BOARD OF TRUSTEES
March 17, 2016

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ITEM 1

RESOLUTION 2016.20 - 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 $2,487,706.06 for the month of February 2016 (Attachment I) is hereby approved by the Board of Trustees.

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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: February 4, 2016

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

February 2016

	Coverage	Premium	# Employees	Total
71	EMHP Indiv.	792.91	511 ✓	405,177.01
72	EMHP Family	1,691.28	1219 ✓	2,061,670.32
	HMO's			
31	HIP Indiv.	892.85	2 ✓	1,785.70
32	HIP Family	2,187.46	3 ✓	6,562.38
	Blue Choice Indiv.	1,293.60		0.00
	Blue Choice Family	3,363.36		0.00
	JOB SHARE (PLAN RATES)			
71	Individual	785.03	2 ✓	1,570.06
72	Family	1,674.47		0.00
	Total Premium 2/16		1737	$2,476,765.47

A R T
265 246 511
763 456 1219
1 1 2
0 3 3
1029 706 1735
2 - 2
1031 706 1737

Plus: 1 Indiv.: 792.91
6 Family: 10,147.68
1744 2,487,706.06

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

ITEM 2

RESOLUTION NO. 2016.21 - ACCEPTING GRANT FUNDS FROM THE SUFFOLK COMMUNITY COLLEGE FOUNDATION IN SUPPORT OF SUFFOLK COMMUNITY COLLEGE'S OFFICE OF VETERAN AFFAIRS

WHEREAS, the Suffolk Community College Foundation (Foundation) has received a grant award in the amount of $50,000 from the Island Outreach Foundation to provide support to student veterans at Suffolk County Community College, and an additional $1,500 to sponsor a veterans' conference for student veterans at Suffolk and participate in dialogue about transitioning veterans into civilian life and the workforce upon their return from service, and

WHEREAS, the Foundation has authorized a portion of this grant award in an amount up to $10,000 to be transferred to Suffolk County Community College to help fund staff positions in the Office of Veterans Affairs at the College, be it therefore

RESOLVED, that the Board of Trustees hereby authorizes the acceptance of an amount up to $10,000 from the Suffolk Community College Foundation, which constitutes a portion of the grant award received by the Foundation from the Island Outreach Foundation, to fund staff positions in the Office of Veteran Affairs at Suffolk County Community College.

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ITEM 3

RESOLUTION 2016.22 - MAKING A SEQRA DETERMINATION FOR THE GREEN INNOVATION GRANT PROGRAM (GIGP) GREEN ROOFS INITIATIVE ON THE AMMERMAN, MICHAEL J. GRANT AND RIVERHEAD CAMPUSES

WHEREAS, the College Board of Trustees serves as Lead Agency for determinations issued pursuant to the State Environmental Quality Review Act ("SEQRA") (NYS Environmental Conservation Law, Article 8) and its implementing regulations at Title 6 NYCRR Part 617, and

WHEREAS, the College has been granted a Green Innovation Grant Program (GIGP) award from the New York State Environment Facilities Corporation in order to improve certain College buildings with green roof technologies, and

WHEREAS, this project will incorporate green roofs on the Peconic Building (Riverhead), William J. Lindsay Building (Ammerman) and the Learning Resource Center (under construction on the Michael J. Grant Campus), in order to reduce storm water impacts on these campuses and provide engaging living laboratories for students and demonstration sites for municipal officers, business and community representatives, and the residents of Suffolk County, and

WHEREAS, the College has reviewed the list of SEQRA Type II actions identified in Title 6 NYCRR Part 616.5, and recommends that the Green Roofs Initiative with respect to the Peconic Building and William J. Lindsey Building be classified as a Type II Action, pursuant to 6 NYCRR §617.5(c)(2), because it involves the "replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site," and

WHEREAS, by a resolution adopted on August 26, 1994, the Board of Trustees determined that the College's Comprehensive Master Plan, which includes the Learning Resource Center on the Michael J. Grant Campus, would not have a significant effect on the environment and, accordingly, issued a Negative Declaration under SEQRA (See Attachment II), be it therefore

RESOLVED, that the Board of Trustees hereby finds and determines that the GIGP Green Roofs Initiative with respect to the Peconic Building and William J. Lindsey Building be classified as a Type II Action, pursuant to 6 NYCRR §617.5(c)(2), because it involves the replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site," and be it further

RESOLVED, that the Green Roofs Initiative with respect to the Learning Resource Center, which is currently under construction on the Michael J. Grant Campus, will not have a significant effect on the environment, as evidenced by the Negative SEQRA Declaration issued by the Board of Trustees with respect to the College's Comprehensive Master Plan.

