acquire the required quotes.

## I. POLICY AND PROCEDURES FOR PUBLIC WORKS OF $35,000 AND UNDER

1. If the monetary threshold for the procurement of non-capital public works projects is not reasonably anticipated to exceed $35,000, the following procedures shall be followed:

(a). **$1.00 - $1,000.00.** Direct authorization at the discretion of the requesting department or office, only upon the written approval of the Administrative Director of Business

Operations, after his/her determination that such procurement is reasonable and in the best interests of the College.

(i) Such approval shall be documented, as follows:

Utilizing *Banner,* the requesting department or office shall prepare an **Electronic Requisition** for the procurement, and forward it to the Campus Business Officer, who shall, after review, forward it via *Banner,* to the Purchasing Technician. The Purchasing Technician thereafter converts the requisition into a **Purchase Order.** The Purchase Order is then reviewed and approved by the Administrative Director of Business Operations. After the approved Purchase Order is printed, an email will be sent, via Banner, to the requesting department or office, confirming the approved Purchase Order number. The Administrative Director of Business Operations, or his/her designee, shall thereafter mail the Purchase Order to the vendor. In appropriate circumstances, purchase orders may be faxed, provided instructions to do so are properly indicated on the requisition under "document text."

(b) **$1,000.01 – $35,000.00.** Written quotes from at least three (3) service providers, upon the written approval of the Administrative Director of Business Operations, after his/her determination that such procurement is reasonable and in the best interests of the College.

(i) Written quotes should be obtained via vendor email or fax. Obtaining such quotes via the Internet is not permitted. Such written quotes shall be documented on a *Price Quotation Form,* which shall be submitted to the Administrative Director of Business Operations. In addition, the following procedure shall be followed:

Utilizing *Banner,* the requesting department or office shall prepare an **Electronic Requisition** for the procurement, and forward itto the Campus Business Officer, who shall, after review, forward it, via *Banner,* to the Purchasing Technician. The Purchasing Technician thereafter converts the requisition into a **Purchase Order.** The Purchase Order is then reviewed and approved by the Administrative Director of Business Operations. After the approved Purchase Order is printed, an email will be sent, via Banner, to the requesting department or office, confirming the approved Purchase Order number. The Administrative Director of Business Operations, or his/her designee, shall thereafter mail the Purchase Order to the vendor. In appropriate circumstances, purchase orders may be faxed, provided instructions to do so are properly indicated on the requisition under "document text."

(ii) A good faith effort shall be made to obtain the required number of quotations. If, for any reason, the requesting department or office is unable to obtain

the requisite number of quotations, such department or office shall properly document, on the *Price Quotation Form*, the reasons why such quotes could not be obtained, and the efforts made to acquire the required quotes.

2. If the monetary threshold for the procurement of public works projects involving the expenditure of capital funds is not reasonably anticipated to exceed $35,000, the procurement procedures established by the County of Suffolk shall be followed.

## J. THE PROCUREMENT OF PROFESSIONAL SERVICES

1. Contracts for services that involve specialized skill, training, knowledge, expertise, technical skill and the use of professional judgment are considered "professional service" contracts, which are excluded from the competitive bidding requirements of the General Municipal Law. Even so, such services must be procured in such a manner so as to assure the prudent and economical use of College monies, and to facilitate the acquisition of such services of maximum quality at the lowest possible cost under the circumstances. The Guidelines for the Procurement of Consultant, Concessionaire and Other Services or the Guidelines for Selecting Engineering and Architectural Consultants, and Suffolk County Code, Section A4-13 (Local Preference Law) shall be complied with in making such a determination.

(a) The College's "Request for Proposals (RFP) Model" shall be utilized by all College departments and offices seeking the procurement of professional services, and can be accessed on the College's website. Questions pertaining to preparing such RFPs may be directed to the Administrative Director of Business Operations and/or the Office of Legal Affairs.

(b) The RFP Model shall require that proposers submit a statement detailing if and/or how they will utilize Minority and Women-owned Business Enterprises ("MWBEs") if awarded the contract.

2. **Guidelines for the Procurement of Consultant, Concessionaire and Other Services**

(a) Architectural and engineering services are addressed in paragraph (J)(3) of these guidelines

(b) "Consulting services" shall mean the expertise, advice, professional services, or any other personal services provided by any individual, association, proprietorship, partnership, corporation, or joint venture by contract with Suffolk County Community College including, but not limited to, planning work, grant writing, legal, computer, telecommunications, network, accounting, or educational services.

(c) "Concessionaire services" shall mean any activity to be authorized by the College in which revenue is to be derived by the College, either as a result of the sole efforts of the concessionaire or as a result of joint efforts by the concessionaire and the College. This shall include any arrangement by which the College derives services, without the expenditure of funds, in exchange for services or promotional opportunities provided by the College.

