BOARD OF TRUSTEES
August 19, 2021

Item 1	**RESOLUTION NO. 2021.41 - Approving Monthly Sponsor Services for Suffolk County Community College**
Item 2	**RESOLUTION NO. 2021.42 - Approving Budget Transfers**
Item 3	**RESOLUTION NO. 2021.43 - Approving Annual Sponsor Services for Suffolk County Community College for FY2020-2021**
Item 4	**RESOLUTION NO. 2021.44 - Fixing Time of 2022 Meetings of the Board of Trustees**
Item 5	**RESOLUTION NO. 2021.45 - Accepting a Grant Award from the National Science Foundation (NSF) Advanced Technological Education (ATE) Program to Fund a Project Entitled "Electronics and Engineering Technician Training in High Technology for the 21st Century"**
Item 6	**RESOLUTION NO. 2021.46 - Appointing A Member to the Ethics Board for the College Board of Trustees**
Item 7	**RESOLUTION NO. 2021.47 - Accepting a Technical Assistance Grant Award from Empire State Development for a Covid-19 Small Business Recovery Program Project**
Item 8	**RESOLUTION NO. 2021.48 - Authorizing a Reduced Tuition Rate for Participants of the Suffolk County Police Department's *Police Explorers Program***
Item 9	**RESOLUTION NO. 2021.49 - Amending the College's Procurement Policy**
Item 10	**RESOLUTION NO. 2021.50 - Amending the Suffolk County Community College Student Code of Conduct**

ITEM 1

RESOLUTION NO. 2021.41 - 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 $2,516,172.25 for the month of June 2021 and in the amount of $2,843,697.42 for the month of July 2021 *(Attachment I)* is hereby approved by the Board of Trustees.

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INVOICE

Suffolk County Employee Medical Health Plan

County of Suffolk
William J. Lindsay Complex
725 Veterans Memorial Highway, Bldg. 158
Hauppauge, NY 11788

DATE: June 3, 2021
INVOICE No.: 21-006
FOR: EMHP of Suffolk County
SCCC Insurance Premium Due
SCCC Employee Contributions Due
Fund 818

Bill To:
Jamie Hahn
Suffolk County Community College - Business & Financial Affairs
FML Rm. 232, College Road
2 North Tamiami Trail, Suite 602
Selden, NY 11784

Health Insurance Coverage	Premium	# Employees	Total
EMHP Indiv.	809.90	563	455,973.70
EMHP Family	1,908.12	1176	2,243,949.12
Leave Adjustments			
EMHP Indiv.	809.90	1	809.90
EMHP Family	1,908.12	8	15,264.96
Surviving Spouse CCR	809.90	4	3,239.60
HMO's			
HIP Indiv.	1351.84	1	1,351.84
HIP Family	3,312.00	1	3,312.00
June 2021 Premium Due:		1754	2,723,901.12
EMPLOYEE HEALTH INSURANCE CONTRIBUTIONS			
2021 Payroll 9, Time Period: 4/19/21 - 5/2/21			73588.45
2021 Payroll 10, Time Period: 5/3/21 - 5/16/21			72851.39
2021 Payroll 11, Time Period: 5/17/21 - 5/30/21			72,851.39
Employee Insurance Contributions Due:			219,291.23
Total Due:			**$2,943,192.35**

*** ($427,020.10)

Payments are to be remitted to Suffolk County via wire transfer within thirty (30) days of this invoice. = $2,516,172.25

If you have any questions concerning this invoice, please call Brooke Deere @ 631-853-4777 or e-mail brooke.deere@suffolkcountyny.gov.

THANK YOU

*** Deduction reflects the Medicare reimbursement for the quarter ending June 30, 2021***

Suffolk County Employee Medical Health Plan

INVOICE

County of Suffolk
William J. Lindsay Complex
725 Veterans Memorial Highway, Bldg. 158
Hauppauge, NY 11788

DATE: June 30, 2021
INVOICE No.: 21-007
FOR: EMHP of Suffolk County
SCCC Insurance Premium Due
SCCC Employee Contributions Due
Fund 818

Bill To:
Jamie Hahn
Suffolk County Community College - Business & Financial Affairs
FML Rm. 232, College Road
2 North Tamiami Trail, Suite 602
Selden, NY 11784

Health Insurance Coverage	Premium	# Employees	Total
EMHP Indiv.	809.90	579	468,932.10
EMHP Family	1,908.12	1160	2,213,419.20
Leave Adjustments			
EMHP Indiv.	809.90	1	809.90
EMHP Family	1,908.12	7	13,356.84
Surviving Spouse CCR	809.90	4	3,239.60
HMO's			
HIP Indiv.	1351.84	1	1,351.84
HIP Family	3,312.00	1	3,312.00
July 2021 Premium Due:		1753	2,704,421.48
EMPLOYEE HEALTH INSURANCE CONTRIBUTIONS			
2021 Payroll 12, Time Period: 5/31/21 - 6/13/21			72,475.67
2021 Payroll 13, Time Period: 6/14/21 - 6/27/21			66,800.27
Employee Insurance Contributions Due:			139,275.94
Total Due:			**$2,843,697.42**

Payments are to be remitted to Suffolk County via wire transfer within thirty (30) days of this invoice.

If you have any questions concerning this invoice, please call Brooke Deere @ 631-853-4777 or e-mail brooke.deere@suffolkcountyny.gov.

THANK YOU

ITEM 2

RESOLUTION NO. 2021.42 - 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.

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Suffolk County Community College
Budget Transfer List
As of August 10, 2021

DOCUMENT #	FUND	ORG	ACCOUNT	DESCRIPTION	TRANSFER FROM	TRANSFER TO	REASON
J0039074	181800	C62001	713250	Buildings and Grounds Materials	7,585		sewer camera
	181800	C62001	713190	Tools and Implements		7,585	
J0039131	181800	A11001	611100	Permanent Salaries	100,000		To pay off Dell Master Lease Agreement
	181800	A11701	611100	Permanent Salaries	100,000		No. 596718-62347 for computers
	181800	A12001	611100	Permanent Salaries	100,000		
	181800	C28001	611100	Permanent Salaries	100,000		
	181800	C68004	611100	Permanent Salaries	57,000		
	181800	C86201	712455	Replacement Computers		457,000	
J0039132	181800	A62001	611100	Permanent Salaries	73,750		Tree Trimming and Removal for safety purposes
	181800	C68001	713651	Maintenance Contracts		73,750	

ITEM 3

RESOLUTION NO. 2021.43 - Approving Annual Sponsor Services for Suffolk County Community College for FY2020-2021

WHEREAS, the State University of New York Regulation No. 602.7 requires the Suffolk County Community College Board of Trustees to review and approve services provided by its Sponsor, the County of Suffolk, 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 Services, and

WHEREAS, the College is also responsible for costs related to the administration of the Sponsor Services, be it therefore

RESOLVED, that the following charges for Sponsor Services totaling $1,860,193.06 for the College's 2020-2021 fiscal year are hereby approved by the Board of Trustees.

1065	628300	Workman's Compensation	$ 984,994.68
729600		Liability Insurance	491,883.38
		Administrative Charges	383,315.00
		TOTAL	$1,860,193.06

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ITEM 4

RESOLUTION NO. 2021.44 - Fixing Time of 2022 Meetings of the Board of Trustees

RESOLVED, that during the year 2022, meetings of the Board of Trustees shall be held on the following dates:

DATE	LOCATION	TIME
January 20, 2022	Alumni Room, Brookhaven Gymnasium Ammerman Campus, Selden, New York	9:00 am
February 17, 2022	Board Room, Learning Resource Center Grant Campus, Brentwood, New York	4:00 pm
March 17, 2022	Lecture Hall, Montaukett Learning Resource Center Eastern Campus, Riverhead, New York	4:00 pm
April 21, 2022	Mildred Green Room, Babylon Student Center Ammerman Campus, Selden, New York	9:00 am
May 12, 2022	Board Room, Learning Resource Center Grant Campus, Brentwood, New York	4:00 pm
June 16, 2022	Media Room, Culinary Arts Center Riverhead, New York	10:00 am
August 18, 2022*	Alumni Room, Brookhaven Gymnasium Ammerman Campus, Selden, New York	9:00 am
September 15, 2022	Board Room, Learning Resource Center Grant Campus, Brentwood, New York	9:00 am
October 20, 2022	Lecture Hall, Montaukett Learning Resource Center Eastern Campus, Riverhead, New York	4:00 pm
December 8, 2022	Board Room, Learning Resource Center Grant Campus, Brentwood, New York	4:00 pm

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

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

Dated: 8/19/2021

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ITEM 5

RESOLUTION NO. 2021.45 - Accepting a Grant Award from the National Science Foundation (NSF) Advanced Technological Education (ATE) Program to Fund a Project Entitled "Electronics and Engineering Technician Training in High Technology for the 21st Century"

WHEREAS, Suffolk County Community College has been approved to receive a grant award in the amount of $597,961 from the National Science Foundation (NSF) Advanced Technological Education (ATE) Program to fund a project entitled "Electronics and Engineering Technician Training in High Technology for the 21st Century," and

WHEREAS, the project will provide funding to the College to design and implement a new electro-mechanical technician pathway through the enhancement of existing electrical and electronic curricula, and

WHEREAS, the program will be conducted from July 1, 2021 through June 30,2024, and

WHEREAS, a matching contribution is not required, be it therefore

RESOLVED, that a grant award in the amount of $597,961 from the National Science Foundation (NSF) Advanced Technological Education (ATE) Program to fund a project entitled "Electronics and Engineering Technician Training in High Technology for the 21st Century" is hereby accepted, and the College President, or his designee, is authorized and empowered to execute a contract and any other required documentation, upon such terms as shall be approved by the College General Counsel.

Program Director: Prof. Peter Maritato
Academic Chair, Department of Engineering
and Industrial Technology

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ITEM 6

RESOLUTION NO. 2021.46 - Appointing A Member to the Ethics Board for the College Board of Trustees

WHEREAS, the purpose of the *Board of Trustees Code of Professional Ethics* includes providing guidance to the members of the Board in the exercise of their fiduciary duties; providing a procedure for disclosure of potential conflicts of interest; establishing minimum standards of conduct; and creating an Ethics Board for the Board of Trustees, and

WHEREAS, by Resolution 2017.16, the Board of Trustees appointed three members to the Ethics Board to serve staggered terms of 3, 4, and 5 years, respectively, and

WHEREAS, the four-year term of Ethics Board member Paraskevi Zarkadas, Esq. expired on March 15, 2021, and

WHEREAS, the Governance Committee of the Board of Trustees recommends reappointing Ms. Zarkadas to the Ethics Board for an additional four-year term, be it therefore

RESOLVED, that Paraskevi Zarkadas, Esq. is hereby reappointed to serve as a member of the Board of Ethics for the Suffolk County Community College Board of Trustees for a term of four (4) years, from March 16, 2021 through March 15, 2025.

