BOARD OF TRUSTEES
September 14, 2017

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ITEM 1

RESOLUTION 2017.54 - 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 $2,410,715.29 for the month of August 2017 (*Attachment I*) are 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: August 2, 2017

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

A R T

259 273 532
947 470 1217

1 1 2
– 1 1

1007 745 1752

August 2017

	Coverage	Premium	# Employees	Total
71	EMHP Indiv.	821.55	532 ✓	437,064.60
72	EMHP Family	1,752.36	1217 ✓	2,132,622.12
	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)			
	Individual	847.13		0.00
	Family	1,806.94		0.00
	Total Premium 8/17		1752 ✓	$2,574,040.12

1745 + 3

Plus: 1 Indiv 821.55
Plus: 2 Family 350472
2,578,366.39
less: Medicare Surcharge 2015 <167,651.10>
2,410,715.29

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. 2017.55 - Adopting a Religious Observance Policy and Procedures

WHEREAS, Suffolk County Community College is committed to providing an academic and work environment that is respectful of the religious beliefs of its students, faculty, and staff, and

WHEREAS, the College's Calendar Committee, comprised of representation from various College constituencies, undertook a comprehensive review of calendar practices and religious observance policies at other colleges and universities, and

WHEREAS, 86% of SUNY community colleges and 79% of SUNY four-year colleges and universities do not cancel classes for religious holidays, and

WHEREAS, in order to treat all religious observations equitably and to minimize disruptions to class schedules, the Calendar Committee recommends the adoption of a religious observance policy and procedures, be it therefore

RESOLVED, that the Board of Trustees hereby adopts the *Religious Observance Policy and Procedures* (see, *Attachment II*).

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Suffolk
COUNTY COMMUNITY COLLEGE

RELIGIOUS OBSERVANCE POLICY AND PROCEDURES

Suffolk County Community College is committed to providing an academic and work environment that is respectful of the religious beliefs of its students, faculty, and staff. To accomplish this, and in accordance with federal and New York State laws, the College has instituted the following policy and procedures:

A. By June 1st of each year, the College will issue a list of religious observance dates that occur during the following academic year. While not exhaustive, this list will provide notice to the faculty of the religious observance dates of many faiths practiced by our students.

B. Student absences from class necessitated by religious observance will be deemed an excused absence, with no negative academic consequences. Faculty must provide observing students the opportunity to make up any missed assignments or exams within a reasonable amount of time of the religious observance.

C. Students must notify their professors in advance of their religious observance, via their College email accounts or otherwise in writing, of their intention to be absent from a particular class due to a religious observance. Such notification should occur at least one week prior to the religious observance. Students are not required to provide third-party certification of their religious practices.

D. To the extent possible, faculty should avoid scheduling examinations or assigning papers, presentations, or other academic requirements on any of the identified religious observance dates. When this is unavoidable, professors must give students, who have notified their professors in advance, the opportunity for equivalent make-up work.

E. Faculty who will be absent as a result of religious observance must notify their Academic Chair or immediate supervisor in advance of their religious observance, inform all students of their intended absence, and make up missed instructional time in one of the following ways:

    1. Hold a make-up class or classes on a date and time that is acceptable to class members.

2 Hold class electronically, using a web-based source such as Blackboard, only when all class members have access to the technology.

3. Make-up for the missed instructional time within remaining class meeting time by modifying and/or adding class assignments, papers, exams, quizzes, and/or activities.

4. Provide additional office hours to accommodate individual students.

5. Provide an alternative method, as approved by the appropriate Executive Dean.

F. The College will accommodate requests for absences from faculty and staff for religious observance dates, and benefits will be provided in accordance with the collective bargaining agreements. Absence for any reason should be communicated to an employee's supervisor in advance of the absence. Faculty and staff member complaints regarding the application of this policy by their supervisor should be brought to the Assistant Vice President for Employee Resources.

G. Students' complaints should initially be brought to the Department Chair. If students are dissatisfied with the meeting's outcome, they may take their complaint to the Campus Associate Dean of Academic Affairs. Any complaints regarding possible abuse of this policy by students should be brought to the Campus Associate Dean of Student Services pursuant to the Student Code of Conduct.

*Answers to **Frequently Asked Questions** for students, faculty, and staff are available at: www.FAQsChangestoAcademicCalendar/sunysuffolk.edu*

ITEM 3

RESOLUTION NO. 2017.56 - Accepting Grant Funds from the Suffolk Community College Foundation in Support of Suffolk Community College's Office of Veteran Affairs

WHEREAS, by a resolution adopted on March 17, 206, the Board of Trustees authorized the acceptance of an amount up to $10,000 from the Suffolk Community College Foundation (Foundation), which constituted a portion of a $50,000 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, and

WHEREAS, by a resolution adopted on October 20, 2016, the Board of Trustees authorized the acceptance of an amount up to $19,000 from the Foundation, which constituted a portion of this grant award received by the Foundation from the *Island Outreach Foundation*, and

WHEREAS, the Foundation has authorized an additional amount of 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 4

RESOLUTION NO. 2017.57 - Authorizing the Acceptance of a Gift from the Suffolk Community College Foundation

WHEREAS, the Suffolk Community College Foundation, Inc. is the recipient of 2003 Volvo S80 sedan, valued at $2,200, and

WHEREAS, the Foundation wishes to further donate this automobile to Suffolk County Community College for use in its Automotive Technology Program, and

WHEREAS, the Academic Chair of the Automotive Technology Program has been consulted and has indicated a need for this vehicle for instructional purposes in its general program, be it therefore

RESOLVED, that the Board of Trustees hereby authorizes the College's acceptance of a 2003 Volvo S80 sedan, valued at $2,200, from the Suffolk Community College Foundation, Inc., for use in the College's Automotive Technology Program.

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ITEM 5

RESOLUTION NO. 2017.58 - Accepting Automotive Equipment from the Suffolk Community College Foundation

WHEREAS, the Suffolk Community College Foundation, Inc. is the recipient, on loan, of automotive equipment, provided by Hunter Engineering Company (Hunter), as follows:

- WA473-CM – Hawkeye Elite Aligner with Premium Compact Cabinet & 24" Widescreen LCD
- 20-2882-1 - Cordless remote Indicator Kit
- 20-2621-1 - Medium Duty Truck Spacer Kit – This kit contains 4 each spacers for medium duty trucks. These spacers may be used with kit 20-2640-1
- TCR1S - Fully Automatic Tire Changer
- RFE02 - GSP9700 Road Force Elite (5th Generation)
- 20-1839-1 - Adjustable Flange Plate & Stud Kit

WHEREAS, the Foundation wishes to permit this automotive equipment to be utilized by Suffolk County Community College for use in its Automotive Technology Program, and Hunter wishes to utilize the automotive technology facility to facilitate training of Hunter's representatives, pursuant to a license agreement between the College and Hunter, be it therefore

RESOLVED, that the Board of Trustees hereby authorizes the acceptance, on loan, of the above-described automotive equipment provided by Hunter Engineering Company, pursuant to a license agreement, to be used by the College's Automotive Technology Program and by Hunter for instructional and training purposes.

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