Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
August 16, 2018

RESOLUTION 2018.43 - 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 $2,870,245.67 for the month of July 2018, and $2,866,158.71 for the month of August 2018 *(Attachment I)* is hereby approved by the Board of Trustees.

James Morgo
Vice Chair

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

Ammerman Campus
533 College Road
Selden, NY 11784-2899
(631) 451-4110

Western Campus
Crooked Hill Road
Brentwood, NY 11717-1092
(631) 851-6700

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

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: July 3, 2018

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

A R T

262 287 549
749 479 1228

1 1 2
— 1 1

1012 768 1780

July 2018

	Coverage	Premium	# Employees	Total
71	EMHP Indiv.	829.58	549 ✓	455,439.42
72	EMHP Family	1,954.49	1,228 ✓	2,400,113.72
	HMO's			
81	HIP Indiv.	1065.64	2 ✓	2,131.28
32	HIP Family	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 7/18		1780	$2,860,295.24

A= Active
R= Retired
T= Total

Plus: 1 Indiv 829.58
5 Family 9,772.45
1786 2,870,897.27

Less: Medicare Surcharge: (651.60)
2,870,245.87

Attachment: Enrollee List

NORTH COUNTY COMPLEX-BLDG #151
725 VETERANS MEMORIAL HIGHWAY
(631) 853-4791

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: July 30, 2018

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

A R T

284 290 544
750 477 1227

1 1 2
– 1 1
1005 769 1774

August 2018

	Coverage	Premium	# Employees	Total
71	EMHP Indiv.	829.58	544 ✓	451,291.52
72	EMHP Family	1,954.49	1227 ✓	2,398,159.23
	HMO's			
31	HIP Indiv.	1065.64	2 ✓	2,131.28
32	HIP Family	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 8/18		1774 ✓	$2,854,192.85

A = Active
R = Retired
T = Total

Attachment: Enrollee List

Plus:
5 Indiv 4,147.90
4 Family 7,817.96
1783 2,866,158.71

NORTH COUNTY COMPLEX-BLDG #151
725 VETERANS MEMORIAL HIGHWAY
MAILING ADDRESS: P.O. BOX 6100, HAUPPAUGE, NY 11788-0099
(631) 853-4791
FAX (631)853-5238

Suffolk
COUNTY COMMUNITY COLLEGE
Office of the President

BOARD OF TRUSTEES
August 16, 2018

RESOLUTION 2018.44 - 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.

James Morgo
Vice Chair

Central Administration
533 College Road
Selden, NY 11784-2899
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Crooked Hill Road
Brentwood, NY 11717-1092
(631) 851-6700

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Riverhead, NY 11901-3499
(631) 548-2500

Suffolk County Community College
Budget Transfer List
As of August 3, 2018

DOCUMENT #	FUND	ORG	ACCOUNT	DESCRIPTION	TRANSFER FROM	TRANSFER TO	REASON
J0032100	181800	C86801	713250	Building Materials	24,145		Ross Road Booth Surveillance Project: Network
	181800	C86801	713650	Repairs-Building		24,145	backbone, Network equipment and various hardware

Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
August 16, 2018

RESOLUTION 2018.46 - Fixing Time of 2019 Meetings of the Board of Trustees

RESOLVED, that during the year 2019, meetings of the Board of Trustees shall be held on the following dates:

Date	**Location**	**Time**
January 17, 2019	Alumni Room, Brookhaven Gymnasium Ammerman Campus, Selden, New York	9:00 am
February 21, 2019	Board of Trustees Meeting Room, Learning Resource Center Grant Campus, Brentwood, New York	4:00 pm
March 21, 2019	Lecture Hall, Montaukett Learning Resource Center Eastern Campus, Riverhead, New York	4:00 pm
April 18, 2019	Mildred Green Room, Babylon Student Center Ammerman Campus, Selden, New York	9:00 am
May 16, 2019	Board of Trustees Meeting Room, Learning Resource Center Grant Campus, Brentwood, New York	4:00 pm
June 20, 2019	Media Room, Culinary Arts Center Riverhead, New York	10:00 am
August 15, 2019*	Alumni Room, Brookhaven Gymnasium Ammerman Campus, Selden, New York	9:00 am
September 19, 2019	Board of Trustees Meeting Room, Learning Resource Center Grant Campus, Brentwood, New York	9:00 am
October 17, 2019	Lecture Hall, Montaukett Learning Resource Center Eastern Campus, Riverhead, New York	4:00 pm
December 5, 2019	Board of Trustees Meeting Room, Learning Resource Center Grant Campus, Brentwood, New York	4:00 pm

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Suffolk
COUNTY COMMUNITY COLLEGE

RESOLUTION 2018.46 - CONTINUED

1. There is no July or November meeting scheduled.
2. A Board retreat may be held in July and/or November. Location and time to be determined.