(d) "Other services" shall mean any service not included in the paragraphs (b) or (c) and not excluded by paragraph (a), above, including leases of personal property, providing of customized software or computer systems, providing of software licenses, sign interpreting, and similarly unique services.

(e) Requests for Proposals (RFPs) and Award of Contracts for Consultant Services having a cost greater than $10,000, or for Concessionaire Services having a fair market value of greater than $10,000

(i) The department or office seeking the issuance of an RFP shall obtain from the Office of Legal Affairs a copy of the current RFP model.

(ii) Such department or office shall be responsible for the preparation and development of the RFP, based on the current RFP model. The administrative boilerplate in the RFP may not be changed without authorization from the Office of Legal Affairs. The initiating office shall involve in the development process the Office of Business and Financial Affairs and such other offices as will be affected by the services performed.

(iii) The RFP must include an overview of the services to be procured as well as detailed technical specifications, and should include a model contract, which may be subject to negotiation prior to award of the contract. The model contract is to be prepared by the Office of Legal Affairs.

(iv) The RFP shall state that the model contract is subject to revision arising out of terms and conditions imposed by law and/or deemed appropriate by the Office of Legal Affairs. The Office of Legal Affairs and the Office of Business and Financial Affairs should be consulted for assistance in structuring and preparing complex RFPs.

(v) The RFP should include the following Appendices and any others as determined by the Office of Legal Affairs:

- Suffolk County Code, Section A5-7, Local Law 28-1993; "Contractors and Vendors Required to Submit Full Disclosure Statement";
- County of Suffolk Contractor's Vendor's Public Disclosure Statement (SCEX Form 22);
- Suffolk County Affirmative Action Contracting Requirements;
- Suffolk County Code Article II, Disqualification of Non-responsible Bidders, Ref. Local Law No. 25-1990;
- Notice of Bidders, Ref. Local Law 25-1990;
- Bid Certification, Form SCDP-7;
- Suffolk County Code, Chapter 386 "Political Parties, Gifts to Officials of," Local Law No. 32-1980;
- Suffolk County Code of Ethics, Article XXX, Sections A30-a through A30-7;
- Suffolk County Local Law No. 4-1993, a Local Law to Promote Local Business for County Consulting Work;
- Agreement on Terms of Discussion.

(vi) The department or office is responsible for the production of one electronic copy of the RFP, after the completion of the review process, and for providing an electronic copy of the RFP.

(vii) The Office of Business and Financial Affairs shall coordinate the issuance of the RFP, including placing an advertisement in newspapers, mailing (or e-mailing) the RFP to all known qualified service providers or concessionaires, as applicable, placing it on the College website, developing evaluation team procedures, and award of contract.

(viii) The initiating officer (which shall be a Vice President, Executive Dean or Chief Financial Officer) shall determine the membership of the evaluation team prior to the issuance of the RFP. The Office of Business and Financial Affairs shall be represented on the team. The chair of the evaluation team, as designated by the initiating officer, shall communicate the recommendation of the evaluation team regarding the award of a contract to the initiating officer.

(vix) The decision to award a contract shall be based on the ability of the service provider or the concessionaire to provide quality services and to comply with all applicable laws, rules and regulations. Evaluation criteria shall include review of the qualifications of the proposer, its financial stability, prior experience with similar projects, proposed technical strategies/methodologies, and the proposed schedule of fees. Based on

the evaluation criteria, the College need not necessarily choose the proposer with the lowest proposed fee for services. The award of any contract will be determined in accordance with the best interests of the College.

(x) The Office of Business and Financial Affairs shall be responsible for notifying the Office of Legal Affairs that the contract is to be awarded so that the contract may be prepared. In the event that further contract negotiation is required with the successful proposer, the Office of Business and Financial Affairs shall arrange such meetings as may be appropriate.

(xi) The Office of Legal Affairs shall prepare a final contract, obtain all required signatures, and distribute copies of the contracts, as appropriate.

(f) Requests for Proposals (RFPs) and Award of Contracts for Consultant Services having a cost less than $10,000 and more than $1,000

(i) Three written quotes shall be obtained and the department or office seeking such quotes shall recommend to the Office of Business & Financial Affairs the party to be awarded the contract.

(ii) The President or his/her designee shall be authorized to execute such contract.

(g) Consultant services having a cost of $1,000 and under may be procured directly by the initiating department or office.

3. **Guidelines for Selecting Architectural and Engineering Consultants**

(a) The selection of architectural and engineering consultants shall be governed by the following principles:

(i) A list of qualified firms shall periodically be established. Based upon the approved capital program, the College shall anticipate its need for consulting projects which will involve fees of more than $50,000 but less than $250,000 ("minor project"). All known firms shall be invited to submit a statement of qualifications to perform services on such projects and an invitation to submit qualifications shall be published in the official County newspapers. The College administration shall evaluate the qualifications of each firm responding and shall recommend to the Board a list of up to ten firms in each specialty area. Only firms with a principal place of business in Nassau/Suffolk and with CADD

capability shall be included on the list, unless such limitations result in fewer than three qualified firms. The list of qualified firms thus approved shall be the firms who will be solicited for proposals as the need for consultants arises during the implementation of the capital program.

