Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
August 15, 2024

RESOLUTION NO. 2024.54 – 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 $3,215,990.34 for the month of May 2024; $2,457,333.09 for the month of June 2024; and $3,143,472.10 for the month of July 2024 *(Attachment I)* is hereby approved by the Board of Trustees.

Kevin M. O'Connor
Secretary

Central Administration
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(631) 451-4112

Ammerman Campus
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Western Campus
Crooked Hill Road
Brentwood, NY 11717-1092
(631) 851-6700

Eastern Campus
121 Speonk-Riverhead Road
Riverhead, NY 11901-3499
(631) 548-2500

Board of Trustees
August 15, 2024
Attachment I

INVOICE

Suffolk County Employee Medical Health Plan

County of Suffolk
725 Veterans Memorial Highway, Bldg 158
PO Box 6100
Hauppauge, NY 11788

DATE: July 18, 2024
INVOICE No.: 24-005
FOR: EMHP of Suffolk County
SCCC Insurance Premiums
and Employee Contributions Due
Fund 818

Bill To:
Jamie Hahn
Suffolk County Community College - Business & Financial Affairs
FML Rm. 232, College Road
Selden, NY 11784

Health Insurance Coverage	Premium	# Employees	Total
EMHP Individual Coverage	$971.67	577 574	$560,653.59
EMHP Family Coverage	$2,289.25	1090 1088	$2,495,282.50
Emblem/HIP HMO Individual Coverage	$1,763.65	1	$1,763.65
Emblem/Hip Family Coverage	$4,320.93	1	$4,320.93
Surviving Spouse/Dependent Individual Coverage	$971.67	5	$4,858.35
Surviving Spouse/Dependent Family Coverage	$2,289.25	1	$2,289.25
MAY 2024 Premium Due:		1,675	**$3,069,168.27**
EMPLOYEE HEALTH INSURANCE			
2024 Payroll 10, Time Period: 4/29/24 - 5/12/24		1	$77,055.04
2024 Payroll 11, Time Period: 5/13/24 - 5/26/24			$77,260.54
Employee Insurance Contributions Due:			**$154,315.58**
Total Due:			**$3,223,483.85**

*($2,915.01)
**($4,578.50)
$3,215,990.34

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.

*decreased individual accounts by 3
**decreased family accounts by 2

THANK YOU

Suffolk County Employee Medical Health Plan

INVOICE

County of Suffolk
725 Veterans Memorial Highway, Bldg 158
PO Box 6100
Hauppauge, NY 11788

DATE: July 18, 2024
INVOICE No.: 24-006
FOR: EMHP of Suffolk County
SCCC Insurance Premiums
and Employee Contributions Due
Fund 818

Bill To:
Jamie Hahn
Suffolk County Community College - Business & Financial Affairs
FML Rm. 232, College Road
Selden, NY 11784

Health Insurance Coverage	Premium	# Employees	Total
EMHP Individual Coverage	$971.67	579	$562,596.93
EMHP Family Coverage	$2,289.25	1092 1088	$2,499,861.00
Emblem/HIP HMO Individual Coverage	$1,763.65	1	$1,763.65
Emblem/Hip Family Coverage	$4,320.93	1	$4,320.93
Surviving Spouse/Dependent Individual Coverage	$971.67	6	$5,830.02
Surviving Spouse/Dependent Family Coverage	$2,289.25	1	$2,289.25
JUNE 2024 Premium Due:		1,680	**$3,076,661.78**
EMPLOYEE HEALTH INSURANCE			
2024 Payroll 8, Time Period: 4/1/24 - 4/14/24			*pending*
2024 Payroll 12, Time Period: 5/27/24 - 6/9/24			*pending*
2024 Payroll 13, Time Period: 6/10/24 - 6/23/24			$77,399.31
Employee Insurance Contributions Due:			**$77,399.31**
Total Due:			**$3,154,061.09**

*(9,157.00)
**(687,571.00)
$2,457,333.09

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.

