Suffolk
COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES
January 18, 2024

ITEM 1	RESOLUTION NO. 2024.01 - Approving Monthly Sponsor Services for Suffolk County Community College
ITEM 2	RESOLUTION NO. 2024.02 - Accepting a Grant from the State University of New York , for a Project Entitled "High Needs Nursing Funding for Simulation"
ITEM 3	RESOLUTION NO. 2024.03 - Amending the College Operating Budget for a Grant Award Increase from the State University of New York for an Empire State Diversity Honors Scholarship Program
ITEM 4	RESOLUTION NO. 2024.04 - Accepting a Grant Award from the State University of New York to Carry Out a Project Entitled "SUNY Apprenticeship Operations Support Program"
ITEM 5	RESOLUTION NO. 2024.05 - Accepting a Grant Award from the Peconic Estuary Partnership Hosted by the SUNY Research Foundation of Stony Brook University to Carry out a Project Entitled "Estuary Partnership 23-24"
ITEM 6	RESOLUTION NO. 2024.06 - Amending the College Operating Budget to Reflect an Increase in the Grant Award from the New York State Education Department, for the Liberty Partnership Program (LPP)
ITEM 7	RESOLUTION NO. 2024.07 - Amending the Exempt Salary and Benefit Plan to Clarify the Benefits Schedule

ITEM 1

RESOLUTION NO. 2024.01 - Approving Monthly Sponsor Services for Suffolk County Community College

WHEREAS, the State University of New York Regulation No. 602.7 requires 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 $3,520,725.14 for the month of October 2023 *(Attachment I)* is hereby approved by the Board of Trustees.

****

Board of Trustees
January 18, 2024
Attachment I

Suffolk County Employee Medical Health Plan

INVOICE

County of Suffolk
H. Lee Dennison Building, 11th Floor
100 Veterans Memorial Highway
Hauppauge, NY 11788

DATE: November 8, 2023
INVOICE No.: 23-011
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 Individual Coverage	$978.67	580 566	$567,628.60
EMHP Family Coverage	$2,305.74	1103 1128	$2,543,231.22
Emblem/HIP HMO Individual Coverage	$1,553.45	1	$1,553.45
Emblem/Hip Family Coverage	$3,805.95	1	$3,805.95
Surviving Spouse Coverage	$978.67	5 6	$4,893.35
October 2023 Premium Due:		1,690	$3,121,112.57
EMPLOYEE HEALTH INSURANCE CONTRIBUTIONS			
2023 Payroll 18, Time Period: 8/21/23 - 9/3/23			$67,207.18
2023 Payroll 19, Time Period: 9/4/23 - 9/17/23			$72,718.39
2023 Payroll 20, Time Period: 9/18/23 - 10/1/23			$72,586.50
2023 Payroll 21, Time Period: 10/2/23 - 10/15/23			$72,224.18
2023 Payroll 22, Time Period: 10/16/23 - 10/29/23			$71,912.87
Employee Insurance Contributions Due:			$356,649.12
Total Due:			**$3,477,761.69**

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 @ 631-759-5788 or e-mail brooke.deere@suffolkcountyny.gov.

*(15.658.72)
**57,643.50
***978.67
$3,520,725.14

THANK YOU

*Adjusting Individual accounts down by 16
** Adjusting the family accounts up by 25
***Adjusting up for one Surviving Spouse

ITEM 2

RESOLUTION NO. 2024.02 - Accepting a Grant from the State University of New York, for a Project Entitled "High Needs Nursing Funding for Simulation"

WHEREAS, Suffolk County Community College has received a grant in the amount of $80,000, from the State University of New York (SUNY) for a project entitled "High Needs Nursing Funding for Simulation," for the period of September 1, 2023 through August 31, 2024, and

WHEREAS, the College will utilize the grant funding for the purchase of simulator equipment, medical equipment, and sensory props for four existing nursing simulation labs on its Ammerman Campus and four existing nursing simulation labs on its Michael J. Grant Campus, which support lab courses for both the Registered Nursing AS and Practical Nursing programs, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that a grant, in the amount of $80,000, from the State University of New York for a project entitled, "High Needs Nursing Funding for Simulation," for the period of September 1, 2023 through August 31, 2024, is hereby accepted, and the College President, or his designee, is authorized and empowered to execute any necessary documentation, including a contract with the administering agency, in such form as shall be approved by the College General Counsel, and be it further

RESOLVED, that the 2023-2024 College operating budget be amended to reflect this grant award.

