BOARD OF TRUSTEES
JUNE 15, 2023

ITEM 1	RESOLUTION NO. 2023.38 - Approving Annual Sponsor Services for Suffolk County Community College for FY2022-2023
ITEM 2	RESOLUTION NO. 2023.39 - Accepting a Grant Subaward Amendment from the Research Foundation for the State University of New York, made available through an Award from the Lumina Foundation (Sponsor) to Carry Out a Project Entitled "Strategic Enrollment Management"
ITEM 3	RESOLUTION NO. 2023.40 - Authorizing an Agreement with Suffolk County for Use of College Facilities during Declared Disasters or Emergencies
ITEM 4	RESOLUTION NO. 2023.41 - Authorizing a Naming Rights Opportunity, "National Grid Center for Workforce and Energy Innovation" for the Symposium Room in the STEM Center on Michael J. Grant Campus
ITEM 5	RESOLUTION NO. 2023.42 - Authorization to Participate in New York Community College Trustees (NYCCT) Awards Program
ITEM 6	RESOLUTION NO. 2023.43 - Approving Suffolk County Community College's Strategic Plan
ITEM 7	RESOLUTION NO. 2023.44 - Approving the Resolution of a Complaint
ITEM 8	RESOLUTION NO. 2023.45 - Amendment of the Exempt Salary and Benefit Plan

ITEM 1

RESOLUTION NO. 2023.38 - Approving Annual Sponsor Services for Suffolk County Community College for FY2022-2023

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 $ 1,814,781.76 for the College's 2022-23 fiscal year are hereby approved by the Board of Trustees.

Workman's Compensation	$ 850,402.13
Liability Insurance	545,054.84
Administrative Charges	387,444.00
Fleet services	31,880.79
TOTAL	$ 1,814,781.76

****

ITEM 2

RESOLUTION NO. 2023.39 - Accepting a Grant Subaward Amendment from the Research Foundation for the State University of New York, made available through an Award from the Lumina Foundation (Sponsor) to Carry Out a Project Entitled "Strategic Enrollment Management"

WHEREAS, the 2022-2023 College operating budget provides $10,000 remaining funds from The Research Foundation for The State University of New York, through funds made available through an award from the Lumina Foundation (Sponsor), to carry out a project entitled "Strategic Enrollment Management," for the period of January 1, 2022 through June 30, 2023,

WHEREAS, the grant subaward has been increased by an additional amount of $15,000, bringing the total amount of the grant subaward to $25,000, for the budget period April 1, 2023 through June 30, 2023, and

WHEREAS, the additional funding will continue to support the development of a Strategic Enrollment Management plan, with a focus on adult learners at the College, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the 2022-2023 College operating budget be amended to reflect an increase in the amount of $15,000, from The Research Foundation for The State University of New York, and the College President, or his designee, is authorized to execute any necessary documentation to accept the subaward, upon such terms and conditions as shall be approved by the Office of Legal Affairs.

Project Director: Patty Munsch, Vice President of Student Affairs

Note: No full-time personnel

****

ITEM 3

RESOLUTION NO. 2023.40 - Authorizing an Agreement with Suffolk County for Use of College Facilities during Declared Disasters or Emergencies

WHEREAS, the County of Suffolk has requested the use of certain College facilities as emergency shelters for County residents and their pets during declared disasters or emergencies, and

WHEREAS, the College recognizes the importance of providing emergency shelters to County Residents and their pets during times of crisis, be it therefore

RESOLVED, that the College President, or designee, is hereby authorized to enter into a contract with the County of Suffolk for the use of College facilities, as mutually agreed upon by the Parties, as emergency shelters for County residents and their pets during declared disasters or emergencies.