* decrease family by 4
** decreased by the June Medicare amount

THANK YOU

Suffolk County Employee Medical Health Plan

INVOICE

County of Suffolk
725 Veterans Memorial Highway, Bldg 158
PO Box 6100
Hauppauge, NY 11788

DATE: July 18, 2024
INVOICE No.: 24-007
FOR: EMHP of Suffolk County
SCCC Insurance Premiums
and Employee Contributions Due
Fund 818

Bill To:
Jamie Hahn
Suffolk County Community College - Business & Financial Affairs
FML Rm. 232, College Road
Selden, NY 11784

Health Insurance Coverage	Premium	# Employees	Total
EMHP Individual Coverage	$971.67	579	$562,596.93
EMHP Family Coverage	$2,289.25	1092 1090	$2,499,861.00
Emblem/HIP HMO Individual Coverage	$1,763.65	1	$1,763.65
Emblem/Hip Family Coverage	$4,320.93	1	$4,320.93
Surviving Spouse/Dependent Individual Coverage	$971.67	6	$5,830.02
Surviving Spouse/Dependent Family Coverage	$2,289.25	1	$2,289.25
JULY 2024 Premium Due:		1,680	**$3,076,661.78**
EMPLOYEE HEALTH INSURANCE			
2024 Payroll 14, Time Period: 6/24/24 -7/7/24			$71,388.89
Employee Insurance Contributions Due:			**$71,388.89**
Total Due:			**$3,148,050.67**

*(4,578.50)
$3,143,472.10

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.

*decrease family by 2

THANK YOU

Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
August 15, 2024

RESOLUTION NO. 2024.55 – Authorizing an Agreement with Volz & Vigliotta, PLLC

WHEREAS, the Board of Trustees has determined that legal counsel should be retained to provide services to the Board in the event a matter arises requiring special expertise or in the event of a conflict of interest, and the College General Counsel concurs with this determination, and

WHEREAS, the College has issued a Request for Qualifications (RFQ) for legal services, and

WHEREAS, three (3) firms responded to the RFQ, and the Evaluation Committee, comprised of members of the Governance Committee, reviewed the responses and determined that the response submitted by Volz & Vigliotta, PLLC, best meets the needs of the College, be it therefore

RESOLVED, that the College President or his designee is hereby authorized to enter into a contract with Volz & Vigliotta, PLLC, to provide legal services to the Board of Trustees, on an as-needed basis, and such contract shall be on such terms and conditions as shall be approved by the College General Counsel.

Kevin M. O'Connor
Secretary

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Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
August 15, 2024

RESOLUTION NO. 2024.56 – Accepting a Grant from the State University of New York (SUNY) for a Multi-Campus Transfer Partnerships Fund

WHEREAS, Suffolk County Community College has received a grant in the amount of $80,000, from the State University of New York for a Multi-Campus Transfer Partnerships Fund, for the period of September 1, 2024 through June 30, 2025, and

WHEREAS, the grant will provide funding to the College for student engagement events and activities, professional development for existing faculty and staff, transportation for students between partner campuses, marketing directly for transfer partnerships, and merchandise specifically for the transfer opportunities with Farmingdale State College and SUNY Cortland, 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 Multi-Campus Transfer Partnerships program, for the period of September 1, 2024 through June 30, 2025, 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 2024-2025 College operating budget be amended to the extent necessary to reflect the grant award.

Project Director: Mary Reese, Interim Executive Dean, Eastern Campus; Campus Associate Dean of Student Affairs

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Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
August 15, 2024

RESOLUTION NO. 2024.57 – Amending the College Operating Budget for a Grant Award Increase from the State University of New York for an Educational Opportunity Program (EOP)

WHEREAS, the 2023–2024 College operating budget provides $367,241 from the State University of New York for an Educational Opportunity Program (EOP) grant to provide counseling and tutoring services on all three of its campus locations, for the period of September 1, 2023 through August 31, 2024, and

WHEREAS, the College has been awarded an additional amount of $68,798 for the Summer Program 2024, bringing the total amount of the grant award to $436,039, and

WHEREAS, it is necessary to amend the 2023–2024 College operating budget in the amount of $68,798 to provide for the total increase in the grant award, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the 2023–2024 College operating budget be amended to reflect an award increase in the amount of $68,798, from the State University of New York, for an Educational Opportunity Program (EOP), and that the College President, or his designee, is authorized and empowered to execute any necessary documentation, including an agreement with an administrating agency, in such form as shall be approved by the College General Counsel.

Project Director: David Johnson

Note: Institutional Support required

Kevin M. O'Connor
Secretary

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Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
August 15, 2024

RESOLUTION NO. 2024.58 – Awarding a Contract for the Design of the Smithtown Science Building Roof Replacement on the Ammerman Campus (CP 2149)

WHEREAS, the design phase of capital project No. 2149 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 replacement of the roof of the Smithtown Science Building on the College's Ammerman 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 William F. Collins, AIA Architects, LLP 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 William F. Collins, AIA Architects, LLP in an amount not to exceed $69,200.00 for the design of the Smithtown Science Roof Replacement Project, as more fully detailed in the RFP, upon such terms and conditions as shall be approved by the College General Counsel.