Project Director: Dr. Cheryl Shaffer, College Associate Dean of Nursing

****

ITEM 3

RESOLUTION NO. 2024.03 - Amending the College Operating Budget for a Grant Award Increase from the State University of New York for an Empire State Diversity Honors Scholarship Program (ESDHSP)

WHEREAS, the 2023–2024 College operating budget provides $10,750 from the State University of New York for an Empire State Diversity Honors Scholars Program (ESDHSP)," for the period of September 1, 2023 through August 31, 2024, and

WHEREAS, the College has been awarded an additional amount of $250, bringing the total amount of the grant award to $11,000, and

WHEREAS, the increase will provide additional funds to eligible award recipients from the ESDHSP, and

WHEREAS, it is necessary to amend the 2023–2024 College operating budget in the amount of $250 to provide for the increase in the grant award, and

WHEREAS, matching ESDHSP funds awarded to students on a dollar-for dollar basis, in the amount of $11,000.00 is required, be it therefore

RESOLVED, that the 2023-2024 College operating budget be amended to reflect an increase in the amount of $250, from the State University of New York, for the Empire State Diversity Honors Scholarship Program, and the College President, or his designee, is authorized and empowered to execute any necessary documentation, including a contract or amendment with administering agency, in such form as shall be approved by the College General Counsel.

Project Director: Joanne E. Braxton, College Dean of Enrollment Management, Student Affairs

****

ITEM 4

RESOLUTION NO. 2024.04 - Accepting a Grant Award from the State University of New York (SUNY) to Carry Out a Project Entitled "SUNY Apprenticeship Operations Support Program"

WHEREAS, Suffolk County Community College has received a grant award in the amount of $45,000 from the State University of New York (SUNY), to carry out a project entitled "SUNY Apprenticeship Operations Support Program" for the period of December 1, 2023 through November 30, 2026, and

WHEREAS, the College will work with other community colleges, the Manufacturers Association of Central New York Alliance, and NYS DOL apprenticeship training representatives to support and coordinate activities of the program throughout the region, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that a grant award, in the amount of $45,000 from the State University of New York to carry out a project entitled, "SUNY Apprenticeship Operations Support Program," for the period of December 1, 2023 through November 30, 2026, is hereby accepted, and the College President, or his designee, is authorized to execute any necessary documentation, including a contract with administering agency, in such form as shall be approved by the College General Counsel, and be it further

RESOLVED, that the 2023-2024 College operating budget be amended to reflect this grant award.

Project Director: Laura Galletta

****

ITEM 5

RESOLUTION NO. 2024.05 - Accepting a Grant Award from the Peconic Estuary Partnership Hosted by the SUNY Research Foundation of Stony Brook University to Carry out a Project Entitled "Estuary Partnership 23–24"

WHEREAS, Suffolk County Community College has received a grant award in the amount of $10,000 from the Peconic Estuary Partnership (PEP), hosted by the SUNY Research Foundation at Stony Brook University (SBU), to carry out a project entitled "Estuary Partnership 23-24," for the period of February 1, 2024 to July 31, 2024, and

WHEREAS, the project will provide funds to assist the PEP, a non-profit organization associated with SUNY Research Foundation at SBU, in monitoring alewife populations at the fish pass on the Peconic River in Grangebel Park and Woodhull Dam, and

WHEREAS, matching funds are not required, and

RESOLVED, that a grant award, in the amount of $10,000 from the Peconic Estuary Partnership (PEP), hosted by the SUNY Research Foundation at Stony Brook University (SBU), to carry out a project entitled "Estuary Partnership 23-24," for the period of February 1, 2024 through July 31, 2024, is hereby accepted, and the College President, or his designee, is authorized to execute any necessary documentation, including a contract or subaward agreement with administering agency, in such form as shall be approved by the College General Counsel, and be it further

RESOLVED, that the 2023-2024 College operating budget be amended to reflect this grant award.