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Suffolk
COUNTY COMMUNITY COLLEGE

Central Administration – Capital Projects/Facilities Department

MEMORANDUM

To: Louis Petrizzo, College General Counsel
Nicholas Palumbo, Executive Director, College Sustainability Programs

From: Jon DeMaio, Administrative Director of Educational Facilities
Alicia O'Connor, Deputy General Counsel

Date: March 9, 2016

Re: SEQRA Determination for College GIGP Green Roofs Initiative

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SCCC's Campus Green Roofs Initiative will deploy sustainable infrastructure to significantly reduce the impact of storm water runoff on local and regional groundwater resources, while providing engaging living laboratories for students and demonstration sites for municipal officers, business and community representatives, and the residents of Suffolk County.

As is required by law, we carefully reviewed the regulations promulgated pursuant to the State Environmental Quality Review Act (SEQRA) in order to determine whether this project should be classified as a Type I, Type II or Unlisted Action. In particular, we focused on whether the project meets the requirements of a Type II action, pursuant to 6 NYCRR §617.5(c)(2), which involves the "replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site."

We also looked to the NYS Department of Environmental Conservation's "SEQRA Handbook" for guidance. In pertinent part, the SEQRA Handbook provides:

> Type II actions are those actions, or classes of actions, which have been found categorically to not have significant adverse impacts on the environment, or actions that have been statutorily exempted from SEQRA review. They do not require preparation of an Environmental Assessment Form, a negative or positive declaration, or an Environmental Impact Statement. Any action or class of actions listed as Type II in 617.5 requires no further processing under SEQRA.

The SEQRA Handbook further indicates that "replacement in kind refers to function, size and footprint. Stick for stick replacement is not needed to qualify as replacement in kind."

This project will convert 4,565 square feet of conventional roofs into green roofs, representing a portion of the space on three College buildings: The William J. Lindsay Life Sciences Building (Ammerman Campus), the Learning Resource Center (Michael J. Grant Campus), and the Peconic Building (Eastern Campus). The project will establish 575.19 cubic feet of total Storm water storage volume to address the 437.65 cubic feet of water quality volume calculated for the three sites, and is expected to reduce peak storm water discharge by 97-100%. Beyond addressing storm water remediation, this GIGP project will advance the regional water quality, sustainability and workforce development objectives envisioned by SCCC and the LIREDC Five-Year Strategic Plan by enabling the College to: incorporate real-world green technologies into various college curricula, such as Construction Technology, Engineering Technology, Geology, Environmental Science and Biology; integrate the project into SCCC's ongoing STEM collaborations with five regional high schools, Stony Brook University, and Brookhaven National Lab; and provide opportunities for students, professionals and community members to learn about the effectiveness of green roofs and their role in protecting the Long Island environment.

There will be no significant increase to the size of the roofs on the Lindsay and Peconic buildings, and drainage functionality will be greatly improved. Accordingly, we recommend that this scope of work included in this project with respect to the Lindsay and Peconic buildings be classified as a Type II Action, pursuant to 6 NYCRR §617.5(c)(2), because it involves the "replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site."

As for the Learning Resource Center on the Michael J. Grant Campus, this building is included in the College's Comprehensive Master Plan which underwent SEQRA review in 1994. By a resolution adopted by the Board of Trustees on August 26, 1994, the Board issued a Negative Declaration, finding that the Master Plan, college-wide, would not have a significant effect on the environment. This finding is applicable to the construction of the Grant Campus Learning Resource Center.

Furthermore, a review of questions from the environmental assessment checklists used to determine environmental impacts under SEQRA support the conclusion that this project will not have a negative environmental impact, including:

- The proposed action is a permitted use under the zoning regulations.
- The proposed action is consistent with the predominant character of the existing built or natural landscape.
- The proposed action will not result in a substantial increase in traffic above present levels.
- The proposed action does not create a material conflict with an adopted land use plan.
- The proposed action does not result in a change in the use or intensity of use of land.

- The proposed action does not impair the character or quality of the existing community.
- The proposed action does not cause an increase in the use of energy.
- The proposed action will result in a decrease in the potential for erosion, flooding or drainage problems.

