Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
June 15, 2017

RESOLUTION 2017.31 - 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 $2,574,586.42 for the month of April 2017 (*Attachment I*) is hereby approved by the Board of Trustees.

Bryan Lilly
Secretary

Central Administration
533 College Road
Selden, NY 11784-2899
(631) 451-4112

Ammerman Campus
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(631) 451-4110

Western Campus
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Eastern Campus
121 Speonk-Riverhead Road
Riverhead, NY 11901-3499
(631) 548-2500

Board of Trustees
May 18, 2017
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: April 4, 2017

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

A R T

262 257 519
751 468 1219

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1014 727 1741

April 2017

	Coverage	Premium	# Employees	Total
71	EMHP Indiv.	821.55	519 ✓	426,384.45
72	EMHP Family	1,752.36	1219 ✓	2,136,126.84
	HMO's			
31	HIP Indiv.	978.29	2 ✓	1,956.58
32	HIP Family	2,396.82	1 ✓	2,396.82
	Blue Choice Indiv.	1,511.94		0.00
	Blue Choice Family	3,931.05		0.00
	JOB SHARE (PLAN RATES)			
71	Individual	847.13		0.00
72	Family	1,806.94		0.00
	Total Premium 4/17		1741	$2,566,864.69

Plus:
3 Indiv 2,464.65
3 Family 5,257.08

1747 2,574,586.42

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

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FAX (631)853-5228

Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
June 15, 2017

RESOLUTION NO. 2017.32 - 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 May 23, 2017

DOCUMENT #	FUND	ORG	ACCOUNT	DESCRIPTION	TRANSFER FROM	TRANSFER TO	REASON
J0027643	181800	C59801	714210	Computer Services	19,800		for software licensing increases in the
	181800	C59801	713170	Instructional Software		19,800	instructional area
J0027701	181800	C19001	611100	Permanent Salaries	120,500		
	181800	W62001	712040	Trucks and Jeeps		25,000	Ford Transit Van: replacement of aging fleet vehicle unit M-7
	181800	W62001	712040	Trucks and Jeeps		57,500	Ford F-550 dump Truck: replacement of aging fleet vehicle G-3
	181800	W62001	712040	Trucks and Jeeps		18,000	Micro Delivery Van: replacement of aging fleet vehicle WH-1
	181800	W62001	712060	Garage, Shop and Building Equip.		20,000	Ride On Floor Scrubber: improve appearance quality of care, cost savings, lowers chemical usage
J0027702	181800	C19001	611100	Permanent Salaries	34,700		
	181800	C69001	611100	Permanent Salaries	10,300		
	181800	E62001	713650	Repairs: Buildings and Grounds		45,000	Asbestos abatement, monitoring of airborne contaminants, removal and replacement of existing aged carpeting and tile.
	181800	C69001	611100	Permanent Salaries	27,000		
	181800	C68001	713651	Maintenance Contracts		14,500	Sprinkler system repairs
	181800	C68001	713650	Repairs: Buildings and Grounds		12,500	Huntington Library Office Expansion, fire System Add-on
J0027704	181800	C69001	611100	Permanent Salaries	162,700		
	181800	A11001	611100	Permanent Salaries	200,000		
	181800	A62001	611100	Permanent Salaries	21,005		

Suffolk County Community College
Budget Transfer List
As of May 23, 2017

DOCUMENT #	FUND	ORG	ACCOUNT	DESCRIPTION	TRANSFER FROM	TRANSFER TO	REASON
	181800	A10901	712010	Furniture		44,000	Double Smart Desk for CAD room $22000/2 student-New
	181800	A11901	712440	Instructional Equipment		10,487	VWR MicroIncinerator 120V Slide Dryer for safety reasons
	181800	A11901	712445	Furniture (non-capital)		46,100	21 microscopes. Bio 244/Bio272 Microbiology Lab. CX31 Olympus microscope includes body and eye pieces. 4x, 10, 40, 100x objectives, power cord, dust cover. Replacement
	181800	A12301	712440	Instructional Equipment		14,000	balance meter toledo 220 g capacity 0.1 mg readability 2 each FY18 and a part of 5 yr plan - replacement
	181800	A12701	712440	Instructional Equipment		12,426	Kiln (2-replacements) replacement
	181800	A11901	712445	Instructional Equipment (non-cap)		110,428	46 microscopes.Bio 101. Principles of Biology. Rooms T23 and T24 Replacement
	181800	A62001	712050	Other Motorized Equipment		88,975	replaces 1994 backhoe that Central will not support Caterpillar 420 E 89 Hp Backhoe - replacement.
	181800	A62001	712030	Automobiles		57,289	Replaces old 2005 Chevy Silverado Ford F-350 with plow & sander
J0027705	181800	C29001	714770	Special Services	11,587		recruiting initiatives:
	181800	C51501	713160	Computer Software		11,587	1 Transfer evaluator software
J0027706	181800	A62001	714020	Light, Power & Water	107,096		
	181800	A10402	712440	Instructional Equipment		20,000	Hardware costs related to the Internet Radio
	181800	A10402	712445	Instructional Equipment (non-capital)		11,900	Station on the Ammerman Campus
	181800	A10402	712460	New Computers		18,790	Automation and Music Scheduling related to the Internet Radio Station on the Ammerman Campus
	181800	A10402	713500	Unclassified Supplies		16,120	Music Libraries and Rights related to the Internet Radio Station on the Ammerman Campus
	181800	A10402	712010	Furniture		40,286	Furniture necessary for the Internet Radio Station on the Ammerman Campus