(ii) As the actual need for consultant services shall arise, a Request for Proposal shall be sent to firms qualified for the specialty. At least three firms will be solicited for each project and all of the qualified firms will be solicited if it is anticipated that the value of the services will exceed $50,000. In circumstances when no current list of approved qualified firms in the specialty area exists, the Request for Proposal shall be sent to all known firms in Nassau/Suffolk practicing in the specialty, and to firms located elsewhere, if necessary.

(iii) In the event it is anticipated that the value of the consulting services shall exceed $250,000 ("major project"), the Request for Proposals shall be published in the official County newspapers. The Request for Proposals shall specify the services needed, the selection criteria and, if known, the construction budget for the project.

(b) The selection process shall involve criteria and a point system. Each firm shall submit a proposal which includes the special qualifications of the firm for the services requested, included the name(s) of the firm member(s) who will be providing the services and their resumes, references for projects of a similar nature, the availability of the firm's staff for the proposed time table, the strategy or process through which the firm would respond to the College's need, and the cost.

Points will be assigned as follows:

(i) Up to 40 points for the general and specialized qualifications of the firm for the services requested, as follows:

- Technical expertise of the firm (5) and the firm's assigned team (5)
- References (15) reflecting the work encompassed by the RFP
- Experience (15) related to carrying out the objectives of the engagement

(ii) Up to 40 points for the strategy or process proposed to respond to the project as follows:

- Ability to meet proposed deadlines (5)
- Familiarity with the project and the resulting proposed strategy (10)
- Recognition of the issues and problems (10)

- Innovative and creative ideas that appear to be appropriate for the College (10)
- Effective strategies for receiving input and feedback during the process (5)

(iii) Up to 20 points for the cost proposal, as follows:

- Total cost (12)
- Record of staying within cost (4)
- Realism of proposal (4)

(iv) Depending upon the specific nature of a capital project, the point system may be varied by the President or his/her designee to adjust the importance of individual categories.

(c) Each of the proposals submitted shall be reviewed in accordance with the criteria above by a selection committee consisting of at least three individuals appointed by the President and/or his designee. Firms shall be interviewed, when appropriate. The selection committee will assign points to each proposal and the best qualified firm will be selected. The President or his/her designee shall be authorized to execute agreements for consultant services.

(d) All fees paid shall not exceed the Guidelines for Consulting Fees distributed by the Office of the Suffolk County Comptroller. The award shall normally be for a negotiated, fixed fee, which shall not exceed a designated sum, and payment of said fee shall be calculated in accordance with the consultant's hourly wage rate schedule. In the event additional work is requested in writing by the College following the award of the contract, the consultant shall be entitled to an additional fee. The contract shall specify the basis for computing any additional fees. Additional work would normally only be requested to accommodate a change by the College in the scope of the project or as a result of an unknown condition. In the event the fee agreed upon shall be a percentage of the construction cost, no additional fee shall be payable when the additional services are reflected in the higher cost of the project upon which the fee shall be based. In either a fixed fee or percentage fee situation, no additional fees shall be payable for the additional work of preparing new designs and/or specifications to bring the project within budget when the construction budget was known to the consultant prior to the award. Additional services involving in excess of $30,000 shall be subject to approval by the Board and all contract amendments shall be subject to approval by the Board.

(e) The Board member designated as the Board's liaison to the College administration on capital projects shall be kept informed of each RFP sent out to architectural or engineering firms, and, if it is for a major project (fee is over $250,000), the Board shall authorize the award to the firm. In the event only one firm responds to the RFP, then the award, regardless of the amount, shall be subject to approval by the Board.

(f) Appropriate provision shall be made in all agreements for the requirements of the County of Suffolk, including all mandatory appendices, the State of New York, and the State University of New York. When appropriate, the requirement of the Dormitory Authority shall also be included.

(g) The President, or his/her designee, is authorized to approve additional services having a value of less than $30,001. In those cases where the aggregate of several requests for additional services within any one agreement reaches $50,000, that condition with appropriate explanation shall be reported to the Board of Trustees at the next scheduled meeting.

(h) In cases where the value of the additional services exceeds the dollar amount stipulated in the paragraph immediately above, or when the amount of the additional services causes the new value of the agreement to equal or exceed the amount specified for minor projects, the Board of Trustees shall review the proposed additional services and specifically authorize its approval.

