BOARD OF TRUSTEES
June 16, 2022

ITEM 1	RESOLUTION NO. 2022.31 - Approving Monthly Sponsor Services for Suffolk County Community College
ITEM 2	RESOLUTION NO. 2022.32 - Approving Annual Sponsor Services for Suffolk County Community College for FY2021-2022
ITEM 3	RESOLUTION NO. 2022.33 - Accepting a Federal Grant for the 2022-2023 Federal Work Study Program (FWSP)
ITEM 4	RESOLUTION NO. 2022.34 - Approving the Allocation of the 2022-2023 Federal Work Study Program (FWSP) Funds
ITEM 5	RESOLUTION NO. 2022.35 - Accepting a Federal Supplemental Educational Opportunity Grant (FSEOG) for 2022 - 2023
ITEM 6	RESOLUTION NO. 2022.36 - Approving the Allocation of the 2022 – 2023 Federal Supplemental Educational Opportunity Grant (FSEOG) Program Funds
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ITEM 10	RESOLUTION NO. 2022.40 - Authorizing the Creation of a New Employee Title - College Enrollment Service Aide - Part Time

ITEM 11 RESOLUTION NO. 2022.41 - Authorizing the Acceptance of a Gift from the Suffolk Community College Foundation

ITEM 12 RESOLUTION NO. 2022.42 - Amending the Bylaws of Suffolk County Community College

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ITEM 1

RESOLUTION NO. 2022.31 - Approving Monthly Sponsor Services for Suffolk County Community College

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

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

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

RESOLVED, that the health insurance payment to the County of Suffolk in the amount of $2,565,683.19 for the month of May 2022 *(Attachment I)* is hereby approved by the Board of Trustees.

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Suffolk County Employee Medical Health Plan

INVOICE

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

Board of Trustees
June 16, 2022
Attachment I

DATE: May 10, 2022
INVOICE No.: 22-005
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.	$869.47	593 585	515,595.71
EMHP Family	$2,048.47	1148 1144	2,351,643.56
Surviving Spouse CCR	$869.47	5 6	4,347.35
HMO's			
HIP Indiv.	$1,442.35	1	1,442.35
HIP Family	$3,533.76	1	3,533.76
May 2022 Premium Due:		1,748.00 1,737	2,876,562.73
EMPLOYEE HEALTH INSURANCE CONTRIBUTIONS			
2022 Payroll 9, Time Period: 4/18/22 - 5/1/22			72,221.18
Employee Insurance Contributions Due:			72,221.18
Total Due:			**$2,948,783.91**

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.

*($24,581.64)
**($6,145.41)
***($338,093.50)
**** ($6,955.76)
*****($8,193.88)
******$869.47

$2,565,683.19

THANK YOU

* Overpayment of 12 family accounts in March 2022
** Overpayment of 3 family accounts in April 2022
*** March 2022 Medicare Reimbursement
****585 individual employees in May
***** 1,144 family employees in May
****** Should be 6 employees in the surviving spouse category

ITEM 2

RESOLUTION NO. 2022.32 - Approving Annual Sponsor Services for Suffolk County Community College for FY2021-2022

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 $2,180,119.06 for the College's 2021-2022 fiscal year are hereby approved by the Board of Trustees.

Workman's Compensation	$ 1,313,068.53
Liability Insurance	510,288.04
Administrative Charges	353,946.50
Net Charge Back	2,815.99
TOTAL	$ 2,180,119.06

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ITEM 3

RESOLUTION NO. 2022.33 - Accepting a Federal Grant for the 2022-2023 Federal Work Study Program (FWSP)

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

WHEREAS, the application has been approved in the amount of $462,403, and

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

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

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

RESOLVED, that the Board of Trustees hereby accepts the total federal allotment of 2022-2023 Federal Work Study Program funds in the amount of $462,403, and be it further

RESOLVED, that $46,240 be set aside for the Job Locator Program, with the College matching contribution of 20 percent to be provided by in-kind contributions, and be it further

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

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

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

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ITEM 4

RESOLUTION NO. 2022.34 - Approving the Allocation of the 2022-2023 Federal Work Study Program (FWSP) Funds

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

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

RESOLVED, that the following distribution of the 2022-2023 Federal Work Study Program funds by Pell Grant population is hereby approved, as follows:

Original FWSP Federal Allocation	$462,403
Less: Transfer to Job Locator Program	-46,240
Remaining CWSP Federal Allocation	$416,163
Plus: 25% of Institutional Share of Student Wages	+104,041
Total FWSP Funds Available	$520,204
Less: 5% Admin Expense Allowance of Campus Wages	- 23,120
Total Student Wages Available	$497,084

