BOARD OF TRUSTEES
April 18, 2024

ITEM 1	**RESOLUTION NO. 2024.26 – Authorizing Resident Tuition Rates for Students from Temporary Protected Status Countries for the 2024–25, 2025–26, 2026–27, and 2027–28 Academic Years**
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ITEM 1

RESOLUTION NO. 2024.26 – Authorizing Resident Tuition Rates for Students from Temporary Protected Status Countries for the 2024–25, 2025–26, 2026–27, and 2027–28 Academic Years

WHEREAS, the United States Secretary for the Department of Homeland Security is authorized to designate a foreign country (or any part thereof) Temporary Protected Status upon a finding that extraordinary and temporary conditions in the foreign country prevent its nationals from returning safely, unless permitting the foreign country's nationals to remain temporarily in the United States is contrary to the national interest of the United States, and

WHEREAS, by resolution adopted on March 5, 2024 (No. 2024-10), the State University of New York (SUNY) Board of Trustees authorized amending the SUNY Guidelines on Residency for Tuition Purposes to, within the confines of the New York State Education Law, make students enrolled in SUNY State-operated institutions on non-immigrant visas who are nationals of a country, or any part thereof, that has been granted Temporary Protected Status to be considered eligible for resident tuition for the 2024–25, 2025–26, 2026–27, and 2027–28 academic years and encouraged the Boards of Trustees of the community colleges to extend the relief to similarly situated community college students, and

WHEREAS, the Board of Trustees of Suffolk County Community College similarly wishes to extend the benefit of resident tuition rates to such students of the College as a humanitarian response which acknowledges these students' inability to return safely to their homes, be it therefore

RESOLVED, that Suffolk County Community College is authorized to apply resident tuition rates for the 2024–25, 2025–26, 2026–27, and 2027–28 academic years to students of the College with non-immigrant visas who are nationals of a country, or any part thereof, that has been granted Temporary Protected Status by the United States Secretary for the Department of Homeland Security.

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ITEM 2

RESOLUTION NO. 2024.27 – 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 meetings of the Board of Trustees, and

WHEREAS, the Governance Committee of the Board of Trustees has reviewed and recommended the attached revisions to update the procedures for public participation at meetings of the Board of Trustees to support transparent and efficient conduct of Board business and public comment on agenda items and matters pertaining to the College, and

WHEREAS, the Governance Committee of the Board of Trustees has also reviewed and recommended the attached revisions relating to efficient use of videoconferencing technology and recording of meetings of the Board of Trustees, to further support transparent conduct of College business, be it therefore

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

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Policy Title	**Bylaws of Suffolk County Community College**
Policy Number	1000
Category	Board & Organizational Governance
Applicability	College-wide
Responsible Office	Office of Legal Affairs
Effective Date	April 18, 2024

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 utilizing the following procedures:

1. A period of time not to exceed 20 minutes will be set aside during the first part of a Board meeting during which members of the public may comment on agenda items.
2. A second period of time not to exceed 20 minutes will be set aside at the end of each Board meeting for public comment on matters pertaining to the College but not on the meeting agenda.
3. Comments will be accepted on a first-come, first-served basis, provided the individual(s) commenting must register on a form prescribed by the Office of Legal Affairs, which shall contain the name of the individual desiring to comment, any constituency the individual represents, and the topic of the intended comments. Individuals requesting follow up will be asked to provide their contact information. Groups or organizations will be asked to identify a single spokesperson. Individuals must register their intent to comment with the Office of Legal Affairs at least 48 hours prior to the start of the meeting. Once the meeting has begun, any individual requesting to address the Board during the time allotted for public comment will be permitted to do so by majority vote of the Board, provided the individual completes the form referenced above and the intended topic of the comments relates to matters pertaining to the College.
4. During these times set aside for public comment, individuals will have up to three minutes to address the Board. Individuals may not yield unused time to other speakers. The Board Chairperson may limit the number of

repetitive comments to keep within the time limit allotted for public comment.

5. All speakers are expected to conduct themselves in a civil manner. Speakers may not engage in behavior that disrupts the meeting.
6. Public comments are not a forum for debate, and individuals addressing the Board should not expect to engage in a discussion with the Board or to receive an immediate response from the Board to comments.
7. Public comments regarding individual college personnel or students are not appropriate for public session and are not permitted. Individuals wishing to discuss matters involving individual college personnel or students should contact the college administration.
8. Individuals who are unwilling or unable to speak during public comment periods may submit written comment to the Board.

H. RECORDINGS AND MINUTES OF MEETINGS

Videoconferencing technology, accessible to individuals with disabilities, will be used whenever feasible to facilitate public access to public sessions of meetings of the Board. Consistent with the Open Meetings Law and Board policy, each meeting of the Board conducted using videoconferencing will be recorded, and the recording will be posted or linked on the public website of the Board. Written summary minutes will be taken at all public sessions of meetings of the Board and will consist of, at minimum, a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. These summary minutes will constitute the official record of the Board for purposes of the Open Meetings Law and will be prepared for the Board's review. Members of the Board shall state any corrections to the summary minutes at the subsequent meeting of the Board, and such correction shall be made upon approval of the Board. Summary minutes will be made available to the public in accordance with the provisions of the Open Meetings Law. Unabridged video or audio recordings, or unabridged written transcripts, if generated and maintained, can be used as minutes and made available to the public as such in the absence of approved summary minutes.