Board of Trustees
September 13, 2012

Suffolk
COUNTY COMMUNITY COLLEGE

**Office of the President**

**BOARD OF TRUSTEES**
**January 15, 2015**

**RESOLUTION NO. 2015.02 - 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 $2,006,742.00 for the month of December 2014 (Attachment II) is hereby approved by the Board of Trustees.

Bryan Lilly
Secretary

**Central Administration**
533 College Road
Selden, NY 11784-2899
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**Ammerman Campus**
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Board of Trustees
January 15, 2015
Attachment II

COUNTY OF SUFFOLK

STEVEN BELLONE
SUFFOLK COUNTY EXECUTIVE

DEPARTMENT OF CIVIL SERVICE/HUMAN RESOURCES
DIVISION OF EMPLOYEE SERVICES

ALAN SCHNEIDER
PERSONNEL DIRECTOR

TO: Deborah Lesser
SCCC – Business & Financial Affairs
NFL Rm. 232, College Road Selden

FROM: Deidre DeSimone
Suffolk County Department of Civil Services
Employees Services Unit

DATE: December 1, 2014

SUBJ: SCCC December Premium Due for Employee Medical Health Plan of Suffolk County Fund 818

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1050 676 1726

**December 2014**

| | Coverage | Premium | # Employees | Total |
|---|---|---|---|---|
| 71 | EMHP Indiv. | 718.21 | 503 ✓ | 361,259.63 |
| 72 | EMHP Family | 1,531.95 | 1212 ✓ | 1,856,723.40 |
| | | | | |
| | **HMO's** | | | |
| 31 | HIP Indiv. | 803.76 | 3 ✓ | 2,411.28 |
| 32 | HIP Family | 1,969.21 | 6 ✓ | 11,815.26 |
| | Blue Choice Indiv. | 1,163.34 | 0 | 0.00 |
| | Blue Choice Family | 3,024.69 | 0 | 0.00 |
| | | | | |
| | **JOB SHARE (PLAN RATES)** | | | |
| 71 | Individual | 733.69 | 2 | 1,467.38 |
| 72 | Family | 1,564.96 | 0 | 0.00 |
| | | | | |
| | **Total Premium 11/14** | | 1726 | $2,233,676.95 |

Plus: 7 family 10,723.65
less: Medicare reimbursement (237,658.60)

2,006,742.00

Attachment: Enrollee List

A= Active
R= Retired
T= Total

NORTH COUNTY COMPLEX-BLDG #151
725 VETERANS MEMORIAL HIGHWAY
MAILING ADDRESS: P.O. BOX 6100, HAUPPAUGE, NY 11788-0099

(631) 853-4791
FAX (631)853-5228

Suffolk
COUNTY COMMUNITY COLLEGE

**Office of the President**

**BOARD OF TRUSTEES**
**January 15, 2015**

## RESOLUTION NO. 2015.03 - ADOPTING A TOBACCO-FREE POLICY

**This Resolution was tabled until the March 19, 2015, meeting.**


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Suffolk
COUNTY COMMUNITY COLLEGE

**Office of the President**

**BOARD OF TRUSTEES**
**January 15, 2015**

**RESOLUTION NO. 2015.04 - APPOINTING DIRECTORS TO THE BOARD OF THE SUFFOLK CENTER ON THE HOLOCAUST, DIVERSITY & HUMAN UNDERSTANDING, INC.**

**WHEREAS,** the by-laws of The Suffolk Center on the Holocaust, Diversity & Human Understanding, Inc. provide for the Board of Trustees to appoint the members of its Board of Directors, and

**WHEREAS,** there are vacant positions on the Board, and

**WHEREAS,** Robert K. Sweeney has been nominated to fill such vacancy and his credentials have been received (Attachment IV), be it therefore

**RESOLVED,** that the CHDHU Board hereby recommends to the College Trustees the appointment of the following person to the Board of Directors of The Suffolk Center on the Holocaust, Diversity & Human Understanding, Inc. for a term ending September 1, 2018, effective upon appointment.

Name
Robert K. Sweeney

Bryan Lilly
Secretary

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# *The Suffolk Center on the Holocaust, Diversity & Human Understanding, Inc.*

December 15, 2014

**RESOLUTION NO. 01-2015 APPOINTING A DIRECTOR TO THE BOARD OF THE SUFFOLK CENTER ON THE HOLOCAUST, DIVERSITY & HUMAN UNDERSTANDING, INC.**

Adopted by vote, 7 in favor, 0 opposed, and 4 absent. Motion adopted as of December 11, 2014.

WHEREAS, the by-laws of The Suffolk Center on the Holocaust, Diversity and Human Understanding, Inc. provide for the College Board of Trustees to appoint the members of the CHDHU Board of Directors, and

WHEREAS, there are vacant positions on the Board, and

WHEREAS, Robert K. Sweeney has been nominated to fill such vacancy and his credentials have been reviewed, be it therefore

RESOLVED, that the Board hereby recommends to the College Trustees the appointment of the following person to the Board of Directors of The Suffolk Center on the Holocaust, Diversity and Human Understanding, Inc. for a term ending September 1, 2018, effective upon appointment.

