Suffolk
COUNTY COMMUNITY COLLEGE

**Office of the President**

**BOARD OF TRUSTEES**
**August 20, 2015**

## RESOLUTION NO. 2015.55 - 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 have entered into discussions to resolve the matter in its 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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Suffolk
COUNTY COMMUNITY COLLEGE

**Office of the President**

**BOARD OF TRUSTEES**
**August 20, 2015**

**RESOLUTION NO. 2015.56 - ACCEPTING A GRANT AWARD FROM THE NATIONAL ENDOWMENT FOR THE HUMANITIES AND THE AMERICAN LIBRARY ASSOCIATION FOR A PROJECT ENTITLED "LATINO AMERICANS: 500 YEARS OF HISTORY"**

**WHEREAS,** Suffolk County Community College has received a grant award in the amount of $3,000 from the National Endowment for the Humanities (NEH) and the American Library Association (ALA) for a project entitled "Latino Americans: 500 Years of History," for the period of July 1, 2015 through June 30, 2016, and

**WHEREAS,** the project will support in-depth, scholar-led discussion of the "Latino Americans" PBS documentary series, and provide related programs that explore the thematic content of the series, and

**WHEREAS,** matching funds are not required, be it therefore

**RESOLVED,** that a grant award in the amount of $3,000 from the National Endowment for the Humanities (NEH) and the American Library Association (ALA) for a project entitled "Latino Americans: 500 Years of History," for the period of July 1, 2015 through June 30, 2016, is hereby accepted, and the College President, or his designee, is hereby authorized to execute a contract, upon such terms as shall be approved by the College General Counsel, with the administering agency.

Project Director: Fabio Montella

Note: No full-time personnel

Bryan Lilly
Secretary

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Suffolk
COUNTY COMMUNITY COLLEGE

**Office of the President**

**BOARD OF TRUSTEES**
**August 20, 2015**

**RESOLUTION NO. 2015.57 - 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 $2,116,498.86 for the month of June 2015 and $2,353,985.82 for the month of July 2015 (Attachment I) are hereby approved by the Board of Trustees.

Bryan Lilly
Secretary

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Board of Trustees
August 20, 2015
Attachment I

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: June 4, 2015

SUBJ: SCCC ~~May~~ June Premium Due for Employee Medical Health Plan of Suffolk County Fund 818

**June 2015**

| | Coverage | Premium | # Employees | Total |
|---|---|---|---|---|
| 71 | EMHP Indiv. | 760.4 | 509 ✓ | 387,043.60 |
| 72 | EMHP Family | 1,621.94 | 1200 | 1,946,328.00 |
| | | | | |
| | **HMO's** | | | |
| 31 | HIP Indiv. | 894.53 | 2 ✓ | 1,789.06 |
| 32 | HIP Family | 2,191.60 | 5 ✓ | 10,958.00 |
| | Blue Choice Indiv. | 1,164.39 | | 0.00 |
| | Blue Choice Family | 3,027.43 | | 0.00 |
| | | | | |
| | **JOB SHARE (PLAN RATES)** | | | |
| 71 | Individual | 740.27 | 2 ✓ | 1,480.54 |
| 72 | Family | 1,579.00 | | 0.00 |
| | | | | |
| | **Total Premium 6/15** | | 1718 | $2,347,599.20 |

A R T
267 242 509
760 440 1200
1 1 2
2 3 5
1030 686 1716
2 – 2
1032 686 1718

Plus 5 Indiv. 3802.00
Plus 4 Family 6487.76
2,357,888.96
1727
Less: Medicare Reimbursement <241,390.10>
2,116,498.86

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

Board of Trustees
August 20, 2015
Attachment I

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: July 7, 2015

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

**July 2015**

| A | R | T | Coverage | | Premium | # Employees | Total |
|---|---|---|---|---|---|---|---|
| 265 | 244 | 509 | 71 | EMHP Indiv. | 760.4 | 509 ✓ | 387,043.60 |
| 756 | 443 | 1199 | 72 | EMHP Family | 1,621.94 | 1199 ✓ | 1,944,706.06 |
| | | | | | | | |
| | | | | **HMO's** | | | |
| 1 | 1 | 2 | 31 | HIP Indiv. | 894.53 | 2 ✓ | 1,789.06 |
| 2 | 3 | 5 | 32 | HIP Family | 2,191.60 | 5 ✓ | 10,958.00 |
| | | | | Blue Choice Indiv. | 1,164.39 | | 0.00 |
| | | | | Blue Choice Family | 3,027.43 | | 0.00 |
| 1024 | 691 | 1715 | | | | | |
| | | | | **JOB SHARE (PLAN RATES)** | | | |
| 2 | – | 2 | 71 | Individual | 740.27 | 2 ✓ | 1,480.54 |
| | | | 72 | Family | 1,579.00 | | 0.00 |
| | | | | | | | |
| 1026 | 691 | 1717 | | **Total Premium 7/15** | | 1717 | $2,345,977.26 |