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; April 18, 2024.

ITEM 3

RESOLUTION NO. 2024.28 – Adopting a Policy on Policy Development, Adoption, Implementation and Review

WHEREAS, the Board of Trustees wishes to establish a transparent and consistent process by which College policies are developed, formatted, approved, issued, maintained, reviewed, and communicated to affected stakeholders, and

WHEREAS, the Governance Committee of the Board of Trustees has reviewed and recommended the attached Policy on Policy Development, Adoption, Implementation and Review (see *Attachment II*) to accomplish these objectives, be it therefore

RESOLVED, that the Board of Trustees hereby adopts a *Policy on Policy Development, Adoption, Implementation and Review* (see *Attachment II*).

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Board of Trustees
April 18, 2024
Attachment II

Policy Title	**Policy Development, Adoption, Implementation & Review**
Policy Number	1001
Category	Board & Organizational Governance
Applicability	College-wide
Responsible Office	Office of Legal Affairs
Effective Date	April 18, 2024

I. Policy Statement

Suffolk County Community College is committed to compliance with all federal and state laws, regulations, and applicable State University of New York (SUNY) policies and procedures, as well as to values of equity, academic excellence, shared governance, ethical stewardship, transparent communication, and continuous improvement, among the other values endorsed by the college community.

Adoption of written policies is essential to effective governance of the college and advancement of the college's mission, values, institutional goals, and strategic objectives. Policies are broad in application across the college and are distinguished from procedures as outlined in the definitions provided below. Policies clarify the standards applicable to the college community, promote equity and fairness, and enhance compliance with applicable legal and academic standards, while providing flexibility to the President and college administration to effectively and efficiently implement these standards.

It is the policy of Suffolk County Community College that college policies are to be developed, formatted, approved, issued and maintained in a consistent manner, with the engagement of appropriate stakeholders. College policies must be kept current and reviewed on a regular basis and as needed, based on changes in applicable federal and state law and regulation. Policies will be made widely available to the college community in a timely manner in order to enhance compliance.

II. Rationale

The purpose of this Policy is to establish a consistent mechanism and approach to promulgating and implementing policies at Suffolk County Community College, with the engagement of appropriate stakeholders, and to ensure that college policies and procedures advance the mission of the institution and are made available to the college community.

III. Scope and Applicability

This Policy governs the process for developing, issuing, adopting, revising, and maintaining Suffolk County Community College policies and applies college-wide to all administrative units, departments, employees, and students of the college.

IV. Responsible Office/Executive

The Office of Legal Affairs has responsibility for the implementation and review of this Policy. Individuals with questions about this Policy should contact the Office of Legal Affairs for more information.

V. Definitions

Policy: a written, guiding principle, plan or course of action of the college designed to influence and determine decisions and actions. Policies are guiding principles that generate action. Policies may be Board Policies or Administrative Policies, as appropriate depending on the subject matter.

- A Board Policy is a policy adopted by the college's Board of Trustees. Board policies have broad application throughout the college and all its campuses and organizational units. Board policies pertain to: Board governance; statutory and regulatory powers, duties, and policy-making functions of the Board; delegation of functions and responsibilities to the College President; college facilities; legal compliance; the College's mission; and reduction of institutional risk. Board policies set direction and guide institutional decision-making.
- An Administrative Policy is approved by the President and the President's Cabinet. Administrative policies pertain to powers, duties, and responsibilities delegated to or within the purview of the College President and the President's Cabinet, including policies that set operational and behavioral expectations across the college, mitigate institutional risk, and communicate roles/responsibilities, and policies that are promulgated primarily for internal cross-departmental purposes (e.g., personnel-related policies regarding leave reporting), or which require highly specialized technical skills or expertise (e.g., policies pertaining to information security and energy). Administrative policies also set direction and guide institutional decision-making but do so within the parameters of defining a standard administrative procedure.

The Office of Legal Affairs will assist in proper policy classification.

Note: Departmental-, unit- and office- level policies and procedures, which govern the internal operations of a specific department or office in its implementation of its administrative duties and responsibilities, are outside the scope of this Policy. However, any policies and procedures developed at a department or office level must be: compliant with federal and state laws/regulations and college policies/procedures; clearly written; and available to affected members of the college community. Any such policies must also be reviewed and approved by the appropriate area executive (e.g., Vice President) with notification to the college President.

Procedure: a specific process, method or way of performing or implementing a policy. Procedures outline in writing the steps to be taken to implement a policy, processes that implement a policy, and other similar details that inform the implementation of a policy. Unlike policies, procedures are intended to be updated more frequently, and offer more detailed description of actions or activities to be undertaken to achieve the goals or requirements outlined in a policy.

Appendices and Exhibits: documents that assist the college community with understanding or complying with a policy and/or procedure, such as relevant contact information, forms, etc. that

warrant inclusion as an attachment to the policy and/or procedure. These documents are not part of the policy and/or procedure and may be updated by the Responsible Office.

Adoption/Revision Date: the date that a new or revised policy has been approved and adopted by the college's Board of Trustees or the President's Cabinet, as applicable. A policy is effective on its Adoption Date unless a separate Effective Date has been specified.

