BOARD OF TRUSTEES
June 16, 2016

Item 1	RESOLUTION NO. 2016.48 - Approving Monthly Sponsor Services for Suffolk County Community College
Item 2	RESOLUTION NO. 2016.49 - Awarding a Construction Contract for the Installation of a Rooftop HVAC System for the Montaukett Learning Resources Center on the Eastern Campus
Item 3	RESOLUTION NO. 2016.50 - Accepting a Grant Sub-Award from the Research Foundation of CUNY on behalf of York College, for a NASA New York State Grant Community College Partnership Program
Item 4	RESOLUTION NO. 2016.51 - Accepting a Grant Award from Empire State Development for the Suffolk County Community College/Office for New Americans Project "Starting Your Own Business Seminar"
Item 5	RESOLUTION NO. 2016.52 - Authorizing a Waiver of the Application Fee for Dowling College Students
Item 6	RESOLUTION NO. 2016.53 - Accepting a Grant Sub-Award from the Research Foundation for the State University of New York on Behalf of the Office of Community Colleges and Office of the Education Pipeline for a Project Entitled "Scaling Quantway/Statway in the SUNY System"
Item 7	RESOLUTION NO. 2016.54 - Adopting a Board of Trustees Travel Policy
Item 8	RESOLUTION NO. 2016.55 - Approving Budget Transfers

ITEM 1

RESOLUTION 2016.48 - 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 $2,484,298.33 for the month of May 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: May 6, 2016

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

A	R	T
267	251	518
758	456	1214
1	2	3
—	2	2
1026	711	1737
2	–	2
1028	711	1739

May 2016

	Coverage	Premium	# Employees	Total
71	EMHP Indiv.	792.91	518 ✓	410,727.38
72	EMHP Family	1,691.28	1214 ✓	2,053,213.92
	HMO's			
31	HIP Indiv.	892.85	3 ✓	2,678.55
32	HIP Family	2,187.46	2 ✓	4,374.92
	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 5/16		1739	$2,472,564.83

Plus: 2 Indiv 1,585.82
6 Family 10,147.68

1747 2,484,298.33

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. 2016.49 - Awarding a Construction Contract for the Installation of a Rooftop HVAC System for the Montaukett Learning Resources Center on the Eastern Campus

WHEREAS, capital project No. 2189 has been approved by Suffolk County and the State of New York for funding, and funds have been appropriated by the Suffolk County Legislature, and

WHEREAS, public bids for the installation of a rooftop HVAC system on the Montaukett Learning Resources Center were solicited and opened on May 12, 2016, and

WHEREAS, these bids were reviewed and the qualifications of the lowest responsible bidder were evaluated by the College and the Engineer of Record, be it, therefore

RESOLVED, that the College President, or his designee, is authorized to enter into a contract, upon such terms and conditions as shall approved by the College General Counsel, with JNS Heating Service, Inc. in the amount of $313,800 for the installation of a rooftop HVAC system on the Montaukett Learning Resources Center on the Eastern Campus.

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ITEM 3

RESOLUTION NO. 2016.50 - Accepting a Grant Sub-Award from the Research Foundation of CUNY on behalf of York College, for a NASA New York State Grant Community College Partnership Program

WHEREAS, Suffolk County Community College has received a grant sub-award in the amount of $11,175 from The Research Foundation of CUNY on behalf of York College, for a NASA New York State Grant Community College Partnership Program, for the period of September 19, 2015 through September 18, 2016, and

WHEREAS, this program is a Science, Technology, Engineering, and Mathematics (STEM) mentoring partnership in New York State with the mission to increase the number of community college and technical school students that complete their degrees and/or transfer to a four-year college, and

WHEREAS, matching funds are not required, and

RESOLVED, that a grant award, in the amount of $11,175, from The Research Foundation of CUNY on behalf of York College, for a NASA New York State Grant Community College Partnership Program, for the period of September 19, 2015 through September 18, 2016, is hereby accepted, and the College President, or his designee, is authorized to execute a contract, upon such terms and conditions as shall be approved by the College General Counsel, with the administering agency.

Project Director: Sharadha Sambasivan

Note: No full-time personnel

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ITEM 4

RESOLUTION NO. 2016.51 - Accepting a Grant Award from Empire State Development for the Suffolk County Community College/Office for New Americans Project "Starting Your Own Business Seminar"

WHEREAS, Suffolk County Community College has received a grant award in the amount of $4,500, from Empire State Development for the Suffolk County Community College/NYS Office for New Americans Project entitled, "Starting Your Own Business Seminar," for the period of January 1, 2016 through December 31, 2018, and

WHEREAS, the NYS Office for New Americans helps new Americans fully participate in New York State civic and economic life, and seeks to harness the entrepreneurial spirit of new Americans by offering the support necessary for them to start their own businesses in New York, and

WHEREAS, the College's Entrepreneurial Assistance Center will conduct "Starting Your Own Business Seminars" in Spanish/English two times a year at both the Central American Refugee Center and Make the Road New York (MRNY) in Brentwood, New York, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that a grant award in the amount of $4,500 from Empire State Development for the Suffolk County Community College/Office for New Americans Project, "Starting Your Own Business Seminar," for the period of January 1, 2016 through December 31, 2018, is hereby accepted, and the College President, or his designee, is authorized to execute a contract, upon such terms and conditions as shall be approved by the College General Counsel, with the administering agency.