Campus Wage Distribution of Federal Work Study Program Funds

Ammerman Campus (44%)	$218,717
Grant Campus (42%)	$208,776
Eastern Campus (14%)	$ 69,591
Total Campus Wage Distributions	$497,084

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ITEM 5

RESOLUTION NO. 2022.35 - Accepting a Federal Supplemental Educational Opportunity Grant (FSEOG) for 2022 - 2023

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

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

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

RESOLVED, that the 2022-2023 Federal Supplemental Educational Opportunity Grant in the amount of $771,758 be accepted, and be it further

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

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ITEM 6

RESOLUTION NO. 2022.36 - Approving the Allocation of the 2022 – 2023 Federal Supplemental Educational Opportunity Grant (FSEOG) Program Funds

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

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

RESOLVED, that the following distribution of the 2022-2023 FSEOG funds by Pell Grant population is hereby approved.

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Campus Distribution of FSEOG Grant

Ammerman Campus	(44%)	$322,595
Grant Campus	(42%)	$307,931
Eastern Campus	(14%)	$102,644

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ITEM 7

RESOLUTION NO. 2022.37 - Approving a Major Change Order and Amendment to the Contract for the Construction of the Renewable Energy and STEM Center on the Michael J. Grant Campus

WHEREAS, V.R.D. Contracting, Inc. was awarded a contract ("Contract") to construct the Renewable Energy and STEM Center on the Michael J. Grant Campus, and

WHEREAS, work which was not anticipated under the terms of this contract or shown on the design drawings is required, consisting of changes to the exterior insulation and finish system (EFIS) due to steel and other conflicts; additional steel supports and changes at the elevator, the green roof, two building corners, and miscellaneous studs; missing power for motorized shades; missing power for variable air volume (VAV) systems; transformer relocation for additional solar; light fixture changes for ceiling coordination in two rooms; telecommunication changes to accommodate academic needs; parapet wall height increase due to insulation supply chain issues; and substituting wood framing in lieu of metal furring for building siding, deleting six exterior benches; additional elevator requirements and

WHEREAS, at this stage of the construction, the College estimates that sufficient contingency funding remains in the project budget for the unanticipated work, and

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

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

RESOLVED, that a change order in the amount of $242,310.06 to the Contract with V.R.D. Contracting, Inc. for additional work to be performed for the construction of the Renewable Energy and STEM Center (RESC) on the Michael J. Grant Campus, is hereby approved, and be it further

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

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ITEM 8

RESOLUTION NO. 2022.38 - Amending the College Budget for an Increase to the Subaward from Long Island University (LIU), the Pass-Through Entity (PTE) of a Grant Award Funded by the National Science Foundation (NSF), for a Project entitled "Long Island Mathematics and Teacher Education Scholarship Program"

WHEREAS, the 2021-2022 College operating budget provides $63,522, including indirect costs, from Long Island University (LIU), the Pass-Through Entity (PTE) of a grant award funded by the National Science Foundation (NSF) for the project entitled "Long Island Mathematics and Teacher Education Scholarship Program," for the period May 15, 2018 through April 30, 2022, and

WHEREAS, the subaward has been increased by an additional amount of $46,500, including indirect costs, for salaries and the associated fringe benefits, travel, materials, supplies, and consultant fees, bringing the total amount of the subaward to $232,500, including indirect costs, and the budget period has been extended from May 1, 2022 through April 30, 2023, and

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

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the 2021-2022 College operating budget be amended to reflect an increase in the amount of $46,500, including indirect costs in the amount of $12,804, from Long Island University (LIU), the Pass-Through Entity of a grant award funded by the National Science Foundation (NSF), for the project entitled "Long Island Mathematics and Teacher Education Scholarship Program," for the period May 1, 2022 through April 30, 2023, and be it further

RESOLVED, that the College President or his designee is authorized and empowered to execute any necessary documentation, including a subaward amendment with the administering agency, in such form as shall be approved by the College General Counsel.

Project Director: John Jerome Luckner

Note: No full-time personnel

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ITEM 9

RESOLUTION NO. 2022.39 - Accepting a Grant Subaward from the Research Foundation for the State University of New York made Available through an Award from the Lumina Foundation, to Carry Out a Project entitled "Strategic Enrollment Management"

WHEREAS, Suffolk County Community College has received a grant subaward in the amount of $10,000 from The Research Foundation for The State University of New York, made available through an award from the Lumina Foundation, to carry out a project entitled "Strategic Enrollment Management," for the period of January 1, 2022 through June 30, 2023, and

WHEREAS, the grant subaward will be used to support efforts to revise and update the College's Strategic Enrollment Management plan, with a focus on adult learners, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that a grant subaward in the amount of $10,000 from The Research Foundation for The State University of New York, made available through an award from the Lumina Foundation, to carry out a project entitled "Strategic Enrollment Management," for the period of January 1, 2022 through June 30, 2023, is hereby accepted, and be it further

RESOLVED, that the College President or his designee is hereby authorized to execute a contract with the administering agency, upon such terms and conditions as shall be approved by the College General Counsel.