Effective Date: the date that a policy takes effect, if specified when the policy is adopted.

Review Date: the date that a policy was reviewed by the Responsible Office to assess whether the policy required revision or other appropriate action.

Responsible Office/Executive: the office or administrative unit at the college responsible for developing, coordinating, and maintaining a policy, and/or the appropriate College administrator (e.g., Vice President, General Counsel, Chief Diversity Officer/Title IX Coordinator) whose area of oversight responsibility covers the subject matter of a particular policy.

Stakeholders: Members of the college community with a key interest in a new policy or revisions to an existing policy. These may include advisory committees, student organizations, departments, faculty/shared governance, or others, depending on the subject matter of the policy.

SUNY Policies/Procedures: Policies and procedures promulgated by the State University of New York (SUNY) that apply to the college and/or across the SUNY system to and including community colleges. Note: not every SUNY Policy/Procedure is applicable to community colleges.

VI. Policy Development, Adoption, and Classification

A. Policy Development and Amendment Process

The Office of Legal Affairs will facilitate the development, categorization, approval, and maintenance of college policies and procedures, to promote consistency with existing policies/procedures and applicable legal requirements.

Individuals proposing a new policy or policy amendment will draft the policy or proposed amendment utilizing the forms established for same by the Office of Legal Affairs in accordance with this Policy. The responsible office/executive which will be expected to implement and support the proposed policy (or amendment) will be primarily responsible for:

- Identifying policy needs;
- Research to support the development or revision of the policy;
- Developing the proposed policy (or amendment);
- Ensuring that the proposed policy (or amendment) provides accurate expectations and information;
- Engaging stakeholders, in consultation with the College President (or designee) and the College General Counsel (or designee);

- Seeking review and authorization to advance the policy from the College General Counsel (or designee) with respect to legal/regulatory requirements and consistency with other policies/procedures;
- Seeking review and approval from the College President (or designee);
- Reviewing the policy for potential update, edit, or amendment.

Board policies may be presented for adoption, amendment, or repeal at any regular or special Board meeting. Any policy presented to the Board for its consideration will have been developed after consideration of the relevant laws/regulations, institutional needs, facts, and recommendations from the appropriate institutional constituencies. Draft Board policies will be shared with the College General Counsel (or designee) and the College President (or designee) for review, input, edit, and recommendation prior to presentation to the Board. Policy proposals submitted to the Board will be included with an appropriate resolution on the Board's agenda through the established procedures communicated by the Office of Legal Affairs. Board policies that require implementing administrative procedures will delegate to the College President (or designee) responsibility for developing the requisite procedures to implement the policy. Once adopted, Board policies will be included in the policy manual maintained by the Office of Legal Affairs on the college website.

Administrative policies may be proposed for adoption, amendment, or repeal through presentation to and approval of the College President and the President's Cabinet. Any policy presented to the College President and the President's Cabinet for its consideration will also have been developed after consideration of the relevant laws/regulations, institutional needs, facts, and recommendations from the appropriate institutional constituencies. Draft administrative policies will be shared with the College General Counsel and such other individuals as the College President may designate for review, input, edit, and recommendation prior to adoption. Once adopted, administrative policies will be included in the policy manual maintained by the Office of Legal Affairs on the college website.

B. Inconsistent Policies

No department, unit, or office may adopt a policy, procedure, or practice that is inconsistent with a college policy without the express written approval of the College President. Where there is a conflict between a college policy and a department/unit/office policy, the College policy will supersede.

C. Policy Format

All college policies will follow the form and format specified in a template approved by the Office of Legal Affairs. Each policy must include the following key information:

- Header including: Policy Title, Number, Category, Applicability, Responsible Office, Effective Date
- Policy Statement
- Rationale
- Scope and Applicability
- Responsible Office/Executive

- Definitions (if any)
- Policy Elaboration (if any)
- Related Administrative Procedures
- Cross-References, inclusive of relevant Appendices/Exhibits
- References
- History/Revision Dates

D. Classification of Policies

College policies will be categorized as follows, based on the subject matter of the Policy:

- **Board & Organizational Governance (1000s):** covers Board of Trustees operations and broad institutional issues.
- **Administration & Community Relations (2000s):** covers college administrative operations, as well as relations with members of the public, such as visitors, members of the news media, and external stakeholders.
- **Academic (3000s):** covers teaching and learning, academic conduct, academic freedom, awarding of degrees, and other academic matters.
- **Student (4000s):** covers student services, student conduct, student records, admissions, and other student-related matters.
- **Business & Finance (5000s):** covers college finances, such as budgeting, accounting, procurement, equipment, and other financial matters.
- **College Facilities (6000s):** covers college real property, facilities, physical plant, and infrastructure.
- **Human Resources/Personnel (7000s):** covers expectations and guidelines for employee conduct and personnel-related policies.
- **Technology (8000s):** relates to the college's technological infrastructure, security, and use of technological resources and services.

E. Minor Changes to Policies

The College General Counsel may make minor technical or non-substantive changes to a college policy at their discretion, with the approval of the President, within the following areas:

- Updating hyperlinks within the policy to remain current;
- Updating the name, title, or contact information for any individual referenced within the policy;
- Updating cross-references or references within the policy to remain current.

The date and extent of any such changes will be noted in the "History/Revision Dates" section of the policy.