Kevin M. O'Connor
Secretary

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Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
August 15, 2024

RESOLUTION NO. 2024.59 – Setting Dates, Times and Locations of Meetings of the Board of Trustees for the 2024–2025 Academic Year

RESOLVED, that during the academic year 2024–2025, meetings of the Board of Trustees shall be held on the following dates:

DATE	LOCATION	TIME
September 19, 2024*	Board Room, Learning Resource Center Grant Campus, Brentwood, New York	9:00 am
October 17, 2024*	Media Room, Culinary Arts Center Riverhead, New York	4:00 pm
November 14, 2024 Retreat	Board Room, Learning Resource Center Grant Campus, Brentwood, New York	10:00 am
December 5, 2024*	Board Room, Learning Resource Center Grant Campus, Brentwood, New York	4:00 pm
January 16, 2025	Alumni Room, Brookhaven Gymnasium Ammerman Campus, Selden, New York	9:00 am
February 20, 2025	Board Room, Learning Resource Center Grant Campus, Brentwood, New York	4:00 pm
March 20, 2025	Lecture Hall, Montaukett Learning Resource Center Eastern Campus, Riverhead, New York	4:00 pm
April 17, 2025	Alumni Room, Brookhaven Gymnasium Ammerman Campus, Selden, New York	9:00 am
May 8, 2025	Board Room, Learning Resource Center Grant Campus, Brentwood, New York	4:00 pm
June 12, 2025	Lecture Hall, Montaukett Learning Resource Center Eastern Campus, Riverhead, New York	10:00 am
August 21, 2025 **	Alumni Room, Brookhaven Gymnasium Ammerman Campus, Selden, New York	9:00 am

1. There is no meeting scheduled for July.

*Meetings already approved by Resolution 2023.51

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

Dated: 8/15/2024

Kevin M. O'Connor
Secretary

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Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
August 15, 2024

RESOLUTION NO. 2024.60 – Confirming the Annual Review and Approval of the College's Procurement Policy through the 2024–2025 Fiscal Year

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

WHEREAS, pursuant to General Municipal Law §104-b, the College's Procurement Policy must be annually reviewed and approved by the Board of Trustees, and

WHEREAS, the Office of Business and Financial Affairs and the Office of Legal Affairs have reviewed the *Procurement Policy*, and recommend that no substantive revisions be made to the current policy, which remains compliant, while the College is conducting a search for a Director of Procurement and Business Operations, be it therefore

RESOLVED, that the annual review and approval of the College's *Procurement Policy* is hereby confirmed through the 2024–2025 fiscal year, and be it further

RESOLVED, that the College's *Procurement Policy* is hereby renumbered as Policy 5003 for consistency with the classifications established by Policy 1001, *Policy Development, Adoption, Implementation & Review.*

Kevin M. O'Connor
Secretary

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Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
August 15, 2024

RESOLUTION NO. 2024.61 – Amending the College's Policy on Credit Card Usage

WHEREAS, the Board of Trustees previously adopted a Policy for Credit Card Usage to govern the issuance, permissible uses, and control procedures for College-issued credit cards, and

WHEREAS, the Office of Business and Financial Affairs and the Office of Legal Affairs have reviewed the *Policy for Credit Card Usage* and recommend the policy be revised as reflected on *Attachment II* to support efficient College operations and internal controls in accordance with current best practices recognized by the New York State Comptroller's office, be it therefore

RESOLVED, that the College's *Policy for Credit Card Usage* is hereby amended as reflected on *Attachment II,* annexed hereto.

Kevin M. O'Connor
Secretary

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Suffolk
COUNTY COMMUNITY COLLEGE

Policy Title	**Credit Card Usage**
Policy Number	5005
Category	Business & Finance
Applicability	College-wide
Responsible Office	Office of Business & Financial Affairs
Effective Date	August 15, 2024

I. Policy Statement

Suffolk County Community College ("College") issues and permits the use of credits cards for College business purposes, including procuring goods or services, and facilitating the official activities of certain College personnel. College credit cards shall only be used in accordance with the purposes, requirements, and procedures established pursuant to this Policy.