Suffolk County Community College
Budget Transfer List
As of May 23, 2017

DOCUMENT #	FUND	ORG	ACCOUNT	DESCRIPTION	TRANSFER FROM	TRANSFER TO	REASON
J0027707	181800	C69001	714560	Fees For Services	95,000		
	181800	C81001	713770	Advertising		25,000	Final Push for Fall Recruitment: enhanced radio, digital , television and printer advertising notifying potential students about increased hours of operation, Saturday openings, etc.
	181800	C81001	713260	Signs & Maps		70,000	replace and upgrade Nicolls Road LED sign

Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
June 15, 2017

RESOLUTION 2017.33 – Approving Annual Sponsor Services for Suffolk County Community College for FY2016-2017

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 each Sponsor Service satisfactorily performed; and

WHEREAS, Workers Compensation, Liability Insurance, and Fleet Services are considered Sponsor Service; be it therefore

RESOLVED, that the following charges for Sponsor Services totaling $1,872,364.02 for the College's 2016-2017 fiscal year are hereby approved by the Board of Trustees.

1065	628300	Workman's Compensation	$1,086,423.21
	729600	Liability Insurance	469,277.02
		Administrative Charges	316,663.79
	729020	Fleet Services	25,000.00

Bryan Lilly
Secretary

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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 9, 2017

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

A R T

260 262 522
751 468 1219

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1012 732 1744

May 2017

	Coverage	Premium	# Employees	Total
71	EMHP Indiv.	821.55	522 ✓	428,849.10
72	EMHP Family	1,752.36	1219 ✓	2,136,126.84
	HMO's			
31	HIP Indiv.	978.29	2 ✓	1,956.58
32	HIP Family	2,396.82	1 ✓	2,396.82
	Blue Choice Indiv.	1,511.94		0.00
	Blue Choice Family	3,931.05		0.00
	JOB SHARE (PLAN RATES)			
71	Individual	847.13		0.00
72	Family	1,806.94		0.00
	Total Premium 5/17		1744	$2,569,329.34

+ 6
1750

Attachment: Enrollee List

A = Active
R = Retired
T = Total

Plus: 3 Indiv 2464.65
3 Family 5257.08
2,577,051.07

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Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
June 15, 2017

RESOLUTION NO. 2017.34 - Appointing a Director to the Board of Directors of the Suffolk Community College Center for Social Justice and Human Understanding

WHEREAS, the Bylaws of the Suffolk Community College *Center for Social Justice and Human Understanding* provides that whenever a vacancy shall occur on its Board of Directors, it shall be filled by the selection of a new Director in the same manner and for the unexpired term of the predecessor in office, and

WHEREAS, there currently exists a vacancy on the Board of Directors in the category consisting of the Chair of the Board of Trustees of Suffolk County Community College, or his/her designee, be it therefore

RESOLVED, that Gemma DeLeon-Lopresti, the designee of Chair Theresa Sanders, is hereby appointed to serve as a Director and member of the Board of Directors of the Suffolk Community College *Center for Social Justice and Human Understanding*, and be it further

RESOLVED, that in accordance with the Bylaws of the *Center for Social Justice and Human Understanding*, Director DeLeon-Lopresti shall serve without a term.

Bryan Lilly
Secretary

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Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
June 15, 2017

RESOLUTION NO. 2017.35 - Amending the College Budget for a Grant Sub-Award from the Research Foundation for the State University of new York for a Project Entitled "Scaling Quantway/Statway in the SUNY System"

WHEREAS, the 2016-2017 College operating budget provides $20,000 for a grant sub-award from The Research Foundation for The State University of New York for the project entitled "Scaling Quantway/Statway in the SUNY System", and

WHEREAS, the grant sub-award is being amended for an additional amount of $5,000, bringing the total amount of the grant sub-award to $25,000, and

WHEREAS, the grant sub-award amendment will provide additional funding for a stipend awarded to a College faculty member to serve as an Advisor Liason for the SUNY Math Pathway's Scale-up Initiative, and

WHEREAS, it is necessary to amend the 2016-2017 College operating budget for the said increase in the grant sub-award, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the 2016-2017 College operating budget be amended to reflect an increase in the amount of $5,000, to the grant sub-award from The Research Foundation for The State University of New York for the project entitled, "Scaling Quantway/Statway in the SUNY System,", bringing the total amount of the grant sub-award to $25,000, and be it further

RESOLVED, that the College President, or his designee, is authorized to execute any required documentation with the administering agency reflecting said increase.