Project Director: Daphne M. Gordon, Ph.D.

Note: No full-time personnel

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ITEM 10

RESOLUTION NO. 2022.40 - Authorizing the Creation of a New Employee Title - College Enrollment Service Aide - Part Time

WHEREAS, Suffolk County Community College as a part of its student recruitment efforts will establish a part time position to support the Office of Enrollment Management, and

WHEREAS, the President- has recommended that the College create the employee title of College Enrollment Service Aide - part time - to provide college information and materials at recruitment, community and civil events to increase student enrollment, be it therefore

RESOLVED, that the college employee title of College Enrollment Service Aide - part time - is hereby created, effective June 16, 2022, with the position description as in the Attachment II annexed, and be it further

RESOLVED, that the hourly wage rate for the employee title of College Enrollment Service Aide - part time - be fixed at $20.00 per hour.

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Enrollment Service Aide (Part Time)

The College is currently seeking highly motivated and energetic part-time enrollment representatives to attend community, civic events and college fairs, both in-person and virtually. This position will hand out materials at recruitment tables and meet and greet potential students and answer general questions. These employees may work independently at community events to assist inquirers on how to gain more information about the College and the enrollment opportunities or assist full-time faculty at more formal recruitment events. This position reports to the College Dean of Enrollment Management and may be scheduled to work up to 19 hours per week, including nights and weekends as needed.

Responsibilities may include:

- Assemble and distribute college materials including but not limited to brochures, handouts, flyers, college inquiry cards, giveaways and supplies as needed for the event.
- Communicate the college student experience and provide general information regarding the college.
- Encourage the completion of the college inquiry cards for continued communication.
- Set up and breakdown the table top of display materials.
- Travel to and from community or civic events and college fairs across Suffolk County as needed.

Qualifications

HS Diploma or equivalent with an ability to speak positively about their college experience at SCCC is required. Some demonstrated involvement on campus or other appropriate experience in customer service also required. A positive, outgoing, and professional attitude towards visitors, prospective students, and families is required. Outstanding verbal communication skills required. Bilingual ability in Spanish is preferred.

ITEM 11

RESOLUTION NO. 2022.41 - Authorizing the Acceptance of a Gift from the Suffolk Community College Foundation

WHEREAS, the Suffolk Community College Foundation, Inc. has received a Clean Energy & Sustainability grant award in the amount of $60,000 from National Grid to fund the purchase and installation of a Solar Tree at the College's Ammerman Campus, and

WHEREAS, the Solar Tree will provide a meaningful touchstone for the College's interest in renewable energy, and serve as a unique opportunity for student learning in the areas of energy and the environment, and

WHEREAS, the Foundation has authorized this grant award to be transferred to Suffolk County Community College in order to facilitate entering into contracts, as appropriate, for the purchase and installation of the Solar Tree, be it therefore

RESOLVED, that the Board of Trustees hereby authorizes the acceptance of a National Grid Clean Energy & Sustainability grant award in the amount of $60,000 for the purchase and installation of a Solar Tree at the College's Ammerman Campus.

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ITEM 12

RESOLUTION NO. 2022.42 - Amending the Bylaws of Suffolk County Community College

WHEREAS, Article VI of the Bylaws of Suffolk County Community College establishes the policy and procedures pertaining to the meetings of the Board of Trustees, and

WHEREAS, the Board of Trustees wishes to amend these provisions to reflect the authorization for members of the Board to attend meetings by videoconferencing under extraordinary circumstances, pursuant to Public Officers Law §103-a and the College policy adopted thereto, be it therefore

RESOLVED, that the Bylaws of Suffolk County Community College are hereby amended as reflected on *Attachment III*, annexed hereto.

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BYLAWS
OF
SUFFOLK COUNTY COMMUNITY COLLEGE

Article I

Name of the College

The official name of the college shall be as follows:

SUFFOLK COUNTY COMMUNITY COLLEGE

Article II

Purpose of the College

A. General

1. To offer programs and services that fulfill the educational needs of the residents of Suffolk County.
2. To provide access without regard to race, color, creed, sex, age or disability, and to encourage those students who might otherwise be unable to pursue a college education.
3. To assure financial access to the residents of Suffolk County through reasonable tuition charges and through institutionally sponsored fundraising efforts in support of both merit and need-based scholarships.
4. To provide appropriate learning resource instructional programs and resources designed to support the curricula and to encourage student research projects and personal interests.
5. To provide comprehensive student services designed to enhance the college's cultural, social and aesthetic environment in ways that support the growth and development of all its members.
6. To maintain a program of professional development for administrators, faculty and staff.
7. To encourage applied research that identifies ways to enhance and enrich the teaching-learning environment.
8. To offer programs and services that respond to the ever-changing needs of business, government and community organizations and to support economic development activities in Suffolk County.
9. To provide educational experiences in physical settings and with state-of-the-art equipment that is conducive to student achievement, and to assure full compliance with the Americans with Disabilities Act (ADA).

