BOARD OF TRUSTEES
MARCH 15, 2018

Item 1	**RESOLUTION NO. 2018.15 - Approving Monthly Sponsor Services for Suffolk County Community College**
Item 2	**RESOLUTION NO. 2018.16 - Authorizing the Acceptance of a Gift from the Suffolk Community College Foundation**
Item 3	**RESOLUTION NO. 2018.17 - Adopting an Equal Opportunity and Anti-Discrimination Policy**
Item 4	**RESOLUTION NO. 2018.18 - Accepting the Independent Auditor's Report for the Fiscal Year Ending August 31, 2017**
Item 5	**RESOLUTION NO. 2018.19 - Approving a Major Change Order and Amendment to the Contract for the Construction of the Health and Wellness Center on the Eastern Campus**

ITEM 1

RESOLUTION 2018.15 - 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 $2,852,829.02 for the month of February 2018 *(Attachment I)* are hereby approved by the Board of Trustees.

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BOARD OF TRUSTEES
March 15, 2018
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: Brooke Deere
Suffolk County Department of Civil Services
Employees Services Unit

DATE: February 6, 2018

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

February 2018

A R T

256 280 536
751 472 1223

1 1 2
— 1 1

008 754 1762

Coverage		Premium	# Employees	Total
EMHP Indiv.	71	829.58	536 ✓	444,654.88
EMHP Family	72	1,954.49	1223 ✓	2,390,341.27
HMO's				
HIP Indiv.	31	1065.64	2 ✓	2,131.28
HIP Family	32	2,610.82	1 ✓	2,610.82
Blue Choice Indiv.		1,617.98		0.00
Blue Choice Family		4,206.76		0.00
JOB SHARE (PLAN RATES)				
Individual		843.79		0.00
Family		1,987.97		0.00
Total Premium 2/18			1762 ✓	$2,839,738.25

Plus:
4 Indiv.
5 Family
1771

331832
9772.45
2,852,829.02

Attachment: Enrollee List
A = Active
R = Retired
T = Total

ITEM 2

RESOLUTION NO. 2018.16 - Authorizing the Acceptance of a Gift from the Suffolk Community College Foundation

WHEREAS, the Suffolk Community College Foundation, Inc. is the recipient of 1,000 yards of wood chips donated by Lyon Tree Services, Ltd., and

WHEREAS, the Foundation wishes to further donate this landscaping material to Suffolk County Community College for the beautification of the Ammerman Campus' gardens and nature pathways, be it therefore

RESOLVED, that the Board of Trustees hereby authorizes the College's acceptance of 1,000 yards of wood chips, valued at approximately $2,500.00, from the Suffolk Community College Foundation, Inc., with gratitude to Lyon Tree Service, Ltd. for its generous contribution.

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ITEM 3

RESOLUTION NO. 2018.17 - Adopting an Equal Opportunity and Anti-Discrimination Policy

WHEREAS, Suffolk County Community College ("College") is an equal opportunity employer and educational institution dedicated to fostering and maintaining a safe, accessible, diverse and inclusive environment that is free of all forms of discrimination and harassment, and

WHEREAS, in order to better serve the needs of the College community, and to ensure compliance with current legal requirements and best practices, the Office of Legal Affairs has undertaken a comprehensive review of the College's antidiscrimination policies and equal opportunity/affirmative action policy, and

WHEREAS, the College recommends revising and updating its antidiscrimination policies to include equal opportunity and antidiscrimination protections for both students and employees, be it therefore

RESOLVED, that the College hereby adopts the *Equal Opportunity and Anti-Discrimination Policy*, effective March 15, 2018 (see, *Attachment II*), and be it further

RESOLVED, that the College hereby revokes the *Equal Opportunity/Affirmative Action Policy*.