****

ITEM 4

RESOLUTION NO. 2023.41 - Authorizing a Naming Rights Opportunity, "National Grid Center for Workforce and Energy Innovation" for the Symposium Room in the STEM Center on Michael J. Grant Campus

WHEREAS, National Grid has donated a gift of $250,000 to the Suffolk Community College Foundation ("Foundation"), in support of the Foundation's mission to provide student access to quality education and vocational skill training through scholarships, emergency loans and funding for program development at Suffolk County Community College ("College"), and

WHEREAS, a portion of this generous donation has been utilized by the Foundation to set up a National Grid Scholarship for Excellence in Renewable Energy Workforce Development, which will help prepare students for career pathways in the renewable energy workforce, and

WHEREAS, in exchange for this generous gift and in accordance with the College's *Policy on Naming Opportunities*, National Grid seeks to acquire from the College certain naming rights, including the right to have signage installed on certain College facilities and upon the campus grounds, be it therefore

RESOLVED, that the Board of Trustees hereby authorizes the symposium room in the College's newly constructed Renewable Energy STEM Center on the Michael J. Grant Campus to be named "National Grid Center for Workforce and Energy Innovation" ("Center"), and be it further

RESOLVED, that branding and signage designating "National Grid Center for Workforce and Energy Innovation" shall be placed prominently on the newly named space, as well as throughout the Michael J. Grant Campus providing directions to students and members of the public to the Center.

****

ITEM 5

RESOLUTION NO. 2023.42 - Authorization to Participate in New York Community College Trustees (NYCCT) Awards Program

WHEREAS, the New York Community College Trustees (NYCCT) is an organization dedicated to supporting New York's community colleges, and

WHEREAS, Suffolk County Community College is a member of this organization, and

WHEREAS, the NYCCT has established an awards program to recognize outstanding accomplishments of trustees, and

WHEREAS, submission of a nomination for an NYCCT award requires a supporting Board resolution, be it therefore

RESOLVED, that the Board of Trustees authorizes the college, on its behalf, to participate in the NYCCT awards program, and be it further

RESOLVED, authorizes the college to submit application(s) it deems appropriate for consideration by the NYCCT for its 2023 awards program.

****

ITEM 6

RESOLUTION NO. 2023.43 - Approving Suffolk County Community College's Strategic Plan

WHEREAS, after a pause due to the COVID-19 pandemic, the College's work on the 2022-2027 Strategic Plan was restarted in the fall of 2021; and

WHEREAS, over the past two years, the College's Strategic Planning Council has been engaged in the process of creating a new Values Statement, Institutional Goals, Strategic Objectives, as well as reimagining its Mission and Vision Statements, and

WHEREAS, the draft Values, Institutional Goals, Strategic Objectives, and Mission and Vision statements were disseminated to the College community and presented for review and comment at in-person and virtual Town Hall Meetings held at all three College campuses during the Spring 2022 and Spring 2023 semesters, and

WHEREAS, the College's complete 2022-2027 Strategic Plan is the culmination of a comprehensive and inclusive strategic planning effort aimed at gathering and incorporating input from the College's internal and external stakeholders, be it therefore

RESOLVED, that the Suffolk County Community College's 2022-2027 Strategic Plan, *Attachment I*, is hereby approved and adopted.

****

Suffolk
COUNTY COMMUNITY COLLEGE

Honoring Our Past, Forging Our Future
2022-2027 Strategic Plan

Mission Statement: *SUNY Suffolk is a student-centered college community serving Suffolk County and beyond by providing open access to exceptional educational opportunities.*

Vision Statement: *SUNY Suffolk will be the education partner of choice for all Suffolk County students, families, communities, and businesses.*

Values: *As a united college community, we endorse the following values as a foundation for our shared mission and goals.*

- Academic freedom, academic excellence, and student success
- Open access to educational opportunity and lifelong learning
- Student engagement and the priority of each student's experience
- Collaboration with the community that meets the needs of students and our region
- Honesty, civility, and shared governance
- Equity, diversity, inclusion, and social justice
- Responsible civic engagement and global citizenship
- Ethical stewardship of our financial, physical, and human resources
- Transparent communication, assessment, innovation, and continuous improvement

Institutional Goals: *In accordance with our mission and values, we affirm the following as long-term aspirational goals that guide college objectives and annual operations.*

Open Access: To ensure the college is ready to meet the needs of all students, regardless of background or previous education.