Plus: 2 Indiv 1520.80
4 Family 6487.76

1723 2,353,985.82

Attachment: Enrollee List

A= Active
R= Retired
T= Total

NORTH COUNTY COMPLEX-BLDG #151
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Suffolk
COUNTY COMMUNITY COLLEGE

**Office of the President**

**BOARD OF TRUSTEES**
**August 20, 2015**

**RESOLUTION NO. 2015.58 - AUTHORIZING THE APPROVAL OF SUFFOLK COUNTY COMMUNITY COLLEGE'S MONITORING REPORT RESPONSE TO THE MIDDLE STATES COMMISSION ON HIGHER EDUCATION**

**WHEREAS,** on March 1, 2014, the College submitted a Monitoring Report to its accrediting body, the Middle States Commission on Higher Education (Commission), and, thereafter, a team of reviewers visited the College and summarized its analysis in a report that was then forwarded to the full Commission for consideration at its June 2014 meeting; and

**WHEREAS,** upon conclusion of the June meeting, the Commission made the determination to remove Suffolk County Community College from warning, but asked for a follow-up Monitoring Report due September 1, 2015, documenting continued progress in two areas: Standard 7-Institutional Assessment, and Standard 14-Assessment of Student Learning; and

**WHEREAS,** the College's President asked Dr. Jeffrey Pedersen to lead the College community in developing the institutional response working with the Offices of Academic Affairs, the Office of Student Affairs, the Office of Business and Financial Affairs, and the Office of Planning and Institutional Effectiveness; and

**WHEREAS,** persons were tasked with evaluating assessment and planning activities to document that the College meets the fundamental elements of each standard cited; and

**WHEREAS,** since the spring 2014 Middle States Team visit, members of the College community:

- Have continued to perform assessment activities for a broad scope of academic programs and administrative and educational support (AES) units

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Suffolk
COUNTY COMMUNITY COLLEGE

**RESOLUTION NO. 2015.58 - Continued**

- Utilized academic and AES assessment webpages to report the findings of these assessments
- Enhanced its budget process with linkages to planning and assessment, and
- Updated the Comprehensive Assessment Plan for Institutional Effectiveness; and

**WHEREAS**, the College community and the Board of Trustees have been kept informed regarding progress in the drafting of this response document, and the monitoring response has captured and presents evidence to document Suffolk County Community College's efforts in regard to the Middle States request, be it therefore

**RESOLVED**, that the monitoring report response is hereby approved and the College's President is hereby authorized to submit the College's approved monitoring report response to the Middle State Commission on Higher Education in substantially the form as presented to the Board of Trustees.

Bryan Lilly
Secretary

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Suffolk
COUNTY COMMUNITY COLLEGE

**Office of the President**

**BOARD OF TRUSTEES**
**August 20, 2015**

**RESOLUTION NO. 2015.59 - APPROVING ANNUAL SPONSOR SERVICES FOR SUFFOLK COUNTY COMMUNITY COLLEGE FOR FY 2014-2015**

**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

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

**WHEREAS**, Workmen's Compensation and Liability Insurance are considered a Sponsor Service; be it therefore

**RESOLVED**, that the following charges for Sponsor Services totaling $1,879,211.52 for the College's 2014-2015 fiscal year are hereby approved by the Board of Trustees.

| | | | |
|---|---|---|---|
| 1065 | 628300 | Workman's Compensation | $1,151,383.04 |
| 729600 | | Transfer Liability | 467,985.07 |
| | | Administrative Charges | 259,843.41 |
| 729020 | | Fleet Services | 28,330.00 |

Bryan Lilly
Secretary

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Suffolk
COUNTY COMMUNITY COLLEGE