II. Rationale

The purpose of this Policy is to identify the individuals who are authorized to use College-issued credit cards, provide dollar limits for purchases; describe the types of purchases permitted and the documentation required to support the purchases; establish control procedures over the custody of College-issued credit cards and the monitoring of their use; and the methods employed to recover moneys from any improper use of College-issued credit cards.

III. Scope and Applicability

This Policy governs the issuance and use of credit cards for College business purposes and applies college-wide to all officials, administrative units, departments, and employees of the College.

IV. Responsible Office/Executive

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

V. Definitions

Store Credit Card: a credit card issued for use at a specified retail/commercial store or chain. For example, The Home Depot or Lowe's.

VI. Policy Elaboration

A. Use of Credit Cards by College Employees for Procurement

1. The Vice President for Business and Financial Affairs and the Director of

Procurement and Business Operations, only, are authorized to have a credit card issued in their own names on behalf of the College in order to facilitate the procurement of goods and/or services, in accordance with the College's Procurement Policy.

2. The credit line for such credit card shall not exceed $50,000.

3. Credit card usage should be limited to those circumstances where a vendor/service provider indicates that it will **only** accept payment for goods and/or services by credit card, or when payment by credit card provides a financial advantage or benefit to the College. In such case, the requesting office or department shall submit the following to the Director of Procurement and Business Operations for final approval:

    a. Required documentation (price quote, price compares, etc.) in accordance with College Procurement Policy;

    b. A letter on vendor/service provider letterhead, a statement on a vendor's/service provider's website, or an email from such vendor/service provider, attesting that payment may only be made by credit card or identifying the financial advantage or benefit provided to the College by making payment by credit card;

    c. The *Credit Card Budget Allocation Form*, signed by the requesting department and approved by the Campus Business Officer as to the availability of budgetary funds, and provides any additional information necessary for the proposed purchase.

    d. The dollar limit for any single purchase made on the credit card shall not exceed $5,000 without the approval of the Vice President for Business and Financial Affairs. Credit card purchases in excess of $20,000 must have secondary approval from General Counsel or designee.

4. Any purchases made with such credit card shall be supported by documentation which demonstrates the nature and validity of such purchases, including, but not limited to, order forms, itemized receipts and packing slips. Such documentation must be retained as records by the Office of Business and Financial Affairs.

5. The credit card user shall notify the Office of Business and Financial Affairs upon receipt of the goods and/or services purchased.

6. Late payment fees resulting from the failure of the requesting individual to so notify the Office of Business and Financial Affairs of receipt of the goods and/or services will be charged to such department or office.

7. Credit cards shall be kept in a secure location. Access to such location shall be limited to the Vice President for Business and Financial Affairs and the Director of Procurement and Business Operations and his/her designee.

B. Use of Credit Cards by College Officials for College Business

1. In addition to the above, the use of credit cards shall be restricted to the College President and the College officials specified in this Section IV(B). Such credit cards shall be issued to such College officials in their own names on behalf of the College, and shall be held in their personal custody.

2. The credit line for the credit card issued to the College President shall not exceed $10,000.

3. The dollar limit for any single purchase made utilizing such credit card shall not exceed $2,500.

4. The types of purchases which may be made by such College official shall be limited to his/her own reasonable and necessary expenses incurred for official College business, including, but not limited to, transportation, meals and lodging.

6. A College credit card may be issued to the Vice President for Human Resources to facilitate online advertising of employment opportunities to increase visibility of job openings and promote diversity in recruitment. The credit line shall be limited to $5,000. The dollar limit for any single purchase made utilizing such credit card shall not exceed $1,000, except with the written approval of the Vice President for Business and Financial Affairs.

7. Any purchases made with such credit cards shall be supported by documentation submitted to the Office for Business and Financial Affairs within ten (10) business days of such use which demonstrates the nature and validity of such purchases, including, but not limited to, order forms, itemized receipts, and bills.

C. Store Credit Cards

1. Credit cards issued by ***The Home Depot*** and ***Lowe's*** may be utilized by the employees serving in the titles listed below.

    a. Director of Plant Operations

    b. Director of Fire and Public Safety

    c. Associate Vice President for Facilities Planning

    d. Director of Procurement and Business Operations

2. Authorized employees may request additional cards for departmental designees. Requests must be submitted in writing to the Vice President for Business and Financial Affairs and provide an explanation for the necessity of the additional authorized user(s). Issuance of an additional card requires the approval of both the Vice President for Business and Financial Affairs and the College President.