B. Degree/Certificate Programs

1. To structure the curricula of the college so that each program includes courses which
   - develop oral and written communication skills;
   - encourage thinking skills and creativity;
   - foster appreciation for scientific methodology;
   - promote an understanding of self, nature and society and its historical context, and a heightened awareness of personal, social and aesthetic values;
   - enhance occupational skills; and
   - encourage physical fitness.
2. To provide associate degree programs designed to serve students who wish to transfer to a four-year college or university.
3. To offer occupational and/or vocational associate degree programs that prepare students for immediate employment.
4. To offer certificate programs designed to serve students who wish to learn new skills or upgrade current skills.
5. To offer developmental and basic skills programs which enable students to achieve the proficiency required to succeed in a collegiate environment.
6. To provide a range of academic experiences to challenge students at various stages of intellectual development.

C. Community Service/Continuing Education

1. To provide lifelong educational experiences for county residents related to their job development, leisure activities, civic responsibilities and physical well-being.
2. To provide public service activities including workshops, community forums and cultural enrichment programs.
3. To cooperate with other community/governmental agencies to enhance the quality of life in Suffolk County.
4. To serve as a social, intellectual and recreational resource to the residents of Suffolk County.

Article III

Powers and Duties of the Board of Trustees

The college shall be administered by the Board of Trustees, appointed in conformance with Article 126, Section 6306, of the N.Y.S. Education Law. It shall be the responsibility of the Board appoint a president and to establish the strategic plan, budget and policies governing the operation and management of the college.

In accordance with the N.Y.S. Education Law, and the Rules and Regulations adopted by the State University of New York Trustees in furtherance thereof, the powers of this Board are as follows:

Under the time-honored practice of American colleges, trustees of colleges, as legal official bodies corporate, concentrate on establishing policies governing the college, and delegating responsibility for the administration and execution of those policies to their employed professional administrators. The college trustees, subject to the approval of the State University trustees, shall appoint a president, approve curricula, prepare, approve and implement budgets, establish tuition and fees (within legal limits), approve sites and temporary and permanent facilities. The college trustees shall provide for the awarding of certificates and diplomas, and the conferring of appropriate degrees on the recommendation of the president and the faculty. In addition, the college trustees upon the recommendation of the president shall appoint personnel, determine and implement salary and employee benefits schedules and approve the organizational pattern of the college.

A. The college trustees shall formulate and record the policies and procedures of appointment and conditions of employment of the president and other professional administrative personnel.

B. The college trustees shall establish policies and delegate to the president or designee responsibility for implementation of the following:

1. personnel policies, including the following:
    a. appointments, promotions, tenure and dismissals of faculty and staff members;
    b. conditions of employment, leaves of absence and sabbatical leave;
    c. statements regarding academic freedom; and
    d. subject to the local and State civil service regulations, the working conditions for nonacademic personnel and fixed rates of compensation;
2. creations of divisions, departments, and appropriate administrative positions and definition of duties to carry out the objectives of the college;
3. regulations governing the behavior and conduct of students and guiding the cocurricular program of the college;
4. authorization and supervision of travel for the purposes of the college;
5. care, custody, control and management of land, grounds, buildings, equipment and supplies used for the purposes of the college for carrying out its objectives;
6. use of college facilities for outside organizations;
7. admission of students;
8. preparation of a budget for operation of the college for submission to and approval by the local sponsor and the State University trustees;
9. preparation of capital equipment and capital construction budgets;

10. use of college facilities for research, consultation or other contractual services pursuant to the educational purposes of the college, in accordance with regulations of the college trustees and upon reimbursement to the college on a fair and equitable basis for the use of facilities or equipment;
11. make available for inspection all college policies and procedures at the college for the convenience and information of members of the college constituency; and
12. such other powers and perform such other duties as may be provided by law or prescribed by the State University trustees together with such other powers as may be prescribed by the N.Y.S. Education Law.