Project Director: Paul M. Beaudin, PhD

Bryan Lilly
Secretary

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Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
June 15, 2017

RESOLUTION NO. 2017.36 - Amending the College Budget for Participation in a Project Entitled "BioPREP" Biology Partnership in Research and Educational Program"

WHEREAS, the 2016-2017 College operating budget provided $27,003 in anticipation of a grant sub-award from the Research Foundation of SUNY/National Institute of General Medical Sciences for participation in a project entitled "BioPREP: Biology Partnership in Research and Educational Programs," and

WHEREAS, an additional amount of $3,039, including indirect costs, has been awarded, increasing the grant sub-award to $30,042, and

WHEREAS, the additional funds will be allocated to release time for the project director whose primary responsibility is to recruit students of the College for the BioPREP summer program, and for the purchase of laboratory supplies, printing, distribution of recruitment material, and travel costs to attend meetings, and

WHEREAS, it is necessary to amend the 2016-2017 College operating budget to reflect the increase in this grant sub-award, be it therefore

RESOLVED, that the 2016-2017 College operating budget be amended to reflect an increase in the amount of $3,039, including indirect costs, from the Research Foundation of SUNY/National Institute of General Medical Sciences for participation in a program entitled "BioPREP: Biology Partnership in Research and Educational Programs," and be it further

RESOLVED, that the College President, or his designee, is authorized and empowered to execute any necessary documentation, including a contract amendment, in such form as shall be approved by the College General Counsel, reflecting the increase in said grant sub-award.

Project Director: Rosa Gambier
Note: No full-time positions

Bryan Lilly
Secretary

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Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
June 15, 2017

RESOLUTION NO. 2017.37 - Amending the College Budget for a Grant Award Increase from the US Department of Education for a Student Support Services (TRIO) Program Grant

WHEREAS, the 2016-2017 College operating budget provides $276,510 including indirect costs, from the United States Department of Education for a Student Support Services (TRIO) Program grant, and

WHEREAS, the grant award has been increased by $8,445, including indirect costs, bringing the grant award to $284,955, including indirect costs, and

WHEREAS, an additional $5,000 will be administered external to the grant appropriation budget as grant aid to students, bringing the total amount of the grant award to $289,955, including indirect costs, and

WHEREAS, matching funds in the amount of $20,482, provided for in the College operating budget, will be used to provide grant aid to students, and additional supplies and equipment for student support, be it therefore

RESOLVED, that a grant award in the amount of $289,955 from the United States Department of Education for a Student Support Services (TRIO) Program for the 2016-2017 fiscal year, is hereby accepted, and be it further

RESOLVED, that the 2016-2017 College operating budget be amended to reflect an increase in the amount of $8,445 including indirect costs, and the College president or his designee is authorized to execute a contract with the administering agency.

Project Director: Lorianne Lueders-Yanotti

Bryan Lilly
Secretary

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Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
June 15, 2017

RESOLUTION 2017.38 - Approving Monthly Sponsor Services for Suffolk County Community College

WHEREAS, the State University of New York Regulation No. 602.7 requires the Suffolk County Community College Board of Trustees to review and approve all Sponsor provided services and their estimated value in advance of the service being rendered, and

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

WHEREAS, health insurance is considered a Sponsor Service, be it therefore

RESOLVED, that the health insurance payment to the County of Suffolk in the amount of $2,577,051.07 for the month of May 2017 (*Attachment III*) is hereby approved by the Board of Trustees.

Bryan Lilly
Secretary

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Board of Trustees
June 15, 2017
Attachment III

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 9, 2017

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

A R T
260 262 522
751 468 1219

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1012 732 1744

May 2017

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	HMO's			
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	Blue Choice Indiv.	1,511.94		0.00
	Blue Choice Family	3,931.05		0.00
	JOB SHARE (PLAN RATES)			
71	Individual	847.13		0.00
72	Family	1,806.94		0.00
	Total Premium 5/17		1744	$2,569,329.34

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Attachment: Enrollee List

A = Active
R = Retired
T = Total

Plus: 3 Indiv 2464.65
3 Family 5257.08
2,577,051.07

NORTH COUNTY COMPLEX-BLDG #158
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Suffolk
COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES
June 15, 2017

RESOLUTION NO. 2017.39 - 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 IV* as necessary for the operation of the College, be it therefore

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

Bryan Lilly
Secretary

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Suffolk County Community College
Budget Transfer List
As of June 14, 2017

DOCUMENT #	FUND	ORG	ACCOUNT	DESCRIPTION	TRANSFER FROM	TRANSFER TO	REASON
J00277880	181800	B90901	628360	Health Insurance	1,400,000		
	181800	C86801	713160	Computer Software		364,000	Consistent with the IT consultamt recommendations, this equipment will virtualize and modernizing our student computer lab environment making it easier to manage. This will provide mobility and extend lab software to any devices past the lab classroom.
	181800	C86801	712070	Network and Telephone Equipment		236,000	
	181800	C86801	712070	Network & Telephone Equip.		800,000	Consistent with the recommendations of the IT consultant, this campus firewall equipment is needed for the security and protection of the College network from insider threats and to make it easier to manage network traffic and to allow more access while protecting data assets.
J0027822	181800	C69001	713650	Repairs-Buildings	45,000		
						45,000	Achieve the Dream Program annual membership and participation.
J0027824	181800	C61001	714020	Light, Power & Water	50,000		Contracted search firm to broaden recruitment and