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ITEM 7

RESOLUTION NO. 2021.47 - Accepting a Technical Assistance Grant Award from Empire State Development for a Covid-19 Small Business Recovery Program Project

WHEREAS, Suffolk County Community College has received a technical assistance grant award in the amount of $200,000 from the NYS Urban Development Corporation, d/b/a Empire State Development (ESD), for a COVID-19 Pandemic Small Business Recovery Grant Program Project to support outreach, identification and counseling of small businesses and women- and minority-owned businesses seeking federal and state financial assistance in applying for economic recovery programs as a result of the COVID-19 pandemic, and

WHEREAS, the College will develop and deliver grant-funded services through its existing Entrepreneurial Assistance Center on the Michael J. Grant Campus, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the College President, or his designee, is authorized and empowered to execute any necessary documentation, including a contract, in such form as shall be approved by the College General Counsel, accepting a technical assistance grant award in the amount of $200,000 from the NYS Urban Development Corporation, d/b/a Empire State Development (ESD), for a COVID-19 Pandemic Small Business Recovery Grant Program Project for the period of May 1, 2021 through April 30, 2022.

Project Director: Daphne M. Gordon, Ph.D.
Note: One full-time personnel

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ITEM 8

RESOLUTION NO. 2021.48 - Authorizing a Reduced Tuition Rate for Participants of the Suffolk County Police Deparment's *Police Explorers Program*

WHEREAS, the Suffolk County Police Department's *Police Explorers Program* is a goal-orientated program for high school students and young adults who are interested in pursuing law enforcement as a possible career path, and

WHEREAS, *Police Explorer* participants are taught criminal law, and police procedures and tactics; engage in community outreach events and law enforcement activities; and learn valuable life skills through gaining insight into the daily life of a police officer, and

WHEREAS, Suffolk County Community College wishes to support the important work of the *Police Explorers Program* by providing participants age 16 and older with the opportunity to enroll in the 3-credit College course entitled *Introduction to Criminal Justice* (CRJ101), taught by College faculty, and

WHEREAS, tuition charged for such course should be aligned with the reduced tuition rate charged to students enrolled in the College's *Early College Program*, a dual-enrollment program that allows high school students to enroll in College courses while still working toward high school graduation, be it therefore

RESOLVED, that the tuition rate of $57 per credit for the 2020-2021 academic year is hereby authorized to be charged for enrollment in *Introduction to Criminal Justice* (CRJ101) by participants of the *Police Explorers Program* who are 16 years of age or older, and be it further

RESOLVED, that said tuition rate shall be increased by approximately seven percent (7%) beginning in the Fall semester of 2022, and biennially, thereafter.

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ITEM 9

RESOLUTION NO. 2021.49 - Amending the College's Procurement Policy

WHEREAS, community colleges must procure goods and services in accordance with Article 5-A of the New York State General Municipal Law in order to ensure the prudent and economical use of public monies, and to guard against favoritism, improvidence, extravagance, fraud and corruption, and

WHEREAS, the College has reviewed the *Procurement Policy* and recommends that certain revisions be made in order to improve purchasing and procurement efficiencies, be it therefore

RESOLVED, that the *Procurement Policy* is hereby amended as reflected on *Attachment III*, and be it further

RESOLVED, that the amended *Procurement Policy* shall be effective as of August 19, 2021.

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Suffolk
COUNTY COMMUNITY COLLEGE

PROCUREMENT POLICY

A. INTENT / GENERAL PRINCIPLES

Community colleges must procure commodities and services in accordance with Article 5-A of the New York State General Municipal Law. This law is designed to ensure the prudent and economical use of public monies and facilitate the acquisition of quality goods or services at the lowest possible cost, as well as to guard against favoritism, improvidence, extravagance, fraud and corruption.

It is the intent of this policy and these procedures to set forth the procurement requirements for Suffolk County Community College, and to ensure full compliance with the law. Such policy and procedures shall be reviewed annually by the Board of Trustees, in accordance with General Municipal Law, Section 104-b.

This policy defines monetary threshold for purchase contracts and public works contracts. The splitting of purchases and public works projects in order to evade the monetary threshold of the NYS General Municipal Law and this Policy is strictly prohibited. Monetary thresholds below those required by the General Municipal Law will be applied to each individual purchase. Departments are expected to use best efforts to evaluate their purchase needs annually and combine those needs for the College fiscal year. In addition, the Procurement Office will monitor and evaluate those purchases that may require the issuance of a bid.

The College's *Code of Professional Ethics* is applicable to College employees in their performance of procurement duties and tasks. College employees are ineligible to contract with the College for the provision of goods or services.

An approved purchase order is the mechanism by which vendors are engaged to provide goods or services to the College. No goods or services shall be requested from a vendor until sufficient funds to cover the expense have been allocated in a purchase order. An after-the-fact purchase is one where a department engages a vendor without having an approved purchase order in place. If there are indications that a requisition is for an after-the-fact purchase, an explanation setting forth the reasoning for such after-the-fact purchase must be provided to the Procurement Office and / or the Office of Legal Affairs.

Establishment of internal procedures and staff training shall be utilized to reinforce this policy and ensure compliance. Policy violations may be considered misconduct, and violators may be subject to disciplinary action in accordance with College policy and /or applicable collective bargaining agreements.

B. ELECTRONIC BIDDING

General Municipal Law authorizes the receipt of electronic bids or offers in connection with purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of public works contracts pursuant to article eight of the Labor Law). The methods used to receive electronic bids or offers must comply with the NY State Technology Law.

C. PURCHASE CONTRACTS: THRESHOLDS

1. Purchase contracts are those solely concerned with the purchase of materials, equipment and supplies ("commodities"), such as paper goods, books, food products, office equipment, various machinery and clothing.

2. All purchase contracts which, on a College-wide basis, are reasonably anticipated to involve an expenditure of more than $20,000 over the course of a College fiscal year (September 1 – August 31) are to be awarded to the lowest responsible bidder who has furnished the required security after advertisements for sealed bids; or, alternatively, to the bidder whose bid represents the best value to the College. A determination of "best value" shall be based upon an objective and quantifiable analysis of a bidder's ability to optimize quality, cost and efficiency.

3. If the monetary threshold for the purchase of commodities is not reasonably anticipated, on a College-wide basis, to exceed $20,000 over the course of a fiscal year, the following procedures shall be followed:

(a) **$0.01 - $100.00.** Direct purchase at the discretion of the requesting department or office.

(b) **$100.01 - $2,000.00**. A written quote must be obtained and submitted to the Procurement Office. The written approval of the Administrative Director of Business Operations is required prior to any purchase being made.

(c) **$2,000.01 – $20,000.00**. Written quotes from at least three (3) vendors must be obtained and submitted to the Procurement Office. The written approval of the Administrative Director of Business Operations is required prior to any purchase being made.

(i) Written quotes should be obtained via vendor email, fax or internet quote. Such written quotes shall be submitted to the Procurement Office.

(ii) A good faith effort shall be made to obtain the required number of quotations. If, for any reason, the requesting department or office is unable to obtain the requisite number of quotations, such department or office shall properly document the reasons why such quotes could not be obtained, and the efforts made to acquire the required quotes. The Administrative Director of Business Operations shall be the final arbiter of whether reasonable efforts were made to obtain the required quotes.

All requisitions shall be prepared and submitted for approval via Banner or SharkMart, as appropriate.

D. PUBLIC WORKS CONTRACTS: THRESHOLDS

1. Contracts for public works encompass contracts for nonprofessional services, labor or construction, such as maintenance services, liquid and solid waste removal, painting, and building construction and renovation.

2. All contracts for public works involving an expenditure of more than $35,000 are to be awarded to the lowest responsible bidder who has furnished the required security after advertisements for sealed bids. Funding or budgetary source of the project is not a consideration in determining monetary thresholds for public works.

3. If the monetary threshold for the procurement of public works projects is not reasonably anticipated to exceed $35,000, the following procedures shall be followed:

(a) **$1.00 - $2,000.00.** Direct authorization at the discretion of the requesting department or office, after submission of a written quote and written approval of the Administrative Director of Business Operations, after his/her determination that such procurement is reasonable and in the best interests of the College.

(b) **$2,000.01 – $35,000.00.** Written quotes should be obtained via email, fax or internet from at least three (3) service providers, upon the written approval of the Administrative Director of Business Operations, after his/her determination that such procurement is reasonable and in the best interests of the College.

A good faith effort shall be made to obtain the required number of quotations. If, for any reason, the requesting department or office is unable to obtain the requisite number of quotations, such department or office shall properly document the reasons why such quotes could not be obtained, and the efforts made to acquire the required quotes. The Administrative Director of Business Operations shall be the final arbiter of whether reasonable efforts were made to obtain the required quotes.

All requisitions for capital projects shall be prepared by the College's Office of Facilities and submitted for review and approval by the County of Suffolk. All other requisitions shall be prepared and submitted for approval via Banner or SharkMark, as appropriate.

E. EXCEPTIONS TO PUBLIC BIDDING REQUIREMENTS

The College is not required to competitively bid purchase contracts in excess of $20,000 or public works contracts in excess of $35,000 under the following specified circumstances, or as otherwise authorized by New York State or federal law:

1. **Preferred Sources.** A "Preferred Source" is a designated vendor or service provider, who, in an effort to advance certain social and economic goals, has received special provider status, and is exempt from statutory competitive procurement guidelines. The Preferred Sources include the *Department of Correctional Services*, the *Industries for the Disabled*, the *Industries for the Blind* and the *Office of Mental Health*. It is the obligation of the College to procure commodities and services from a designated preferred source whenever possible. The "List of Preferred Source Offerings" can be found on the NYS Office of General Services website at www.ogs.ny.gov/procurecounc/pdfdoc/PSList.pdf

2. **NYS Office of General Services.** Purchases of materials, equipment, food products or supplies (except printed material) and contracts to obtain services may be made through contracts procured by the New York State Office of General Services (OGS). See, http://ogs.ny.gov/purchase/pdfdocument/Guide.pdf. Any such contracts for services must specify a prevailing wage rate equal to or higher than the applicable Suffolk County prevailing wage rate.

3. **County Contracts.** Purchases of commodities and contracts to obtain services (*other than services which require the payment of prevailing wages, pursuant to the NYS Labor Law*) may be made through competitively bid county contracts, where such contracts contain language specifically authorizing governmental entities covered by General Municipal Law sec. 103 to do so.

The College may utilize and implement County of Suffolk contracts for services which require the payment of prevailing wages, pursuant to the NYS Labor Law, when such contracts are for public work to County-owned real property and/or County-owned buildings or improvements, held in trust for the uses and purposes of the College, pursuant to the NYS Education Law.

With respect to Suffolk County or other County contracts for services, prior authorization to utilize such contracts must be obtained.

4. **Certain Other Government Contracts.** General Municipal Law §103(16) authorizes the purchase of apparatus, materials, equipment and supplies, and to contract for services related to the installation, maintenance or repair of those items, through the use of contracts issue by the United States or any agency thereof, or any state or any other political subdivision or district therein. There are three prerequisites which must be met in order for this exception to apply:

(a) The contract must have been issued by the United States or any federal agency, or by any state or political subdivision or district thereof;

(b) The contract must specifically state that it is available for use by other public entities; and

(c) The contract must have been issued to the lowest responsible bidder or on the basis of "best value."

This exception does not apply to contracts for professional services or services which require the payment of prevailing wages, pursuant to the NYS Labor Law.