Name
Robert K. Sweeney

Rabbi Moss

Rabbi Moss, Secretary
Board of Directors



**Assemblyman**

# Robert K. Sweeney

**Assembly District 11**

Chair, Environmental Conservation Committee

Assemblyman Bob Sweeney is a lifelong resident of the 11th A.D. in the Town of Babylon. A graduate of Lindenhurst Public Schools, Mr. Sweeney received his Bachelor's degree from Adelphi University and a Master of Public Administration from C.W. Post.

Prior to his election to the Assembly, Mr. Sweeney served 14½ years as Lindenhurst Village Clerk. During that time, he received his designation as a Certified Municipal Clerk (CMC), held by less than 5% of all municipal clerks in New York State. He is also a past president of the New York State Association of City and Village Clerks.

Mr. Sweeney was elected to the New York State Assembly in a special election held March 1988.

Actively involved in the area of health care, Assemblyman Sweeney has authored legislation dealing with health insurance and care for diabetes and breast cancer. In 1995, Sweeney received the National Public Policy Leadership Award from the American Diabetes Association. Assemblyman Sweeney was the sponsor of landmark legislation that requires that most health insurance contracts and health maintenance organizations in New York provide coverage for diabetes self-management education, equipment and supplies.

Assemblyman Sweeney sponsored legislation requiring health insurance coverage for reconstructive surgery following a mastectomy, and a law to help detect breast cancer at its earliest stage, that requires mammography providers to determine from their patients prior to conducting a mammogram whether a CBE (Clinical Breast Exam) has been done. If there has not been a recent CBE, that information must be conveyed to the patient's regular healthcare provider. He authored a 1999 law that prevents disqualification of persons who have had cancer from adopting a child.

Assemblyman Sweeney also sponsors an annual Senior Health Fair. Services provided at the health fair have included cholesterol and blood sugar checks, audiology, podiatry, respiratory screening, blood pressure checks and flu shots. Sweeney also sponsors local free prostate cancer checkups, which have screened thousands for cancer.

Assemblyman Sweeney sponsored the legislation authorizing the creation of the Broad Hollow Bioscience Park, a collaborative effort between Farmingdale State College and Cold Spring Harbor Laboratory that aids in the development and advancement of academic and hi-tech industries and which offers many students the opportunity of internships. Farmingdale was able to lease land for the construction of the Bioscience Park on campus thanks to a Sweeney sponsored law that allowed the unprecedented partnership between business and the State University system.

As Chairman of the Legislative Commission on Science and Technology, Assemblyman Sweeney sponsored and promoted legislation on genetic testing that established New York State as a leader in developing public policy on the issue.

A leader in economic development efforts, Assemblyman Sweeney has successfully worked to establish programs that assist small business, especially defense-dependent manufacturers and high-tech businesses. He received the 1995 Initiative Award from ADDAPT, a consortium of over 100 downstate manufacturing firms, and a 2001 award from the Environmental Business Association.

Assemblyman Sweeney sponsored boating safety legislation described as a milestone in promoting boating safety education, increased marine enforcement and strengthening of boating while intoxicated (BWI) laws. As Vice-Chairman of the Legislative Commission on Critical Transportation Choices, he sponsored legislation to require nighttime construction for highway construction projects.

Assemblyman Sweeney has received numerous awards for his dedication to the highest ideals of creating conservation legislation for the New York Marine district. He secured funding for construction of a Recreational Fishing and Aquaculture Center at Cedar Beach Marina, Town of Babylon, to promote education and knowledge of our marine resources.

In 2009, Assemblyman Sweeney authored a state law allowing towns to finance homeowner's home energy improvements by defining carbon emissions as "waste". This idea was pioneered by the Town of Babylon, and greatly expanded energy efficiency projects there, lowering homeowner's energy costs and creating new green jobs.

Sweeney authored the law strengthening and expanding drug free school zones to include day care centers, pre-K and kindergarten programs. This important change was made to prevent drug violence from hurting young children or their adult supervisors.

As Chairman of the Sub-committee on Volunteer Ambulance/Emergency Services, Sweeney authored new laws improving the service award program for volunteer ambulance workers, establishing a pilot program to extend the time for re-certification, and authorizing an emergency service worker's memorial in Albany. Sweeney was honored by the New York State Volunteer Ambulance and Rescue Association in 2005 and 2014 for "tireless support and dedication to the volunteer emergency medical service providers of New York State"; in 2006 he was honored by the Association of First Districts of New York State for "outstanding efforts on our behalf."