Suffolk
COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES
June 15, 2017

RESOLUTION 2017.40 – Accepting a Federal Grant for the 2017-2018 Federal Work Study Program (FWSP)

WHEREAS, Suffolk County Community College has applied to participate in the Federal Work Study Program (FWSP) authorized under Part C of Title IV of the Higher Education Act of 1965 as amended by the Education Amendments, and

WHEREAS, the application has been approved in the amount of $459,178, and

WHEREAS, the federal regulations allow the sum of $75,000 or 10 percent of the allocation, whichever is less, to be set aside for the Job Locator & Development Program, and

WHEREAS, this federal grant must be matched by a 25 percent contribution, and

WHEREAS, amendments to the law became effective in October 1986 allowing five percent administrative expense allowance based on total student expenditures for FWSP, be it therefore

RESOLVED, that the Board of Trustees hereby accepts the total federal allotment of 2017-2018 Federal Work Study Program in the amount of $459,178, and be it further

RESOLVED, that $45,918 be set aside for Job Locator Program, with the College matching contribution of 20 percent to be provided by in-kind contributions, and be it further

RESOLVED, that the Federal Work Study Program's five percent administrative allowance be charged against FWSP and deposited in the appropriate account, and be it further

RESOLVED, that the On-Campus Work Study Program shall continue to be matched by a 25 percent contribution by the College and that the Off-Campus Work Study Program be matched by a 25 percent contribution from the respective participating off-campus agencies, except for the Community Service Employment, and be it further

Suffolk
COUNTY COMMUNITY COLLEGE

RESOLUTION 2017.40 - Continued

RESOLVED, that the off-campus agencies shall contribute their respective shares of Employer's FICA and Workmen's Compensation except for the Community Service Employment.

Bryan Lilly
Secretary

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Suffolk
COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES
June 15, 2017

RESOLUTION NO. 2017.41 - Approving the Allocation of the 2017-2018 Federal Work Study Program (FWSP)

WHEREAS, Suffolk County Community College is composed of three campuses, and

WHEREAS, the Financial Aid Office on each campus offers financial assistance via the Federal Work Study Program, be it therefore

RESOLVED, that the following distribution of the 2017-2018 Federal Work Study funds by campus is hereby approved.

Original FWSP Federal Allocation	$459,178
Less: Transfer to Job Locator Program	-45,918
Remaining CWSP Federal Allocation	$413,260
Less: 5% Admin Expense Allowance of Campus Wages	-25,829
Remaining FWS Allocation	$387,431
Plus: 25% of Institutional Share of Student Wages	+128,144
Total Student Wages Available	$515,575

Campus Wage Distribution of Federal College Work Study Allocation

Ammerman Campus	(44%)	$226,853
Grant Campus	(42%)	$216,541
Eastern Campus	(14%)	$ 72,181
Total Campus Wage Distributions		$515,575

Bryan Lilly
Secretary

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Suffolk
COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES
June 15, 2017

RESOLUTION NO. 2017.42 - Accepting a Federal Supplemental Educational Opportunity Grant (FSEOG) for 2017-2018

WHEREAS, Suffolk County Community College has applied to participate in the Federal Supplemental Educational Opportunity Grant Program as authorized under Subpart 2, Part A of Title IV of the Higher Education Act of 1965, and as amended by the Education Amendments,

WHEREAS, the application has been approved in the amount of $771,758, and

WHEREAS, amendments to the law became effective in October 1986 allowing a five percent administrative expense allowance based on total expenditures for FSEOG, be it therefore

RESOLVED, that the 2017-2018 Federal Supplemental Educational Opportunity Grant in the amount of $771,758 be accepted, and be it further

RESOLVED, that the Federal Supplemental Educational Opportunity Grant allotment be deposited in the appropriate accounts, after reducing that allotment with five percent of FSEOG expenditures as administrative expense being charged to the FSEOG account.

Bryan Lilly
Secretary

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Ammerman Campus
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Suffolk
COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES
June 15, 2017

RESOLUTION NO. 2017.43 - Allocating the 2017-2018 Federal Supplemental Educational Opportunity Grant Program (FSEOG)

WHEREAS, Suffolk County Community College is composed of three campuses, and

WHEREAS, the Financial Aid Office on each campus offers financial assistance via the Federal Supplemental Educational Opportunity Grants Program, be it therefore

RESOLVED, that the following distribution of 2017-2017 FSEOG funds is hereby approved:

Federal Supplemental Educational Opportunity Grants (FSEOG)

Original FSEOG Federal Allocation	$771,758
Less: 5% Administrative Expense for Grants	-$ 38,588
Remaining FSEOG Allocation for Student Grant Disbursement	$733,170