5. **Emergencies.** Commodities may be purchased and contracts for public works may be authorized without undergoing the competitive bidding process in the case of a public **emergency arising out of an accident or other unforeseen occurrence or conditions** whereby circumstances affecting public buildings, public property, or the life, health, or safety of persons require immediate action. The determination as to whether an "emergency" exists shall be made prior to any purchase or authorization for a contract for public works by the Office of Legal Affairs, in consultation with the Administrative Director of Business Operations, or his/her designee.

6. **Sole Source Vendor.** This exception applies only when the College requires particular supplies, materials, equipment, or services, which uniquely serve its interests and for which there is no substantial equivalent. Procurement by this method must be documented by the submission to the Administrative Director of Business Operations of a *Sole Source Approval Form*, setting forth the following: (i) the unique nature of the requirement; (ii) the basis upon which it was determined that there is only one known vendor able to meet the need (i.e., the steps taken to identify potential providers); and (iii) the basis upon which the cost was determined to be reasonable (i.e., a fair market price was inferred based upon the sole source provider's product catalogs, published price lists and the like).

7. **Surplus and Second-Hand Supplies.** Purchases of surplus and second-hand supplies, materials or equipment may be made directly from the Federal government, the State of New York or from any other political subdivision, district or public benefit corporation within the State of New York.

8. **Professional Services.** There is a well-established exception to the public bidding requirements for "professional" services. Generally, "professional" services involve specialized skill, training and expertise, use of professional judgment or discretion, and/or a high degree of creativity. **The requirements for procuring professional services are addressed below, at paragraph I.**

F. PREPARATION OF BID SPECIFICATIONS

The College's departments and offices have broad discretion to fix reasonable standards and requirements that bidders are obliged to observe. Specifications must be drafted to allow bidders providing reasonably equivalent commodities (for purchase contracts) or nonprofessional, labor or construction services (for public works contracts) to compete on an equal, common basis. In the event a consultant or vendor prepares or assists in the preparation of bid specifications, such consultant or vendor is ineligible to submit a bid or a proposal for that solicitation.

The term of each contract will be defined in the solicitation documents. Any contract renewal options will be exercised at the College's sole and absolute discretion.

1. **Purchase Contracts**

   (a) The Administrative Director of Business Operations shall coordinate preparation of bid specifications in consultation with the requesting College department or office.

2. **Public Works Contracts**

   (a) The Administrative Director of Business Operations shall coordinate preparation of bid specifications in consultation with the requesting College department or office and/or any engineering or architectural consultant retained by the College for that purpose.

   (b) Such bid specifications shall require that bidders submit a statement detailing if and/or how they will utilize the services of Minority and Women-owned Business Enterprises ("MWBEs") if awarded the contract.

   (c) Such bid specifications shall also include a copy of the Suffolk County Community College Project Manual, as well as the appendices set forth herein at paragraph (J)(2)(e)(v).

G. DETERMINATION OF THE LOWEST RESPONSIBLE BIDDER

The mere fact that a particular bidder is the lowest dollar bidder does not establish an entitlement to the award of the contract. The awarding officer must examine the low bidder's background and make a factual determination as to whether the bidder is a "responsible bidder." "Responsibility" generally involves a bidder's qualifications and ability to perform in accordance with the terms and conditions of the contract. "Responsibility" also encompasses such factors as financial ability to complete the contract, accountability, reliability, skill, past performance, judgment and integrity.

1. **Purchase Contracts**

(a) The Administrative Director of Business Operations shall coordinate all aspects of the public bid opening, including documenting all proposals submitted. The Director shall thereafter make a determination, in writing, as to which bidder is the lowest responsible bidder, and shall advise the requesting department or office, as well as the Office of Legal Affairs, accordingly. The provisions of Suffolk County Code, Section A4-14 (Local Preference Law), shall be complied with in making such a determination.

(b) If a purchase contract is recommended to be awarded to other than the lowest dollar bidder, the Administrative Director of Business Operations shall submit to the Office of Legal Affairs, in writing, the justification for such a determination, including why such an award furthers the interests of the College.

2. **Public Works Contracts**

The Executive Director of Facilities and/or the Administrative Director of Educational Facilities shall meet, as necessary, to evaluate the public bids received. Where an outside consultant has been retained to provide design services, such consultant shall evaluate the bids and verify references, as appropriate, and provide a recommendation to the Executive Director of Facilities and/or the Administrative Director of Educational Facilities, who, thereafter, shall make a recommendation of the lowest responsible bidder to be awarded a contract to the Administrative Director of Business Operations The provisions of Suffolk County Code, Section A4-14 (Local Preference Law), shall be complied with in making such a determination.

H. AWARD OF PUBLIC WORKS CONTRACTS

A resolution authorizing the award of a public works contract for construction shall be prepared by the Office of Legal Affairs, in accordance with the requirements of the Board of Trustees. If the Board, in its discretion, approves such a resolution, the Office of Legal Affairs shall coordinate the preparation, execution, distribution and implementation of such contract. For projects where time is of the essence, the Executive Committee of the Board of Trustees is authorized to conditionally approve such award, subject to ratification by the full Board of Trustees at a regular or special meeting.

1. **Change Orders and Amendments to Public Works Contracts for Construction**

(a) In the administration of public works contracts, change orders or amendments might be necessary for prompt and effective completion of a construction project. Such change orders or amendments shall be authorized in accordance with the following rules:

Change orders and amendments shall be divided into two classes – minor and major.

(i) **Minor change orders and amendments** shall be those having a value less than $35,001 or 10% of the public works contract, whichever is the smaller amount.

(ii) **Major change orders and amendments** shall be all those having greater value than minor change orders and amendments

(b) The President, or his/her designee, is authorized to approve individual minor change orders and amendments, provided there are sufficient appropriated funds to support such change order, and the project cost, together with the change order, remains under the budget allocated for such project. In those cases where the aggregate of the minor change orders and amendments for any public works contract for construction exceeds $190,000 or 15% of the public works contract, whichever is the smaller amount, that condition with appropriate explanation shall be reported to the Board of Trustees by the Facilities Department at the next scheduled meeting.

(c) The Board of Trustees shall approve all major change orders and amendments.

(d) The President, is authorized to approve major change orders and amendments if there is reason to believe that to wait for the next regularly-scheduled meeting of the Board of Trustees would compromise the progress of the construction project. Such a change order may be authorized only if there are sufficient appropriated funds to support such change order, and the project cost, together with the change order, remains under the budget allocated for such project. In such cases, all relevant information related to the major change order or amendment shall be reported Board of Trustees at the next regularly scheduled meeting.

I. THE PROCUREMENT OF PROFESSIONAL SERVICES

1. Contracts for services that involve specialized skill, training, knowledge, expertise, technical skill and the use of professional judgment are considered "professional service" contracts, which are excluded from the competitive bidding requirements of the General Municipal Law. Even so, such services must be procured in such a manner so as to assure the prudent and economical use of College monies, and to facilitate the acquisition of such services of maximum quality at the lowest possible cost under the circumstances. The *Guidelines for the Procurement of Consultant, Concessionaire and Other Services or the Guidelines for Selecting Engineering and Architectural Consultants*, and Suffolk County Code, Section A4-13 (Local Preference Law) shall be complied with in making such a determination.

The term of each contract will be defined in the solicitation documents. Any contract renewal options will be exercised at the College's sole and absolute discretion.

(a) The College's "Request for Proposals (RFP) Model" shall be utilized by all College departments and offices seeking the procurement of professional services, and can be accessed on the College's website. Questions pertaining to preparing such RFPs may be directed to the Administrative Director of Business Operations and/or the Office of Legal Affairs.

(b) The RFP Model shall require that proposers submit a statement detailing if and/or how they will utilize Minority and Women-owned Business Enterprises ("MWBEs") if awarded the contract.

2. **Definitions for the Procurement of Consultant, Concessionaire and Other Services**

(a) Architectural and engineering services, and all related services (e.g., inspection, sampling, testing, borings and surveys), are addressed in **paragraph (I)(3)** herein.

(b) "Speaker services" are addressed in **paragraph I(4)** herein.

(c) "Consulting services" shall mean the expertise, advice, professional services, or any other personal services provided by any individual, association, proprietorship, partnership, corporation, or joint venture by contract with Suffolk County Community College including, but not limited to, planning work, grant writing, legal, computer, telecommunications, network, accounting, or educational services.

(d) "Concessionaire services" shall mean any activity to be authorized by the College in which revenue is to be derived by the College, either as a result of the sole efforts of the concessionaire or as a result of joint efforts by the concessionaire and the College. This shall include any arrangement by which the College derives services, without the expenditure of funds, in exchange for services or promotional opportunities provided by the College.

(e) "Other services" shall mean any service not included in the paragraphs (b) or (c) and not excluded by paragraph (a), above, including leases of personal property, providing of customized software or computer systems, providing of software licenses, sign interpreting, and similarly unique services.

3. **Guidelines for the Procurement of Consultant, Concessionaire and Other Services**

(a) Consultant services having a cost of up to $2,000 may be procured directly by the initiating department or office, which shall obtain one (1) written quote and submit such quote to the Office of Legal Affairs for the preparation of a contract. The President or his designee shall execute such contract. A purchase order shall be issued prior to the performance of any work.

(b) Consultant services with a cost of $2,000.01 to $10,000:

The initiating department or office shall obtain three (3) written quotes or proposals which shall be evaluated based on predetermined evaluation criteria with associated weights. The evaluation criteria must be clearly defined and communicated to the prospective proposers at the time the quotes or proposals are requested.

(i) The initiating department or office shall submit the quotes or proposals to the Administrative Director of Business Operations, along with a preliminary award recommendation.

(ii) The Administrative Director of Business Operations shall review all relevant documentation and make a final recommendation to the Office of Legal Affairs, which shall prepare a contract for execution by the President or his/her designee. A purchase order shall be issued prior to the performance of any work.

(c) Consultant services having a cost greater than $10,000 require the issuance of a request for proposals (RFP).

(i) The department or office seeking the issuance of an RFP shall obtain from the Office of Legal Affairs a copy of the current RFP model.

(ii) Such department or office shall be responsible for the preparation and development of the RFP, based on the current RFP model. The administrative boilerplate in the RFP may not be changed without authorization from the Office of Legal Affairs. The initiating office shall involve in the development process the Office of Business and Financial Affairs and such other offices as will be affected by the services performed.

(iii) The RFP must include an overview of the services to be procured as well as detailed technical specifications, and should include a model contract, which may be subject to negotiation prior to award of the contract. The model contract is to be prepared by the Office of Legal Affairs.

(iv) The RFP shall state that the model contract is subject to revision arising out of terms and conditions imposed by law and/or deemed appropriate by the Office of Legal Affairs. The Office of Legal Affairs and the Office of Business and Financial Affairs should be consulted for assistance in structuring and preparing complex RFPs.

(v) The RFP should include such Appendices as shall be determined by the Office of Legal Affairs, including, but not limited to:

- Contractor's/Vendor's Public Disclosure Statement, Suffolk County Administrative Code §A5-8;
- Disqualification of Non-responsible Bidders, Local Law No. 52-2012, Article II of Chapter 189 of the Suffolk County Administrative Code;
- Statement of Non-Collusion in Bids or Proposals, NYS General Municipal Law §103-d
- Local Business Certification Form, Preferences for Business Located within Suffolk and Nassau Counties, Local Law No. 4-1993, §A4-13 of the Suffolk County Administrative Code
- Lawful Hiring of Employees, Local Law No. 52-2006, Article II of Chapter 353 of the Suffolk County Administrative Code

(vi) The department or office is responsible for the production of one electronic copy of the RFP, after the completion of the review process, and for providing an electronic copy of the RFP to the Administrative Director of Business Operations.