Student Learning: To offer the highest quality academic programs that support student attainment of their educational and professional goals.

Student Engagement and Success: To provide a full range of support services promoting student engagement, development, and success.

Equity and Social Justice: To create a welcoming culture in which every community member understands that they belong, and to eliminate disparities in student access and achievement.

Effectiveness and Sustainability: To add value to all students' education through innovative and conscientious improvement of institutional operations and services.

Community Partnerships: To advance the equitable development of our region's economy, workforce, and communities.

Suffolk
COUNTY COMMUNITY COLLEGE

Honoring Our Past, Forging Our Future
2022-2027 Strategic Plan

Strategic Objectives: *In accordance with our values and goals, we are committed to the following as priority strategic objectives and embrace mutual accountability for assessing and achieving them.*

1. Open Access: To ensure the college is ready to meet the needs of all students, regardless of background or previous education.

1.1: Strengthen proactive outreach and recruitment to secondary schools

1.2: Create and implement strategy for recruiting and enrolling adult students

1.3: Partner with employers to recruit in-service workers for further education

1.4: Recognize and address student basic needs in order to optimize access and enrollment

2. Student Learning: To offer the highest quality academic programs that support student attainment of their educational and professional goals.

2.1: Integrate comprehensive student enrollment, equity, learning outcomes, and success data into academic planning and assessment

2.2: Create student pathways that facilitate student retention, progression, and completion

2.3: Instill research-based best practices within all instructional modalities

2.4: Link instruction to scaled academic support services in significant areas of student challenge

2.5: Ensure career programs reflect employer-identified outcomes and incorporate current industry practice (e.g., internships, professional certifications, licensure)

3. Student Engagement and Success: To provide a full range of support services promoting student engagement, development, and success.

3.1: Implement a college-wide onboarding process that optimizes enrollment and retention

3.2: Create and implement consistent expectations and anticipated outcomes for one-stop student services

3.3: Standardize and improve systems that facilitate student retention (e.g., consistency of advising; early alert notifications; student notifications)

3.4: Provide and enhance opportunities that encourage personal and professional growth for students

4. Equity and Social Justice: To create a welcoming culture in which every community member understands that they belong, and to eliminate disparities in student access and achievement.

4.1: Establish baseline measures and equity goals for student access, services, and academic achievement and implement strategies to eliminate disparities

4.2: Ensure best practices in the recruitment, hiring and retention of college employees to better embrace the ideals of diversity, equity and inclusion, and reflect the demographics of the community

4.3: Through systemic professional and student development, foster a unified college culture of inclusion and belonging

5. Effectiveness and Sustainability: To add value to all students' education through innovative and conscientious improvement of institutional operations and services.

5.1: Enhance continuous process of collegewide cost and staffing analysis

5.2: Integrate student outcomes data as a tool for supporting resource allocation

5.3: Identify professional development and training needs throughout the college that support improvement and professional advancement

6. Community Partnerships: To advance the equitable development of our region's economy, workforce, and communities.

6.1: Partner with social services organizations to identify and meet the needs of underserved communities and populations

6.2: Advocate with all community stakeholders to increase public visibility of the college, enhance public perception, and recruit investment

6.3: Partner with industry stakeholders to meet regional workforce and economic development needs

ITEM 7

RESOLUTION NO. 2023.44 - Approving the Resolution of a Complaint

WHEREAS, a complaint was raised with the Suffolk County Community College Office of Human Resources pursuant to the College's Whistleblower Policy regarding the College's alleged inconsistent implementation of the Exempt Salary and Benefit Plan, and

WHEREAS, the Board of Trustees, having reviewed the complaint and the relevant facts and circumstances, wishes to resolve this complaint with regard to all current exempt employees and certain former exempt employees affected by the College's prior implementation of the Exempt Salary and Benefit Plan, be it therefore

RESOLVED, that the College President, or his designee, shall be authorized to execute all documents necessary to effectuate the resolution of this complaint and implement agreements with affected exempt employees under the terms and conditions approved by the Board of Trustees.