Campus Distribution of FSEOG Student Grants

Ammerman Campus	(44 %)	$322,595
Grant Campus	(42 %)	$307,931
Eastern Campus	(14%)	$102,644
Total of College Grants		$733,170

Bryan Lilly
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Suffolk
COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES
June 15, 2017

RESOLUTION NO. 2017.44 - Amending the Policy and Schedule of Fees for the Use of College Facilities

WHEREAS, the College's *Facility Use Policy* sets guidelines for the use of College facilities and provides for the payment of rental fees and labor charges in accordance with the schedule of fees adopted by the Board of Trustees, and

WHEREAS, the labor rates and rental fees were last reviewed by the Board and adopted for use during the 2013-2014 academic year, and

WHEREAS, the College has reviewed the policy and fee schedule and has determined that policy revisions are required, and the rates for similar spaces and facilities, College-wide, should simplified and standardized, be it therefore

RESOLVED, that the *Facility Use Policy* is hereby amended and adopted, as reflected on Attachment V, and be it further

RESOLVED, that the *Facility Staffing and Fee Schedule* (Attachment VI) is hereby adopted, as specified herein, and be it further

RESOLVED, that the amended *Facility Use Policy* and rental and labor fee schedules shall be effective as of September 5, 2017.

Bryan Lilly
Secretary

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FACILITIES USE POLICY

I. Introduction

The primary purpose for the facilities at Suffolk County Community College is to fulfill the mission and vision of the College. The College is committed to being a vital resource to the larger community. Thus, subject to the guidelines set forth below, the College welcomes community groups and organizations to use its facilities for purposes compatible with the College's mission, as solely determined by the College.

II. General Guidelines Applicable to Use of All College Facilities and Properties

A. Upon submission and approval of an *Application for Use of Facilities by External Organizations* form, as detailed below, a license agreement, which shall include the following provisions, among others, will be executed by both the external organization and Suffolk County Community College.

1. Insurance Requirements

All organizations must submit evidence of insurance coverage in accordance with College policy, including, but not limited to, comprehensive general liability insurance in the amount of $2 million combined single limit for bodily injury and property damage per occurrence for the period of the proposed event.

If two or more organizations are sponsoring one event, either one may obtain the certificate, provided that the other organization is named as an additional insured on such certificate. If the event is co-sponsored by a College club, organization or department, the external organization will be required to provide a certificate of insurance. At the discretion of the College, occasional seminars and meetings of small groups may not require certificates of insurance.

All certificates of insurance must name both the College and the County of Suffolk as additional insureds. In certain circumstances, the Suffolk Community College Association, Inc. must also be included as an additional insured. All certificates of insurance must be reviewed by the College's Office of Legal Affairs before an organization's event can be approved.

2. Indemnification

Organizations shall indemnify and hold harmless the College, the Suffolk Community College Association Inc. (when appropriate) and the County of Suffolk, their consultants (if any), employees, agents and other persons from and against all claims, costs, judgments, liens, encumbrances and expenses, including attorneys' fees, arising out of the organization's use of the College facilities or out of the acts or omissions or

negligence of the organization, its agents, employees or subconsultants in connection with the use of College facilities.

3. Reimbursement for Loss or Damage

Organizations requesting use of College facilities shall promptly make payment for the loss of or damage to any College facility resulting from the organization's use of the facilities. The Office of the College Director of Special Events and Programs shall inspect the facilities after the organization's event and, if applicable, will notify the organization of the payment due for any loss or damage. At the College's discretion, the College may require the organization to provide a security deposit prior to the event.

4. Facility Use Fees

Full payment for the use of all College facilities must be made in accordance with the Schedule of Fees adopted by the Board of Trustees and must be paid at least one week prior to the use of the facilities. Payment shall be made by check payable to Suffolk County Community College. Any event not timely paid in full may, in the College's sole and absolute discretion, be canceled.

5. Labor Charges

Charges for technical, maintenance, security or administrative personnel as a result of the event are the responsibility of the organization. These costs will be billed to the organization separately following the event and checks for this service shall be made payable to Suffolk County Community College. The College will determine, in consultation with the organization, the appropriate levels of staffing required to support the proposed event.

6. Event Publicity

Organizations must not commit to any expenditures, prepare or send invitations or notices, or make any public announcement of the event until it has received a letter of approval from the College. In addition, any advertisements of the event must receive prior approval from the Office of the College Director of Special Events and Programs, in consultation with the Office of Institutional Advancement, and must properly display the College's official logo.

7. College's Right to Revoke

The College reserves the right to revoke the permission granted for use of any College facilities or to relocate an organization to another appropriate facility should it be necessary to accommodate a change in the College's academic or activity schedule. College events shall always take precedence over requests from external organizations.

8. Preservation of Order

Organizations shall be responsible for the preservation of order at and during the event.

9. Smoking Prohibitions

In accordance with the College's *Tobacco-Free Policy*, smoking is prohibited on all property owned, leased or operated by Suffolk County Community College.

10. Alcohol Prohibitions

No alcoholic beverages shall be brought to or consumed on College property, except as specifically permitted under the College's *Guidelines for the Consumption of Alcoholic Beverages*.