(vii) The Office of Business and Financial Affairs shall coordinate the issuance of the RFP, including placing an advertisement in newspapers, mailing (or e-mailing) the RFP to all known qualified service providers or concessionaires, as applicable, placing it on the College website, developing evaluation team procedures, and award of contract.

(viii) The initiating officer (which shall be a Vice President, Executive Dean or Executive Director of Facilities), in consultation with the Procurement Office, shall determine the membership of the evaluation team prior to the issuance of the RFP, subject to the President's approval. The Evaluation Committee shall be comprised of at least three, but no more than seven, College employees. The President, however, reserves the right, in his/her discretion, to increase the maximum number Evaluation Committee members. The Procurement Office facilitates the evaluation committee meetings, oral presentations and all activity required during the evaluation process. Based on the evaluation committee's assessment of proposals, the Procurement Office shall submit an award recommendation to the Office of Legal Affairs.

(vix) The decision to award a contract shall be based on the ability of the service provider or the concessionaire to provide quality services and to comply with all applicable laws, rules and regulations. Evaluation criteria shall include review of the qualifications of the proposer, its financial stability, prior experience with similar projects, proposed

technical strategies/methodologies, and the proposed schedule of fees. Based on the evaluation criteria, the College need not necessarily choose the proposer with the lowest proposed fee for services. The award of any contract will be determined in accordance with the best interests of the College.

(x) The Office of Business and Financial Affairs shall be responsible for notifying the Office of Legal Affairs that the contract is to be awarded so that the contract may be prepared. In the event that further contract negotiation is required with the successful proposer, the Office of Business and Financial Affairs shall arrange such meetings as may be appropriate.

(xi) The Office of Legal Affairs shall prepare a final contract, obtain all required signatures, and distribute copies of the contracts, as appropriate.

3. **Guidelines for Selecting Architectural and Engineering Consultants**

(a) The selection of consultants for architectural, engineering and related services (e.g., inspections, sampling, testing, borings and surveys) shall be governed by the following principles:

(i) If the anticipated value of consulting services for a project will not exceed $2,000, the College shall solicit at least one proposal from a qualified firm.

(ii) If the anticipated value of consulting services for a project will not exceed $50,000, the College shall solicit proposals from at least three (3) firms. For cost proposals between $35,000 - $50,000, the Office of Legal Affairs will prepare a contract to be executed by the selected Consultant and the President or his/her designee.

(iii) In the event the anticipated value of such services exceeds $50,000, a Request for Proposals shall be issued and published in a newspaper of general circulation. The RFP shall specify the services required, the selection criteria, and, if known, the budget for the project.

(b) When an RFP is issued, the selection process shall involve criteria and a point system. Each firm shall submit a proposal which includes the special qualifications of the firm for the services requested, included the name(s) of the firm member(s) who will be providing the services and their resumes, references for projects of a similar nature, the availability of the firm's staff for the proposed time table, the strategy or process through which the firm would respond to the College's need, and the cost.

Points will be assigned as follows:

(i) Up to 40 points for the general and specialized qualifications of the firm for the services requested.

(ii) Up to 40 points for the strategy or process proposed to respond to the project.

(iii) Up to 20 points for the cost proposal.

(iv) Depending upon the specific nature of a capital project, the point system may be varied by the College to adjust the importance of individual categories.

(c) Each of the proposals submitted shall be reviewed in accordance with the criteria above by a selection committee consisting of at least three individuals, but no more than seven. At a minimum, one of the members of the Evaluation Committee must be from the College's Central Facilities office. The membership of the committee shall be recommended by the requesting department. Depending upon the size of the project, the recommended committee membership is subject to approval by the President or his/her designee. Firms may be required to provide oral presentations, when appropriate. The selection committee will assign points to each proposal and the best qualified firm will be selected. The President or his/her designee shall be authorized to execute agreements for consultant services.

(d) The award shall normally be for a negotiated, fixed fee, which shall not exceed a designated sum, and payment of said fee shall be calculated in accordance with the consultant's hourly wage rate schedule. In the event additional work is requested in writing by the College following the award of the contract, the consultant shall be entitled to an additional fee. The contract shall specify the basis for computing any additional fees. Additional work would normally only be requested to accommodate a change by the College in the scope of the project or as a result of an unknown condition. In the event the fee agreed upon shall be a percentage of the construction cost, no additional fee shall be payable when the additional services are reflected in the higher cost of the project upon which the fee shall be based. In either a fixed fee or percentage fee situation, no additional fees shall be payable for the additional work of preparing new designs and/or specifications to bring the project within budget when the budget was known to the consultant prior to the award. Additional services involving a fee in excess of $50,000 shall be subject to approval by the Board.

(e) The Board member designated as the Board's liaison to the College administration on capital projects shall be kept informed of each RFP sent out to architectural or engineering firms, and, if it is for a project with a fee of $50,000 or more, the Board shall authorize the award to the firm.

(f) The President, or his/her designee, is authorized to approve additional services having a value of less than $50,000. In those cases where the aggregate of several requests for additional services within any one agreement reaches $100,000, that condition with appropriate explanation shall be reported to the Board of Trustees at the next scheduled meeting.

4. **Speaker Services**

(a) The initiating department or office shall assess options for speaker services by obtaining written quotes for such services, while considering the goals of the program and available budget. The departments or office shall document the speakers which have been considered and the rationale for the final selection.

(i) If the fee for a speaker program is below $2,000, the department or office shall submit a request to the Office of Legal Affairs to prepare an appropriate contract for execution by the President or his/her designee.

(ii) If the fee for a speaker program is $2,000 or above, the department or office, upon the prior written approval of the Vice President for Academic Affairs or for Student Affairs, as appropriate, shall submit a request to the Office of Legal Affairs to prepare an appropriate contract for execution by the President or his/her designee.

(b) Purchase orders shall be issued prior to the performance of any services.

ITEM 10

RESOLUTION NO. 2021.50 - Amending the Suffolk County Community College Student Code of Conduct

WHEREAS, the student conduct program within the Office of Student Affairs is committed to an educational and developmental process that balances the interests of individual students with the interests of the College community, and

WHEREAS, in order to ensure compliance with federal law, Suffolk County Community College seeks to amend the Student Code of Conduct, and

WHEREAS, in particular, provisions prohibiting the use of recreational marijuana or cannabis on College property have been included in the new policy, be it therefore

RESOLVED, that the College hereby adopts the "Suffolk County Community College Student Code of Conduct," as amended, effective August 19, 2021 *(see, Attachment IV).*

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The Suffolk County Community College Student Code of Conduct is adapted, in part, from The NCHERM Group Model Developmental Code of Student Conduct, and is used here with permission.

Suffolk County Community College Student Code of Conduct

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Suffolk County Community College's mission includes the growth and development of its students through social and ethical awareness. In addition, the College is committed to preserving a climate conducive to our dedication to academic endeavors, and protecting its property and that of its community members. It is important to treat all community members with equal care, concern, honor, fairness and dignity. The College has established core values of student conduct which meet our mission.

Core Values of Student Conduct

- ***Integrity***: College students exemplify honesty, honor and a respect for the truth in all of their dealings.
- ***Community***: College students build and enhance their community.
- ***Social Justice***: College students are just and equitable in their treatment of all members of the community, and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- ***Respect***: College students show positive regard for each other, for property and for the community.
- ***Responsibility***: College students are given and accept a high level of responsibility to self, to others and to the community.

Suffolk County Community College students are responsible for knowing the information, policies and procedures outlined in this document. The College reserves the right to make changes to this code as necessary, and once those changes are posted online, they are in effect. Students are encouraged to check the College website (www.sunysuffolk.edu) for the updated versions of all policies and procedures.

SECTION 1: PHILOSOPHY

The College community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct program within the Division of Student Affairs is committed to an educational and developmental process that balances the interests of individual students with the interests of the College community.

A community exists on the basis of shared values and principles. At the College, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the *Student Code of Conduct*. These standards are embodied within a set of core values that include integrity, social justice, respect, community, and responsibility.

All members of the College community bear responsibility for their conduct and to assume reasonable responsibility for the behavior of others. When members of the community fail to exemplify these five values by violating the rules below, campus conduct proceedings are used to enforce the *Student Code of Conduct*.

The student conduct process at the College is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making, and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings.

SECTION 2: DEFINITIONS

1. The term “College” means Suffolk County Community College, which includes its three campuses (Ammerman, Eastern, and Michael J. Grant); the Sayville Downtown Center; the Culinary Arts Center; the Suffolk Community College Association, Inc. (Association); and any other premises, including overseas program sites utilized by the College or the Association.

2. The term “College-sponsored activity” means any activity on or off campus which is initiated, aided, authorized or supervised by the College or Association.

3. The term “student” means a person either enrolled in or auditing credit or non-credit courses at the College, on either a full-time or part-time basis. Persons who have either applied for, or been notified of, their acceptance for admission shall also fall under the definition of “student.”

4. The “College Title IX Coordinator” shall refer to College employee who serves in the capacity of the College Chief Diversity Officer.

5. The “College Deputy Title IX Coordinator” shall refer to the College employees who serve in the capacity of Affirmative Action Officer and the Campus Associate Deans of Student Services, and any other employee so designated by the College Title IX Coordinator.

6. The term “will” and “shall” are used in the imperative sense.

7. The term “may” is used in the permissive sense.

SECTION 3: JURISDICTION

Students at the College are provided a copy of the *Student Code of Conduct* annually in the form of a link on the College website. Hard copies are available upon request from the Offices of the Campus Associate Dean of Student Services. Students are responsible for reading and abiding by the provisions of the *Student Code of Conduct*.

The College President has designated the Vice President for Student Affairs and the Campus Associate Deans of Student Services as the persons responsible for the implementation of the *Student Code of Conduct* and the student conduct process at the College. The Campus Associate Dean of Student Services, or designee, will coordinate the student conduct process to include the composition of the Student Conduct Boards and the imposition of sanctions upon any student(s) found to have violated the *Student Code of Conduct*.

The *Student Code of Conduct* and the student conduct process apply to the conduct of individual students, and all College-affiliated student organizations. For the purposes of

student conduct, the College considers an individual to be a student when an offer of admission has been extended as long as the student has a continuing educational affiliation with the College.

The College retains conduct jurisdiction over students for any misconduct that occurred prior to a student's leave of absence, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll and/or the ability to obtain official transcripts. All sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled, but reported after the accused student has graduated, the College may invoke these procedures, and should the former student be found responsible, the College reserves the right to revoke that student's degree.

The *Student Code of Conduct* applies to behaviors that take place on the campus, at College-sponsored events and at overseas program sites, and may also apply off-campus when the Campus Associate Dean of Student Services, or designee, determines that the off-campus conduct implicates a substantial College interest. A substantial College interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of himself/herself or others; and/or

- Any situation that significantly impinges upon the rights, property or achievements of self or others, or significantly breaches the peace and/or causes social disorder; and/or

- Any situation that is detrimental to the educational mission of the College.