F. Emergency or Interim Policies

Nothing in this Policy limits the authority of the College President to enact such emergency or interim policies as they determine to be in the best interests of the college.

G. Interpretation of Policies

Policies predating the adoption of this Policy remain in effect unless and until specifically rescinded or superseded through subsequent action. The Office of Legal Affairs will review all current college policies for formatting, categorization, and renumbering consistent with this Policy.

The College General Counsel is responsible for determining if a college policy has been properly approved and is in effect. Records of approval will be maintained with the policy by the Office of Legal Affairs.

VII. Related Administrative Procedures

The College President is authorized to develop, approve, and communicate an administrative procedure outlining the process to be used for developing and approving administrative procedures that implement adopted Board and administrative policies.

VIII. Cross-References

- 2022–2027 Strategic Plan
- Bylaws of Suffolk County Community College
- College Policies

IX. References

- Middle States Commission on Higher Education (MSCHE) Standard II, Standard VII
- NYS Education Law Article 126
- 8 NYCRR, Chapter V, Subchapter D (Parts 600–607)
- SUNY Policies and Procedures

X. History / Revision Dates

Adoption Date: April 18, 2024

ITEM 4

RESOLUTION NO. 2024.29 – Adopting a Policy on Use of Email by Board of Trustees for College Business

WHEREAS, the Board of Trustees wishes to establish a policy that Trustees will be provided and use an official College email address for College-related business, to support compliance with best practices for information security, record retention and disposition, and efficient confidential transmission of information to assist Trustees in carrying out their duties, and

WHEREAS, the Governance Committee of the Board of Trustees has reviewed and recommended the attached Policy on Use of Email by Board of Trustees for College Business (see *Attachment III*) to accomplish these objectives, be it therefore

RESOLVED, that the Board of Trustees hereby adopts a *Policy on Use of Email by Board of Trustees for College Business* (see *Attachment III*).

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Suffolk COUNTY COMMUNITY COLLEGE

Policy Title Use of Email by Board of Trustees for College Business

Policy Number	1002
Category	Board & Organizational Governance
Applicability	College-wide
Responsible Office	Information Technology Services
Effective Date	April 18, 2024

I. Policy Statement

The Board of Trustees hereby establishes a policy that Trustees will be provided an official College email address that Trustees will use for College-related business.

II. Rationale

To support the College's information security program, compliance with record retention and disposition requirements applicable to College records, confidential transmission of information to assist Trustees to prepare for Board meetings, and efficient conduct of College business in accordance with applicable law and regulation, the Board of Trustees has established this policy.

Use of College email addresses for College-related business will allow the College to maintain copies of emails for any retention period required by law. Additionally, use of College email addresses should avoid the need to access personal email accounts in order to respond to requests for College records or other legal process, such as subpoenas, seeking College business-related communications.

III. Scope and Applicability

Consistent with the Board's Bylaws, all communications between and among Trustees should comply with the Open Meetings Law, such that email will not be used to engage in electronic communications for the purpose of making a decision or deliberating towards a decision which the Board, as a public body, is authorized to render. Communications that serve as a means of acquiring or exchanging information, knowledge, or expertise through email are not inconsistent with this policy.

Trustee email accounts will be subject to the same high security standards as College email accounts of College administrators. Any monitoring, inspection and disclosure of Trustee email accounts will be in accordance with the College's Employee Email and Cellphone Policy, but with a limitation that any inspection/disclosure will require prior consultation with and approval from the College General Counsel and advance notification to and consultation with the affected Trustee, unless such notification is prohibited by law or regulation.

IV. Responsible Office/Executive

The College's Office of Information Technology Services will create, support, and maintain the requisite College email accounts for Trustees.

V. Related Documents

- Email & Record Retention Guidelines for Trustees

VI. Cross-References

- Bylaws of Suffolk County Community College
- Handling External Communications Received by Members of the Board
- BOT Resolution No. 2020.55 (Adopting a Retention and Disposition Schedule for NY Local Government Records, LGS-1)
- Employee Email and Cellphone Policy

VII. References

- Middle States Commission on Higher Education (MSCHE) Standard II, Standard VII
- Open Meetings Law (Public Officers Law §§ 100–111)
- Freedom of Information Law (Public Officers Law §§ 84–90)
- Local Government Records Law (Arts & Cultural Affairs Law § 57.25)
- LGS-1 Retention and Disposition Schedule
- New York State Archives, Records Management Guidance re: Email
- New York State Archives, Developing a Policy for Managing Email (June 2023)

VIII. History/Revision Dates

Adoption Date: April 18, 2024
Last Revision Date: N/A

Office of Legal Affairs

Email & Record Retention Guidelines for Trustees (Adapted from Guidance issued by the New York State Archives)

As outlined in the LGS-1 Retention Schedule, generally, records transmitted through email have the same retention periods as records in other formats related to the same program function or activity. Email records should be retained and scheduled for disposition in accordance with LGS-1. Transitory messages may be destroyed in a timely manner in accordance with Item No. 57 in the General Administration section of LGS-1.

Is an Email a Record?