**Office of the President**

**BOARD OF TRUSTEES**
**August 20, 2015**

**RESOLUTION NO. 2015.60 - APPROVING A MAJOR CHANGE ORDER AND AMENDMENT TO THE CONTRACT FOR THE REPLACEMENT OF ROOFS ON THE EAST CAMPUS**

**WHEREAS**, Statewide Roofing, was awarded a contract ("Contract") to replace roofs on the East Campus, and

**WHEREAS**, work which was not anticipated under the terms of this contract or shown on the design drawings is required, consisting of installation of foam insulation, gypsum roof board, roof membrane and décor profile simulated standing seam on top of the existing metal standing seam roof in lieu of coating the existing roof, and

**WHEREAS** the additional work described herein increases the contract with Statewide Roofing by more than twenty thousand dollars ($20,000.00), thus constituting a major change order as defined in the College's *Procurement Policy*, and

**WHEREAS**, pursuant to such policy, all major change orders require the approval of the Board of Trustees, be it therefore

**RESOLVED**, that a change order in the amount of $ 273,686.00 to the Contract with Statewide Roofing for additional work to be performed on the replacement of roofs on the East Campus is hereby approved, and be it further

**RESOLVED**, that the College President is authorized and empowered to execute the necessary documentation, as approved by the College General Counsel, reflecting the change order and the nature of the additional work so authorized.

Bryan Lilly
Secretary

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Suffolk
COUNTY COMMUNITY COLLEGE
**Office of the President**

**BOARD OF TRUSTEES**
**August 20, 2015**

## RESOLUTION NO. 2015.61 - 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 II as necessary for the operation of the College, be it therefore

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

Bryan Lilly
Secretary

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**Suffolk County Community College**
**Budget Transfer List**
**As of August 17, 2015**

| DOCUMENT # | FUND | ORG | ACCOUNT | DESCRIPTION | TRANSFER FROM | TRANSFER TO | REASON |
|---|---|---|---|---|---|---|---|
| J0021489 | 181800 | C68001 | 713350 | Safety Supplies | 13,596 | | to cover the cost of Cybersecurity equipment at the |
| | 181800 | C68001 | 712265 | Public Safety Equipment | | 12,156 | Riverhead Building |
| | 181800 | C68001 | 713160 | Computer Software | | 1,440 | |
| J0021735 | 181800 | C68001 | 713650 | Repairs - Building | 15,173 | | to cover the cost of Cybersecurity equipment at the |
| | 181800 | C68001 | 714560 | Fees For Services | | 15,173 | Riverhead Building |
| J0021XXX | 181800 | C79001 | 712440 | Instructional Equipment | 25,000 | | To purchase leftover 2013 Ford Explorer Special |
| | 181800 | C68001 | 712040 | Trucks, Trailers & Jeeps | | 25,000 | Service Vehicle (police standard) for Public Safety |
| J0021837 | 181800 | C69001 | 713530 | Highway Equipment | 28,300 | | |
| | 181800 | C69001 | 713650 | Repairs: Buildings and Grounds | 43,711 | | |
| | 181800 | C69001 | 714020 | Light; Power and Water | 60,060 | | |
| | 181800 | C69001 | 713050 | Fuel For Heating | 40,000 | | |
| | 181800 | C69001 | 611120 | Overtime Salaries | 30,547 | | |
| | 181800 | C79001 | 611100 | Permanent Salaries | 47,382 | | |
| | | | | | | | to cover the cost of initial food service operations |
| | 181800 | C65501 | 714560 | Fees for Services | | 250,000 | which must be charged to the 2014-2015 fiscal year. |

Suffolk
COUNTY COMMUNITY COLLEGE

**Office of the President**

**BOARD OF TRUSTEES**
**August 20, 2015**

**RESOLUTION NO.2015.62 - CREATING AN EMPLOYEE TITLE**

**WHEREAS,** the President and the Assistant Vice President for Human Resources recommend creating a new employee title, and

**WHEREAS,** this change is necessary in order to comply with the State University of New York mandate that each SUNY Campus have a Chief Diversity Officer, be it therefore

**RESOLVED,** that the following employee title be created, as indicated:

| Title to be Created | Spec # | B/U | Category on *Exempt Salary & Benefit Plan* | Effective Date |
|---|---|---|---|---|
| College Chief Diversity Officer | 9076 | Exempt | I | Immediately |

and be it further

**RESOLVED,** that the title herein shall be created, as indicated, effective immediately and the Exempt Salary and Benefits Plan shall be amended accordingly, and be it further

**RESOLVED,** that the newly created title and position description be submitted to the Chancellor of the State University of New York for approval in the professional service.