The *Student Code of Conduct* may be applied to behavior conducted online, via e-mail or by other electronic medium. Students should also be aware that online postings, such as blogs, web postings, chats and social networking sites, are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of such violations is posted online. The College may take action when such information is brought to the attention of College officials which meets the following criteria:

- A true threat, defined as "a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals";

- Speech posted online about the College or its community members that causes a significant on-campus disruption.

The *Student Code of Conduct* applies to guests of community members, and hosts may be held accountable for the misconduct of their guests. Visitors to, and guests of, the

College may seek resolution of violations of the *Student Code of Conduct* committed against them by students.

College e-mail is the College's official means of communication with students. The College expects that students shall receive and read their electronic communications on a frequent and timely basis. Failure to do so shall not absolve the student from knowing of and complying with the contents of all electronic communications, some of which will be time-critical. Students are responsible for all communications delivered to their College e-mail addresses.

Additional procedures and special hearing provisions that are utilized for alleged Title IX violations (sexual misconduct, sexual violence, discrimination and other complaints of a sensitive nature) are listed in Section 8 this *Code*.

SECTION 4: VIOLATIONS OF THE LAW

It is the obligation of every student to notify the Campus Associate Dean of Student Services for his/her campus of any felony or misdemeanor arrests occurring at any time after the student is admitted to the College through graduation or separation from the College, regardless of geographic location of the arrest or specific crime alleged. Failure to do so may result in conduct charges by the College. The College may review the facts underlying the arrest to determine if there is a concomitant policy violation.

Alleged violations of federal, state and local laws may be investigated and addressed under the *Student Code of Conduct*. When an offense occurs over which the College has jurisdiction, the College conduct process will proceed forward.

The College reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation. Interim suspensions are imposed until a hearing can be held. The interim suspension may be continued if a danger to the community is posed. The College may be delayed from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, the College may delay its hearing only until such time as it can conduct an internal investigation or obtain sufficient information independently from law enforcement upon which to proceed. Any such delay should be no longer than ten business days.

SECTION 5: COLLEGE REGULATIONS

Core Values and Behavioral Expectations

The College considers the behavior described in the following sub-sections as inappropriate for the College community and in opposition to the core values set forth

in this document. These expectations and rules apply to all students. The College encourages community members to report to College officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in Section 7: Formal Conduct Procedures.

Integrity: College students exemplify honesty, honor and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

1) **Falsification**. Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification (including College identification cards) or financial instruments;

2) **Academic Dishonesty**. Acts of academic dishonesty, which include, but are not limited to, cheating on an assignment or exam; plagiarizing (i.e., taking and passing off as one's own work the ideas, writings, or work of another, without citing the source); submitting work from another course, unless receiving advance approval to do so by the instructor; stealing or possessing stolen exams or course materials; posing as another person, or allowing another person to pose as oneself; falsifying academic records; receiving help from others in work to be submitted, if contrary to stated course rules. Students are responsible for knowing and abiding by College and course policies, requirements, and expectations regarding academic integrity. Violations of such policies, requirements, and expectations, including acts of academic dishonesty, may be addressed through the academic process or, where deemed appropriate by the Campus Associate Dean of Student Services, the *Student Code of Conduct*.;

3) **Collusion**. Action or inaction with another or others to violate the *Student Code of Conduct*;

4) **Election Tampering**. Tampering with an election conducted by the College or by a College-recognized student organization;

5) **Taking of Property**. Intentional and unauthorized taking of College property or the personal property of another, including goods, services and other valuables;

6) **Stolen Property**. Knowingly taking or maintaining possession of stolen property.

Community: College students build and enhance their community. Behavior that violates this value includes, but is not limited to:

7) **Disruptive Behavior**. Substantial disruption of College operations, including obstruction of teaching, administration, other College activities, and/or other authorized non-College activities which occur on campus;

8) **Rioting**. Causing, inciting or participating in any disturbance that presents a danger to self or others, or causes physical harm to others, or damage and/or destruction of property;

9) **Unauthorized Entry**. Unauthorized access to any College building or the unauthorized possession, duplication or use of means to access any College facility, including trespassing; or the propping or unauthorized use of alarmed doors for entry into or exit from a College facility;

10) **Trademark**. Unauthorized use (including misuse) of College or organizational names, logos and images;

11) **Damage and Destruction**. Intentional, reckless and/or unauthorized damage to or destruction of College property or the personal property of another;

12) **IT and Acceptable Use**. Misuse, or use without authority or in violation of law, of the College's information technology or telecommunications systems, including, but not limited to, the unauthorized or illegal use or misuse of College phone, computer, and/or network systems; the violation of the College's Information technology policies and guidelines; the unauthorized entry or dissemination of electronic information; cyberbullying; prank calls or e-mail messages; the hacking, duplication or unauthorized use of copyrighted software; destruction, unauthorized transfer or alteration of electronic files; and unauthorized use of another individual's electronic identification number, such as password, user name, student ID number, social security number, PIN, etc.;

13) **Gambling**. Gambling is prohibited on College property and at any College-sponsored or supervised function;

14) **Weapons**. Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons, except by certified law enforcement officers either on duty or otherwise acting in accordance with the requirements of their position. Note that the term "weapon" shall include any object or substance that is designed to, or used to, or reasonably can be used to, inflict physical harm, cause injury, or incapacitate;

15) **Tobacco**. Failure to comply with the College's tobacco-free policy;

16) **Fire Safety.** Violation of local, state, federal or campus fire policies including, but not limited to:

a) Intentionally or recklessly causing a fire which damages College or personal property, or which causes injury;
b) Failure to evacuate a College-controlled building during a fire alarm;
c) Improper use of College fire safety equipment; or
d) Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on College property;

17) **Security Cameras.** Tampering with and/or causing damage to College security cameras;

18) **Animals**. Animals, with the exception of service animals, are not permitted on campus;

19) **Wheeled Devices**. Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted to be used inside College buildings or on athletic courts. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, stairs, or any such fixtures that may be damaged by these activities. Individuals may be liable for damage to College property. The use of motorized wheeled devices on College property is strictly prohibited.

20) **Unmanned Aircraft Systems and Drones.** The use of unmanned aircraft systems or drones for hobby or recreational purposes on or over College property is currently not permitted. In the event the use of a drone on or over College property is necessary to fulfill an academic or research purpose, prior written permission must be requested from the Director of Fire and Public Safety. No unmanned aircraft systems or drones are allowed over any and all property owned, rented, leased, or controlled by the College unless prior written permission has been obtained from the Director of Fire and Public Safety.

Social Justice: Students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing college community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:

21) **Discrimination**. Any act or failure to act that is based upon an individual or group's actual or perceived status (race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction) that is sufficiently severe that it limits or denies

such individual the ability to participate in or benefit from the College's educational program or activities;

22) **Harassment**. Any unwelcome conduct based on actual or perceived status including: race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the victim and community;

- Hostile Environment. Creation of a hostile environment only when unwelcome harassment is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the College's educational or employment program or activities;

23) **Unlawful Retaliation**. Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a complainant or participant in any part of the student conduct process;

24) **Bullying**. Bullying is defined as the aggressive and hostile acts of an individual or group of individuals which are intended to humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals. The term "cyberbullying" shall be defined as bullying an individual using the Internet, interactive and digital technologies, or mobile phones. (See the College's Anti-Bullying Policy, for further information.)

25) **Intimate Partner/Relationship Violence**. Violence or abuse by a person in an intimate relationship with another (also called domestic and/or dating violence);

26) **Stalking**. Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear or intimidation;

27) **Sexual Misconduct**. Includes, but is not limited to, sexual harassment and sexual violence (including sexual assault, non-consensual sexual contact, non-consensual intercourse, rape, sexual exploitation, and sexual coercion.) (See, *special hearing provisions for sexual misconduct in Section 8 of this Code.)*

28) **Abuse of Conduct Process**. Abuse or interference with, or failure to cooperate in College processes, including student conduct hearings, by behavior including, but not limited to:

a) Falsification, distortion, or misrepresentation of information;

b) Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
c) Attempting to discourage an individual's proper participation in, or use of, the campus student conduct system;
d) Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
e) Failure to comply with the sanction(s) imposed by the campus conduct system;
f) Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

Respect: College students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:

29) Harm to Persons. Intentionally or recklessly causing physical harm or endangering the health or safety of any person;

30) Threatening Behaviors:

a) **Threat**. Written or verbal conduct that causes a reasonable expectation of injury; or fear of injury to any person or damage to property.
b) **Intimidation**. Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another;

31) Hazing. Defined as an act that endangers the mental or physical health or safety of a student, that involves the forced consumption of liquor or drugs, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent (and/or) failing to discourage (and/or) failing to report those acts may also violate this policy;

32) Public Exposure. Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

Responsibility: College students are given and accept a high level of responsibility to self, to others and to the community. Behavior that violates this value includes, but is not limited to:

33) Alcohol. Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the College's Guidelines for the Consumption of Alcoholic Beverages;

34) **Drugs**. Use, possession, cultivation, sale or distribution of illegal drugs and other controlled substances or drug paraphernalia, except as expressly permitted by law and College policy. Notwithstanding the foregoing, the use, possession, cultivation, sale or distribution of recreational marijuana or cannabis, in any form, shall be strictly prohibited in accordance with the federal Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.

35) **Failure to Comply**. Failure to comply with the reasonable directives of College officials, faculty, administrators, Public Safety officers or law enforcement officers during the performance of their duties, and/or failure to identify oneself when requested to do so;

36) **Student Identification Card**. Failure to obtain a student identification card, to carry the card whenever on College premises or at an approved College event, or to present it when requested by any College official;

37) **Traffic Safety and Parking Regulations.** Failure to comply with College traffic safety and parking regulations;

38) **Other Policies**. Violating other published College policies or rules;

39) **Health and Safety**. Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, roofs, etc.);

40) **Violations of Law**. Evidence of violation of local, state or federal laws, when substantiated through the College's conduct process. It is the obligation of every student to notify his/her Campus Associate Dean of Student Services of any felony or misdemeanor arrests occurring at any time after the student is admitted to the College through graduation or separation from the College, regardless of geographic location of the arrest or specific crime alleged. Failure to do so may result in conduct charges by the College.

SECTION 6: STUDENT CONDUCT AUTHORITY

A. Authority

The Student Conduct Board is the College body designated by the Vice President for Student Affairs or Campus Associate Dean of Student Services to hear, when appropriate, student conduct cases. The Conduct Board shall consist of four individuals, including the Campus Associate Dean of Student Services or designee, and three other individuals selected by the Campus Associate Dean of Student Services. These three individuals must be comprised of a minimum of one student and one faculty member. The Campus Associate Dean of Student Services shall make reasonable efforts to ensure that the members of the Conduct Board are unbiased. Any Board members who feel

they cannot make an objective determination must recuse themselves from the proceedings. The Campus Associate Dean of Student Services, or his/her designee, shall be the non-voting Chair of the Board.

The Campus Associate Dean of Student Services, or designee, will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit.