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Suffolk County Community College
Equal Opportunity and Anti-Discrimination Policy

A. PURPOSE

Suffolk County Community College ("College") is an equal-opportunity employer and educational institution dedicated to fostering and maintaining a safe, accessible, diverse and inclusive environment that is free of all forms of discrimination and harassment. The College is committed to increasing the availability of opportunities and access for students, staff, and faculty. It is the responsibility of all members of the College community to comply with and take appropriate action to assist in the implementation of this policy in order to promote the realization of non-discrimination and equal opportunity. This policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.

To the extent this policy conflicts with other College policies or procedures, this policy supersedes the conflicting portions of those policies/procedures.

B. DEFINITIONS

Discrimination is behaviors or actions that deny or limit a person's ability to benefit from and/or fully participate in the College's educational programs or activities or employment opportunities because of a person's actual or perceived protected characteristics. Harassment on the basis of one or more of the protected characteristics listed below is a form of discrimination prohibited by this policy. Bias incidents, which are also prohibited by this policy, are defined as acts of bigotry, harassment, or intimidation directed at a member or a group because of their actual or perceived protected characteristics.

C. DISCRIMINATION PROHIBITED

1. Suffolk County Community College does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, equal pay compensation-sex, national origin, military or veteran status, domestic violence victim status, criminal conviction, disability or any other legally prohibited basis upon which discrimination is unlawful in its admissions, programs and activities, or employment. This applies to all employees, students, applicants or other members of the College community (including, but not limited to, trustees, vendors, visitors, and contractors). No person, on the basis of protected status, shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination or harassment under the College's admissions, programs, and activities, and employment. The College will take steps to prevent and remedy discrimination and harassment, and to prevent the recurrence of discrimination and harassment.
   The following persons have been designated to handle inquiries regarding the College's non-discrimination polices:

Civil Rights Compliance Officers	
Christina Vargas Chief Diversity Officer/Title IX Coordinator Ammerman Campus, NFL Bldg., Ste. 230 533 College Road, Selden, New York 11784 vargasc@sunysuffolk.edu (631) 451-4950	Dionne Walker-Belgrave Affirmative Action Officer/Deputy Title IX Coordinator Ammerman Campus, NFL Bldg., Suite 230 533 College Road, Selden, New York 11784 walkerd@sunysuffolk.edu (631) 451-4051

2. The College has zero tolerance for behavior that introduces discrimination or harassment into the teaching, learning or working environment; or any other relationship arising from College activities or programs.

3. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in any manner in under this policy, is strictly prohibited and may result in disciplinary action. Retaliation is an adverse action taken against an individual as a result of complaining about unlawful discrimination or harassment, exercising a legal right, and/or participating in a complaint investigation as a third-party witness. Participants who experience retaliation should contact the Civil Rights Compliance Officers listed above, and may file a complaint pursuant to this policy.

4. This policy shall apply to:
   - all employees, students, applicants or other members of the College community (including, but not limited to, trustees, vendors, visitors and contractors);
   - any location of College-sanctioned activities on or off campus;
   - all education programs and activities;
   - any College-administered programs;
   - all terms, conditions, and privileges of employment, including but not limited to hiring and firing, compensation, assignment or classification of employees, transfer, promotion, layoff or recall, job advertisements, recruitment, testing, facilities, training and apprenticeship programs, fringe benefits, pay, retirement plans, disability leaves; and
   - educational access for students, faculty, and staff.

5. This policy supports and adheres to applicable federal, state, and local laws prohibiting discrimination and harassment (see References at the end of this policy).

C. PROCEDURES FOR REPORTING DISCRIMINATION

The Suffolk County Community College Discrimination, Sexual Harassment and Sexual Violence Complaint and Grievance Procedure can be used to file a discrimination or sexual harassment complaint internally (see Related Policies, Documents and Contacts at the end of this policy).

- *Discrimination and harassment complaints* against *employees or third parties*[1]*:*

  Should be reported to the Chief Diversity Officer/Title IX Coordinator or Affirmative Action Officer (see Appendix A for current contact information).