As Chairman of the Assembly Local Government Committee, Assemblyman Sweeney was hailed for creating a Statewide 911 wireless program. He oversaw the adoption of municipal cooperation and consolidation statutes, and passed legislation to encourage the recruitment and retention of volunteer ambulance workers and firefighters.

In 2007, Assemblyman Sweeney became Chairman of the Assembly Committee on Environmental Conservation. The Committee on Environmental Conservation has jurisdiction over legislation affecting State environmental policy. The primary concerns of the Committee are pollution prevention and control, resource management, and environmental quality issues.

Sweeney has authored laws that require manufacturers to collect unused mercury thermostats, to establish the Great Lakes Protection Act, limit the amount of sulfur in home heating oil, and passed into law the sewage pollution right-to-know act to protect people from untreated or partially treated sewage. Sweeney authored the law to combat the costly problem of invasive plant and animal species in New York State; and shepherded legislation that expanded New York's Bottle Bill and established an electronic waste (e-waste) program in New York State; and the 2014 law that bans trade of elephant ivory and rhinoceros horn in New York State. Assemblyman Sweeney has secured Assembly passage of bills to promote bio-fuels, fight climate change, enhance climate resiliency, establish requirements for green purchasing, improve water quality and a ban on toxic chemicals in children's products. As a result Sweeney has been named "Legislator of the Year" by EPL/Environmental Advocates, a nonprofit organization that has worked on behalf of environmental issues in New York State for 40 years. Additionally, the New York League of Conservation Voters named Sweeney an Environmental Star in 2007, 2011, 2012 and again in 2013 "for his efforts to ensure that all New Yorkers can enjoy clean air, more open space and a better quality of life." The Healthy Schools Network presented Sweeney with its Healthy Schools Hero Award for 2007 for his work making schools environmentally safer. The Adirondack Council named Sweeney Legislator of the Year in 2009.

Assemblyman Sweeney received Audubon New York's prestigious William Hoyt Environmental Excellence Award in 2009, which is presented annually to an elected official in recognition for work above and beyond the normal call of duty to advance critical solutions to the most pressing environmental issues.

In 2011 Assemblyman Sweeney was honored by the Long Island Pine Barrens Society as the recipient of their Outstanding Contribution to Long Island's Environment Award in recognition of his work to protect and preserve Long Island's drinking water and open spaces.

Assemblyman Sweeney was awarded the 2011 Environmental Equinox Award for outstanding environmental leadership and protection of our natural resources by Citizen's Campaign for the Environment.

In 2012 Assemblyman Sweeney was honored by the Sierra Club Long Island Chapter as the recipient of their distinguished Environmentalist of the Year award in recognition of his work sponsoring laws that protect Long Island's waterways, land and air.

Assemblyman Sweeney annually sponsors, with the Town of Babylon, a Veteran's Awareness Week. This week, in honor of Americans who honorably served their country, helps us to remember our veterans. At the request of a high school classmate blinded while serving in Vietnam, Assemblyman Sweeney successfully worked to double New York's Blinded Veteran's Annuity, which hadn't been changed in 80 years.

A strong supporter of higher education, Assemblyman Sweeney received the 1996 Friend of SUNY Award and the 2001 Friend of SUNY Farmingdale Award. In 2009, he was awarded the Leadership in Literacy Award from Literacy Suffolk.

In 2000, Assemblyman Sweeney was named one of the "100 Most Influential People" of the 20th century in the Town of Babylon and in 2005 earned recognition as "one of Albany's most prolific legislators" by the Gannett News Service for his ability to sponsor bills that get signed into law.

Standing Committee Assignments 2013: Environmental Conservation (Chair); Veterans Affairs; Rules; Education.

Suffolk
COUNTY COMMUNITY COLLEGE

**Office of the President**

**BOARD OF TRUSTEES**
**January 15, 2015**

**RESOLUTION NO. 2015.05 - AUTHORIZING A CONTRACT WITH ACADEMICWORKS, INC. FOR SCHOLARSHIP MANAGEMENT SOFTWARE**

**WHEREAS**, on June 12, 2014, the College issued a request for proposals for Scholarship Management Software which would streamline and simplify the College's scholarship application process, thus better serving the needs of our students, and

**WHEREAS,** the responses to the request for proposals were evaluated by the College Evaluation Committee, and

**WHEREAS**, it was determined that the proposal submitted by AcademicWorks, Inc. will be most beneficial for the College, be it therefore

**RESOLVED**, that the College President, or his designee, is hereby authorized and empowered to execute a contract, in a form as approved by the College General Counsel, with AcademicWorks, Inc. for scholarship management software, for an initial term of one year, with one-year renewal terms thereafter, and be it further

**RESOLVED**, that the cost of said contract shall be $17,500.00 which includes a one-time implementation fee of $7,000.00, and an annual maintenance fee presently of $10,500.00, which maintenance fee may be adjusted based on the number of scholarship funds managed, and be it further

**RESOLVED**, that in order to offset the annual maintenance cost, the College is authorized to accept $10,000.00 from the Suffolk Community College Foundation, Inc. in fiscal year 2014-2015, be further

**RESOLVED**, that the College is further authorized to accept thereafter from the Foundation, for the duration of the contract, renewable each year and subject to approval from the Foundation, reimbursement in the amount of fifty percent (50%) of the annual maintenance cost of the AcademicWorks scholarship management software.