In the case of a possible Title IX violation, one of the College Deputy Title IX Coordinators (i.e., a Campus Associate Dean of Student Services or designee), under the guidance of the College Title IX Coordinator, will assume responsibility for the investigation of any allegation of sexual misconduct or sexual harassment (See, *special hearing provisions for sexual misconduct in Section 8 of this Code.*)

B. Interpretation and Revision

The Vice President for Student Affairs will develop procedural rules for the administration of hearings. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communications. The Campus Associate Dean of Student Services may vary procedures with prior notice, upon determining that changes to law or regulation require policy or procedural alterations not reflected in this *Code*. The Campus Associate Dean of Student Services shall make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the *Student Code of Conduct* will be referred to the Campus Associate Dean of Student Services, whose interpretation is final.

SECTION 7: FORMAL CONDUCT PROCEDURES

A. College as Convener

The College is the convener of every action under this *Code*. Within that action, there are several roles. The responding student is the person who is alleged to have violated the *Code*. The party bringing the complaint, who may be a student, employee, visitor, or guest, may choose to be present and participate in the process as fully as the responding student. There are witnesses, who may offer information regarding the allegation.

B. Group Violations

A student group or organization, and its officers and membership, may be held collectively and individually responsible for violations of this *Code* by the organization or its member(s) under the following circumstances:

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- Were known or should have been known to the membership or its officers.

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made, and sanctions may be assigned collectively and individually.

C. Notice of Alleged Violation

Any member of the College community, visitor or guest may allege a policy violation(s) by any student for misconduct under the *Student Code of Conduct*.

Notice may also be given to the Campus Associate Dean of Student Services (or designee) and/or to the Title IX Coordinator or Deputy Title IX Coordinator, when appropriate. Additionally, administrators may act on notice of a potential violation, whether a formal allegation is made or not, including but not limited to where required by College policy or applicable law/regulation. All allegations can be submitted by a victim or a third party, and should be submitted as soon as possible after the offending event occurs. The College has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process. For Title IX and sexual misconduct complaints, the College may select to move forward if the complaint involves a pattern of behavior or systemic issue. (See, *Special hearing provisions for sexual misconduct in Section 8 of this Code for additional information about the factors used to determine whether to proceed.*)

D. Notice of Hearing

Once a determination is made that reasonable cause exists for the Campus Associate Dean of Student Services, or designee, to refer a complaint for a hearing, notice will be given to the responding student. Notice will be in writing and delivered by certified mail to the local or permanent address of the student as indicated in official College records and e-mailed to the student's College-issued e-mail account. The letter of notice will:

1) Include the alleged violation and a copy of the *Student Code of Conduct*; and

2) Direct the responding student to contact the Campus Associate Dean of Student Services, or designee, within a specified period of time to respond to the complaint. This time period will generally be no less than three business days from the date of delivery of the letter.

A meeting with the Campus Associate Dean of Student Services, or designee, may be arranged to explain the nature of the complaint and the student conduct process.

E. Waiver

Following receipt of a notice of charges, a student may elect not to contest the charges and to accept responsibility for them. If this election is made, the student must sign a waiver which acknowledges that the student knowingly (a) waives his/her right to a hearing on the charges; (b) accepts a finding of responsibility and the sanction imposed by the College; and (c) waives his/her right to appeal the finding and/or the sanction.

F. Interim Action

When a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, or when it is believed that the continued presence of the student would substantially impede the lawful functions of the College, the Campus Associate Dean of Student Services, or designee, may impose restrictions and/or separate a student from the community, pending the scheduling of a campus hearing on alleged violation(s) of the *Student Code of Conduct.* Interim actions can include separation from the College or restrictions on participation in the campus community for no more than ten (10) business days pending the scheduling of a campus hearing. A student who receives an interim suspension may request a meeting with the Campus Associate Dean of Student Services. Regardless of the outcome of this meeting, the College may still proceed with the scheduling of a campus hearing.

Faculty members/College officials may direct that a student whom they believe to be engaging in disruptive behavior in their class to leave for the remainder of the class. Such an incident must be reported to the Campus Associate Dean of Student Services within one business day of the action. Such an interim suspension is for a period of one class. If the matter cannot be resolved informally, the faculty member/College official may file formal conduct charges against the student under the *Student Code of Conduct*. The Campus Associate Dean of Student Services shall respond to the filing of charges before the next class session or work day. The Campus Associate Dean of Student Services will determine if the imposition of the interim suspension should be continued beyond one class period or meeting.

During an interim suspension, a student will be denied access to College campus/facilities/events. As determined appropriate by the Campus Associate Dean of Student Services, this restriction may include classes and/or all other College activities or privileges for which the student might otherwise be eligible. At the discretion of the Campus Associate Dean of Student Services and with the approval of, and in collaboration with, the appropriate Dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student. Should a student placed on interim suspension be found not to be in violation of the *Student*

Code of Conduct, or found in violation, but allowed to return to the classroom, the student must be given the opportunity to make up any academic work missed, and cannot suffer any form of academic penalty for work missed during the period of the interim suspension.

The College may also impose interim measures and restrictions that may include no contact orders between the parties. According to state law and the SUNY's Sexual Violence Response policy, when a "no contact order" has been issued by the College, if the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person. A violation of the order by continuing to contact the protected individual is subject to additional conduct charges. For information on the appeals process related to these orders, see, *Special hearing provisions for sexual misconduct in Section 8 of this Code*.

G. Hearing Options & Preparation

The following sub-sections describe the College's conduct hearing processes. Conduct hearings will proceed as scheduled and the information in support of the complaint will be presented to, and considered by, the Campus Associate Dean of Students (or his/her designee) or the Student Conduct Board. The student conduct process, to include any hearing scheduled for which a responding student was sent appropriate notice, will proceed forward should a responding student elect not to participate in the process, to include a hearing, a subsequent determination of violation and the imposition of appropriate sanction(s).

Where the responding student admits to violating the *Student Code of Conduct*, the Campus Associate Dean of Student Services, or designee, may invoke administrative hearing procedures and appropriate sanctions. This process is also known as an *administrative conference*. In an administrative conference, complaints will be heard and determinations will be made by the Campus Associate Dean of Student Services or designee.

Where the responding student denies violating the *Student Code of Conduct*, a formal hearing will be conducted. This hearing can be held with the Campus Associate Dean of Student Services (or his/her designee) or the Student Conduct Board. The Campus Associate Dean of Student Services may hear any case when, in his/her determination, the level of sanction for the violation of alleged regulations, if so determined, would most likely result in a sanction no more severe than probation with loss of privileges. Should the Campus Associate Dean of Student Services or his/her designee determine that the violation could result in a sanction greater than probation with loss of privileges, the case would be referred to the Student Conduct Board, unless both the student and the Campus Associate Dean of Student Services or his/her designee agree to have the case decided solely by the Campus Associate Dean of Student Services or

his/her designee. Preparation for a formal hearing is summarized in the following guidelines:

1) Notice of the time, date and location of the hearing will be in writing and may be delivered either in person by a College official; or mailed (via certified mail) to the local or permanent address of the student as indicated in official College records and e-mailed to the student's College-issued email account.

2) If there is an alleged victim of the conduct in question, the alleged victim may serve as the party bringing the complaint or may elect to have the College administration serve as the party bringing the complaint forward. Where there is no alleged victim, the College administration will serve as the party bringing the complaint forward.

3) If a responding student fails to respond to notice from the Campus Associate Dean of Student Services, or designee, the Campus Associate Dean of Student Services, or designee, may initiate a complaint against the student for failure to comply with the directives of a College official and give notice of this offense. Unless the student responds to this notice within three business days by answering the original notice, a hearing may be scheduled and held notwithstanding the student's failure to cooperate.

H. Panel Hearing Procedures

The Campus Associate Dean of Student Services, or designee, will serve as Chair for the hearing. The parties have the right to be present at the hearing; however, they do not have the right to be present during deliberations. If a student cannot attend the hearing, it is that student's responsibility to notify the Campus Associate Dean of Student Services no less than three (3) business days prior to the scheduled hearing to arrange for another date, time and location. If the responding student fails to give the requisite minimum three (3) day notice, or if the responding student fails to appear, the hearing will proceed as scheduled to include determination of a violation and appropriate sanction(s). If the party bringing the complaint fails to appear, the College may pursue the allegation on its own behalf, as determined by the Campus Associate Dean of Student Services.

A student requesting a postponement of his/her conduct hearing must have a valid reason for doing so. Any such request must be in writing to the Campus Associate Dean of Student Services, and be accompanied by documentation on appropriate letterhead validating the circumstances that necessitate the postponement. The decision whether or not to postpone the hearing shall be at the sole discretion of the Campus Associate Dean of Student Services or his/her designee, and is not subject to appeal. A student may be granted only one postponement of his/her conduct hearing.

The Campus Associate Dean of Student Services, or designee, will conduct Student Conduct Board hearings according to the following guidelines:

1) Hearings will be closed to the public.

2) Admission to the hearing of persons other than the parties involved will be at the discretion of the Campus Associate Dean of Student Services (or his/her designee).

3) In hearings involving more than one responding student, the standard procedure will be to hear the complaints jointly; however, the Campus Associate Dean of Student Services may permit the hearing pertinent to each responding student to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding student.

4) The parties have the right to an advisor/advocate of their own choosing. Legal counsel may be permitted to serve as an advisor. Should a student elect to have legal counsel serve as their advisor, the Campus Associate Dean of Student Services must be advised as such a minimum of two business days prior to the hearing. Advisors, whether legal counsel or otherwise, do not speak, advocate, appear or act on behalf of the student during the hearing process. This is the student's responsibility. Advisors may not make a presentation or speak on behalf of the party whom they have accompanied to the hearing. Advisors may confer with their advisees, exchange notes, clarify procedural questions with the Chair and suggest questions to their advisee.

5) The party bringing the complaint, the responding student, the panel, and the Campus Associate Dean of Student Services (or designee) may question all witnesses and parties. Witnesses, whose testimony is deemed redundant, can be limited, at the discretion of the Campus Associate Dean of Student Services (or designee). Witnesses are limited to those who can testify to issues of fact which pertain to the alleged conduct violation. Character witnesses are not permitted.

6) Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the panel and the Campus Associate Dean of Student Services (or designee). Formal rules of evidence are not observed. Students are responsible for bringing to the hearing copies of any records, exhibits, or written statements they want to introduce as evidence.

7) All procedural questions shall be determined by the Campus Associate Dean of Student Services (or designee), whose decision is final.

8) After a Board hearing has concluded, and out of the presence of all parties, witnesses and advisors, the Board will deliberate and determine, by majority

vote, whether, by a preponderance of the evidence, it is more likely than not that the responding student has violated the *Student Code of Conduct*. The Campus Associate Dean of Student Services, or designee, will be present and available as a resource during all deliberations.

If there is a finding that the responding student violated the *Student Code of Conduct*, the Board will determine an appropriate sanction(s). In making such a determination, the Campus Associate Dean of Student Services, or designee, is responsible for informing the panel of any previous violations of the *Student Code of Conduct*.

9) The Campus Associate Dean of Student Services will inform the responding student of the final determination within three business days of the hearing. Notification will be made in writing and may be delivered either in person by a College official, or mailed (via certified mail) to the local or permanent address of the student as indicated in official College records and e-mailed to the student's College-issued email account.

10) There will be a single verbatim record, such as an audio recording, for all panel hearings. Deliberations will not be recorded. The record will be the property of the College and maintained according to the College's record retention policy. Parties may submit a written request for a copy of this record.