Bryan Lilly
Secretary

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COUNTY COMMUNITY COLLEGE

**Office of the President**

**BOARD OF TRUSTEES**
**August 20, 2015**

**RESOLUTION NO. 2015.63 - FIXING TIME OF 2016 MEETINGS OF THE BOARD OF TRUSTEES**

**RESOLVED,** that during the year 2016, meetings of the Board of Trustees shall be held on the following dates:

| **Date** | **Location** | **Time** |
|---|---|---|
| January 21, 2016 | Alumni Room, Brookhaven Gymnasium Ammerman Campus, Selden, New York | 9:00 am |
| February 18, 2016 | Alumni Room, Brookhaven Gymnasium Ammerman Campus, Selden, New York | 4:00 pm |
| March 17, 2016 | Lecture Hall, Montaukett Learning Resource Center, Eastern Campus, Riverhead, New York | 4:00 pm |
| April 21, 2016 | Mildred Green Room, Babylon Student Center, Ammerman Campus, Selden, New York | 9:00 am |
| May 19, 2016 | Lecture Hall, Montaukett Learning Resource Center, Eastern Campus, Riverhead, New York | 4:00 pm |
| June 16, 2016 | Media Room, Culinary Arts Center Riverhead, New York | 9:00 am |
| August 18, 2016* | Lecture Hall MD-105, Health, Sports and Education Center, Grant Campus, Brentwood, New York | 9:00 am |
| September 15, 2016 | Room 114, Captree Commons Grant Campus, Brentwood, New York | 9:00 am |
| October 20, 2016 | Room 114, Captree Commons Grant Campus, Brentwood, New York | 4:00 pm |
| December 8, 2016 | Room 114, Captree Commons Grant Campus, Brentwood, New York | 4:00 pm |

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Suffolk
COUNTY COMMUNITY COLLEGE

**Office of the President**

**BOARD OF TRUSTEES**
**August 20, 2015**

**RESOLUTION NO. 2015.64 - ADOPTING A CHILD PROTECTION POLICY**

**WHEREAS**, Suffolk County Community College is committed to protecting the safety and well-being of children who participate in College-related programs and activities, or utilize campus facilities for activities; and

**WHEREAS**, the SUNY Board of Trustees has adopted a child protection policy to guide the State-operated campuses in providing programs for minors on campus and permitting third-party use of campus facilities for programs involving minors, and encourages the SUNY community colleges to adopt similar protections and provisions; and

**WHEREAS**, Suffolk County Community College's wishes to adopt a Child Protection Policy in order to augment its Mandatory Reporting and Prevention of Child Sexual Abuse Policy, adopted by this Board on April 18, 2013, and to further its commitment to institute best practices to assist in the protection of minors on our campuses, be it, therefore,

**RESOLVED**, that the Child Protection Policy (Attachment III) be, and the same hereby is, approved and adopted.

Bryan Lilly
Secretary

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Suffolk
COUNTY COMMUNITY COLLEGE

# CHILD PROTECTION POLICY

## I. SUMMARY

Individuals must conduct themselves appropriately with children who participate in College-related programs and report instances or suspicion of physical or sexual abuse of children.

## II. POLICY

Suffolk County Community College is committed to protecting the safety and well-being of children who participate in College-related programs and activities, or utilize College facilities for activities, including, but not limited to, sports camps and academic enrichment programs.

## III. DEFINITIONS

***Covered Activity:*** A program or activity sponsored or approved by the College, or an activity conducted by a vendor, licensee or permittee for which a license agreement of College facilities has been approved, occurring on campus, for the duration of which the responsibility for custody, control and supervision of children is vested in the College, a College-affiliated organization or the vendor or licensee so approved. This policy is not applicable to College on-campus child care centers.

***Covered Person:*** A person who is responsible for the custody, control or supervision of children participating in the Covered Activity and who is:

i. an employee of the College or College-affiliated organization;
ii. a College student;
iii. a volunteer of the College or College-affiliated organization; or
iv. a vendor, licensee or other person, who is given permission to come onto campus or to use College facilities for Covered Activities; or
v. an employee, agent or volunteer of (iv) above.

***Child***: An individual under the age of seventeen (17) years, who is participating in a Covered Activity. The term "child" shall not include a matriculated student of the College or a person accepted for matriculation.