11. No Discrimination

Events that exclude persons on the basis of race, color, national or ethnic origin, citizenship status, sex, religion, age, disability, marital status, veterans' status, sexual orientation or any other status protected by law or College policy are prohibited.

B. Compliance with College Contracts and Policies

The organization must honor all applicable collective bargaining agreements, vendor contracts and College policies.

C. College's Right of Access

The Board of Trustees, and its designees, shall have free and open access to all College facilities at all times.

D. Permits

To the extent permit(s) from local or state entities may be required for the function for which the College facility is sought, organizations are solely responsible for obtaining those permits and for paying any fees associated with obtaining them. Organizations will not be permitted to hold an event unless the College has received copies of all necessary permits at least two (2) weeks prior to the event.

E. Weather-Related or Emergency Cancellations

The College reserves the right to cancel an event due to inclement weather or other emergency. If such a cancellation occurs, the fee paid by the organization shall be prorated as set forth in the Schedule of Fees adopted by the Board of Trustees.

F. Emergency Medical Coverage

The College reserves the right to require organizations to provide emergency medical coverage for events held at the Campus. Requirements for such coverage shall be determined by the College on a case-by-case basis.

G. Incidental or Occasional Use

Use of College facilities by non-College community groups and organizations is limited to incidental or occasional use. The College will reject any request that seeks to use College facilities on a continuous or permanent basis.

III. Specific Guidelines Governing Use of Indoor Facilities

A. General Guidelines

1. All external organizations wishing to utilize the College's indoor facilities must submit the *Application for Use of Facilities by External Organizations* form to the Office of the College Director of Special Events and Programs at least thirty (30) days prior to the proposed event.

2. Organizations should notify the Office of the College Director of Special Events and Programs of a cancellation within fifteen (15) calendar days of the scheduled event. Cancellation of the event may result in a forfeit of the deposit and, at the discretion of the College, the facility fee.

3. Parking at the College is restricted to the designated parking field areas or temporary parking areas specifically designated by campus public safety personnel. All cars must be parked in these areas. For reasons of traffic control and fire safety, no vehicles shall be parked on the campus roads or driveways. All individuals visiting the College shall be responsible for observing College parking and traffic regulations. Owners of ticketed vehicles will be responsible for those tickets.

4. All requests for room setups, provision of equipment or other special arrangements shall be made through the Office of the College Director of Special Events and Programs. The external organization is solely responsible for the proper usage and operation of any such equipment provided for an event.

5. The College's food service provider has the exclusive rights to catering on campus. Organizations should contact the campus food service provider to arrange for food on campus. No food or beverages shall be sold or distributed

except food and beverages ordered through the campus food service provider. Suffolk County health codes prohibit the distribution of homemade food and baked goods.

B. Specific Guidelines for Events Held at the Health, Sports and Education Center (HSEC), Michael J. Grant Campus

1. The HSEC includes the Field House, fitness center, dance studio, locker rooms, pool, classrooms and lecture hall.

2. All external organizations wishing to utilize facilities at the HSEC must submit the *Application for Use of Facilities by External Organizations* form to the Office of the College Director of Special Events and Programs at least six (6) months prior to the proposed event. A deposit is required six (6) months prior to the event or the date will be released. Cancellation of the event fewer than six (6) months prior to the event will result in a forfeit of the deposit and, at the discretion of the College, the facility fee.

3. Only College approved vendors are permitted to service events at the HSEC. Information concerning these vendors is available from the Office of the College Director of Special Events and Programs.

4. At its discretion, the College may limit parking on campus to V.I.P. parking and bus traffic or may designate specific paved or unpaved areas for event parking. The organization will be responsible for providing sufficient bus service from an off-site parking location to accommodate the expected attendance. All advertising of the event will include information about the off-site parking and bus accommodations and will indicate that on-street parking in communities surrounding the campus is prohibited except for residents of those communities. The organization will be responsible for arranging and paying for the towing of illegally parked vehicles on campus and in the surrounding communities.

C. Specific Guidelines for Events Held at the Culinary Arts and Hospitality Center (Culinary Center)

1. The Culinary Center's available facilities include a multipurpose room (which can be separated into four classrooms), a demonstration theater (seating only) and classrooms.

2. All external organizations wishing to utilize facilities at the Culinary Center must submit the *Application for Use of Facilities by External Organizations* form to the Office of the College Director of Special Events and Programs at least thirty (30) days prior to the proposed event.

3. The College has the exclusive rights to catering at the Culinary Center. Organizations should contact the College Associate Dean for Educational

Resources at the Culinary Center for all catering needs. No food or beverages shall be sold or distributed except food and beverages ordered through the Culinary Center. The distribution of homemade food or baked goods is prohibited.

4. Parking at the Culinary Center is restricted to local municipal parking lots. All cars must be parked in these lots. Vehicles shall not be parked in loading or fire zones. The organization will be responsible for arranging and paying for the towing of illegally parked vehicles.