****

ITEM 8

RESOLUTION NO. 2023.45 - Amendment of the Exempt Salary and Benefit Plan

WHEREAS, the Board of Trustees of Suffolk County Community College has the authority to establish personnel policies, set terms and conditions of employment, and make compensation and benefits determinations for College employees who are not covered by a collective bargaining agreement ("Exempt employees"), and

WHEREAS, on November 12, 2009, the Board of Trustees adopted the Exempt Salary and Benefit Plan for College's Exempt employees, be it therefore

RESOLVED, that the Board of Trustees hereby adopts the revised Exempt Salary and Benefit Plan in accordance with *Attachment II* here to, to take effect on June 15, 2023.

****

Suffolk
COUNTY COMMUNITY COLLEGE

Policy 3002: EXEMPT SALARY AND BENEFITS PLAN

Policy Category: Human Resources

Responsible Executive: Vice President for Human Resources

Related Procedures and Documents: none

Related College Policies: none

I. SCOPE

This Exempt Salary and Benefits applies to and is binding on all current College employees and candidates for employment who are classified as Exempt employees pursuant to this Policy.

II. POLICY

The Exempt Salary and Benefits Plan (the "Plan") of Suffolk County Community College ("College") is designed to fairly compensate the College's Exempt employees in a manner that is competitive with its national peer institutions, thus eliminating barriers to the recruitment of qualified applicants. *Exempt employees* are full-time College employees who do not belong to and are not represented by a collective bargaining unit; are at-will employees who serve at the pleasure of the College President; are paid an annual salary; and are not eligible for overtime compensation.

The goals of the Exempt Salary and Benefits Plan are as follows:

- Enhance the College's ability to attract the most qualified external and internal candidates for Exempt positions;
- Enhance the College's ability to retain those Exempt employees whose skills are critical to the success of the College; and
  Recognize the greater scope, complexity and responsibility of Exempt positions in order to appropriately align their compensation and benefits within the job market.

Step increases will take effect on September 1 of each year. Exempt employees will be eligible for a partial to full step based on performance. At the College's discretion, a market study may be conducted for some or all of the exempt positions. Based on the results of the market study, the salary schedule may be revised for the College to remain competitive for purposes of recruitment and retention.

EXEMPT SALARY SCHEDULE

	STEPS									
Category	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
A	185,478	191,969	198,688	205,642	212,840	220,289	227,999	235,978	244,237	252,786
B	167,382	173,241	179,304	185,579	192,074	198,798	205,755	212,959	220,411	228,125
C	158,335	163,875	169,612	175,548	181,692	188,050	194,631	201,444	208,495	218,986
D	139,993	147,133	154,638	162,524	170,813	179,524	188,681	198,303	208,416	218,986
E	153,811	159,194	164,767	170,534	176,502	182,680	189,074	195,692	202,541	209,633
F	139,993	145,453	151,125	157,019	163,142	169,505	176,116	182,985	190,121	197,298
G	145,295	149,830	155,074	160,501	166,119	171,933	177,951	184,179	190,625	197,298
H	131,191	135,783	140,537	145,455	150,546	155,814	161,268	166,913	172,754	178,800
I	115,810	119,863	124,059	128,401	132,895	137,546	142,360	147,343	152,501	157,837
J	87,763	90,834	94,013	97,305	100,710	104,235	107,882	111,657	115,566	119,610
K	85,049	88,025	91,105	94,295	97,596	101,012	104,547	108,206	111,993	115,914
L	69,710	72,150	74,675	77,287	79,992	82,792	85,689	88,689	91,793	95,005