* Subject to change on County Legislative action on the College Budget.

Dated: 8/16/18

James Morgo
Vice Chair

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Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
August 16, 2018

RESOLUTION NO. 2018.47 – Accepting a National Science Foundation Subaward from Long Island University for a Project Entitled "Long Island Mathematics and Teacher Education Scholarship Program"

WHEREAS, Suffolk County Community College has received a subaward in the amount of $184,000 from Long Island University, the pass-through entity of a grant award funded by the National Science Foundation (NSF) for a project entitled "Long Island Mathematics and Teacher Education Scholarship Program," for the period May 15, 2018 through April 30, 2022," and

WHEREAS, to help achieve a larger goal of improving retention, graduation, GPA, and transfer rates of Suffolk STEM students, the funding will allow faculty from each Suffolk campus to develop and present a summer math enrichment session for STEM students that focus on ensuring success in Calculus I/Calculus II using the math tutoring center on the Ammerman Campus, and

WHEREAS, matching funds are not required, and

RESOLVED, that the College President or his designee is hereby authorized and empowered to execute any necessary documentation, including a contract, in such form as shall be approved by the College General Counsel, in the amount of $184,000 from Long Island University, the pass-through entity of a grant award funded by the National Science Foundation (NSF), for a project entitled "Long Island Mathematics and Teacher Education Scholarship Program," for the period May 15, 2018 through April 30, 2022.

Project Director: John Jerome

Note: No full-time personnel

James Morgo
Vice Chair

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Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
August 16, 2018

RESOLUTION NO. 2018.48 - Amending the College Operating Budget for an Educational Opportunity Program Grant

WHEREAS, the 2017-2018 College operating budget provides $238,915 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 $40,283 for the 2017-2018 academic year, bringing the total amount of the grant award to $279,198, and

WHEREAS, it is necessary to amend the 2017-2018 College operating budget in the amount of $40,283 to provide for the total increase in the grant award, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the 2017-2018 College operating budget be amended to reflect the award increase in the amount of $40,283 from the State University of New York for an Educational Opportunity Program (EOP) grant, and the College President or his designee is hereby authorized to execute any required documentation with the administering agency.

Project Director: David Johnson

Note: Institutional Support required

James Morgo
Vice Chair

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Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
August 16, 2018

RESOLUTION NO. 2018.49 - Authorizing the Acceptance of a Gift from the Suffolk Community College Foundation

WHEREAS, the Suffolk Community College Foundation, Inc. is the recipient of four (4) motor vehicles donated by Nissan North America, Inc., as follows:

Year	Model	Value
2017	Sentra	$ 17,517
2017	Titan	$ 45,512
2015	Sentra	$ 13,619
2014	Rogue	$ 14,889
	TOTAL VALUE:	**$ 91,537**

WHEREAS, the Foundation wishes to further donate these motor vehicles to Suffolk County Community College for use in its Automotive Technology Program, be it therefore

RESOLVED, that the Board of Trustees hereby authorizes the College's acceptance of four (4) Nissan motor vehicles, valued at $91,537, from the Suffolk Community College Foundation, Inc., with gratitude to Nissan North America, Inc. for its generous contribution.

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Vice Chair

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Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
August 16, 2018

RESOLUTION NO. 2018.50 – Authorizing an Amendment to the Agreement with the Sayville Union Free School District to Lease the Sayville Downtown Center

WHEREAS, pursuant to a lease agreement dated October 5, 2015, the College leases the Sayville Downtown Center from the Sayville Union Free School District, and

WHEREAS, said lease agreement will expire in 2020, and

WHEREAS, the College wishes to revise and supplement certain provisions of the lease, and to extend the term thereof to 2025, to permit the continued use of the Sayville Downtown Center for the benefit of its students, be it therefore

RESOLVED, that the College President, or his designee, is hereby authorized to execute an amendment to the lease agreement between the College and the Sayville Union Free School District for the Sayville Downtown Center, upon such terms and conditions as shall be approved by the College General Counsel/Executive Vice President.