Email serves as both a communications tool and a method of conducting certain business functions. As per the New York State Archives Email Guidance, identifying which emails are "records" involves considerations such as:

- Does the email merely replace a phone call?
  - If so, it is usually not a record and may be deleted.
- Does the email replace paper correspondence?
  - If so, it is likely a record containing fiscal, legal or administrative value and is a record.
- Is the email related to a business process?
  - These processes could be approving payments, authorizing a specific action, disseminating a new policy, interpreting the terms of contracts, or corresponding with constituents.
  - If this is the case, it is likely a record.
- Does it appear on a retention schedule?
  - If you believe an email may be a record but are unsure, the appropriate retention schedule(s) should be consulted. If an item is found for the email, it is a record.
- Is it the official copy?
  - Retention schedules apply to one official copy of a record, and all other copies are merely duplicates that can be deleted when no longer needed. Generally, the sender of the record holds the official copy of internal emails, and the recipient the official copy of external emails.

Official Copies of Records

As noted above, LGS-1 retention periods apply to one "official" copy designated by the College, unless otherwise stated. Generally, official copies of records created by the College Administration are maintained by an appropriate administrative office at the College. This would include any records listed in the "Community College" section of LGS-1. Additionally, official copies of Board meeting agendas, resolutions, meeting/public hearing notices and proof of publication, Board policies, and Board meeting packets sent to Trustees in preparation for the meetings are maintained by the Office of Legal Affairs and, as a result, are not listed in the table provided below. Official copies of Board minutes and communications from the President are maintained by the President's

Office and are similarly not listed below. Board committee agendas, files, and minutes are maintained by College Administration and are also not listed in the table below. Official copies of audit reports and budget files are maintained by the Office of Business & Financial Affairs and are not listed below. Legal case files pertaining to the College are maintained by the Office of Legal Affairs and, as applicable, the Suffolk County Attorney or other assigned counsel.

For illustrative purposes, below are sample retention periods for other emails and records that may commonly come before or be generated by the Board of Trustees, with the caveat again that the retention periods apply to one "official" copy designated by the College:

Record	Retention Period	Additional Information
Duplicate copy of record	0 after no longer needed	See LGS General Administration Item No. 58. Retention period governs duplicate copies of records created for administrative convenience, except where retention is specified elsewhere in LGS-1.
Internal information record, including but not limited to calendars of appointments, office and travel schedule, memoranda and routing slips, routine internal reports, reviews and plans, used solely to disseminate information or for similar administrative purposes	0 after no longer needed	Transitory messages may be destroyed in a timely manner in accordance with LGS-1 General Administration Item No. 57.
Working document, such as draft, worksheet or posting record, except worksheets containing fiscal information	0 after no longer needed	See LGS-1 General Administration Item No. 62
Meeting files of governing body/board (i.e., Board of Trustees) or committee thereof, including agendas, background materials and other records used at meetings	Appraise for continuing administrative or historical value prior to disposition. Agendas may have continuing administrative value and may be useful for accessing information in unindexed minutes and for indexing minutes. Other records prepared for and used at meetings may have administrative or historical value for documenting issues discussed at the meetings and referenced in minutes. Records not accepted as part of minutes, including agendas, background materials and other records used at meetings: 1 year Temporary drafts or personal notes that were not circulated, reviewed, or used to make decisions or complete transactions: 0 after no longer needed.	See LGS-1 General Administration Item No. 48 Note: The official copy of the records with longer retention periods would typically be maintained by appropriate College administrative office if generated or received by College Administration. The last reference to temporary drafts and personal notes would be of note for Trustees.
Minutes and meeting files of non-governing bodies, including internal staff committees or teams, inter-	Documenting significant policy or decision-making or significant events, or dealing with legal precedents or significant legal issues: permanent.	See LGS-1 General Administration Item No. 49.

agency teams, or entities not covered by Open Meetings Law, documenting proceedings of meetings, including minutes, agendas, background materials, recordings, and other records	Containing routine legal, fiscal, or administrative information: 6 years Of no fiscal, legal or administrative value: 0 after no longer needed.	Note: The official copy of these records would be maintained by appropriate College administrative office.
Correspondence and supporting documentation maintained in a subject file (generated or received by a local government), except correspondence that is part of a case file or other record series listed elsewhere in LGS-1	Documenting significant policy or decision making or significant events, or dealing with legal precedents or significant legal issues: permanent. Note: significant correspondence is often maintained by the chief executive or administrative officer, and sometimes in subject file format. See item no. 471 in the Executive section. Containing routine legal, fiscal or administrative information: 6 years Of no fiscal, legal or administrative value (including letters of transmittal, invitations and cover letters): 0 after no longer needed	See LGS-1 General Administration Item No. 53
Daily, weekly, monthly, quarterly or other periodic internal or external report, summary, review, evaluation, log, list, statement or statistics	6 years	See LGS-1 General Administration Item No. 73
Annual, special or final report, summary, review or evaluation	Reports which contain substantial evidence of government policy, procedures, plans and directions: permanent. Reports where critical information is contained in other reports, reports which document internal management and housekeeping activities, or reports which contain only routine legal, fiscal and administrative information: 6 years	See LGS-1 General Administration Item No. 74, unless specific annual report is covered elsewhere in LGS-1. Note: records should be apprised for historical significance prior to disposition; records of historical value should be retained permanently.
Opinion survey records	Survey results, including official copy of survey form: 6 years, but appraise for historical value prior to disposition. Survey results and sample forms involving very significant issues should be retained permanently. Completed survey forms: 0 after survey results prepared	See LGS-1 General Administration Item No. 76
Complaint, petition or request for service	Appraise for historical significance prior to disposition. Petitions by citizens involving very significant issues should be retained permanently. Summary record (such as log or register) of complaints, petitions or requests: 6 years after disposition of all complaints, petitions or requests listed.	See LGS-1 General Administration Item No. 77

