BOARD OF TRUSTEES
June 12, 2025

ITEM 1	**RESOLUTION NO. 2025.33 – Approving Monthly Sponsor Services for Suffolk County Community College**
ITEM 2	**RESOLUTION NO. 2025.34 – Accepting a Grant Subaward from Mechanismic Inc. for the Project Entitled, "Suffolk County Community College/Mechanismic Supplement Request"**
ITEM 3	**RESOLUTION NO. 2025.35 – Amending and Equitably Transitioning the Exempt Salary and Benefit Plan**
ITEM 4	**RESOLUTION NO. 2025.36 – Creating an Employee Title**
ITEM 5	**RESOLUTION NO. 2025.37 – Approving an Extension of the Waiver of Fees for the Use of Specified Facilities by Long Island Head Start through June 30, 2026**
ITEM 6	**RESOLUTION NO. 2025.38 – Amending the Policy on Board of Trustees Self-Assessment**
ITEM 7	**RESOLUTION NO. 2025.39 – Rescinding the Medical Suspension Policy and Adopting an Involuntary Leave of Absence for Students Policy**
ITEM 8	**RESOLUTION NO. 2025.40 – Approving the Stipulation of Agreement Among the College, the County of Suffolk, and the Guild of Administrative Officers of Suffolk County Community College**

ITEM 1

RESOLUTION NO. 2025.33 – 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 $3,626,989.24 for the month of April 2025, and $2,996,804.32 for the month of May 2025 *(Attachment I)* is hereby approved by the Board of Trustees.

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INVOICE

Suffolk County Employee Medical Health Plan

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

DATE: April 9, 2025
INVOICE No.: 25-004
FOR: EMHP of Suffolk County
SCCC Insurance Premiums
& Employee Contributions
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	$1,097.29	586	$643,011.94
EMHP Family Coverage	$2,585.22	1086	$2,807,548.92
Emblem/HIP HMO Individual Coverage	$1,921.70	1	$1,921.70
Emblem/Hip Family Coverage	$4,708.15	1	$4,708.15
Surviving Spouse/Dependent Individual Coverage	$1,097.29	5	$5,486.45
Surviving Spouse/Dependent Family Coverage	$2,585.22	1	$2,585.22
April 2025 Premium Due:		1,680	**$3,465,262.38**
EMPLOYEE HEALTH INSURANCE CONTRIBUTIONS			
Payroll 6, Time Period: 3/3/25 - 3/16/25			$80,738.24
Payroll 7, Time Period: 3/17/25 - 3/30/25			$80,988.62
Employee Insurance Contributions Due:			**$161,726.86**
Total Due:			**$3,626,989.24**

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.

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: May 2, 2025
INVOICE No.: 25-005
FOR: EMHP of Suffolk County
SCCC Insurance Premiums
& Employee Contributions
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	$1,097.29	585	$641,914.65
EMHP Family Coverage	$2,585.22	1084	$2,802,378.48
Emblem/HIP HMO Individual Coverage	$1,921.70	1	$1,921.70
Emblem/Hip Family Coverage	$4,708.15	1	$4,708.15
Surviving Spouse/Dependent Individual Coverage	$1,097.29	5	$5,486.45
Surviving Spouse/Dependent Family Coverage	$2,585.22	1	$2,585.22
May 2025 Premium Due:		1,677	**$3,458,994.65**
EMPLOYEE HEALTH INSURANCE CONTRIBUTIONS			
Payroll 8, Time Period: 3/31/25 - 4/13/25			$80,905.62
Payroll 7, Time Period: 4/14/25 - 4/27/25			$81,016.75
Employee Insurance Contributions Due:			**$161,922.37**
Total Due:			**$3,620,917.02**

*($624,112.70)
$2,996,804.32

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.