Bryan Lilly
Secretary


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COUNTY COMMUNITY COLLEGE
**Office of the President**

**BOARD OF TRUSTEES**
**January 15, 2015**

**RESOLUTION NO. 2015.06 - AUTHORIZING A CONTRACT WITH OMNIUPDATE, INC. FOR A CONTENT MANAGEMENT SYSTEM**

**WHEREAS**, on October 30, 2014, the College issued a request for proposals for a Content Management System which would support the development of a new College internet website for public use and an intranet system for use by internal audiences, and

**WHEREAS,** the responses to the request for proposals were evaluated by the College Evaluation Committee, and

**WHEREAS**, it was determined that the proposal submitted by OmniUpdate, Inc. will be most beneficial for the College, be it therefore

**RESOLVED**, that the College President, or his designee, is hereby authorized and empowered to execute a contract, in a form as approved by the College General Counsel, in the amount of $34,500.00 with OmniUpdate, Inc. to support the development of a new College internet website for public use and an intranet system for use by internal audiences, for an initial term of one year, with one-year renewal terms thereafter.

Bryan Lilly
Secretary

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Suffolk
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**Office of the President**

**BOARD OF TRUSTEES**
**January 15, 2015**

**RESOLUTION NO. 2015.07 - AMENDING THE COLLEGE BUDGET FOR A GRANT AWARD INCREASE FROM THE STATE UNIVERSITY OF NEW YORK FOR A SUNYCHILD CARE PROGRAM**

**WHEREAS**, the 2014-2015 College operating budget provides $161,700 from the State University of New York for a SUNY Child Care Program, and

**WHEREAS**, the grant award has been increased by $8,200, bringing the total amount of the grant award to $169,900, and

**WHEREAS**, it is necessary to amend the 2014-2015 College operating budget in the amount of $8,200 to provide for the increase in the grant award, and

**RESOLVED**, that the 2014-2015 College operating budget be amended to reflect an increase in the amount of $8,200, from the State University of New York for a SUNY Child Care Program, and the College President, or his designee, is authorized to execute a contract, and any other required documentation, with the administering agency,

Project Director: Barbara E. Hurst, Director of Business Affairs

Note: No full-time positions
No in-kind contribution required

Bryan Lilly
Secretary

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COUNTY COMMUNITY COLLEGE

**Office of the President**

**BOARD OF TRUSTEES**
**January 15, 2015**

**RESOLUTION NO. 2015.08 - AMENDING THE COLLEGE OPERATING BUDGET TO REFLECT AN INCREASE IN THE GRANT AWARD FOR THE LIBERTY PARTNERSHIPS PROGRAM**

**WHEREAS**, the Liberty Partnerships Program (LPP) at Suffolk County Community College represents a cooperative effort between the College and the Longwood Central School District to provide a unique, comprehensive and supportive environment for at-risk students, and

**WHEREAS**, the LPP is funded by a grant from the New York State Department of Education, and

**WHEREAS**, the 2014-2015 College operating budget provides $350,000.00, including indirect costs, in anticipation of a grant award from the New York State Department of Education for the LPP, and

**WHEREAS**, the award is to be increased in the amount of $10,512.00, including indirect costs, bringing the total amount of the grant award to $360,512.00, including indirect costs, and

**WHEREAS**, no matching funds are required, be it therefore

**RESOLVED**, that the 2014-2015 College operating budget be amended to reflect an increase in the amount of $10,512.00, including indirect costs, for the Liberty Partnerships Program, and be it further

**RESOLVED**, that the College President or his designee is authorized to execute any necessary documentation, including a contract amendment, as approved by the College General Counsel, with the New York State Department of Education, reflecting the increase in the grant award for the Liberty Partnerships Program.