James Morgo
Vice Chair

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

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Suffolk
COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES
August 16, 2018

RESOLUTION NO. 2018.51 – Authorizing the Acceptance of a Gift from the Suffolk Community College Foundation

WHEREAS, by an equipment lease agreement dated April 10, 2003, the College leased a 19,000 sq. ft. modular classroom building known as the Sally Ann Slacke Center, located on the Michael J. Grant Campus, from The Downing Corporation, and

WHEREAS, after the expiration of the equipment lease on June 30, 2018, The Downing Corporation offered to donate the Sally Ann Slack Center to the Suffolk Community College Foundation, Inc. ("Foundation"), and

WHEREAS, the Downing Corporation and the Foundation executed a Donation Agreement dated July 12, 2018, whereby the ownership interest in the Sally Ann Slacke Center was transferred from The Downing Corporation to the Foundation, and

WHEREAS, the value of the Sally Ann Slack Center is estimated to be $ TBD, and

WHEREAS, the Foundation wishes to further donate the Sally Ann Slacke Center to Suffolk County Community College for its continued use for the benefit of its students, be it therefore

RESOLVED, that the Board of Trustees hereby authorizes the College's acceptance of the Sally Ann Slacke Center from the Suffolk Community College Foundation, Inc., with gratitude to The Dowling Corporation for its generous contribution.

James Morgo
Vice Chair

Suffolk
COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES
August 16, 2018

RESOLUTION NO. 2018.52 – Authorizing an Amendment to Resolution 2018.26 which Approved the Budget for Suffolk County Community College for Fiscal Year 2018-2019

WHEREAS, by College Resolution No. 2018.26, adopted on April 19, 2018, the Board of Trustees approved an Operating Budget for Suffolk County Community College for fiscal year 2018-2019 in the amount of $222,910,774 for operations and $3,474,502 for grants, which included an increase in County support of 4 percent or $1,696,592 to the College and a transfer from the Community College Fund Balance Reserve in the amount of $2,600,935, and

WHEREAS, by a resolution adopted on June 19, 2018, the Suffolk County Legislature authorized an increase in County support of 2.5 percent or $1,060,370 for fiscal year 2018-2019, and

WHEREAS, in order to present a balanced budget, the Trustees have directed that the amount for operations be reduced to $222,592,663, and

WHEREAS, the Trustees have further directed that the transfer from the College Fund Balance Reserve Fund be increased to $2,866,020, be it therefore

RESOLVED, that the 2018-2019 College operating budget total of $226,067,165 be adopted to include a County Contribution of $43,475,175 and a transfer from the Community College Fund Balance Reserve in the amount of $2,866,020.

Total Appropriations:	$ 226,067,165
Operation Appropriations:	$ 222,592,663
Grant Appropriations:	$ 3,474,502

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Vice Chair

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Riverhead, NY 11901-3499
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Suffolk
COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES
August 16, 2018

RESOLUTION NO. 2018.53 - 2018.53 - Adopting an Employee Social Media Policy

WHEREAS, Suffolk County Community College encourages the appropriate use of social media as a method for communicating ideas and information, promoting programs and events, and as part of its educational mission, and

WHEREAS, a social media policy is necessary in order to inform and guide employees as to the proper use of social media for work purposes, and

WHEREAS, the Governance Committee has recommended that the Board consider for adoption the attached Social Media Policy and

WHEREAS, Social Media content guidelines and procedures will be developed by the Director of Communications and the Office of Institutional Advancement in order to insure compliance with this policy, therefore be it

RESOLVED, that the College hereby adopts the *Employee Social Media Policy*, effective August 16, 2018 (see, *Attachment III*).

James Morgo
Vice Chair

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

Ammerman Campus
533 College Road
Selden, NY 11784-2899
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Employee Social Media Policy

A. Introduction

Suffolk County Community College (College) encourages the appropriate use of social media as a method for communicating ideas and information, promoting programs and events, and as part of its educational mission. This policy governs College employees in their use of social media technologies for work purposes.