3. Store credit cards may only be used to purchase goods which are not readily available through SharkMart. Any such goods may only be purchased when necessary to ensure continuity of College operations. A single transaction using a store credit card may not exceed $200.

4. Equipment, as that term is defined by the Office of Business and Financial Affairs, may not be purchased by store credit card.

5. Purchases in excess of $100 must have prior approval from the Director of Procurement and Business Operations or the Vice President for Business and Financial Affairs.

6. Transactions cannot be split to circumvent the per transaction limit or the prior approval threshold.

7. Any purchases made with a store credit card shall be supported by documentation which demonstrates the nature and validity of such purchases, including, but not limited to, itemized receipts. Such documentation must be promptly submitted to the Office of Business and Financial Affairs.

D. Cardholder Responsibility and Lost/Stolen Credit Cards

1. Any College official/employee issued a College credit card, including a store credit card, is responsible for the card's safekeeping.

2. Credit card users are responsible for complying with all requirements of this policy and any other College policies governing purchases, expenses, and transactions for which the credit card is used. Credit card users are also responsible for obtaining and retaining the requisite documentation of the nature and validity of all purchases with a College credit card, including store credit cards.

3. In the event of a lost or stolen credit card, the cardholding official/employee must immediately report any lost or stolen credit card to their immediate supervisor, and the supervisor or cardholder must immediately contact the applicable 24-hour telephone number for the bank/credit card issuer. The cardholder or supervisor must also notify the Vice President for Business and Financial Affairs and confirm that notification to the bank/credit card issuer has been completed.

E. Monitoring Credit Card Use

The Office of Business and Financial Affairs shall be responsible to monitor the use of credit cards and to ensure full compliance with this policy.

F. Improper Use of Credit Cards

1. The use of College credit cards for personal expenses, personal transactions, or purchase of items for personal use is strictly prohibited.

2. Individuals authorized to use a College or store credit card shall be deemed to consent to accept financial responsibility for any inappropriate use of the credit card by that individual.

3. Any improper or unauthorized use of College or store credit cards by any College employee or official may subject such employee or official to appropriate disciplinary measures, including, but not limited to, restitution to the College.

VII. Related Administrative Procedures

The Vice President for Business and Financial Affairs is authorized to develop and communicate administrative procedures to implement the requirements of this Policy, subject to the approval of the College President.

VIII. Cross-References

- Procurement Policy
- Board of Trustees Travel Policy
- Approval of the College President's Travel and Conference Expenses Policy

IX. References

- Middle States Commission on Higher Education (MSCHE) Standard VI, Standard VII
- NYS Comptroller, Local Government Management Guide: Travel and Conference Expense Management: Credit Cards (Sept. 2020)
- NYS Comptroller, Cost-Saving Ideas: Credit Card Accountability – Minimizing the Risk of Error, Misuse and Fraud (2016)

X. History / Revision Dates

Adoption Date: April 21, 2022 (Board of Trustees)
Amended: [redacted] (Board of Trustees)

Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
August 15, 2024

RESOLUTION NO. 2024.62 – Adopting a College Contracts Signature Policy

WHEREAS, the College desires to establish a written policy that identifies the College officials authorized to execute contracts and agreements on behalf of the College after the required review and approvals appropriate to the nature of the agreement and commitments therein, and

WHEREAS, the attached College Contracts Signature Policy (see *Attachment III*) has been developed to accomplish these objectives in consultation with appropriate College stakeholders and is recommended by the Office of Business and Financial Affairs, the Office of Legal Affairs, and the College President, be it therefore

RESOLVED, that the Board of Trustees hereby adopts a *College Contracts Signature Policy* (see *Attachment III*).

Kevin M. O'Connor
Secretary

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Suffolk
COUNTY COMMUNITY COLLEGE

Policy Title College Contracts Signature Policy

Policy Number	2200
Category	Administration & Community Relations
Applicability	College-wide
Responsible Office	Office of Legal Affairs
Effective Date	August [redacted] 2024

I. Policy Statement

All contractual agreements entered into on behalf of Suffolk County Community College require an authorized signatory. This policy identifies those College employees, by title, who are authorized to execute College contracts and legally bind the College to obligations set out in such agreements.