If we can provide any further information on this issue, please feel free to contact us. Thank you.

ITEM 4

RESOLUTION NO. 2016.23 - ACCEPTING A GRANT AWARD FROM THE NYS ENVIRONMENTAL FACILITIES CORPORATION - GREEN INNOVATION GRANT PROGRAM

WHEREAS, Suffolk County Community College has been granted a Green Innovation Grant Program (GIGP) award from the New York State Environment Facilities Corporation in the amount of $203,708 for a Campus Green Roofs Initiative, which will enable construction of green roofs on three College buildings in order to reduce storm water impacts on the Ammerman, Eastern and Michael J. Grant Campuses and provide engaging living laboratories for students and demonstration sites for municipal officers, business and community representatives, and the residents of Suffolk County, and

WHEREAS, this Campus Green Roofs Initiative will result in the conversion of 4,565 square feet of conventional roofs into green roofs, will establish 575 cubic feet of total stormwater storage volume that addresses approximately 438 cubic feet of storm water runoff per year, and will reduce peak storm water discharge by 97-100%, and

WHEREAS, pursuant to the terms of the grant award, ten percent (10%) matching funds are required, be it therefore

RESOLVED, that the College President, or his designee, is authorized and empowered to execute a Grant Agreement with the NYS Environmental Facilities Corporation, in such form as shall be approved by the College General Counsel, and any and all other documentation necessary to bring about the project and to fulfill Suffolk County Community College's obligations under the GIGP Grant Agreement, and be it further

RESOLVED, that the Board of Trustees hereby authorizes an appropriation of a minimum of 10% local matching funds ($22,634), as required by the Green Innovation Grant Program for the Campus Green Roofs Initiative.

Project Director: Nicholas Palumbo, Executive Director of Sustainability Programs

Note: No additional full-time personnel

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ITEM 5

RESOLUTION NO. 2016.24 - ACCEPTING A GRANT AWARD FROM THE STATE UNIVERSITY OF NEW YORK (SUNY), IN COORDINATION WITH THE NEW YORK STATE DEPARTMENT OF LABOR (NYSDOL), FOR A CAREER SERVICES GRANT

WHEREAS, Suffolk County Community College has received a grant award in the amount of $100,000 from The State University of New York (SUNY), in coordination with the New York State Department of Labor (NYSDOL), for a Career Services program for the period of April 1, 2016 through March 31, 2017, and

WHEREAS, this College-wide program will partner with the New York State Department of Labor to deliver employment services, host career fairs, and offer job readiness workshops and activities at Suffolk County Community College, and

WHEREAS, matching funds in the amount of $11,111 are required, be it therefore

RESOLVED, that a grant award in the amount of $100,000 from The State University of New York (SUNY), in coordination with the New York State Department of Labor (NYSDOL) to fund a Career Services program for the period of April 1, 2016 through March 31, 2017, is hereby accepted, and the College President, or his designee, is authorized and empowered to execute a contract and any other required documentation, upon such terms as shall be approved by the College General Counsel.

Project Director: Sylvia Camacho, College Director of Career Services

Note: No Full- Time positions

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ITEM 6

RESOLUTION NO. 2016.25 - ADOPTING A NEW CODE OF PROFESSIONAL ETHICS FOR THE BOARD OF TRUSTEES

WHEREAS, by Resolution I, duly adopted in Executive Session on June 18, 2015, this Board declared:

> "It is a current, policy making priority of the Board of Trustees to develop and adopt a clear and comprehensive Code of Ethics applicable to all College officers and employees and, in particular, to develop and adopt procedures for the investigation and determination of allegations of misconduct by a Trustee, and for the imposition of sanctions upon a finding that such misconduct occurred," and

WHEREAS, a review of the *Board of Trustees Code of Ethics and Conflict of Interest Policy*, adopted by the Board on January 18, 2007, was undertaken by the College's Office of Legal Affairs, and recommendations for revisions and updates to the policy were made in order to better serve the College's needs, and

WHEREAS, the purpose of the new *Board of Trustees Code of Professional Ethics* includes providing guidance to the members of the Board in the exercise of their fiduciary duties; providing a procedure for disclosure of potential conflicts of interest; establishing minimum standards of conduct; and creating an Ethics Board for the Board of Trustees, be it therefore

RESOLVED, that paragraph 9 of Resolution I, adopted by the Board of Trustees in Executive Session on June 18, 2015, which reads as follows, is hereby revoked:

> "The Board shall consider, in public session, the adoption of a resolution recommending to the Suffolk County legislature that the jurisdiction of the Suffolk County Board of Ethics be broadened so that the Board of Ethics may serve as a resource to assist the College in ensuring both the reality and the appearance of integrity in its governance and administration, and in the discharge by College officers and employees of their official duties," and be it further

RESOLVED, that the *Board of Trustees Code of Ethics and Conflict of Interest Policy*, adopted by the Board on January 18, 2007, is hereby revoked, and be it further

RESOLVED that the *Board of Trustees Code of Professional Ethics*, attached hereto as Attachment III, be and the same, hereby, is adopted and approved.

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Suffolk
COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

CODE OF PROFESSIONAL ETHICS

Article I: Purpose

The purpose of the Board of Trustees Code of Professional Ethics is (i) to protect the interest of Suffolk County Community College ("College"); (ii) to provide guidance to the members of the Board of Trustees in the exercise of their fiduciary duties; (iii) to provide a procedure for disclosure of potential conflicts of interest, (iv) to establish minimum standards of conduct; and (v) to create an Ethics Board for the Board of Trustees. This policy is intended to supplement, but not replace, any applicable state laws governing conflicts of interest applicable to the Trustees of Community Colleges in New York State, including, but not limited to, NYS Public Officers Law ("POL") and NYS General Municipal Law ("GML"). For a Student Trustee, this policy supplements the Suffolk County Community College Student Code of Conduct.

Article II: Definitions

"Conflict of Interest" shall mean that a member of the Board of Trustees has existing or potential financial or other interests which impair or might reasonably appear to impair such Trustee's independent, unbiased judgment in the discharge of his or her responsibilities to the College, or such Trustee is aware that a member of his or her family or any organization in which such Trustee (or member of his or her family) is an officer, director, employee, member, partner, trustee, or controlling stockholder, has such existing or potential financial or other interest.

"Fiscal Year" shall mean each year commencing on September 1 and ending the following August 31.

"Member of family" shall mean a spouse, a domestic partner, parents, siblings, children, and any other relative or person who resides in the same household as the Trustee.

"Prohibited Activity" shall mean and include:

1. No Trustee shall accept employment which will impair his or her independence of judgment in the exercise of his or her official duties. [POL §74 3(a)]

2. No Trustee shall accept employment or engage in any business or professional activity which will require the Trustee to disclose confidential information which he or she has gained by reason of their official position or authority at the College. [POL §74 3(b)]

3. No Trustee shall disclose confidential information acquired by him or her in the course of official duties, and no Trustee shall use such information to further his or her personal interests. [POL §74 3(c)] [GML §805-a (b)]

4. No Trustee shall use or attempt to use his or her official position to secure unwarranted privileges or exemptions for himself or herself or others, including employment opportunities at the College. [POL §74 3(d)]

5. No Trustee shall engage in any transaction as representative or agent of the College with any business entity in which he or she has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of official duties. [POL §73 3(e)]

6. No Trustee shall by his or her conduct give reasonable basis for the impression that any person can improperly influence the Trustee or unduly enjoy his or her favor in the performance of official duties, or that he or she is affected by the kinship, rank, position or influence of any party or person. [POL §74 3(f)]

7. A Trustee shall abstain from making personal investments in enterprises which he or she has reason to believe may be directly involved in decisions to be made by the Trustee or which will otherwise create substantial conflict between the Trustee's duty in the public interest and his private interest. [POL §74 3(g)]

8. A Trustee shall endeavor to pursue a course of conduct which will not raise suspicion among the public that he or she is likely to be engaged in acts that are in violation of trust. [POL §74 3(h)]

9. No Trustee shall directly or indirectly solicit any gift, or accept or receive any gift having a value of seventy-five ($75.00) dollars or more, whether in the form of money, service, loan travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be expected to influence him or her in the performance of official duties, or was intended as a reward for any official action on his or her part. [GML §805-a(1) (a)]

10. No Trustee shall receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Board of Trustees or the College. [GML §805-a(1) (c)]

11. No Trustee shall allow his or her outside position or profession to influence or interfere with such officer's fiduciary obligations to the College.