I. Conduct Sanctions

One or more of following sanctions may be imposed upon any student for any single violation of the *Student Code of Conduct*:

1) *Warning*: An official written notice that the student has violated College policies and/or rules, and that more severe action will result should the student be involved in additional violations while the student is enrolled at the College.

2) *Restitution*: Compensation for damage caused to the College or any person's property, or the replacement value of such property. Such compensation constitutes a repayment for labor costs and/or the value of property.

3) *Community/College Service Requirements*: For a student or organization to complete a specific supervised community service.

4) *Behavioral Requirement*: This includes a recommendation for activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.

5) *Probation without Loss of Privileges*: The student is reprimanded in writing and warned that a more severe disciplinary sanction may result in the event of future violations of any College regulation within a designated period of time.

6) *Probation with Loss of Privileges*: The student is reprimanded in writing and warned that a more severe disciplinary sanction may result in the event of further violations of any College regulation within a specific period of time. In addition, the student shall not serve on any College committees, nor represent the College in athletics or any co-curricular activity, or function or hold office in any student group or organization. Additional restrictions or conditions may also be imposed. Notification may be sent to appropriate College officials with an educational right to know.

7) *Educational Program*: Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience at the program may be restricted.

8) *College Suspension*: Separation from the College for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. During the suspension period, the student is banned from college property, functions, events and activities without prior written approval from the Campus Associate Dean of Student Services. This sanction will be noted on the student's official academic transcript and shall read "Student was suspended after a finding of responsibility for a code of conduct violation." This notation shall not be removed prior to one year after conclusion of the suspension and may be done so upon the student's appeal to have the notation removed. This notation shall not be removed prior to one year after conclusion of the suspension and may be done so upon the student's appeal to have the notation removed. For the student who withdraws from the institution while conduct charges are pending, and declines to complete the disciplinary process, the institution shall make a notation on the transcript that they "withdrew with conduct charges pending" and said notation shall remain on the academic transcript permanently.

9) *College Expulsion*: Permanent separation from the College. The student is banned from college property and the student's presence at any College-sponsored activity or event is prohibited. This sanction will be noted on the student's official academic transcript and shall read "Student was expelled after a finding of responsibility for a code of conduct violation." This notation shall remain on the academic transcript permanently. For the student who withdraws from the institution while conduct charges are pending, and declines to complete the disciplinary process, the institution shall make a notation on the

transcript that they "withdrew with conduct charges pending" and said notation shall remain on the academic transcript permanently.

10) *Other Sanctions*: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense, with the approval of the Associate Dean of Student Services or designee. For the student who withdraws from the institution while conduct charges are pending, and declines to complete the disciplinary process, the institution shall make a notation on the transcript that they "withdrew with conduct charges pending" and said notation shall remain on the academic transcript permanently.

The following sanctions may be imposed upon groups or organizations found to have violated the *Student Code of Conduct*:

1) One or more of the sanctions listed above, and/or

2) Deactivation, de-recognition, loss of all privileges (including status as a College registered group/organization), for a specified period of time.

J. Parental Notification

The College may notify the parents/guardians of students involved in the *Student Code of Conduct* process, upon consent of such students, or as otherwise permitted pursuant to the College's Student Records Policy, promulgated in accordance with the Family Educational Rights and Privacy Act (FERPA).

K. Notification of Outcomes

The outcome of a campus hearing is part of the education record of the responding student, and is protected from release under FERPA, except under certain conditions. As permitted by FERPA, when a student is accused of a policy violation that would constitute a "crime of violence" or forcible or non-forcible sex offense, the College will inform the alleged victim/party bringing the complaint, in writing, of the final results of a hearing regardless of whether the College concludes that a violation was committed. Such release of information may only include the alleged student's/responding student's name, the violation committed, and the sanctions imposed (if applicable).

In cases where the College determines through the student conduct process that a student violated a policy that would constitute a "crime of violence" or non-forcible sex offense, the College may also release the above information publicly and/or to any third party. FERPA defines "crimes of violence" to include:

1) Arson
2) Assault offenses (includes stalking)

3) Burglary
4) Criminal Homicide—manslaughter by negligence
5) Criminal Homicide—murder and non-negligent manslaughter
6) Destruction/damage/vandalism of property
7) Kidnapping/abduction
8) Robbery
9) Forcible sex offenses

L. Transcript Notations for Crimes of Violence

For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act, established in 20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII), the College shall make a notation on the transcript of students found responsible after a conduct process that they were:

> "suspended after a finding of responsibility for a code of conduct violation," and said notation shall not be removed prior to one year after conclusion of the suspension and may be done so upon the student's petition to have the notation removed; or
>
> "expelled after a finding of responsibility for a code of conduct violation," and said notation shall remain on the academic transcript permanently.

For the respondent who withdraws from the College while such conduct charges are pending, and declines to complete the disciplinary process, the College shall make a notation on the transcript of such students that they:

> "withdrew with conduct charges pending," and said notation shall remain on the academic transcript permanently.

If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

Violations equivalent to crimes of violence, as defined in the Clery Act (as updated by the Violence Against Women Act Final Regulations) Part I crimes that require a transcript notation are: murder; manslaughter, rape, fondling, incest and statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; and arson.

M. Failure to Complete Conduct Sanctions

All students, as members of the College community, are expected to comply with conduct sanctions within the timeframe specified by the Campus Associate Dean of Student Services. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from the College. A suspension will only be lifted when compliance

with conduct sanctions is satisfactorily achieved. This determination will be made by the Campus Associate Dean of Student Services.

N. Appeal Review Procedures

A student found in violation of the *Student Code of Conduct* may request an appeal of the decision by filing a written request to the Campus Executive Dean/CEO, subject to the procedures outlined below. All sanctions imposed by the original hearing body remain in effect, and all parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

GROUNDS FOR APPEAL REQUESTS

Appeal requests are limited to the following grounds:

1) A procedural error occurred that significantly impacted the outcome of the hearing.
2) New evidence, unavailable during the original hearing or investigation that could substantially impact the original finding or sanction, is available for the first time. A summary of this new evidence and its potential impact must be included;
3) The sanctions imposed are substantially disproportionate to the severity of the violation**.**

The written notice of the outcome of the hearing will include a date by which an appeal must be submitted, which shall be ten business days from the date of the written notice of the outcome of the hearing. Appeals must be filed in writing with the Campus Executive Dean/CEO by the date specified in the written notice of the outcome of the hearing. Any exceptions are made at the discretion of the Campus Executive Dean/CEO and, when appropriate, the Title IX Coordinator (see Section 8 of this Code.)

In Title IX cases only, the Campus Associate Dean of Student Services will provide a copy of the written request to appeal to the non-appealing party or parties.

The Campus Executive Dean/CEO will conduct an initial review to determine if the appeal request meets the limited grounds, and is timely.

If the appeal is not timely or substantively eligible, the original finding and sanction will be affirmed and the decision is final. If the appeal is permissible, the Campus Executive Dean will retain the option of meeting with the student to obtain any additional information that s/he determines may be necessary to make a decision. The appeal may result in one of the following actions: affirmation of the original decision and sanction(s); reversal of the original decision and sanction(s); alteration of the sanction(s) which either increase or decrease the level of the sanction(s); or a directive that the

case be remanded to the hearing body should it be determined that the process, as outlined in the published procedures, was not adhered to, or should the Campus Executive Dean/CEO determine that there is new substantial evidence that was not available to the conduct body during the original hearing. Students will be notified of the appeal decision, or if additional time, information and/or documents are required before a decision can be rendered, within ten business days of receipt of the written appeal.

Should the Campus Executive Dean/CEO determine that a finding of responsibility should be vacated for any reason, any transcript notation indicating suspension or expulsion shall be removed.

APPEAL OF A TRANSCRIPT NOTATION

A student who is suspended or expelled after a finding of responsibility for a Code of Conduct violation may request an appeal to remove the notation from his/her transcript. To appeal the removal of a transcript notation, students must file, with the Vice President for Student Affairs, a written request for the transcript notation to be removed. The request will be considered one year after the conclusion of the suspension, and evaluated upon such criteria as established by the Vice President for Student Affairs. It is the student's responsibility to provide compelling evidence that supports the request as well as to provide any documentation of their activities (work, education, community/College service, etc.) since the suspension they wish to be considered by the Vice President for Student Affairs. A student may not appeal the removal of the transcript notation of "expelled after a finding of responsibility" for a Code of Conduct violation. If a finding of responsibility is vacated for any reason, the associated transcript notation shall be removed.

O. Disciplinary Records

All conduct records are maintained by the College for six (6) years from the time of their creation, except those that result in separation (suspension or expulsion) and those that fall under Title IX, which are maintained indefinitely.

P. Special Procedures for Academic Dishonesty

If a faculty member concludes that a student has committed an act of academic dishonesty, the faculty member may initiate student conduct action through the Campus Associate Dean of Student Services. The faculty member may impose any of the following penalties: require that the student repeat the assignment or the exam; give the student a failing grade for the assignment or exam; or give the student a failing grade for the course. Should the student believe that s/he has been wrongly or unfairly accused of academic dishonesty, the student shall have the right to pursue the matter though the Course Grade Grievance Procedure.

The Office of the Campus Associate Dean of Student Services shall maintain all records of documented acts of academic dishonesty. Faculty members are encouraged to report all incidents of academic dishonesty to the Campus Associate Dean of Student Services. The Campus Associate Dean of Student Services will determine whether the student has a previous record of academic dishonesty. If so, the student can be referred to the *Student Code of Conduct* process.

In the event that the determination of the case results in a change in the student's final grade for the course, and the student has graduated, an academic review of the student's academic progress record will be conducted to determine if a student's degree should be subject to revocation.

SECTION 8: ADDITIONAL PROCEDURES FOR ALLEGATIONS/VIOLATIONS OF TITLE IX

These procedures apply to allegations under the jurisdiction of Title IX of the Education Amendments of 1972, a federal law which prohibits sex discrimination and sexual violence (including acts based on protected categories such as gender, gender identity, sexual orientation, familial status, pregnancy, and domestic violence victim status). Categories of behavior prohibited in this *Code* that may follow these procedures include, but are not limited to:

- Discrimination
- Harassment
- Bullying
- Intimate Partner/Relationship Violence - including domestic violence and dating violence
- Stalking
- Sexual misconduct, sexual harassment and sexual violence (including sexual assault, non-consensual sexual contact, non-consensual intercourse, rape, sexual exploitation, and sexual coercion)
- Threat to persons
- Threatening behaviors, threats or intimidation
- Public exposure

The College Title IX Coordinator is responsible for coordinating the responses to all complaints involving possible sex discrimination. The College Deputy Title IX Coordinators are also designees to ensure that student rights under Title IX and New York State law are upheld within the *Student Code of Conduct*. Additional information and resources are available on the College's Title IX webpage.

These procedures will provide a fair, prompt and impartial process from investigation to final result. The investigation and any hearing will be conducted by those who receive

annual training on Title IX. Further explanation of the rights of complaining individuals and the accused are outlined in the College's Sexual Violence Response Policy.

A. Definition of Affirmative Consent

Affirmative Consent is defined by New York State law and SUNY Policy as: "a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression."

Affirmative consent includes the following principles:

- Consent to any sexual act or prior consensual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may initially be given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

For more information, see the College's Definition of Affirmative Consent.