B. Social Media Defined

Social media is defined as Internet or mobile digital tools and systems used to share and/or receive information or conversation. Blogs, social networks, and websites such as Facebook, LinkedIn, Twitter, Tumblr, Instagram, Snapchat and YouTube are examples of social media which provide channels to share knowledge and connect with others.

C. College Social Media Sites

The College Director of Communications is authorized to utilize various social media platforms to present information and content to the public relating to the College and to receive feedback from the public and the College community. Content and information released by the Director of Communications on social media is equivalent to content and information released to the press and the public in any other format, such as news releases, letters to the media, and open letters to the public. Such content and information must be accurate and comply with all applicable laws, rules and regulations, and College policy.

D. Department/Office Social Media Sites

1. Permission must be granted by the College Director of Communications for a College department or office to create and manage a social media site. To request such permission, employees, upon prior consent of the appropriate Vice President, must submit a ***Social Media Request Form***.

2. Upon receipt of permission from the College Director of Communications, Content Managers from the departments/offices will administer their own social media sites, and generate and post content. Content managers shall be approved by the appropriate Vice President. The College Director of Communications will retain administrative access at all times to the created sites. Content and information posted on departmental social media sites must be accurate and comply with all applicable laws, rules, regulations, and College policies.

3. The College Director of Communications will utilize site metrics to assess effectiveness of the content and, within his/her discretion, may make recommendations for modifications to the site and/or the site's content management to departmental Content Managers, in order to increase social media engagement.

E. Rules of Use/Social Media Content Guidelines and Procedures

1. All social media accounts must be accessible to users with disabilities, in compliance with federal and state laws and regulations, as well as College policy and standards.

2. The College reserves the right to remove posts or comments that are obscene, defamatory, or objectively offensive, contain threats of violence, constitute spam or advertising, or are unrelated to the content or information. The College also reserves the right to remove posts or comments that violate applicable laws, rules, and regulations including, but not limited to, copyright and trademark, College policy, or those that violate the use policies promulgated by the applicable social media provider. The College shall be authorized to revoke approval of individual Content Managers or employee social media sites upon evidence of noncompliance with this Policy.

3. The Director of Communications and the Office of Institutional Advancement shall be authorized to develop ***Social Media Content Guidelines and Procedures***, which will include the College's Graphics Standards Guide, to ensure compliance with this policy. Such guidelines and procedures shall be reviewed and approved annually by the President's Cabinet.

F. Employee Personal Use of Social Media Sites

1. College email accounts shall not be used to create personal social media channels or to post comments to any social media or online platform.

2. College social media accounts may not be utilized to post information which is unrelated to the College.

3. No College employee, individually, may create a social media site which purports to be a College-authorized site.

4. No College employees may represent themselves as spokespersons for or authorized representatives of the College.

Board of Trustees
August 16, 2018

Suffolk
COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES
August 16, 2018

RESOLUTION NO. 2018.54 - Adopting a Whistleblower Policy

WHEREAS, Suffolk County Community College ("College") is committed to the highest standard of honest behavior and ethical conduct, and to the exercise of fiduciary responsibility with respect to College funds, resources and property, and

WHEREAS, the College encourages any College employee, student, Trustee, or other individual who is aware of or suspects acts of fraud, waste, abuse or other irregular activities committed by a College employee or Trustee to report such acts, and

WHEREAS, the College recommends revising and updating its whistleblower protections in order to provide an effective means of reporting acts of fraud, waste, abuse or irregular activities without fear of retaliation, be it therefore

RESOLVED, that the College hereby adopts the *Whistleblower Policy*, effective August 16, 2018 (see, *Attachment IV*), and be it further

RESOLVED, that the College hereby revokes the Whistleblower Policy adopted by the Board of Trustees on August 26, 2004.

James Morgo
Vice Chair

Central Administration
533 College Road
Selden, NY 11784-2899
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Ammerman Campus
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WHISTLEBLOWER POLICY

A. INTRODUCTION

Suffolk County Community College (College) is committed to the highest standard of honest behavior and ethical conduct, and to the exercise of fiduciary responsibility with respect to College funds, resources and property. The College expects its employees and Trustees to conduct themselves in an honest and ethical manner, and to abide by all College policies and procedures, as well as by all applicable state and federal laws, rules and regulations.