Article IV

Delegation of Authority to the President

A. The president is hereby directed to act upon the following personnel and financial matters and is delegated the authority to commit the college as if done by the Board:

1. Appointing professional staff in the bargaining units to approved positions;
2. Re-appointing professional staff in the bargaining units;
3. Appointing academic chairs and assistant academic chairs;
4. Awarding continuing appointment;
5. Designating professors emeriti;
6. Approving promotions in rank;
7. Accepting resignations, retirements and declinations of appointment;
8. Approving leaves of absence, sabbaticals and reductions in load;
9. Terminating administrative responsibilities;
10. Appointing classified and unclassified staff to approved positions;
11. Certifying payroll and supplemental payroll reports;
12. Approving the transfer of funds within and among capital accounts, not to exceed $50,000, and between phases of capital projects, subject to County and State approvals; and
13. Approving the appointment, re-appointment, termination, separation, transfer, promotion, salary modification and leave for any managerial-confidential employee following notification to the chairperson of the Board.

B. At each meeting of the Board the president shall submit an information report on actions taken, if any, in accordance herewith since the prior list was submitted and such list shall be accompanied by a statement of the credentials of each professional staff member hired.

Article V

Officers and Committees of the Board

A. OFFICERS

The Officers of the Board shall be a Chairperson, two Vice-Chairpersons, and a Secretary.

B. TERM OF OFFICE

The officers shall be elected each year and shall take office as of July 1. They shall hold office until their elected successors take office. A majority vote of the members of the Board shall be necessary for election. Vacancies in offices shall be filled by the Board except that in the event of a vacancy in the office of chairperson, the more senior vice-chairperson, based on length of service on the Board, shall automatically assume the position of chairperson.

C. DUTIES OF THE CHAIRPERSON

1. The chairperson shall preside at all meetings of the Board.
2. The chairperson shall appoint all *ad hoc* committees and shall designate the chairperson of all standing and *ad hoc* committees.

D. DUTIES OF THE VICE-CHAIRPERSONS

The vice-chairpersons shall perform the duties of the chairperson in his/her absence and such other duties as the chairperson may delegate to him/her from time to time. The powers and duties of the vice-chairperson in the chairperson's absence shall devolve upon the more senior vice-chairperson, based on length of service on the board, and in that vice-chairperson's absence, the less senior vice-chairperson.

E. DUTIES OF THE SECRETARY

The secretary shall be responsible for the minutes of such meetings and shall cause them to be prepared and submitted to each member of the Board. The secretary shall have charge, under the direction of the Board, of all official records and papers belonging to the Board. The secretary shall also perform such duties as may be assigned from time to time by the Board. The foregoing responsibilities may be delegated to a member of the college staff who shall perform same under the supervision of the secretary.

F. EXECUTIVE COMMITTEE

The executive committee of the Board of Trustees shall consist of the chairperson, vice-chairpersons, and secretary. The executive committee shall act for the Board between meetings of the Board or when a quorum is not present at a regular meeting. Such acts of the executive committee shall not be binding upon the Board or be considered final acts until confirmed by the Board at a meeting with a quorum present.

G. COMMITTEES OF THE BOARD

General

Members of the Board may be on as many committees as they choose, provided, however, that the number of Board members on each committee does not exceed five. In addition, for each committee, the Chair of the Board shall designate one member of each committee as Chair for that committee.

Each committee shall keep regular minutes of their proceedings and make the same available to the Board upon request. Committee meetings do not require a quorum, but the minutes shall include a record of those present. All committee members must be provided with reasonable notice of each meeting. A meeting may take place through any form of communication approved by the members of the committee, including via videoconferencing.

No committee shall have the authority to act on behalf of the Board without specific authorization approved by the Board and, then, only for such matters which the Board is not required to act upon. It shall not be required that a matter come before a committee or be acted upon by a committee before being considered by the Board. No voting will occur. The work of the committee shall be summarized by its Chairperson to the Board at a meeting.

Ad hoc Committees

The Chair may, by resolution or resolutions of a majority of the Trustees of the Board, establish one or more *ad hoc* committees consisting of Board members and/or members of the administration. The Chair of the Board shall designate one member of each *ad hoc* committee as the Chair of that committee.

Standing committees

The following committees are hereby established as standing committees. Each such committee shall have at least two but no more than five Board members. The membership of committees shall include a minimum of one administrator appointed by the President. Each committee is hereby charged, in addition to the specific charge stated below, with advising the Board on policy issues and on the

preparation of the College's strategic plan, in relation to the purpose of the committee, and on assessing the accomplishment of the goals and objectives of the approved strategic plan.