*IRMAA reimbursement

THANK YOU

ITEM 2

RESOLUTION NO. 2025.34 – Accepting a Grant Subaward from Mechanismic Inc. for the Project Entitled, "Suffolk County Community College/Mechanismic Supplement Request"

WHEREAS, Suffolk County Community College has received a grant subaward in the amount of $30,000 from Mechanismic, Inc., the Awardee receiving a grant from the National Science Foundation under the Small Business Innovation Program, for the project entitled "Suffolk County Community College/Mechanismic Supplement Request," for the period May 26, 2025 through August 1, 2026, and

WHEREAS, the project will collaboratively create a state-of-the-art curriculum on robotics, mechatronics, and machine learning for adoption in community colleges across the country and a teacher certification program for interested college faculty to teach this curriculum, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that a grant subaward in the amount of $30,000, from Mechanismic, Inc., the Awardee receiving a grant from the National Science Foundation under the Small Business Innovation Program, for the project entitled "Suffolk County Community College/Mechanismic Supplement Request," for the period May 26, 2025 through August 1, 2026, is hereby accepted, and the College President, or his designee, is authorized and empowered to execute any necessary documentation, including a contract with the awarding and/or administrating entity, in such form as shall be approved by the College General Counsel, and be it further

RESOLVED, that the 2024–25 and 2025–26 College operating budget(s) be amended to reflect the applicable portion(s) of the grant award.

Project Director: Dr. Stephanie Taboada, Assistant Professor, Engineering

Note: No full-time personnel

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ITEM 3

RESOLUTION NO. 2025.35 – Amending and Equitably Transitioning the Exempt Salary and Benefit Plan

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

WHEREAS, the Board of Trustees previously established the Exempt Salary and Benefit Plan for the College's Exempt employees (the "Plan"), and

WHEREAS, the College engaged a consultant to conduct a classification and compensation study to analyze the Plan's compensation and classification system and make recommendations to improve the College's competitive position in the labor market for Exempt employees, and

WHEREAS, the consultant has recommended a new grade classification structure with corresponding salary ranges to provide the flexibility necessary to offer competitive pay based on market data and job responsibilities and to respond to market changes and the College's financial situation, ensuring fair and competitive compensation over time, and

WHEREAS, the Board of Trustees, upon the recommendation of the College President and the Vice President for Human Resources, wishes to update the Plan based on such recommendations, while also providing an equitable transition for current Exempt employees on September 1, 2025 and a phased-in reduction in maximum vacation carryover to respond to the College's financial situation, be it therefore

RESOLVED, that the Board of Trustees hereby adopts the revised Exempt Salary and Benefit Plan in accordance with *Attachment II* hereto, to take effect on September 2, 2025, and be it further

RESOLVED, that transition from the Plan currently in effect until September 1, 2025 to the revised Plan in accordance with *Attachment II* hereto shall be as follows:

- Current Exempt employees otherwise eligible and recommended for a partial to full step based on performance will receive such partial or full step in accordance with the salary schedule contained within the Plan currently in effect on September 1, 2025; and
- Current Exempt employees who are at top step on the salary schedule contained within the Plan currently in effect will receive a salary increase equal to 2.0% of their current base salary on September 1, 2025.

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Policy Title	**Exempt Salary and Benefits Plan**
Policy Number	7001
Category	Human Resources/Personnel
Applicability	College-wide
Responsible Office	Office of Human Resources
Effective Date	September 2, 2025

I. Policy Statement

Salaries for Exempt employees, as defined herein, are determined in accordance with the salary grades and classifications established by this Exempt Salary and Benefits Plan. Benefits for Exempt employees are provided as outlined within this Exempt Salary and Benefits Plan.

II. Rationale

The Exempt Salary and Benefits Plan ("Plan" or "Policy") 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.

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 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.

III. Scope and Applicability

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

IV. Responsible Office/Executive

The Office of Human Resources has responsibility for the implementation and review of this Policy. Individuals with questions about this Policy should contact the Vice President for Human Resources for more information.

V. Definitions

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.

VI. Policy Elaboration

A. Exempt Employee Classifications and Salary Grades & Ranges

Exempt employee titles are classified within seven (7) grades with corresponding salary ranges as follows:

Grade	Title	Range Minimum (Annual)	Range Midpoint (Annual)	Range Maximum (Annual)
7	Vice President of Academic Affairs Vice President of Business & Financial Affairs Vice President for Human Resources Vice President for Information Technology Services Vice President for Institutional Advancement Vice President for Planning & Institutional Effectiveness Vice President for Student Affairs General Counsel	$156,301.60	$208,408.20	$260,514.80
6	Associate Vice President Executive Dean Controller Deputy General Counsel	$135,917.60	$181,217.40	$226,517.20
5	Assistant Vice President Chief of Staff College Chief Diversity Officer College Dean for Enrollment Management	$118,190.80	$157,575.60	$196,978.60
4	College Director of Legislative Affairs Director of Development Director of Procurement & Business Operations Executive Director of Risk Mitigation Human Resources Director	$102,775.40	$137,027.80	$171,280.20
3	*No current titles are benchmarked into this grade.*	$89,362.00	$119,115.40	$148,948.80
2	Assistant to the Vice President for Planning & Institutional Effectiveness	$77,714.00	$103,612.60	$129,511.20
1	Assistant to the President	$67,576.60	$90,090.00	$112,621.60