	Complaints, petitions or requests relating to other than routine services/activities: 6 years after final disposition of complaint, petition or request. Complaints, petitions or requests relating to routine government services or activities: 1 year after final disposition of complaint, petition or request.	
Miscellaneous non-government records, received by local government	0 after no longer needed	See LGS General Administration Item No. 67
Official copy of publication, including newsletter, press release, published report, calendar, bulletin, recording, homepage or other website file, educational or informational program materials prepared by or for local government, and associated consent forms	Publications containing significant information or substantial evidence of plans and directions for government activities, or publications where critical information is not contained in other publications: permanent. Publications where critical information is also contained in other publications or reports, publications which document routine activities, publications containing only routine information, or publications (such as webpages) that facilitate access to government information on the Internet: 0 after no longer needed	See LGS General Administration Item No. 68, unless covered specifically elsewhere. Appraise for historical value before disposition; records of historical value should be retained permanently. Note: The official copy of these records would typically be maintained by the appropriate College administrative office, unless generated and circulated solely amongst Trustees, in which case an official copy should be designated.
Personnel records of College employees	Master summary record: permanent Personnel case file materials, including application for employment, resume, results of criminal background check, report of personnel change, evaluation, civil service examination results, notice of resignation or termination, and correspondence: 6 years after termination of employment or appointment Additional types of records for specific employee types are listed in LGS-1 Personnel Item No. 636 but for brevity are not listed here.	See LGS-1 Personnel Item No. 636 Note: The official copy of most such records would be maintained by College Administration, with the possible exception of certain records pertaining to the President. An official copy should be designated.
Investigative records and disciplinary proceedings	3 years after final decision rendered	See LGS-1 Personnel Item No. 637
Record listed in LGS-1 for which a FOIL request has been received	Should not be destroyed until the FOIL request has been answered and until any potential appeal has been made/resolved, even if the retention period of the record has passed	See LGS-1 "Important Reminders" section
Records being kept beyond the established retention periods for audit or other purposes at the request of federal or state agencies	Must be retained until the College receives the audit report, or the need is satisfied	See LGS-1 "Important Reminders" section
Records being used in legal actions and records subject to litigation hold	Must be retained until advised otherwise by College General Counsel	

ITEM 5

RESOLUTION NO. 2024.30 – Awarding a Contract for Design Services for a New Automotive Technology Center at the Michael J. Grant Campus (CP 2203)

WHEREAS, the design phase of capital project No. 2203 has been approved by Suffolk County and the State of New York for funding, and funds have been appropriated by the Suffolk County Legislature, and

WHEREAS, the College issued a Request for Proposals (RFP) from qualified firms to provide design services in connection with the construction of a new Automotive Technology Center at the College's Michael J. Grant Campus in accordance with the College's Procurement Policy, and

WHEREAS, the College's designated evaluation committee reviewed the proposals received in response to the RFP and determined that the proposal submitted by DCAK-MSA Architecture & Engineering, P.C., d/b/a Savik & Murray best meets the needs of the College, be it therefore

RESOLVED, that the College President or his designee is authorized to enter into a contract with DCAK-MSA Architecture & Engineering, P.C., d/b/a Savik & Murray in an amount not to exceed $1,148,000.00 for design services in connection with the construction of a new Automotive Technology Center at the College's Michael J. Grant Campus, as more fully detailed in the RFP, upon such terms and conditions as shall be approved by the College General Counsel.

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ITEM 6

RESOLUTION NO. 2024.31 – Creating an Employee Title

WHEREAS, to provide additional support within the College's Office of Business & Financial Affairs for work and responsibilities related to general accounting, financial reporting, capital accounting, student financial services, and internal controls, the College President has recommended the creation of the new employee title of Controller, be it therefore

RESOLVED, that Exempt Salary and Benefit Plan be amended to include the following title:

Title to be Created	**B/U**	**Category on Exempt Salary and Benefits Plan**	**Eff. Date**
Controller	Exempt	H	4/18/2024

and be it further

RESOLVED, that the *Exempt Salary and Benefit Plan* shall be amended accordingly (see *Attachment IV*).

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Policy 7001: 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: Controller/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 April 18, 2024.