Project Director: Daphne M. Gordon

Note: No full-time personnel

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ITEM 5

RESOLUTION NO. 2016.52 - Authorizing A Waiver of The Application Fee for Dowling College Students

WHEREAS, on May 31, 2016, Dowling College announced that it would be ceasing operations due to financial difficulties, and

WHEREAS, Suffolk County Community College wishes to extend to students currently enrolled at Dowling and/or students accepted for admission to Dowling the opportunity to apply for admission to Suffolk County Community College without having to pay an application fee, and

WHEREAS, in accordance with the Bylaws of Suffolk County Community College, on June 1, 2016, the Executive Committee of the Board of Trustees authorized that the $40 application fee required for admission to Suffolk County Community College be waived for students currently enrolled at Dowling and/or students accepted for admission to Dowling, pending confirmation of the full Board of Trustees, be it, therefore

RESOLVED, that, effective June 1, 2016, the $40 application fee required for admission to Suffolk County Community College be waived for currently enrolled students of Dowling College and /or students accepted for admission to Dowling College, and be it further

RESOLVED, that this fee waiver shall remain in effect until December 31, 2016.

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ITEM 6

RESOLUTION NO. 2016.53 - Accepting a Grant Sub-Award from the Research Foundation for the State University of New York on Behalf of the Office of Community Colleges and Office of the Education Pipeline for a Project Entitled "Scaling Quantway/Statway in the SUNY System"

WHEREAS, Suffolk County Community College has received a grant sub-award in the amount of $20,000 from The Research Foundation for The State University of New York on behalf of the Office of Community Colleges and the Office of the Education Pipeline for a project entitled "Scaling Quantway/Statway in the SUNY System," for the period of July 16, 2015 through June 30, 2018, and

WHEREAS, this program will provide College funding to appoint a leadership team that shall consist of an administrative leader and a faculty member or members in mathematics to teach at least one section of the Statway and the Quantway Pathways course, and

WHEREAS, matching funds are not required, and

RESOLVED, that a grant award in the amount of $20,000 from The Research Foundation for The State University of New York on behalf of the Office of Community Colleges and the Office of the Education Pipeline for a project entitled "Scaling Quantway/Statway in the SUNY System," for the period of July 16, 2015 through June 30, 2018, is hereby accepted, and the College President, or his designee, is authorized to execute a contract with the administering agency.

Project Director: Paul Beaudin, PhD

Note: No full-time personnel

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ITEM 7

RESOLUTION NO. 2016.54 - Adopting a Travel Policy for the Board of Trustees

WHEREAS, members of the Board of Trustees of Suffolk County Community College are encouraged to travel, within approved appropriations, to conferences and events when the purpose of such travel is related to official College business, and

WHEREAS, guidelines are needed to facilitate Board members' participation in such travel, and to ensure compliance with proper accounting and record-keeping principles, be it, therefore,

RESOLVED, that the Board of Trustees Travel Policy, attached hereto as Attachment II, be, and the same, hereby, is adopted, and be it further

RESOLVED, that such policy shall be effective as of June 16, 2016 and applicable to all travel approved subsequent to such date.

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Board of Trustees Travel Policy

Members of the Board of Trustees of Suffolk County Community College are encouraged to travel, within approved appropriations, to conferences and events when the purpose of such travel is related to official College business.

I. Guidelines

The following general guidelines shall apply to Board members who travel on official College business.

A. Trustees shall notify the Board Chairperson of their intention to travel by completing the "Request for Travel for College Business" form, available on the College website. The Chairperson will approve or deny travel requests. The Vice President for Business and Financial Affairs shall be consulted by the Chairperson to determine if there are sufficient funds in the Board's travel budget to pay for the anticipated expenses.

B. Only fixed travel costs which can be determined prior to approved travel shall be charged to the College's authorized credit card. Such pre-determined travel costs may include, but not be limited to, those related to the following:
   a. Seminar/Conference registration fees
   b. Lodging
   c. Airfare or train fare

C. In accordance with the College's travel policy for employees and the applicable provisions of New York State law, Board members shall be reimbursed for other travel expenses, including, but not limited to, expenses incurred for meals as per the per diem allowances, taxicab fare, subway fare, parking and tolls, as well as any other reasonable and necessary expenses. **Receipts are required for reimbursement of all travel expenses.**

D. Mileage will be paid at the prevailing Internal Revenue Service rate for use of personal vehicles. If a Trustee elects to travel by personal vehicle and travels more than 300 miles one way, reimbursement for such travel expenses, i.e. mileage, tolls, and parking, will not exceed the cost of the lowest-quoted airfare and ground transportation (i.e., taxicab fare) for the same travel.

E. Board members are encouraged to report on their activities to their fellow Trustees at the next regular board meeting following the travel.

II. Expenses Not Reimbursable

The following expenses are not reimbursable: sales tax on all purchases (except for out of state hotel tax); transportation, registration, and meal costs for a domestic partner, spouse, or other family member; alcoholic beverage expenditures;

entertainment and tours not directly connected with business-related events; and any personal expenses not connected to the purpose of the business trip, such as dry cleaning, valet services, in-room movie rental services, tours, personal telephone calls, and all gratuities.

III. Reimbursement Procedures

In order to receive reimbursement for approved expenses, Board members must submit a "Travel Expense Voucher," together with all required receipts, to the Office of Business and Financial Affairs no later than three months after the last date of travel. Exceptions to this requirement may be made in cases of illness, military service, or emergency leaves of absence. Such requests must be documented and will require the written approval by the Chairperson of the Board.

ITEM 8

RESOLUTION NO. 2016.55 - 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 III as necessary for the operation of the College, be it therefore

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

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Board of Trustees
June 16, 2016
Attachment III

RESOLUTION NO. 2016.55 - Approving Budget Transfers

PENDING
To Be Distributed at Meeting