II. Rationale

Only an individual authorized to legally bind the College is permitted to be a signatory on College contractual agreements. As the chief executive of the institution, the College President has authority to execute agreements on behalf of the College. The breadth of the College's operations require that the College enter into numerous contractual agreements, including but not limited to agreements for purchase of goods and services, for the use of College facilities, for educational services offered by the College to third parties, as well as labor and employment-related MOUs and agreements. This Policy extends authority to other College employees, in addition to the College President, who may bind the College to contractual commitments and who are authorized to execute College contracts on behalf of the institution.

III. Scope and Applicability

This Policy applies to all College employees. Agreements executed by an individual without express prior authorization shall not be binding on Suffolk County Community College. College employees who are not herein authorized but nevertheless execute contractual agreements which purport to be on the College's behalf may be subject to discipline in accordance with any applicable law or collective bargaining agreement, and may be held personally responsible and liable for performance of obligations in such agreements, including payments required by unauthorized agreements.

IV. Responsible Office/Executive

The Office of Legal Affairs has responsibility for the implementation and review of this Policy.

V. Definitions

A. **Agreement/Contract**: a written document, including an electronic document, that creates legally binding obligations between the College and another party.

B. **Procurement Contract**: an agreement for the College to purchase goods, commodities and/or services, awarded after a formal solicitation, such as a Formal Sealed Bid or a Request for Proposals, where the anticipated annual expenditure is above $20,000 for services, commodities and/or professional services contracts, and above $35,000 for public works contracts. A "Procurement contract" shall also include contracts for goods or services which are exempt from competitive bidding pursuant to the College Procurement Policy (i.e., preferred source contracts, county contracts, sole source purchases, etc.) and have an anticipated annual expenditure in excess of $20,000.

C. **Use-of-Facilities Agreement**: a revenue-generating revocable permit which allows for a temporary Use of College Facilities by outside parties, in conformance with the College's Facilities Use Policy.

D. **Lease/License Agreement**: an agreement whereby College buildings or portions thereof, and/or outdoor facilities are rented to outside parties on a long-term basis for the exclusive use of the third party, in return for the payment of lease or license fees to the College.

E. **Affiliation/Internship Agreement**: an agreement with a hospital, a healthcare facility, another college or university, or a place of business whereby College students are able to receive clinical/practical training relating to a College course in which they are enrolled, or whereby the College is offering clinical/practical training to students enrolled in another college or university.

F. **Continuing Education/Workforce Training Agreement:** revenue-generating agreement whereby the College's departments of Workforce Training and Continuing Education are providing training or workshops to outside organizations and their employees.

VI. Policy

All contracts entered into on behalf of the College require prior review and approval by the College's Office of Legal Affairs. For revenue-generating agreements, such as Use of Facilities and Continuing Education/Workforce Training Agreements, a template reviewed and approved by the Office of Legal Affairs, if used without substantive revisions, does not require subsequent approvals by the Office of Legal Affairs. Once reviewed and approved by the Office of Legal Affairs:

A. All Procurement Contracts require written approval by the area Vice President and the Vice President for Business & Financial Affairs, and must be executed by the College President.

B. All contracts which require the expenditure of College funds, but which fall below

the anticipated threshold of Procurement Contracts (under $20,000 for purchase/service agreements, and under $35,000 for public works contracts) must be approved by the area Vice President and may be executed on behalf of the College by: College General Counsel, College Deputy General Counsel, the area Vice President, the Vice President for Business and Financial Affairs, or College President.

C. All Lease and License Agreements must be recommended as to financial terms by the Vice President for Business & Financial Affairs and executed by the College President.

D. All Use-of-Facilities Agreements must be executed by the Vice President for Student Affairs. Any Use-of-Facilities Agreements with financial terms that differ from those outlined in the College's Facilities Use Policy must also be recommended by the Vice President for Business & Financial Affairs.

E. All Articulation Agreements and Affiliation/Internship Agreements must be executed by the Vice President of Academic Affairs.

F. All Continuing Education/Workforce Training Agreements must be approved by the Associate Vice President for Workforce Development, recommended as to financial terms by the Vice President for Business & Financial Affairs, and executed by the College President.

G. All Memorandum of Understanding (MOUs), Memorandum of Agreement (MOAs), and collective bargaining agreements with unions representing College employees must be executed by the College President and the Vice President for Human Resources.