ITEM 7

RESOLUTION NO. 2024.32 – Amending the College Budget for an Increase from the State University of New York (SUNY) Workforce Development Training Grant Program for the Project Entitled "Creating Efficiency and Effectiveness through Improved Communication, Six Sigma and Continuous Improvement at PL Developments"

WHEREAS, the 2023–2024 College operating budget provided $20,760, including indirect costs, from the State University of New York (SUNY) Workforce Development Training Grant Program, for a project entitled "Creating Efficiency and Effectiveness through Improved Communication, Six Sigma and Continuous Improvement at PL Developments," for the period of March 18, 2024 through August 1, 2024, and

WHEREAS, the grant award includes an additional amount of $18,048, including indirect costs, bringing the total amount of the grant award to $38,808, and

WHEREAS, the additional employer cash share in the amount of $1,805 will increase the total employer cash share of the project cost to $3,881 and

WHEREAS, it is necessary to amend the 2023–2024 College operating budget in the amount of $18,048 to provide for the total increase in the grant award, be it therefore

RESOLVED, that the 2023–2024 College operating budget be amended to reflect an award increase in the amount of $18,048, including indirect costs of $3,008, from the SUNY Workforce Development Training Grant for the project entitled "Creating Efficiency and Effectiveness through Improved Communication, Six Sigma and Continuous Improvement at PL Developments", and the College President, or his designee, is authorized and empowered to execute any necessary documentation, including an agreement with administering agency, in such form shall be approved by the College General Counsel.

Project Director: Arlene Jackson, College Assistant Dean, Continuing Education

Note: No full-time personnel
Matching funds from employer partner, PL Developments

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ITEM 8

RESOLUTION NO. 2024.33 – Approving the Budget for Suffolk County Community College for Fiscal Year 2024–2025

WHEREAS, the provisions of the New York State Education Law and regulations adopted in accordance with such law direct the Boards of Trustees of New York Community Colleges, subject to the approval of the State University Trustees, to prepare, approve and implement budgets, and

WHEREAS, Suffolk County Community College has developed its Operating Budget setting forth the budget total for the 2024–2025 fiscal year, and

WHEREAS, the 2024–2025 budget includes necessary amounts for meeting the operational needs of the College, and includes sufficient amounts for collective bargaining agreements, and

WHEREAS, the State commitment for base aid has remained the same at the floor funding amount of $50,161,586 and

WHEREAS, the College is submitting its Operating Budget for the 2024–2025 fiscal year to the Suffolk County Legislature and the Suffolk County Executive's office as per the Memorandum of Understanding, and

WHEREAS, the Budget and Finance Committee of the Board of Trustees has carefully reviewed all the facts and circumstances attendant to the College's proposed 2024–2025 Operating Budget, and after due deliberation, is in support of the determinations made herein, and

WHEREAS, the College Board of Trustees is requesting an increase in County support of 2% or $959,723 to the College for 2024–2025, and

WHEREAS, the Board of Trustees seeks a sustainable level of sponsor support to meet the mutual goals of keeping higher education attainable to the residents of Suffolk County and tuition affordable at Suffolk County Community College, and

WHEREAS, the Board of Trustees has determined that it will raise tuition rates for the 2024–2025 Academic Year, and

WHEREAS, the Board of Trustees has determined to access the Community College Fund Balance Reserve Fund to balance the budget, be it therefore

RESOLVED, that the Board of Trustees hereby approves an Operating Budget for fiscal year 2024–2025 in the amount of $206,768,187 for operations and $4,759,006 for grants, and be it further

RESOLVED, that the annual tuition charges will increase to $5,830 per year for full-time resident students and $243 per credit for part-time resident students, and be it further

RESOLVED, that the 2024–2025 operating budget shall include a transfer from the Community College Fund Balance Reserve in the amount of $4,519,608, and be it further

RESOLVED, that annual tuition and fees as provided in Resolution No. 2024.34 are to be included in the College budget for the fiscal year 2024–2025.

Total Appropriations:	$211,527,193
Operation Appropriations:	$206,768,187
Grant Appropriations:	$4,759,006

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ITEM 9

RESOLUTION NO. 2024.34 – Adopting a Tuition and Fee Schedule for 2024–2025

WHEREAS, the College recommends a $190 annual increase in full-time tuition and a $8 per credit increase in part time tuition for the 2024–2025 academic year, and

WHEREAS, it is recommended that the Tuition and Fee Schedule be approved for the 2024–2025 academic year, be it therefore

RESOLVED, that the following Tuition and Fee schedule be approved:

Full-time Students	Fall 2024	Spring 2025
Tuition, Residents	$2,915	$2,915
Tuition, Non-Resident	$5,830	$5,830

Part-time Students	Fall 2024	Spring 2025
Tuition, Residents (per credit)	$243	$243
Tuition, Non-Resident	$486	$486

and be it further

RESOLVED, that the student Tuition and Fee Schedule (*Attachment V)* is hereby approved and adopted for fiscal year 2024–2025.

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Suffolk County Community College