Article III: Standard of Conduct and Procedures

1. A Trustee shall disclose any Conflict of Interest and all material facts at a meeting of the Board of Trustees. After disclosure of any such Conflict of Interest and all material facts, the Trustee shall leave the meeting at which the disclosure is made, and the Board shall determine, by a vote of those present, whether a Conflict of Interest exists. If the Board determines that a Conflict of Interest exists, it may approve the transaction or arrangement if, after any further investigation, it appears that the transaction or arrangement is in the best interests of the College. The interested Trustee shall not be present during the discussion nor participate in the vote.

2. No Trustee shall engage in Prohibited Activity.

3. Any Trustee who has, will have, or later acquires an interest in any actual or proposed contract with the College shall publicly disclose the nature and extent of such interest in writing to the Board of Trustees as soon as he or she has knowledge of such actual or prospective interest. Such written disclosure shall be made part of and be set forth in the official record of the proceedings of the Board of Trustees. Once a disclosure has been made with respect to an interest in a contract with a particular person, firm, corporation or association, no further disclosures need be made by such Trustee with respect to additional contracts with the same party during the remainder of the fiscal year. [GML §803(i)]

Article IV: Nepotism

1. No Trustee may participate in any decision specifically to appoint, hire, promote, grant tenure to, discipline or discharge a relative for any position at, for or within the College.

2. No Trustee may supervise a relative in the performance of the relative's official powers or duties.

3. In the event a Trustee's relative is appointed, hired, promoted or granted tenure by the College, such circumstance shall be publicly disclosed at a meeting of the Board of Trustees.

Article V: Ethics Board

1. There is hereby established an Ethics Board for the Board of Trustees. The Ethics Board shall consist of three members, appointed by the Board of Trustees. The members of the Ethics Board shall receive no salary or compensation for their services as members of the Ethics Board.

2. The members of the Ethics Board shall serve for fixed, staggered terms of five years; with the first members so appointed serving for terms of five years, four years, three years, two years, and one year, respectively. No member of the Ethics Board shall be an officer or employee of the College. Any member of the Ethics Board may be removed, for cause, at the discretion of the Board of Trustees.

3. No more than two members of the Ethics Board shall be enrolled members of the same political party.

4. The Ethics Board shall have the confidential advice of legal counsel retained by the Board of Trustees or the College General Counsel, or designee, and the administrative assistance of a staff employee of the College.

Article VI: Powers and Duties of Ethics Board of the Board of Trustees

The Ethics Board shall have the following powers and duties:

1. To prescribe and promulgate rules of procedure for the discharge of its duties;

2. To render advisory opinions pursuant to this Code;

3. Upon receipt of a complaint by any person alleging a violation of this Code, to conduct investigations and hearings, recommend disciplinary action, assess penalties and make referrals, as appropriate;

4. The Ethics Board shall acknowledge receipt of all complaints that it receives, and shall proceed with reasonable promptness to conduct such investigations thereof, as it deems necessary or appropriate. Procedural due process shall be afforded to any individual who is the subject of a complaint pursuant to this Code.

5. In conducting any such investigation, the Ethics Board may administer oaths or affirmations, subpoena witnesses, and require the production of records that it deems relevant and material.

6. Complainants shall be afforded such whistleblower protections as may be provided by College policy and any applicable laws, rules or regulations.

7. The Ethics Board shall set forth, in writing, the disposition of every complaint it receives and the reasons for the disposition.

8. Any person filing a complaint with the Ethics Board shall be notified in writing of the disposition of the complaint.

Article VII: Assessment of Penalties; Referral to Prosecutor

1. Upon a determination of the Ethics Board that any member of the Board of Trustees, except the Student Trustee, has willfully and knowingly violated any provision of this Code of Ethics, the Ethics Board shall make a recommendation to the Trustee's appointing authority that such Trustee be suspended or removed from the Board of Trustees, or make such other recommendation for a penalty as the Ethics Board may deem appropriate under the circumstances.

2. Upon a determination of the Ethics Board that a Student Trustee has willfully and knowingly violated any provision of this Code of Ethics, the Ethics Board shall make a recommendation to the Office of the Vice President of Student Affairs that such Student Trustee be suspended or removed from the Board of Trustees, or make such other recommendation for a penalty as the Ethics Board may deem appropriate under the circumstances.

3. The Ethics Board may refer to the appropriate prosecutor any matter that, in the judgment of the Ethics Board, might involve criminal misconduct. If such a referral is made, the Ethics Board shall defer taking any further action in the matter pending a determination by the prosecutor that the matter will or will not result in a prosecution.