1. **Budget and Finance:** Provide oversight to ensure that appropriate accounting and budgeting policies are established and followed, and that the college issues financial statements and reports in a timely manner in accordance with all regulatory obligations. This committee will also oversee any ethical issues involving the Board or the administration.
2. **Student Success:** Advise Board on program offerings, services and policies in both the academic and student affairs area.
3. **Facilities and Technology:** Advise Board on action necessary to provide a safe, secure and appropriate environment for learning, including arranging for the development of a master plan, advising on the implementation of approved capital programs, and reviewing plans for providing effective technology resources.
4. **Advocacy:** Advise Board on external communication with various constituencies, including the media, government, community groups, business organizations, educational institutions, prospective students and the general public.
5. **Personnel:** Advise Board on the organizational structure, human resource policies and labor relations, and the securing of an appropriate staff that can effectively carry out the mission. Included in this are the preparation of a proposed budget for personnel and the review of the evaluation of employees.
6. **Governance:** Provide oversight on the Board's and each individual member's role and responsibilities to enhance Board effectiveness and development, focusing on such areas as Board by-law and policy review and amendment; Board compliance with the provisions of the by-laws and recommendations for procedures designed to maintain compliance; proposals for modifications to the rules and procedures of the Board; Board education and training, including orientation of new members; periodic Board self-assessment, including evaluation of individual Board members' performance, skills, and attendance, and recommendations for improvement; and processes for nominating members for election as Board officers. The Governance Committee shall also provide oversight on issues involving conflicts of interest and ethics. Other than Board members could be invited as the Board deems necessary.

Article VI

Meetings of the Board

A. MEETINGS

1. The schedule of regular meetings shall be established for a calendar year period by concurrence of the Board at a meeting prior to January 1 of each year. Such schedule shall establish the time of the meeting and the location.
2. The election of officers of the Board of Trustees shall be held in June of each year.
3. Special meetings shall be held on the call of the chairperson, or on written notice of five members.

B. NOTICE OF TIME AND PLACE OF MEETINGS

1. A notice of the date, time and place of every regular meeting, along with an agenda, shall be mailed to every Board member by the secretary of the Board at least four business days prior to such meeting. Such notice may be delivered by alternate means, including facsimile or electronic mail, to any Board member who consents to such delivery.
2. Whenever a special meeting is called, notice of such meeting shall be given to each member of the Board.

C. QUORUM OF THE BOARD

In accordance with the Public Officers Law, a quorum for the transaction of business shall be six (6) members.

D. PRESIDING OFFICER

1. The chairperson, or in his/her absence, the more senior vice-chairperson, based on length of service on the Board, shall preside at all meetings of the Board. In case the chairperson and the more senior vice-chairperson shall not attend at the time appointed for any meeting of the Board, the less senior vice-chairperson shall preside. In case the chairperson and both vice-chairpersons shall not attend at the time appointed for any meeting of the board, the secretary shall call the roll and, on the appearance of a quorum, shall act as chairperson, call the Board to order, and conduct the meeting.
2. The presiding officer shall decide all questions of order, subject to appeal to the members present.
3. The presiding officer shall designate an acting secretary in the event of the absence of the secretary.

E. AGENDA AND ORDER OF BUSINESS

Prior to each regular meeting, the chairperson shall prepare an agenda for the meeting which shall include resolutions proposed by the president or any Board member. All requests for resolutions shall be accompanied by appropriate documentation relevant to making a determination. Such agenda shall include the order of business. No matter shall be considered for formal action at a regular meeting unless it shall have appeared on the agenda. Exceptions to the agenda items will be entertained at the discretion of the majority of the Board; however, the vote on such an item shall be deferred for thirty minutes following its introduction.

F. PARLIAMENTARY PROCEDURE

The Board shall be governed in its procedures by parliamentary rules and usage as set forth in Robert's Rules of Order.

G. PUBLIC PARTICIPATION

Participation at Board meetings is limited to members of the Board, the president and, as necessary, members of the administration. Other persons wishing to address the Board may do so by written request to the chairperson and the Office of Legal Affairs, delivered forty-eight (48) hours in advance of the meeting. The Board will permit an oral presentation not to exceed five minutes. Once the meeting has begun anyone requesting to participate will be allowed to do so by majority vote of the Board.

H. MINUTES OF MEETINGS

A stenographer shall be present to take verbatim minutes at all public sessions of meetings of the Board. In the absence of the stenographer the proceedings shall be tape recorded. The verbatim minutes shall be made available upon request. In addition, summary minutes shall be prepared and published. Members of the Board shall state any corrections to the verbatim or summary minutes at the subsequent meeting of the Board, and such correction shall be made upon approval of the Board.

I. ATTENDANCE

1. Members who are not in attendance for any part of a meeting shall be considered absent unless such member is engaged at such time in the conduct of college business.
2. When any member of the board, holding office by appointment of the governor, fails to attend three

consecutive regular meetings of the board, unless such absences are for good cause and excused by the chairperson of the board on the record in the open portion of a meeting, or, in the case of absences by such chairperson, by the governor, in writing, the office shall be deemed vacant for purposes of the nomination and appointment of a successor.