Project Director: Kellie McCartin, Assistant Professor, Marine Biology

Note: No full-time personnel

****

ITEM 6

RESOLUTION NO. 2024.06 - Amending the College Operating Budget to Reflect an Increase in the Grant Award from the New York State Education Department, for the Liberty Partnership Program (LPP)

WHEREAS, the 2023–2024 College operating budget provides $450,000.00, including indirect costs, in anticipation of a grant award from the New York State Education Department, for the Liberty Partnership Program (LPP), and

WHEREAS, the award is to be increased in the amount of $72,864.00, bringing the total amount of the grant award to $522,864.00, including indirect costs, and

WHEREAS, the Liberty Partnership Program at Suffolk County Community College represents a cooperative effort between the College and the Longwood Central School District to provide a unique, comprehensive and supportive environment for at-risk students, and

WHEREAS, no matching funds are required, be it therefore

RESOLVED, that the 2023–2024 College operating budget be amended to reflect an increase in the amount of $72,864.00, including indirect costs in the amount of $5,640.00 from the New York State Education Department for the Liberty Partnership Program, and the College President, or his designee, is authorized to execute any necessary documentation, including a contract amendment, in such form as shall be approved by the College General Counsel.

Project Director: Arlene Jackson

Note: No full-time personnel for amendment
In-kind contribution required

****

ITEM 7

RESOLUTION NO. 2024.07 - Amending the Exempt Salary and Benefit Plan to Clarify the Benefits Schedule

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 (the "Plan"), which Plan has since been updated, and

WHEREAS, the Board of Trustees now wishes to update the Plan for the purpose of clarifying the existing employment benefits available to 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* hereto, to take effect immediately.

****

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.
Longevity Payments	As set forth in the Collective Bargaining Agreement between the County of Suffolk and the Guild of Administrative Officers of Suffolk County Community College
Jury Duty	Excused from work for jury service (salary less fee received for jury service)
Holidays	13 paid holidays per year.
Health Insurance Coverage	Full family health care insurance under 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/
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:

	<table><tr><th>Effective Date</th><th>Percentage of base salary</th></tr><tr><td>7/17/2019</td><td>2%</td></tr><tr><td>1/1/2021</td><td>2.10%</td></tr><tr><td>1/1/2022</td><td>2.20%</td></tr><tr><td>1/1/2023</td><td>2.30%</td></tr><tr><td>1/1/2024</td><td>2.40%</td></tr><tr><td>1/1/2025</td><td>2.50%</td></tr></table> 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.
Other health-related and supplemental benefits, including, but not limited to Dental coverage, Optical coverage,	As provided by the Suffolk County 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 https://www.scmebf.org/
Short Term Disability Long Term Disability	As provided by SCMEBF
Beneficiary Bereavement Benefit	As provided for by SCMEBF
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 spouse and dependents up to a maximum of 30 credits per year taken at Suffolk County Community College, subject to prior approval and registration/enrollment requirements, and successful course completion.
Conference Attendance	Approved work-related conference attendance reimbursed
Meal and Lodging Reimbursement	$12 per meal; reasonable lodging reimbursement for travel in excess of 50 miles from home
Transportation Mileage Reimbursement	Mileage reimbursement at the IRS rate
Overload Assignments	With approval of the President
Relocation Expenses	As authorized per BOT Resolution

III. POLICY APPROVAL, REVISION, AND REVIEW DATES:

This Policy was approved by Board of Trustees on November 12, 2009. Last revised June 13, 2023.