TUITION AND FEES FULL-TIME STUDENTS

		FY'24	FY'25
Tuition, Residents	per semester	$2,820	$2,915
Tuition, Non-Residents	per semester	$5,640	$5,830
Tuition Deposit (Applied to tuition but non-refundable)		$110	$110
Tuition Payment Plan (non-refundable)		$55	$55
Administrative Collection Fee		$100	$100
Application Processing Fee (non-refundable)		$45	$45
Applied Music Fee	per semester	$495	$495
Challenge Examination Fee	per course	$110	$110
College-Level Examination Program (CLEP) Fee		$44	$44
College-Level Examination Program (CLEP) Late Fee		$25	$25
Culinary Arts Program Fee (Applicable courses will be indicated in the current catalog)	per credit	$75	$75
Distance Education Fee	per semester	$85	$0
Equestrian Fee	per semester	$275	$275
Failure to obtain College ID card		$30	$30
Health & Wellness Fee	per semester		$25
Laboratory/Equipment/Special Program	per course	$85	$85
Late Payment Fee		$35	$35
Late Registration Fee	per semester	$35	$35
Liability Insurance Fee	per course	$55	$55
Littering College Campus		$55	$55
Music Performance Lab Fee	per course	$40	$40
Physical Education Fee	per course	$85	$85
Prior Learning Assessment			
Basic Fee for Portfolio Evaluation		$110	$110
Supplementary Fee	1/3 tuition of credits requested		
Records Maintenance Fee	/credit - max. $60/semester	$5	$5
Replacement of Lost ID Card		$15	$15
Returned Check/CC Dispute Fee	each	$35	$35
Smoking Policy Violation		$25	$25
Student Activity Fee	/credit - max. $105/semester	$10	$10
Technology Fee	per semester	$165	$240
Transcript Fee		$20	$20
Web Access Fee (applied to charges $50 & over)		$0	$0
Vehicle Fees			
Vehicle Registration Fee	/sem.- Fall, Spring, Summer	$20	$20
Driving or Parking on Restricted Roads or Areas		$110	$110
Excessive Speed		$110	$110
Failure to Register/Renew Vehicle with College		$35	$35
Failure to stop, to obey signs or security personnel		$110	$110
Failure to yield to pedestrians		$110	$110
Obstruction of a trash container/ crosswalk		$85	$85
Parking in a Fire Zone/Lane or 15 ft of fire hydrant		$165	$165
Parking in Handicapped Area		$310	$310
Parking in other than Designated Area		$55	$55
Replacement of Lost Parking Sticker		$15	$15
English as a Second Language (ESL) Non-credit Tuition			
Cat. #s IEP074, IEP084	per semester	$2,120	$2,200
Cat. #s IEP094 & either IEP092 or IEP093	per semester	$2,120	$2,200
Cat. #s IEP092, IEP093	per semester	$250	$260
RN Nursing Fee (Nur 102) (Nur 125) (non-refundable)	Not to exceed	$2,194	$2,250
PN Nursing Fee (Nur 116) (non-refundable)	Not to exceed	$1,973	$2,000
Vet Tech Program Fee *(2 vaccinations)* (non refundable)	Entry into the program (not to exceed)	$1,038	$1,100

TUITION AND FEES PART-TIME STUDENTS

		FY'24	FY'25
Tuition, Residents	per credit	$235	$243
Tuition, Non-Residents	per credit	$470	$486
Tuition Payment Plan (non-refundable)		$55	$55
Administrative Collection Fee		$110	$100
Application Processing Fee (non-refundable)		$45	$45
Applied Music Fee	per semester	$495	$495
Challenge Examination Fee	per course	$110	$110
College-Level Examination Program (CLEP) Fee		$45	$45
College-Level Examination Program (CLEP) Late Fee		$25	$25
Culinary Arts Program Fee	per credit	$75	$75
Distance Education Fee	per semester	$85	$0
Equestrian Fee	per semester	$275	$275
Failure to obtain College ID card		$30	$30
Health & Wellness Fee	per semester		$10
Laboratory/Equipment/Special Program (Applicable courses will be indicated in the current catalog)	per course	$85	$85
Late Payment Fee		$35	$35
Late Registration Fee (begins 1 week prior to 1st day of session)	per semester	$25	$25
Liability Insurance Fee	per course	$55	$55
Littering College Campus		$55	$55
Music Performance Lab Fee	per course	$40	$40
Physical Education Fee (Applicable courses will be indicated in the current catalog)	per course	$85	$85
Prior Learning Assessment			
Basic Fee for Portfolio Evaluation		$110	$110
Supplementary Fee	1/3 tuition of credits requested		
Records Maintenance Fee	/credit - max. $60/semester	$5	$5
Replacement of Lost ID Card		$15	$15
Returned Check/CC Dispute Fee	each	$35	$35
Smoking Policy Violation		$25	$25
Student Activity Fee	/credit-max $105/semester	$10	$10
Technology Fee (Fall, Spring, Summer)	per semester	$85	$125
Per Winter Session		$25	$100
Transcript Fee		$20	$20
Web Access Fee		$25	$0
Vehicle Fees			
Vehicle Registration Fee	/sem.- Fall, Spring, Summer	$20	$20
Driving or Parking on Restricted Roads or Areas		$110	$110
Excessive Speed		$110	$110
Failure to Register/Renew Vehicle with College		$35	$35
Failure to stop, to obey signs or security personnel		$110	$110
Failure to yield to pedestrians		$110	$110
Obstruction of a trash container/ crosswalk		$85	$85
Parking in a Fire Zone/Lane or 15 ft of fire hydrant		$165	$165
Parking in Handicapped Area		$310	$310
Parking in other than Designated Area		$55	$55
Replacement of Lost Parking Sticker		$15	$15
English as a Second Language (ESL) Non-credit Tuition			
Cat. #s ELL001, ELL010	per semester	$430	$450
Cat. #s ELL003, ELL005, ELL007, ELL008	per semester	$215	$225
Cat. #s ELL002, ELL004, ELL006, ELL009	per semester	$215	$225
Cat. #s ELW001, ELW002, ELW003, ELW004, ELW005, ELW006, ELW007, ELW008, ELW009, ELW016	per semester	$180	$190