- *Discrimination and harassment complaints* against *students:*
  Should be reported to the Campus Associate Dean of Student Services of the campus at which the alleged discrimination occurred (see Appendix A for current contact information).

External resources for making a complaint of discrimination or sexual harassment are listed in Appendix B to this policy.

D. DISSEMINATION

This policy will be disseminated to the greatest extent possible to all internal and external constituents, inclusive of, but not limited to, the following: inclusion in faculty and student handbooks, College catalogs, as well as other employee and student venues and materials. Externally, all advertising will include a notice that Suffolk County Community College is an equal opportunity employer and educator and all recruitment sources will be advised that the College encourages referrals of members of protected groups.

F. CONFIDENTIALITY

The College recognizes that confidentiality is important to victims of discrimination and harassment. A victim who has made a report may make a request for confidentiality or privacy at any point. Suffolk County Community College will

[1] 'Third party" includes all trustees, vendors, visitors, and contractors.

make all reasonable efforts to honor such a request limiting information to those who need to know for an investigation to commence. The College understands that it may be difficult for a victim to come forward, and there are several options available for students who wish to maintain confidentiality while getting the support they need. However, requests for confidentiality may limit Suffolk County Community College's ability to investigate and respond to the allegations. The College cannot guarantee complete confidentiality because of its responsibility to safeguard all members of the community and its obligations under the law, including Title VI, VII and IX. Certain employees on campus have different abilities to maintain confidentiality: Some employees are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication." For students, this includes the offices of Mental Health Services, and Health Services on each campus.

E. DISCIPLINARY ACTION

Violations of this policy shall be considered misconduct, and violators may be subject to disciplinary action in accordance with College policy, the applicable collective bargaining agreements, and the Student Code of Conduct. Such discipline may include termination, suspension or expulsion.

F. RELATED POLICIES, DOCUMENTS, AND CONTACTS

POLICIES

- Anti-Bullying Policy – http://depthome.sunysuffolk.edu/LegalAffairs/Docs/BOTPolicies/Anti-BullyingPolicy.pdf
- Definition of Affirmative Consent - http://depthome.sunysuffolk.edu/LegalAffairs/Docs/BOTPolicies/DefinitionAffirmativeConsent2015.pdf
- Options for Confidentially Disclosing Sexual Violence – http://depthome.sunysuffolk.edu/LegalAffairs/Docs/BOTPolicies/Options4ConfidentiallyDisclosingSexualViolence2015.pdf
- Policy for Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases - http://depthome.sunysuffolk.edu/LegalAffairs/Docs/BOTPolicies/DrugAmnestyPolicy2015.pdf
- Sexual Violence Response Policy - http://depthome.sunysuffolk.edu/LegalAffairs/Docs/BOTPolicies/SexualViolenceResponsePolicy2015.pdf
- Whistleblower Policy - http://depthome.sunysuffolk.edu/LegalAffairs/Docs/BOTPolicies/WhistleblowerPolicyFINAL.pdf
- Workplace Violence Prevention Policy - http://depthome.sunysuffolk.edu/LegalAffairs/Docs/E26%20Workplace%20Violence%20Prevention.pdf

DOCUMENTS

- Annual Security Report - https://www.sunysuffolk.edu/experience-student-life/public-safety/safety.pdf
- Anti-Discrimination Grievance Procedure for employees- http://depthome.sunysuffolk.edu/LegalAffairs/Docs/BOTPolicies/StudentDiscriminationPolicy.pdf
- Code of Professional Ethics - http://depthome.sunysuffolk.edu/LegalAffairs/Docs/E21EmployeeCodeOfEthicsPolicy.pdf
- College Disciplinary Process vs. Criminal Justice Process - http://system.suny.edu/media/suny/content-assets/documents/sexualviolenceprevention/College-and-Criminal-Process-Resource.pdf
- Faculty Resource Handbook - https://depthome.sunysuffolk.edu/OPIE_Secure/faculty-resource-manual-20180216.pdf
- Sexual Harassment and Sexual Violence Complaint and Grievance Procedure for employees - http://depthome.sunysuffolk.edu/LegalAffairs/Docs/BOTPolicies/SexualHarrassemployeepolicy.pdf