H. Agreements which do not require expenditure of College funds, and which are not expressly addressed above (i.e., confidentiality and non-disclosure agreements, intellectual property use agreements, memoranda of understanding with other municipalities/governmental entities, etc.) may be executed on behalf of the College by the College General Counsel, College Deputy General Counsel, area Vice President, or College President.

I. The appropriate signatory for any agreements relating to litigation, arbitration, settlement or resolution of any claims/disputes of a legal nature will be identified by the College General Counsel, based on the nature of the specific legal matter.

J. All other contractual agreements must be executed on behalf of the College by the College President or their designee.

K. When an Authorized Signatory is unavailable to execute agreements on behalf of the

College due to business or personal travel, scheduled vacation, or other reasons, the following procedures will be utilized:

1. College General Counsel shall be authorized to execute agreements on behalf of the College President in the President's absence. Alternatively, the President may designate another College employee, in writing, and may authorize such individual to execute College agreements on the President's behalf during the President's absence.

2. Other College signatories listed above may, in their absence, designate another College employee, in writing, who will be authorized to execute College agreements on the signatory's behalf during the signatory's absence. All such designations must be forwarded to the Office of Legal Affairs, and must state the period of time during which the designated individual shall receive the signatory authority.

L. Procedures: The Office of Legal Affairs is authorized to develop and disseminate reasonable rules and procedures as necessary to establish a process for recording any recommendations and approvals that are part of the contracting process, and for tracking and maintaining copies of agreements/contracts on behalf of the College.

VII. Cross-References

- Procurement Policy
- Facilities Use Policy

VIII. References

- Middle States Commission on Higher Education (MSCHE) Standard VII

IX. History/Revision Dates

Board of Trustees Adoption Date:

Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
August 15, 2024

RESOLUTION NO. 2024.63 – Rescinding Policies No Longer Needed

WHEREAS, the following policies previously approved by the Board of Trustees have been reviewed and are recommended for rescission for the reasons outlined below, in consultation with the Governance Committee of the Board of Trustees:

Title	Reason for Rescission
Multi-Campus Athletic Eligibility Policy	Reflects an athletics structure which no longer exists at the College whereby intercollegiate sports teams existed at the campus level, rather than college-wide. Policy is no longer needed.
Adoption of Policy Decisions Made by the Board of Trustees	Superseded by the new Policy on Policy Development, Adoption, Implementation & Review approved by the Board in April 2024.
Verbatim Minutes	Superseded by April 2024 revisions to the Board's Bylaws, which provide for summary minutes to be taken in accordance with the Open Meetings Law, and for use of videoconferencing technology and the resulting audio/video recordings to be made available after Board meetings.
Associate Staff Program	Reflects a post-employment program that no longer exists at the College.
Placement on Faculty Scale of Exempts	Policy reflects a 1971 resolution of the Board that is not recommended for continuation as a policy due to current employment policies and collective bargaining agreement structure.

, be it therefore

RESOLVED, that the following policies previously adopted by the Board of Trustees are hereby rescinded, effective immediately:

Title	Adoption Date
Multi-Campus Athletic Eligibility Policy	August 10, 2006
Adoption of Policy Decisions Made by the Board of Trustees	February 13, 2003
Verbatim Minutes	February 13, 2003
Associate Staff Program	April 27, 1990
Placement on Faculty Scale of Exempts	1971

Kevin M. O'Connor
Secretary

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Suffolk
COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF TRUSTEES
August 15, 2024

RESOLUTION NO. 2024.64 – Amending Resolution No. 2024.34, Adopting a Tuition and Fee Schedule for 2024–2025

WHEREAS, by Resolution No. 2024.34 the Board approved and adopted a Tuition and Fee Schedule for fiscal year 2024–2025, and

WHEREAS, based on student and alumni feedback and in furtherance of the College's desire to equitably support students in attaining their baccalaureate transfer, graduate education, and career/employment goals that require copies of their official transcript, the College has reviewed its Tuition and Fee schedules and recommends that the transcript fee be reduced as follows for the 2024–2025 fiscal year:

Fee	As Adopted by Resolution No. 2024.34	As Amended by this Resolution
Transcript Fee	$20 per transcript	$10 per transcript for electronic transcript handling $15 per transcript for hard copy transcript handling

, be it therefore

RESOLVED, that the Tuition and Fee Schedule previously approved and adopted for the 2024–2025 fiscal year is hereby revised to reflect the amended and reduced transcript fee set forth above.

Kevin M. O'Connor
Secretary

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