3. Any member of the board appointed by the Suffolk County Legislature who shall be absent from four consecutive regular meetings of such board, unless such absences are excused by resolution of the board, shall be deemed to have vacated his/her office. Each such absence and the reason therefor shall be acknowledged by the chairperson of the board on the record in the open portion of a meeting. Vacancies occurring in such office, otherwise than by the expiration of the term, shall be filled for the unexpired balance of the term.

J. PARTICIPATION IN BOARD MEETINGS BY VIDEOCONFERENCE UNDER EXTRAORDINARY CIRCUMSTANCES

Provided that a quorum of the Board is physically present at an on-campus location, a Board member who is unable to attend a Board meeting in-person due to extraordinary circumstances, may participate in a Board meeting by videoconference. All requirements and procedures set forth in the College Policy entitled "The Use of Videoconferencing to Conduct Meetings of the Board of Trustees" must be followed in order for a Board member to participate in Board meetings remotely due to "extraordinary circumstances", as defined in that Policy.

K. EXECUTIVE SESSIONS

The Board shall go into executive session upon the majority vote of its members upon matters permitted by law. Board members are obligated to maintain the confidentiality of matters discussed during executive session and of any confidential or privileged documents

Article VII

Amendments and Suspension of By-Laws

A. AMENDMENTS OF THE BY-LAWS

An amendment to the By-Laws may be adopted at any regular or special meeting of the Board provided it was included in the agenda.

B. SUSPENSION OF THE BY-LAWS

The By-Laws may be suspended at any meeting of the Board, for some purpose, by the affirmative vote of a majority of the Board.

Article VIII

Miscellaneous

A. Inquiries from the media should, whenever possible, be referred to the president or chairperson for an official response. Individual Board members are not authorized to speak on behalf of the Board or the college unless specifically directed by Board action.

B. Board members who are seeking data, records or other material or information or information from the college administration are to do so by preparing the appropriate form and submitting it to the chairperson.

C. Inquiries received by Board members from college employees, college students or members of the public should be referred to the president.

D. Board members should abstain from voting and not take part in any discussion on matters on which they have a personal connection or conflict of interest. Disclosure should be made of areas of potential conflict of interest.

E. All communications between and among Board members should comply with the New York State Open Meetings Law (Public Officers Law, Article 7), the purpose of which is to facilitate public access to official decision-making. In furtherance thereof, neither the Board of Trustees as a group, nor its individual members, may engage in electronic communications, which includes text messaging, email, and cell or telephone calls, for the purpose of making a decision or deliberating towards a decision which the Board, as a public body, is authorized to render. This would include sequential communications forwarded to or among Board members with respect to deliberations, opinions or matters which could result in a Board decision.

Approved by Board of Trustees: March 15, 2012
Amended: August 21, 2014; March 19, 2016; April 21, 2016; June 20, 2019; June 16, 2022.

ITEM 13

RESOLUTION NO. 2022.43 - Authorizing the Enactment of a Policy pursuant to Section 103-a of the Open Meetings Law, entitled "The Use of Videoconferencing to Conduct Meetings of the Board of Trustees"

WHEREAS, Chapter 56 of the Laws of 2022 passed by the New York State Legislature added a new Section 103-a to Article 7 of the New York Public Officers Law (the Open Meetings Law), permitting public bodies, including the Suffolk County Community College Board of Trustees, to authorize their members to attend meetings by videoconferencing under emergency circumstances, and

WHEREAS, Section 103-a requires the Board of Trustees to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances, and

WHEREAS, the Board of Trustees has noticed and held a Public Hearing on June 16th, 2022, in conformity with the requirements of section 103-a, and

WHEREAS, Section 103-a also requires the Board of Trustees to establish written procedures governing Board members and public attendance at Board meetings conducted with the use of videoconferencing under emergency circumstances, be it therefore

RESOLVED, that the Board of Trustees hereby adopts and approves a new Policy, "The Use of Videoconferencing to Conduct Meetings of the Board of Trustees" in the form as annexed in Attachment IV, and be it further

RESOLVED, that effective June 21, 2022, the Board of Trustees authorizes its members who experience extraordinary circumstances as defined in the Policy, to attend Board meetings by videoconference: (i) as long as a quorum of the members attend in-person at one or more locations open to the public; (ii) as long as the member(s) can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the laws of 2022.