- Student's Bill of Rights – http://depthome.sunysuffolk.edu/LegalAffairs/Docs/BOTPolicies/sccc_sexual_violence_bill_of_rights_flyer_current.pdf
- Student Code of Conduct – http://depthome.sunysuffolk.edu/LegalAffairs/Docs/BOTPolicies/F7_Student_Code_of_Conduct_FINAL_080716.pdf
- Student Handbook – https://www.sunysuffolk.edu/forms/student-handbook.pdf
- Non-Discrimination Notice - https://www.sunysuffolk.edu/about-suffolk/administration/human-resources/non-discrimination-notice.jsp
- Notice under the Americans with Disabilities Act (ADA) - https://www.sunysuffolk.edu/accessibility/ada-notice.jsp

G. REFERENCES

- Age Discrimination Act of 1975, 42 U.S.C. § 6101 *et seq.*
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 *et seq.*
- Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 *et seq.*
- Title VI, Civil Rights Act of 1694, 42 U.S.C. § 2000d *et seq.* (nondiscrimination based on race, color, and national origin in federally assisted programs)
- Title VII, Civil Rights Act of 1964, 42 U.S.C. § 2000e *et seq.* (nondiscrimination based on race, color, and national origin in employment)
- Title IX, Education Amendments of 1972, 20 U.S.C. § 1681 *et seq.* (nondiscrimination based on sex in education programs and activities)
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 (nondiscrimination based on disability)
- Genetic Information Nondiscrimination Act of 2008, Pub. L. 110-233
- NYS Executive Law Article 15 (New York State Human Rights Law)
- NYS Education Law § 313 (nondiscrimination in educational programs)
- NYS Education Law Article 129-A (regulation of conduct on college campuses and college property)
- NYS Education Law Article 129-B (college implementation of sexual assault, dating violence, domestic violence, and stalking prevention and response policies and procedures)
- Pregnancy Discrimination Act of 1978 (amending the Americans with Disabilities Act)
- Equal Pay Act of 1963, Pub. L. 88-38 (codified at 29 U.S.C. § 206(d))

APPENDIX A
CONTACTS FOR MAKING A COMPLAINT

- Contact Public Safety at any time by calling (631) 451-4242 or 311 from any College phone.
- In case of an emergency, call 911 to contact local law enforcement.

Civil Rights Compliance Officers (complaints against employees and third parties):

Christina Vargas Chief Diversity Officer/Title IX Coordinator Ammerman Campus, NFL Bldg., Suite 230 533 College Road, Selden, New York 11784 vargasc@sunysuffolk.edu (631) 451-4950	Dionne Walker-Belgrave Affirmative Action Officer/Deputy Title IX Coordinator Ammerman Campus, NFL Bldg., Suite 230 533 College Road, Selden, New York 11784 walkerd@sunysuffolk.edu (631)-451-4051

Associate Deans/Deputy Title IX Coordinators (complaints against students):

Eastern Campus and Culinary Arts & Hospitality Center	**Michael J. Grant Campus**	**Ammerman Campus and Sayville Center**
Mary Reese Campus Associate Dean of Student Services Deputy Title IX Coordinator Peconic Building, Room 228E Riverhead, NY 11901 reesem@sunysuffolk.edu (631) 548-2515	Dr. Meryl S. Rogers Campus Associate Dean of Student Services Deputy Title IX Coordinator Caumsett Hall room 106 Brentwood, NY 11717 rogersm@sunysuffolk.edu (631) 851-6521	Charles S. Bartolotta Campus Associate Dean of Student Services Deputy Title IX Coordinator Ammerman Building room 200C Selden, NY 11784 bartolc@sunysuffolk.edu (631) 451-4790