The salary ranges established by this Policy are intended to create a more flexible, fair, and competitive compensation structure that aligns with current best practices in human resources management. Ranges are considered a best practice for several reasons:

- Salary ranges provide the flexibility necessary to offer competitive pay, which is important for the College to attract and retain top talent in a competitive job market where skills and experience can vary widely;
- Clear salary ranges promote fairness and transparency, ensuring that pay is based on market data and job responsibilities;
- At the College's discretion, ranges are capable of adjustment in response to market changes or the College's financial situation, ensuring fair and competitive compensation over time;
- Ranges provide a clear path for career growth and salary increases, motivating and supporting long-term career development and retention.

B. Placement and Increases within Salary Ranges

New hires are placed within the established range for their position, with consideration given to the following factors:

- **Relevant Experience**: Number of years and depth of experience directly applicable to the role;
- **Education and Credentials**: Level of education, certifications, or specialized training relevant to the position;
- **Skill Level and Competencies**: Demonstrated proficiency in core and job-specific competencies;
- **Market Conditions:** Current labor market competitiveness for the role or skillset;
- **Internal Equity**: Ensuring fairness relative to existing employees in similar roles and with comparable qualifications;
- **Guidelines for Offer Placement:** New hires are typically placed *between the minimum and midpoint* of the range. Offers *above midpoint* may be considered for exceptional qualifications, rare skill sets, or highly competitive roles, with the recommendation of the Vice President for Human Resources and approval of the College President. Offers *below minimum* are not permitted.

Exempt employee salary increases are determined by a number of factors. While not guaranteed annually, increases are determined at the discretion of the College with consideration given to the following factors:

- Budget availability and financial sustainability;
- Individual employee performance and contributions;
- Market competitiveness and external salary benchmarks;
- Internal equity and pay fairness;
- Changes in job responsibilities or promotions;
- Cost-of-living adjustments.

The goal is to ensure a fair, transparent, and fiscally responsible approach to compensation adjustments. Exempt employee salary increases will take effect on September 1.

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 ranges, grades, and/or classifications may be revised for the College to remain competitive for purposes of recruitment and retention.

C. Exempt Benefits Schedule

Sick Leave	On January 1st of each year, a total of 10 days per year, up to five (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 five (5) days; unused personal leave at end of each year will be added to accrued sick bank.
Bereavement Leave	Four (4) days for immediate family members and two (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. *The maximum number of vacation days that can be carried over to the succeeding year is reduced from 60 days to 55 days as of December 31, 2025, and employees with unused vacation days greater than 55 days as of such date will be paid for up to five (5) unused vacation days at the applicable rate after audit and verification. *The maximum number of vacation days that can be carried over to the succeeding year is reduced from 55 days to 50 days as of December 31, 2026, and employees with unused vacation days greater than 50 days as of such date will be paid for up to five (5) unused vacation days at the applicable rate after audit and verification.
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: Effective Date / Percentage of base salary 7/17/2019 — 2% 1/1/2021 — 2.10% 1/1/2022 — 2.20% 1/1/2023 — 2.30% 1/1/2024 — 2.40% 1/1/2025 — 2.50% All contributions are made via payroll deduction on a pre-tax basis. The minimum contribution is $1,500 per year and the maximum contribution is $3,750 per year. Effective 12/31/2025, the maximum contribution will be $4,000 per year. All benefits are in accordance with the EMHP Summary Plan Description, as amended.
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 County of Suffolk's pre-tax flexible spending account program
Life Insurance	As provided for by SCMEBF: https://www.scmebf.org/
Short Term Disability **Long Term Disability**	As provided by SCMEBF: https://www.scmebf.org/
Beneficiary Bereavement Benefit	As provided for by SCMEBF: https://www.scmebf.org/
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 2005.69, the College President (or his/her designee) is authorized to approve up to 80% of the lowest responsible bid for reasonable moving expenses for household goods only for applicants accepting permanent employment at the College in exempt leadership positions, with the Board advised of any such occurrences.