The College encourages any College employee, student, Trustee, or other individual who is aware of or suspects acts of fraud, waste, abuse or other irregular activities committed by a College employee or Trustee to report such acts. These prohibited activities include, but are not limited to, actions with College property, resources, or assets, such as thefts, losses, misuse or inappropriate action involving funds, equipment, employee time and attendance, facilities, vehicles, supplies or other assets or materials. This policy is intended to provide a confidential method for the reporting of such acts and to further provide protection to a reporting individual against any acts of retaliation for the reporting under the protection of this policy.

B. DEFINITIONS

1. **Fraud.** Obtaining financial or some other benefit for oneself or another person/entity by deliberate deception or misrepresentation. Fraud may include, but is not limited to, the following:

- Theft, misappropriation or unauthorized use of funds, supplies, property or other resources;
- Forgery, falsification, alteration, deletion, destroying, or removal of documents or records (whether financial, operational or academic);
- Unauthorized access to or alteration, deletion, removal, or manipulation of computer files;
- Falsification of College reports;
- Authorization or receipt of compensation for hours not worked.

2. **Waste.** The intentional, reckless, or negligent expenditure, consumption, mismanagement, use, or squandering of College resources. Waste also includes incurring unnecessary costs as a result of inefficient or ineffective practices, systems or controls.

3. **Abuse.** Employing one's position or any College resource in a manner contrary to applicable laws policies or generally accepted practices. This includes intentional destruction, diversion, manipulation, misapplication or misuse of assets, information, systems, relationships or other resources. It also includes misuse of authority or College position for personal gain or other non-College purpose.

4. **Other Irregular Activities.** Other irregular activities include but are not limited to activities that:

- Are in violation of or non-compliant with any applicable state and federal law or regulation;
- Are in violation of or non-compliant with any applicable College or SUNY policy, procedure, or regulation;

- Compromise the integrity of the College's degree-granting authority or accreditation;
- Involve the unauthorized disclosure of or access to confidential information, student educational records, personal information, or medical information;
- Involve the use of College staff or time to perform personal errands, services, or tasks;
- Constitute bribery, bid-rigging, or kickbacks.

C. REPORTING RESPONSIBILITY / HOW TO FILE A REPORT

1. All College employees, Trustees, students and other interested individuals who have a reasonable basis for believing fraud, waste, abuse or other irregular activities have occurred are responsible for reporting such incidents to the Office of the Assistant Vice President of Employee Resources through the online form below:

REPORT SUSPECTED FRAUD, WASTE, ABUSE OR OTHER IRREGULARITIES

In the event the report is against the Assistant Vice President for Employee Resources, individuals should make their report to the College General Counsel.

2. The Office of the Assistant Vice President of Employee Resources shall be authorized to develop procedures to ensure compliance with this policy. Such procedures shall be reviewed and approved annually by the President's Cabinet.

D. CONFIDENTIALITY

The identity of complainants will be kept confidential to the fullest extent possible, consistent with the need to conduct a comprehensive and careful investigation.

E. HANDLING OF REPORTS

Upon receipt of a report and accordance with approved administrative procedures, the Office of the Assistant Vice President of Employee Resources will take appropriate steps to determine the type of allegation and gather additional information needed to evaluate the complaint. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. Activities described above that may constitute fraud, waste, abuse, or other irregular activities may also be covered by existing College policies and procedures on special topics. Such activities may still be reported under this policy but will be referred for handling to the extent such other procedures exist.

F. NO RETALIATION

No individual who, reasonably and in good faith, reports a violation of this Policy shall be subject to retaliation, in any form, including, but not limited to, harassment or any adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. Additionally, intentional use of this process to make false allegations may subject the complainant to disciplinary action. Any individual who believes he/she has been subjected to retaliation in violation of this provision should report the suspected retaliation to the Assistant Vice President for Employee Resources as soon as possible. If the report is against the Assistant Vice President for Employee Resources, suspected retaliation should be reported to the College General Counsel.

G. RELATED POLICIES AND PROCEDURES

Policies and procedures related to this Policy include, but are not limited to:

- Employee Code of Professional Ethics
- Board of Trustees Code of Professional Ethics
- Silent Witness Program
- Procurement Policy
- College Records Management Program
- Employee Email and Cell Phone Policy
- Policy for Credit Card Usage
- Research Conflict of Interest Policy
- Use of College Vehicles

Board of Trustees
August 16, 2018