B. Policy for Alcohol and/or Drug use Amnesty in Sexual and Interpersonal Violence Cases

The health and safety of every student at the College is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including, but not limited to, domestic violence, dating violence, stalking or sexual assault, occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct.

The College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to College officials. A bystander acting in good faith or a

reporting individual acting in good faith that discloses any incident of domestic violence, stalking or sexual assault to College officials or law enforcement will not be subject to College code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking or sexual assault. For more information, see the College's Policy for Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases.

C. Student's Bill of Rights

Suffolk County Community College is committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College-wide and campus programs, activities, and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad. These rights are listed in Appendix A, attached hereto, and in the College's Student's Bill of Rights.

D. Reporting

The College is the convener of every action under this *Code*. Additionally, responsible employees must act on notice of a potential violation whether a formal allegation is made or not. The College has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process. In accordance with state law, the Student's Bill of Rights, the Options for Confidentially Disclosing Sexual Violence Policy, and the Sexual Violence Response Policy, reporting individuals shall have the right to pursue different reporting options, and the College will seek consent from reporting individuals prior to conducting an investigation. This includes the right to request that conduct charges not be pursued. Honoring such a request may limit the institutions' ability to meaningfully investigate and pursue conduct action against an individual. As necessary, the College reserves the right to initiate a report and to initiate resolution proceedings without a formal report or participation by the victim of misconduct.

Should the reporting individual decline consent to pursue charges under the Code, the College must weigh the reporting individual's request against the College's obligation to provide a safe, non-discriminatory environment for all members of its community. Declining consent to an investigation or a request that conduct charges not be pursued will be honored unless the College determines in good faith that failure to investigate / pursue charges does not adequately mitigate a potential risk of harm to the reporting individual or other members of the community. For example, the College may elect to move forward if the complaint involves a pattern of behavior or systemic issue. The

factors used by the College to determine whether or not to honor such a request from the reporting individual include, but are not limited to:

- Whether the accused has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation in unlawful conduct on behalf of the accused from previously noted behavior;
- The increased risk that the accused will commit additional acts of violence;
- Whether the accused used a weapon or force;
- Whether the reporting individual is a minor; and
- Whether the institution possesses other means to obtain evidence such as security footage, and whether available information reveals a pattern of perpetration at a given location or by a particular group.

A team of individuals which may include the Title IX Coordinator, Deputy Title IX Coordinator, Director of Public Safety, Deputy General Counsel, Vice President for Student Affairs and Executive Dean, will weigh the risks to the reporting individuals and other members of the institution's community. The team will make a good faith determination whether or not the process should continue against the wishes of the reporting individual to not have the College move forward. The team will notify the reporting individual of the outcome of this review and take immediate action as necessary to protect and assist the reporting individual.

E. Retaliation

No member of the College community shall retaliate, intimidate, threaten, coerce or otherwise discriminate against a person who files a Title IX complaint, serves as a witness, or assists or participate in a Title IX proceeding in any manner. Participants who experience retaliation should report the incident to the Campus Associate Dean of Student Services/Deputy Title IX Coordinator.

F. External Criminal Investigations

The conduct process must run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay.

A criminal justice investigation has different standards of proof and evidence than the evaluation of violations under the *Code.* The standard used under this *Code* is preponderance of the evidence, meaning that it is more likely than not that the responding student has violated the *Student Code of Conduct*. For additional information explaining the distinctions between these processes, see SUNY's College and Criminal Process Resource.

G. Appeal rights during the conduct process

Interim measures

Upon receipt of a report, the Deputy Title IX Coordinator will confer with the Title IX Coordinator on interim actions that may be necessary. The reporting party may obtain reasonable and available interim measures and accommodations that effect a change of campus academic, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Both parties (the accused and the reporting individual) may appeal any such interim actions and accommodation that directly affects him or her. The parties can submit evidence to support their request. These appeals should be submitted in writing within three business days of the date of notification of the interim measures to the Campus Executive Dean/CEO, who, in consultation with the Vice President for Student Affairs, will convene a panel to conduct this review. The panel will be comprised of two members of the faculty and staff, with the Campus Executive Dean/CEO serving as chair.

No contact orders

In accordance with the *Student Code of Conduct*, the College may impose restrictions that may include no contact orders between the parties. According to state law and the College's Sexual Violence Response Policy, when a "no contact order" has been issued by the College, if the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person. A violation of the order by continuing to contact the protected individual is subject to additional conduct charges. Both parties (the accused and the reporting individual) may appeal the need for and terms of no contact orders, including requests to modify or discontinue the order. The parties can submit evidence to support their request. These appeals should be submitted in writing within three business days of the date of notification of the no contact order to the Campus Executive Dean/CEO, who, in consultation with the Vice President for Student Affairs, will convene a panel to conduct this review. The panel will be comprised of two members of the faculty and staff with the Campus Executive Dean/CEO serving as chair.

Interim suspension

In accordance with the *Student Code of Conduct*, the College may impose restrictions and/or separate a student from the community, pending the scheduling of a campus hearing on alleged violation(s) of the *Student Code of Conduct.* Both parties (the accused and the reporting individual) may request a prompt review of an interim suspension, including requests to modify the terms or discontinue it. The parties can submit evidence to support their request. These appeals should be submitted in writing within three business days of notification that an interim suspension has been imposed to the Campus Executive Dean/CEO, who, in consultation with the Vice President for Student Affairs, will convene a panel to conduct this review. The panel will be comprised of two members of the faculty and staff with the Campus Executive Dean/CEO serving as chair.

H. Additional Hearing Procedures

Notification - At least three (3) business days before any scheduled formal hearing, the following will occur:

1. Both the Complainant and the responding student may deliver to the Campus Associate Dean of Student Services, or designee, a written statement of support or response to the complaint;

2. Both the Complainant and the responding student will deliver to the Campus Associate Dean of Student Services, or designee, a written list of all witnesses they wish the College to call at the hearing. If the College has any additional witnesses it intends to call, such list of witnesses shall be simultaneously provided to both parties in advance of the hearing, with sufficient time permitted for either party to raise any objections to such witnesses;

3. Both the Complainant and the responding student will notify the Campus Associate Dean of Student Services, or designee, of the names of any advisors/advocates who may be accompanying the parties at the hearing.

The Campus Associate Dean of Student Services/Deputy Title IX Coordinator, or designee, will ensure that the hearing information and any other available written documentation is shared with the parties at least three business days prior to any scheduled hearing.

Advisors - The parties are entitled to be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present, including intake, interviews, hearings and appeals.

Alternative Testimony - Whether the alleged victim is serving as the party bringing the complaint or as a witness, alternative testimony options may be provided, such as placing a privacy screen in the hearing room or allowing the alleged victim to testify outside of the physical presence of the responding party, such as from another room via audio or audio/video technology. While these options are intended to help make the reporting party more comfortable, they are not intended to work to the disadvantage of the responding party.

Sexual History - Generally, the prior sexual history of the complainant or responding student, or questioning about the complainant's sexual history with anyone other than the responding student, will not be permitted. In a case where the responding student raises consent as a defense, any current or prior consensual relationship between the parties may be deemed relevant, but not necessarily determinative. Any information relating to sexual history sought to be admitted by a party will be presumed irrelevant

until a showing of relevance is made, in advance of the hearing, to the Chair. The parties will be notified in advance if any such information is deemed relevant, and upon such a determination, will be introduced at the hearing.

I. Conduct Sanctions

Available Sanctions - When there is a finding of responsibility of sexual assault SUNY policy and state law dictate that the two available sanctions are:

- *College Suspension with additional requirements*: Separation from the College for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. During the suspension period, the student is banned from College property, functions, events and activities without prior written approval from the Campus Associate Dean of Student Services. Additional requirements may include sanctions outlined in the *Code*. This sanction will be noted on the student's official academic transcript.

- *College Expulsion*: Permanent separation from the College. The student is banned from College property and the student's presence at any College-sponsored activity or event is prohibited. This sanction will be noted on the student's official academic transcript.

The College's Sexual Violence Response Policy provides students the right to make an impact statement during the point of the proceeding where the hearing panel is deliberating on appropriate sanctions.

Notification of outcomes - The party bringing any complaint alleging sexual misconduct, other behavior falling within the coverage of Title IX, and/or a crime of violence will be notified in writing of the outcome of a hearing and any sanctions imposed, simultaneously and in writing, in accordance with the *Code* and as permitted by FERPA. The rationale for the outcome will also be shared with all parties to the complaint, in addition to the finding and sanction(s).

In accordance with the *Student Code of Conduct* and FERPA, in cases where the College determines through the student conduct process that a student violated a policy that would constitute a "crime of violence" or non-forcible sex offense, the College may also release the above information publicly and/or to any third party.

J. Appeal Review Procedures

Both the complainant and the responding student may file an appeal with the Campus Executive Dean/CEO. The written notice of the outcome of the hearing will include a date by which an appeal must be submitted, which shall be ten business days from the date of the written notice of the outcome of the hearing.

Any such appeal must be in writing and filed with the Campus Executive Dean/CEO by the date specified in the written notice of the outcome of the hearing. Any exceptions are made at the discretion of the Campus Executive Dean/CEO and, when appropriate, the Title IX Coordinator. The Campus Associate Dean of Student Services/Deputy Title IX Coordinator will provide a copy of the written request to appeal to the non-appealing party or parties.

Upon appeal, the Campus Executive Dean/CEO may consult with the Campus Associate Dean of Student Services and/or Title IX Coordinator with respect to any procedural or substantive questions that arise. The Campus Executive Dean/CEO, in consultation with the Vice President for Student Affairs, will convene a panel comprised of members of the faculty and staff to conduct this review. The findings will be communicated in accordance with the *Student Code of Conduct* appeals process. When a final determination is made, notifications will be communicated simultaneously to both parties, in writing.

K. Disciplinary Records

All conduct records that fall under Title IX are preserved and maintained indefinitely.

APPENDIX A

STUDENT'S BILL OF RIGHTS

The State University of New York and Suffolk County Community College are committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College-wide and campus programs, activities, and employment.

All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad.

All students have the right to:

- Make a report to local law enforcement and/or state police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure from the institution;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services where available;
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident;
- Be free from retaliation by the institution, the accused, and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
- Access to at least one level of appeal of a determination;
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

Options

Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:

- Receive resources, such as counseling and medical attention or emergency care (Mental Health Services; Health Services Office; Victims Information Bureau of Suffolk (VIBS)/631-360-3606; Response of Suffolk County /631-751-7500; L.I. Against Domestic Violence /631-666-8833); SUNY – Statewide Sexual Assault and Violence Response Resources
- Confidentially (Mental Health Services, Health Services Office) or anonymously (Silent Witness – Public Safety) disclose a crime or violation.
- Make a report to:
  - An employee with the authority to address complaints, including the Title IX Coordinator (631-451-4950), the Associate Dean for Student Services/Deputy Title IX Coordinator for your campus
  - Public Safety (call 631-451-4242 24 hours a day/7 days a week)
  - State Police – 24 Hour hotline to report sexual assault on a New York College Campus: 1-844-845-7269
  - Suffolk County Police Department, (for emergencies call 911) and/or
  - Suffolk County Family Court or Civil Court