Project Director: Nina Leonhardt
Note: No full-time personnel for amendment
In-kind contribution - none

Bryan Lilly
Secretary

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Suffolk
COUNTY COMMUNITY COLLEGE

**Office of the President**

**BOARD OF TRUSTEES**
**January 15, 2015**

**RESOLUTION NO. 2015.09 - APPROVING BUDGET TRANSFERS**

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

**WHEREAS**, according to said policy, budget transfers must be authorized by a resolution adopted by the Board of Trustees, and

**WHEREAS**, the Vice President for Business and Financial Affairs recommends the budget transfers on Attachment V as necessary for the operation of the College, be it therefore

**RESOLVED**, that the budget transfers shown on Attachment V are hereby authorized and approved.

Bryan Lilly
Secretary

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**Suffolk County Community College**
**Budget Transfer List**
**As of January 6, 2015**

| DOCUMENT # | FUND | ORG | ACCOUNT | DESCRIPTION | TRANSFER FROM | TRANSFER TO | REASON |
|---|---|---|---|---|---|---|---|
| J0018836 | 181800 | C22006 | 714770 | Special Services | 13,600 | | to cover the cost of employee training and travel |
| | 181800 | C22006 | 714236 | Employee Training & Travel | | 13,600 | related to the academic computing area |
| J0018998 | 181800 | C10101 | 713100 | Instructional Supplies | 14,900 | | funds needed to purchase the new website software |
| | 181800 | C86001 | 713160 | Computer Software | | 14,900 | from Content Management System |

Suffolk
COUNTY COMMUNITY COLLEGE

**Office of the President**

**BOARD OF TRUSTEES**
**January 15, 2015**

**RESOLUTION NO. 2015.10 - AMENDING THE COLLEGE BUDGET FOR AN INCREASE FROM THE STATE UNIVERSITY OF NEW YORK (SUNY) FOR A WORKFORCE DEVELOPMENT TRAINING GRANT FOR SEA TOW SERVICES, INTERNATIONAL -PHASE 2**

**WHEREAS**, the 2014-2015 College operating budget provided $16,038 from The State University of New York (SUNY), for a Workforce Development Training grant for Sea Tow Services, International - Phase 2, for the period of November 24, 2014 through August 11, 2015, and

**WHEREAS**, the award includes an additional amount of $7,192, bringing the total amount of the grant award to $23,230 and

**WHEREAS**, it is necessary to amend the 2014-2015 College operating budget for the said increase in the grant award, and

**WHEREAS**, matching funds, in the amount of $1,782 are provided by Sea Tow Services, International, and

**WHEREAS**, matching funds in an additional amount of $538 will be provided by Sea Tow Services, International, be it therefore

**RESOLVED**, that the 2014-2015 College operating budget be amended to reflect an increase in the amount of $7,192 from The State University of New York (SUNY), for a Workforce Development Training grant for Sea Tow Services, International - Phase 2, and be it further

**RESOLVED**, that the College President, or his designee, is authorized to execute any necessary documentation, including a contract amendment, as approved by the College General Counsel, with The State University of New York (SUNY), for a Workforce Development Training grant for Sea Tow Services, International - Phase 2.

Project Director: Maureen Arma

Bryan Lilly
Secretary

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Suffolk
COUNTY COMMUNITY COLLEGE

**Office of the President**

**BOARD OF TRUSTEES**
**January 15, 2015**

**RESOLUTION NO. 2015.11 - ACCEPTING A GRANT AWARD FROM THE STATE UNIVERSITY OF NEW YORK (SUNY) FOR A WORKFORCE DEVELOPMENT TRAINING PROJECT ENTITLED "LNK PHARAMACEUTICAL - QUALITY PROGRAM"**

**WHEREAS,** Suffolk County Community College has received a grant award in the amount of $36,250 from The State University of New York (SUNY) for a Workforce Development Training project entitled "LNK Pharmaceutical - Quality Program," for the period of November 24, 2014 through August 11, 2015, and

**WHEREAS,** this project will facilitate a partnership between LNK International Inc. and Suffolk County Community College to develop a training manual to be implemented at LNK and replicated internally and to other manufacturers of over-the-counter drugs, and

**WHEREAS,** matching funds in the amount of $3,415, provided by LNK International Inc. will increase the total to $39,665, including indirect costs, be it therefore

**RESOLVED,** that a grant award, in the amount of $36,250, including indirect costs, from The State University of New York (SUNY) for a Workforce Development Training project entitled "LNK Pharmaceutical - Quality Program," for the period of November 24, 2014 through August 11, 2015, is hereby accepted, and the College President, or his designee, is authorized to execute a contract and any other required documentation with the administering agency, and be it further

**RESOLVED,** that matching funds in the amount of $3,415, provided by LNK International Inc., be accepted for the operation of this Workforce Development Training project.

Project Director: Maureen Arma

Note: No full-time personnel
In-kind contribution- LNK International Inc.

Bryan Lilly
Secretary

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**Office of the President**

**BOARD OF TRUSTEES**
**January 15, 2015**

## RESOLUTION NO. 2015.12 - AUTHORIZING AN AGREEMENT WITH LEVENTHAL, CURSIO, MULLANEY & SPECTOR, LLP FOR THE PROVISION OF LEGAL SERVICES

**This Resolution was withdrawn.**


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