IV. Guidelines Governing Use of Outdoor Properties (Athletic Fields and Undeveloped Land)

A. General Guidelines

1. All external organizations wishing to utilize the College's outdoor properties must submit the *Application for Use of Facilities by External Organizations* form to the Office of the College Director of Special Events and Programs at least six (6) months prior to the proposed event. A deposit is required six (6) months prior to the event or the date will be released.

2. Approval will be dependent on the College's review of availability, appropriateness of requested use, potential impact on the physical condition of the property and potential impact on the surrounding communities.

3. Unless otherwise determined in the College's sole discretion, no parades by external organizations will be permitted on College property.

4. Portable toilets and trash receptacles are the responsibility of the organization.

B. Additional Guidelines for Events with a Daily Attendance of 5,000 or More Individuals

1. All external organizations wishing to utilize the College's outdoor property for events with an anticipated daily attendance of 5,000 or more must submit the *Application for Use of Facilities by External Organizations* form to the Office of the College Director of Special Events and Programs at least nine (9) months prior to the proposed event.

2. The College reserves the right to request insurance in excess of the amount set forth in Paragraph II. A of this Policy. In addition, the College reserves the right to require bonds and/or a security deposit to guarantee that the College incurs no costs from the event including, but not limited to, overtime costs, preparation costs, security costs, and clean-up costs during and after the event.

3. The organization must return the property to the condition it was in prior to the event within a reasonable time period, as set by the College. In addition, the

organization must protect and maintain the integrity of the buildings located on the property to ensure that no damage is done to the buildings during the event.

4. At least sixty (60) days prior to the event, the organization must provide all of the following to the College:

   a. All applicable certificates of insurance and bonds.
   b. Copies of all required Town, County and/or State permits, such as permits from the Fire Marshal, the County Health Department and the County Department of Public Works.
   c. Written proof that all local police, fire and ambulance departments have been advised of the event and the anticipated size of the crowd expected, and written proof that the organization has complied with any requirements mandated by these departments.
   d. Copies of all licenses held by any licensees of the event.
   e. Written proof that all sanitation requirements are met, including written proof from the County Health Department that the proposed number of portable toilets is acceptable.

5. If all of this required documentation is not received to the satisfaction of the College on or before the deadline, the event will not take place and the organization will hold the College harmless for any costs the organization incurred.

6. Parking on campus will be limited to V.I.P. parking and bus traffic. The organization will be responsible for providing sufficient bus service from an off-site parking location to accommodate the expected attendance. All advertising of the event will include information about the off-site parking and bus accommodations and will indicate that on-street parking in communities surrounding the campus is prohibited except for residents of those communities. The organization will be responsible for arranging and paying for the towing of illegally parked vehicles on campus and in the surrounding communities.

7. The organization will reimburse local residents for property damage directly attributable to the event or to attendees at the event.

8. Dependent on the anticipated daily attendance, the College reserves the right to require that the College be one of at least two venues for the event.

9. In addition to payment to Suffolk County Community College for the use of College facilities, organizations will make a contribution for student scholarships to the Suffolk Community College Foundation, Inc. in the amount of $5,000.00, or such other amount as agreed to by the organization and the Foundation.

HSEC - LECTURE HALL		
Monday/Friday	1st hr.	$235
	add'l hr	$65
	8 hrs	$660
Saturday/Sunday	1st hr.	$300
	add'l hr	$75
	8 hrs	$720
HSEC - FIELD HOUSE		
Monday/Friday		
Full Day		$8,100
Half Day		$4,050
Saturday/Sunday		
Full Day		$9,300
Half Day		$4,650
Athletic Indoor Events		
Brookhaven Gym	Per hr.	$460
Field House	Per hr.	$460
User Fee		
Paid (ticketed) event	6+ hrs/day	$3,500
	1-5 hrs/day	$1,200
Free (non-ticketed) event	6+ hrs/day	$2,300
	1-5 hrs/day	$900
Athletic Use	Per hr.	$45
OUTDOOR ATHLETIC FACILITIES		
Track		
Baseball/Softball (Grant)		
Baseball/Softball (Ammerman)		
Intramural (Grant)		
Intramural (Ammerman)		
Soccer/Lacrosse	1st hr.	$300
	add'l hr	$150
	8 hrs	$1,000
Tennis Courts (Grant)		
Tennis Courts (Ammerman)	1st hr.	$55
	add'l hr	$40
	8 hrs	$275

CLASSROOMS		
Specialized (Art, Biology Lab, etc..)		
Planetarium		
Computer Lab		
Classroom	1-4 hrs.	$400
	4-8 hrs.	$500
Conference Room	1-4 hrs.	$100
	4-8 hrs.	$160
Alumni Room		
Sagtikos 221		
Peconic 228B	1-4 hrs.	$200
	4-8 hrs.	$320
PROGRAMMING SPACES		
Captree 114 A&B		
MLRC 107/108		
Culinary 135		
Babylon Student Center Spaces	1-4 hrs.	$220
	4-8 hrs.	$340
OUTSIDE AREAS		
Veterans Plaza	Per day	$1,500
THEATRE		
Performance	1-4 hrs.	$850
	4-8 hrs.	$1,300
Rehearsal	1-4 hrs.	$450
	4-8 hrs.	$600
LOBBIES		
Ammerman		
Eastern		
Grant		
Theater Lobby	1-4 hrs.	$250
	4-8 hrs.	$300
SWIMMING POOL		
Full Pool	1st hr.	$350
	add'l hr	$120
Half Pool	1st hr.	$180
	add'l hr.	$95
Dive Tank	Per hr.	$105
Lane	Per lane	$35