For students: Options for Confidentially Disclosing Sexual Violence - these on-campus privileged and confidential resources will not report crimes to law enforcement or College officials without your permission, except for extreme circumstances, such as a health and/or safety emergency:

Mental Health Services	**Student Health Services**
Ammerman Campus (631) 451-4069 Eastern Campus (631) 548-2650 Michael J. Grant Campus (631)-851-6351	Ammerman Campus (631) 451-4047 Eastern Campus (631) 548-2510 Michael J. Grant Campus (631) 851-6709

- State Police 24-hour hotline to report sexual assault on a New York college campus: 1-844-845-7269
- For state-wide resources available at every SUNY campus including resources for SUNY students travelling abroad or studying overseas click here: **www.suny.edu/violence-response**

APPENDIX B
EXTERNAL RESOURCES

Employment	Admissions & Education Programs and Activities
New York State Division of Human Rights **Long Island (Suffolk) Office** New York State Office Building 250 Veterans Memorial Highway Suite 2B-49 Hauppauge, New York 11788 Tel: (631) 952-6434 TDD: (718) 741-8300 Email: InfoLongIsland@hdr.ny.gov Also see: https://dhr.ny.gov/how-file-complaint **U.S. Equal Employment Opportunity Commission** **New York District Office** 33 Whitehall Street, 5th Floor New York, New York 10004 Tel: (800) 669-4000 Fax: (212) 336-3790 TTY: (800) 669-6820 ASL Video Phone: (844) 234-5122 Also see: https://www.eeoc.gov/field/newyork/charge.cfm	**Office for Civil Rights – New York** **U.S. Department of Education** 32 Old Slip, 26th Floor New York, New York 10005 Tel: (646) 428-3800 Fax: (646) 428-3843 TDD: (877) 521-2172 Email: OCR.NewYork@ed.gov Also see: https://www2.ed.gov/about/offices/list/ocr/index.html

ITEM 4

RESOLUTION NO. 2018.18 - Accepting the Independent Auditor's Report for the Fiscal Year Ending August 31, 2017

WHEREAS, Suffolk County Community College contracted with the independent CPA firm, The Bonadio Group, to perform an annual audit of financial operations, and

WHEREAS, The Bonadio Group has submitted an independent audit report to the College, and

WHEREAS, the Vice President for Business and Financial Affairs has reviewed the report and recommends that it be accepted, be it therefore

RESOLVED, that the Suffolk County Community College Board of Trustees accepts the independent audit report prepared by The Bonadio Group for the fiscal year ending August 31, 2017.

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ITEM 5

RESOLUTION NO. 2018.19 - Approving a Major Change Order and Amendment to the Contract for the Construction of the Health and Wellness Center on the Eastern Campus

WHEREAS, Sea Crest Construction Corp. was awarded a contract ("Contract") to construct the Health and Wellness Center (HWC) on the Eastern Campus, and

WHEREAS, work which was not anticipated under the terms of this contract or shown on the design drawings is required, consisting of upgrading to LED light fixtures in the pool; and increasing the height of the intake penthouse, and

WHEREAS, the original bid price for Alternate GC-6 - install the concrete bench on the west wall in the natatorium, has been honored and the bench is a desired component of the new HWC, and

WHEREAS, at this stage of the construction the College estimates that sufficient contingency funding remains for the unanticipated work and construction of the concrete bench to keep this project within budget, and

WHEREAS, including the additional work described herein increases the contract with Sea Crest by more than thirty five thousand dollars ($35,000.00), thus constituting a major change order as defined in the College's *Procurement Policy*, and

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

RESOLVED, that a change order in the amount of $44,481.65 to the Contract with Sea Crest Construction Corp. for additional work to be performed for the construction of the Health and Wellness Center on the Eastern Campus, is hereby approved, and be it further

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

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