***Children's Camp***: A camp defined under New York Public Health Law §1392.

***Physical Abuse***: Physical contact with a child which is intended to cause, or causes, pain or physical injury, including punching, beating, shaking, throwing, kicking, biting and burning, or directing a child to perform physical activity which is intended to cause physical injury

***Sexual Abuse***: Engaging in a sexual offense with a child and/or encouraging or promoting sexual performance by a child. Pursuant to the NYS Penal Law, including, as presented in Articles 130, 263, and Sections 260.10 and 260.25, sexual offenses include: sexual misconduct, rape, criminal sex acts, forcible touching, persistent sexual abuse, sexual abuse, aggravated sexual abuse, course of sexual conduct against a child, facilitating a sex offense with a controlled substance, sexually motivated felony, predatory sexual assault against a child, and sexual performance by a child. This also includes Penal Law offenses relating to children including endangering the welfare of a child and unlawfully dealing with a child in the first degree. Sexual performance by a child, as defined by the Penal Law, is any behavior which results in touching of the sexual or other intimate parts of a child for the purpose of sexual gratification of the child

and/or adult, including touching by the child and/or adult with or without clothing, and all acts as defined by New York State Penal Law Articles 130, 263 and Section 260.10.

***Responsible College Official***: The employee of the College or College-affiliated organization, who has been designated by the College under Section VI, College Responsibilities.

***College-affiliated organization***: The Suffolk Community College Foundation, Inc., Suffolk Community College Association, Inc., or Suffolk Community College Alumni Association.

## IV. PROHIBITED CONDUCT

A Covered Person shall not:

1. Be alone with a child, unless the Covered Person is a relative or guardian of the child. In no event shall a Covered Person, who is not a relative or guardian of a child, be alone with the child in a bathroom, locker room, shower or vehicle.

2. Engage in physical abuse or sexual abuse of a child.

3. Engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or illegal drugs during Covered Activities.

4. Enable, facilitate or fail to address a child's use of alcohol or illegal/non-prescribed drugs.

5. Contact a child through electronic media, including social media, for the purpose of enticing sexual conduct.

6. Offer or make a gift to a child for the purpose of enticing sexual conduct.

7. Release a child from a Covered Activity without a written authorization from the child's parent or guardian.

## V. REQUIRED CONDUCT

A Covered Person shall:

1. Take all reasonable measures to prevent physical and sexual abuse of a child, including immediately removing a child from a dangerous situation.

2. Report immediately any suspected physical abuse or sexual abuse of a child to the College's Office of Public Safety, and provide to said Office a written report of suspected physical or sexual abuse of a child. Other reporting requirements not addressed in this Policy may apply, such as the obligations of mandated reporters under New York Social Services Law, who are required to report suspected child abuse or maltreatment when they are presented with a reasonable cause to suspect such abuse or maltreatment has occurred.

3. Comply with the College's *Mandatory Child Sexual Abuse Reporting & Prevention Policy.*

4. Complete all required training developed pursuant to this Policy.

5. Wear and display prominently at all times during the Covered Activity a form of identification that identifies the individual as a Covered Person.

## VI. RESPONSIBLE COLLEGE OFFICIAL

A Responsible College Official shall:

1. Confirm that the requirements of this Policy have been communicated to Covered Persons (i) – (iii) prior to the commencement of a Covered Activity.

2. Confirm that New York Sex Offender Registry and National Sex Offender Public Registry searches (as described in Campus Responsibilities, below) have been obtained and reviewed for Covered Persons (i) – (iii) prior to the commencement of a Covered Activity.

3. Confirm that prior to the commencement of a Covered Activity, the Covered Persons (iv) – (v). have received a copy of this policy and the College's *Mandatory Child Sexual Abuse Reporting & Prevention Policy.*

4. Immediately report allegations of physical abuse or sexual abuse of a child to the campus Office of Public Safety, and complete and provide to the campus Office of Public Safety a written report for each allegation of physical abuse or sexual abuse of a child. Other reporting requirements not addressed in this Policy may apply, such as the obligations of mandated reporters under New York Social Services Law, who are required to report suspected child abuse or maltreatment when they are presented with a reasonable cause to suspect such abuse or maltreatment has occurred.

5. Notify and coordinate with appropriate College offices to ensure that allegations of suspected physical abuse or sexual abuse are investigated and addressed appropriately.