HEALTH CLUB		
Student Membership		
full time	yr.	$80
part time	yr.	$120
summer		$65
Suffolk County Resident	yr.	$275
Faculty/Staff/Admin./Alumni/Police Academy	yr.	$275
Senior (60+ years)	yr.	$220
Junior resident (up to 18)	yr.	$220
Family	yr.	$720
Non County Residents	yr.	$340
CAFETERIAS		
Eastern		
Grant		
Ammerman	1-4 hrs.	$325
	4-8 hrs.	$500
Faculty Dining Rooms		
Grant		
Ammerman	1-4 hrs.	$250
	4-8 hrs.	$300
Culinary Demonstration Theater	Per Day	$1,680
UNIMPROVED LANDS - GRANT CAMPUS		
Unimproved Lands (Ammerman)		
Unimproved Lands (Grant)	1-4 hrs.	$750
	4-8 hrs.	$1,100
Unimproved Lands - more than 5,000 attendees	Per day	$5,000
PARKING LOTS		
Ammerman		
Eastern		
Grant		
	Per day	$412

Staffing Rates (Use of College Facilities)

STRAIGHT TIME (Dollars Per Hour)		As of September 5th 2017
Anatomy Lab Specialist		$100
Anatomy Lab Technician		$96
Campus Coord Spec Event		$80
Conf Trade Show PA		$52
Coord Spec Programs		$56
Custodian/Laborer		$42
Heavy Equip (MM/HVAC)		$54
Instructional/Technical Equipment Prof'l		$67
Labor Crew Leader/CW III		$50
Lifeguard		$21
Recreational Specialist		$54
Aquatics and Fitness Manager		$56
Security Supervisor (III)		$54
Security Personnel		$44
Theater/Audio Professionals		$67
Theater Support		$40
Student Support Staff		$21

Overtime (Dollars Per Hour)		As of September 5th 2017
(Minumum charge: 4 hours)		
Campus Coord Spec Event		$120
Conf Trade Show PA		$79
Coord Spec Programs		$84
Custodian/Laborer		$63
Heavy Equip (MM/HVAC)		$80
Instructional/Technical Equipment Prof'l		$101
Labor Crew Leader/CW III		$75
Lifeguard		$32
Recreational Specialist		$80
Aquatics and Fitness Manager		$84
Security Supervisor (III)		$81
Security Personnel		$66
Theater/Audio Professionals		$101
Theater Support		$30
Student Support Staff		$21

Suffolk
COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES
June 15, 2017

RESOLUTION NO. 2017.45 - Amending the College Operating Budget for an Educational Opportunity Program Grant

WHEREAS, the 2016-2017 College operating budget provides $212,392 from the State University of New York for an Educational Opportunity Program (EOP) grant to provide counseling and tutoring services on all three of its campus locations, and

WHEREAS, the grant award has been increased by an additional $48,342 for the 2016-2017 academic year, bringing the total amount of the grant award to $260,734, and

WHEREAS, it is necessary to amend the 2016-2017 College operating budget in the amount of $48,342 to provide for the total increase in the grant award, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the 2016-2017 College operating budget be amended to reflect an increase in the amount of $48,342 from the State University of New York for an Educational Opportunity Program (EOP) grant, and be it further

RESOLVED, that the College President or his designee is authorized to execute any required documentation, as approved by the College General Counsel, with the administering agency.

Project Director: David Johnson

Bryan Lilly
Secretary

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BOARD OF TRUSTEES

June 15, 2017

RESOLUTION NO. 2017.46 - Authorizing a Waiver of the Application Fee for Students of Dowling College and Briarcliffe College

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

WHEREAS, Briarcliffe College has also announced that it will close its campuses and cease all operations by the end of 2018, and

WHEREAS, by a resolution adopted on June 16, 2016, this Board authorized a waiver of the $40 application fee required for admission to Suffolk County Community College for students, who at that time, were enrolled at and/or accepted for admission to Dowling College, and

WHEREAS, said application fee waiver was in effect from June 1, 2016 through December 31, 2016, and

WHEREAS, Suffolk County Community College wishes to waive the application fee required to attend the College for students who, as of June 1, 2016, were enrolled at or accepted for admission to Dowling College or Briarcliffe College, be it therefore

RESOLVED, that the application fee waiver which was authorized for students enrolled at and/or accepted for admission to Dowling College, effective as of June 1, 2016, be extended to December 31, 2018, and be it further

RESOLVED, that effective until December 31, 2018, the application fee required for admission to Suffolk County Community College be waived for students who, as of June 1, 2016, were enrolled at and/or accepted for admission to Briarcliffe College.

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