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Suffolk
COUNTY COMMUNITY COLLEGE

THE USE OF VIDEOCONFERENCING TO CONDUCT MEETINGS OF THE BOARD OF TRUSTEES

A. PURPOSE

Pursuant to Section 103-a of NY Public Officers Law, Article 7 (the "Open Meetings Law"), entitled "Videoconferencing by public bodies," meetings of the Board of Trustees ("Board") may be conducted, in part, via videoconferencing provided that the requirements enumerated in this Policy are met. This Policy sets out the procedures governing Board member and public attendance at Board meetings conducted, in part, via videoconference, in conformance with the Open Meetings Law.

B. POLICY

1) Board members shall be physically present at any Board meeting unless such member is unable to be physically present at the designated on-campus public meeting location due to extraordinary circumstances.

2) Provided that a quorum of the Board, as defined in the College Bylaws, is physically present at an on-campus location, a Board member who is unable to attend a Board meeting in-person due to extraordinary circumstances, as defined herein, may participate in a Board meeting by videoconference.

3) The term "extraordinary circumstances" shall include a significant, unusual, or unexpected factor or event which precludes a Board member's physical attendance at a Board meeting, including, but not limited to: temporary disability, illness, caregiving responsibilities, unusual or non-repetitive responsibilities related to a Board member's primary employment or occupation, or temporary out-of-state travel.

C. VIDEOCONFERENCING PROCEDURES

1) Any Board members who are unable to attend a meeting in-person due to extraordinary circumstances and wish to participate via videoconference must notify the Board Chair and the Office of Legal Affairs, in writing, no fewer than forty-eight (48) hours prior to the meeting. Upon receiving such notification, the Chair will determine whether the basis for the Board member's request to attend a meeting remotely constitutes "extraordinary circumstances." The Chair will, thereafter, advise the Board member whether his/her request to attend the meeting via videoconferencing is approved, and will notify the Office of Legal Affairs.

2) If extraordinary circumstances present themselves on an emergent basis within forty-eight (48) hours of the meeting, the Board member shall notify the Board Chair and the Office of Legal

Affairs as soon as practicable upon learning of such circumstances that they wish to attend the meeting remotely. The Board Chair will determine whether the forty-eight (48) hour notice requirement may be waived, and whether the Board member's request shall be approved.

3) Board member(s) participating remotely due to extraordinary circumstances must be capable of being heard, seen and identified by members of the public while the meeting is being conducted, including, but not limited to the times when the Board discusses or votes upon any motions, proposals or resolutions, or conducts any other business during the Board meeting.

   a) The above requirement shall not apply during times when the Board enters an Executive Session, pursuant to NY Public Officers Law §105.
   b) However, Board members participating remotely must remain heard, seen and identified by other members of the Board during all Executive Sessions.

4) If one or more Board members participate in a Board meeting via videoconference due to extraordinary circumstances, members of the public must also be provided an opportunity to view the Board meeting via videoconference.

5) The public notice for meetings of the Board must include the following information: that videoconferencing may or will be used; where and how the public can view/participate in the meeting; the physical location for the meeting; and where members of the public may attend the meeting in-person.

6) Each meeting conducted via videoconference will be recorded. The recording will be posted on the College website within five (5) business days following the Board meeting, and will remain available via the College website for a period of five (5) years thereafter.

7) Minutes of Board meetings conducted via videoconference shall include which, if any, Board members participated remotely.

8) Members of the public wishing to address the Board remotely during meetings held via videoconferencing must make a written request to the Board Chair and the Office of Legal Affairs, which request must be delivered at least forty-eight (48) hours prior to the Board meeting. Upon receiving the request, the College will provide the individual(s) with information for how they may address the Board of Trustees remotely.

9) Board members who have not complied with this Policy may not participate in discussions on Board issues and will not be permitted to vote on any public matter. However, such a member may be permitted to participate in an Executive Session upon invitation of the Board Chair as the Board has the authority to invite non-Board members to participate in Executive Sessions.

10) Board meetings conducted using videoconferencing due to extraordinary circumstances pursuant to the provisions of the Open Meetings Law shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act ("ADA"), as amended, and corresponding guidelines. For the purposes of this Policy, "disability" shall have the meaning defined in NY Executive Law §292.

11) This Policy and procedures shall be conspicuously posted on Board of Trustees' homepage of the College website.

D. EMERGENCY DECLARATION

The requirement that a quorum of the Board must be present in a physical location as described in Paragraph 1 of this Policy shall not apply in the event of a New York State-declared disaster emergency, or a local emergency declared by the Suffolk County Executive, if the Board determines that the events leading up to the emergency declaration would impair the Board's ability to hold an in-person meeting.

E. REVOCATION OF POLICY

This policy shall be deemed revoked by operation of law upon the repeal or expiration of Public Officers Law §103-a.

Board of Trustees Approval Date: _____