A: Executive Vice President
B: VP for Business & Financial Affairs/VP for Technology/Interim Executive Vice President
C: VP for Academic Affairs/VP for Student Affairs/VP for Institutional Advancement/VP for Planning & Institutional Assessment/VP for Human Resources
D: College General Counsel
E: Associate VP/Executive Deans - Ammerman & Grant/Sr. Associate VP Workforce
F: Assistant VP
G: Executive Dean - East
H: Director/Executive Director/College Deputy General Counsel/Administrative Director
I: College Dean/Campus Dean/Chief Diversity Officer/Chief of Staff/ Communications Director/Director Legislative Affairs
J: Executive Assistant to the President
K: Assistant to the VP/Project Director/Assistant Director Development
L: Assistant to the President

EXEMPT BENEFITS

Sick Leave	On January 1st of each year, a total of 10 days per year, up to 5 of which may be used for immediate family sick leave.
Sick Leave Payout at Retirement	Upon retirement, sick leave will be paid one day for every two days of accrued time up to a total of 175 days paid, equal to 350 days accrued time.
Personal Leave	On January 1st of each year, a total of 5 days; unused personal leave at end of each year will be added to accrued sick bank.
Bereavement Leave	4 days for immediate family members and 2 days for other family members.
Vacation	On January 1st of each year, a total of 20 vacation days per year with a maximum carryover of 60 vacation days; 25 days per year after 10 years of service.
Vacation Payout at Separation	All unused vacation will be paid upon separation.
Holidays	13 paid holidays per year.
Health Insurance Coverage	Full family health care insurance under either Suffolk County Employee Medical Health Plan ("EMHP"); coverage becomes effective on the first day of month after employee completes two full months of employment. For EMHP, see https://emhp.org/ or call 1(800) 939-7515
Health Insurance Employee Contribution	Effective July 17, 2019, all employees must contribute a portion of their base salary towards the cost of the EMHP on the following schedule: Effective Date — Percentage of base salary 7/17/2019 — 2% 1/1/2021 — 2.10% 1/1/2022 — 2.20% 1/1/2023 — 2.30% 1/1/2024 — 2.40% 1/1/2025 — 2.50% All contributions are made via payroll deduction on a pre-tax basis.

	The minimum contribution is $1,500 per year and the maximum contribution is $3,750 per year. Effective 12/31/2025, the maximum contribution will be $4,000 per year. All benefits are in accordance with the EMHP Summary Plan Description, as amended.
Dental and Optical Coverage	As provided by the Suffolk County Association of Municipal Employees Benefit Fund (SCMEBF) See: https://www.scmebf.org/ or call (631) 319-4099
Retirement Programs	New York State Employees Retirement System (ERS) and TIAA/ORP. Employee contributions are based on Tier and annual salary.
Retirement Vesting Period	ERS: Vesting in accordance with the retirement plan description. TIAA/ORP: Vested after 366 days
Pre-tax Retirement Savings and Deferred Compensation Plans	IRC 403(b) retirement savings plan and IRC 457(k) deferred compensation plan
Flexible Spending Accounts	Available through the Flexbene https://flexbene.com/
Life Insurance	As provided for by SCMEBF $50,000 life insurance policy $5,000 Retiree Life Insurance https://www.scmebf.org/
Short Term Disability Long Term Disability	Short Term: Up to $500 per week. Long Term: Up to $10,000 per month The combination of short-term and long-term benefit not to exceed normal bi-weekly salary.
Beneficiary Bereavement Benefit	$25,000
Tuition Reimbursement – Employee	After one year of full-time employment, tuition and fee reimbursement for two courses taken per semester at Suffolk County Community College, subject to prior approval of supervisor, registration/enrollment requirements, and successful course completion.
Tuition Reimbursement – Spouse and Dependents	After one year of full-time employment, tuition reimbursement for dependents up to a maximum of 30 credits per year taken at Suffolk County Community College, subject to prior approval of supervisor, registration/enrollment requirements, and successful course completion.

III. POLICY APPROVAL, REVISION, AND REVIEW DATES:

This Policy was approved by Board of Trustees on November 12, 2009. Last revised April 20, 2023.