6. Confirm that required training on this Policy has occurred prior to the commencement of a Covered Activity for all Covered Persons who are employees, volunteers, students or agents of the College or a College-affiliated organization.

## VII. COLLEGE RESPONSIBILITIES

The College shall develop procedures to:

1. Designate a Responsible College Official for each Covered Activity.

2. Communicate the requirements of this Policy to Covered Persons (i) – (v).

3. Provide for and require training on this Policy for all Covered Persons who are employees, volunteers, students or agents of the College or a College-affiliated organization, and maintain records verifying the completion of such training prior to the commencement of a Covered Activity.

4. Obtain New York Sex Offender Registry and National Sex Offender Public Registry searches for Covered Persons who are employees, volunteers, students or agents of the College or a College-affiliated organization and complete a review of such searches not more than ninety (90) days prior to the commencement of a Covered Activity.

a. A search of the NY Sex Offender Registry means:

(i) a search of the file of persons required to register pursuant to Article 6-C of the Correction Law maintained by the NY Division of Criminal Justice Services pursuant to NY Correction Law § 168-b for every level of sex offender (Level 1 through Level 3), which requires an email, CD or hard copy submission of names and identifiers to DCJS as described on the DCLS website: http://www.criminaljustice.ny.gov/nsor/800info_cdsubmit.htm ; and

(ii) retention of the records of the results of such search. Note that an internet search alone will not meet the requirements of this Policy.

b. A search of the National Sex Offender Public Registry means:

(i) a search by first and last name of the National Sex Offender Public Website maintained by the United States Department of Justice at this link: http://www.nsopw.gov/; and

(ii) retention of the records of the results of such search.

5. Provide for the prompt investigation, and preparation of written findings, by the Office of Public Safety of reports of suspected physical abuse or sexual abuse, and if there is reasonable cause to believe a crime has been committed, coordination by the Office of Public Safety with other law enforcement officials.

6. Provide a mechanism to report and respond to allegations of retaliation (as described below).

7. Retain documentation of the search results from the New York and National Sex Offender registries for Covered Persons who are employees, volunteers, students or agents of the College or a College-affiliated organization for six (6) years after the covered person has separated from employment.

## VIII. RETALIATION

1. Retaliatory action against anyone acting in good faith, who has reported physical abuse or sexual abuse in accordance with this Policy, or who has been involved in investigating or responding to allegations of physical or sexual abuse, or who has reported a failure to comply with this Policy, is a violation of this Policy. Retaliatory acts may include, but are not limited to:

• employment actions affecting salary, promotion, job duties, work schedules and/or work locations;

• actions negatively impacting a student's academic record or progress; and

• any action affecting the campus environment, including harassment and intimidation.

## VIX. THIRD PARTY USE OF COLLEGE FACILITIES

The use of College facilities by third parties for commercial and non-commercial Covered Activities shall be accomplished pursuant to a license agreement. The following minimum terms shall be included in all such license agreements:

1. A specific definition of the areas accessible to the Covered Activity. For example, license agreements for sporting events held on athletic fields should include the athletic field, as well as any ancillary areas or structures where minors will be permitted, such as adjacent grounds, parking lots, rest rooms, locker rooms, accessory structures, etc.

2. A provision for insurance in accordance with College policy.

3. A representation and warranty from licensee that for all of its employees and volunteers who shall enter upon College facilities for purposes related to Covered Activity, licensee has conducted within the ninety (90) day period preceding the use of College facilities (i) a search of the NY Sex Offender Registry; and (ii) a search of the National Sex Offender Public website.

4. A representation and warranty from licensee that for all Covered Activities: (i) it shall adhere to the American Camp Association standards for minimum staff-to-child supervision ratios, minimum staff age and minimum staff accreditation requirements (available at: http://www.acacamps.org/accreditation/stdsglance); and (ii) that the overall supervisor for each Covered Activity is an adult with certification or documented training and experience in the Covered Activity.

5. A representation and warranty from licensee that any transportation it provides for participating minors to and from the College grounds shall conform to the American Camp Association's transportation standards (available at: http://www.acacamps.org/accreditation/stdsglance).

6. A provision requiring written acknowledgement from licensee that it has received a copy of the College's *Child Protection Policy* and agrees to abide by all of its terms, including its requirement that any suspected physical or sexual abuse be immediately reported to the College's Office of Public Safety.