VII. Related Administrative Procedures

N/A

VIII. Cross-References

- Policy 1000: Bylaws

IX. References

- Middle States Commission on Higher Education (MSCHE) Standard II, Standard VI
- 8 NYCRR 604.2

X. History / Revision Dates

Adoption Date: November 12, 2009 (Board of Trustees)
Last Revised: _____, 2025 (Board of Trustees)

ITEM 4

REOLUTION NO.2025.36 – Creating an Employee Title

WHEREAS, the College is committed to open access, meeting the needs of all students, regardless of background, creating a welcoming culture in which every community member understands that they belong, to eliminating disparities in student access and achievement, and to civil rights compliance, and

WHEREAS, the College President has sought to restructure the assignment of administrative duties among Cabinet officials so as to increase efficiency and reduce the number of exempt positions; and

WHEREAS, certain exempt Cabinet positions will result in significantly increased scope of work and responsibilities; and

WHEREAS, this change is necessary to advance the overall College organizational structure and improve internal workload equity among exempt positions, be it therefore

RESOLVED, that the College hereby creates a new exempt employee title, “Associate Vice President for Opportunity and Belonging,” and includes such title as and within the classification and salary grade for an Associate Vice President in the Exempt Salary and Benefit Plan effective September 2, 2025.

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ITEM 5

RESOLUTION 2025.37 – Approving an Extension of the Waiver of Fees for the Use of Specified Facilities by Long Island Head Start through June 30, 2026

WHEREAS, Long Island Head Start is a not-for-profit corporation established for the purpose of providing programs for infants, toddlers, and preschool age children to support children's growth and development through a variety of services, including early learning, health and development services, and family well-being services in licensed Head Start centers throughout Suffolk County; and

WHEREAS, in or about July 2024, Long Island Head Start's Riverside facility leased from the Town of Southampton was unexpectedly determined to be structurally unsound for occupancy and the operation of the Long Island Head Start's programs and services for children and families located in and around the Town of Southampton and the Town of Riverhead, including children with disabilities and children from families with incomes below the poverty level, and

WHEREAS, by Resolution 2024.69, the College previously approved Long Island Head Start's request to utilize kitchen space at the College's Peconic Café on the Eastern Campus for its child meal preparation operations until June 30, 2025, for the purpose of operating the meal services that would have been operated from the Riverside facility during this period, and

WHEREAS, Long Island Head Start has requested to extend its use of this kitchen space through June 30, 2026 while it continues its efforts to find an alternative facility for its meal services previously operated from the Riverside facility, and

WHEREAS, the College has determined that its current utilization of the kitchen space is such that the space can continue to be made available for Long Island Head Start's use in exchange for a fair and reasonable consideration, as described herein, provided such use does not cause the College to be in violation of any of its existing contractual obligations, certificates of occupancy, licenses or permits, or otherwise unreasonably disrupt College operations, and

WHEREAS, the College has further determined that continuing to provide use of these facilities to Long Island Head Start is compatible with the College's educational mission as a student-centered college community serving Suffolk County and beyond by providing open access to exceptional educational opportunities and vision to be the education partner of choice for all Suffolk County students, families, communities, and businesses, and

WHEREAS, in support of its mission, the College has an existing partnership with Long Island Head Start to provide clinical training, internships, and practical learning opportunities to the College's students enrolled in relevant programs, including Early Childhood Education and Nursing, at Long Island Head Start's sites throughout Suffolk

County, and the Parties desire to maximize opportunities for students of the College and access to families served by Long Island Head Start to learning opportunities offered by the College, be it therefore

RESOLVED, that the Board of Trustees hereby approves an extended waiver of the facilities use fees that would otherwise be charged pursuant to the College's Facilities Use Policy for Long Island Head Start's use of kitchen space at the Peconic Café on the Eastern Campus through June 30, 2026, provided all costs reasonably anticipated to be incurred by the College in providing such use are reimbursed by Long Island Head Start, and be it further

RESOLVED, that the College President is hereby authorized and empowered to execute a license agreement with Long Island Head Start, upon such terms and conditions as shall be approved by the College General Counsel, for the use of kitchen space on the Eastern Campus, or such other comparable space if deemed necessary and in the best interests of the College.

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ITEM 6

RESOLUTION NO. 2025.38 – Amending the Policy on Board of Trustees Self-Assessment

WHEREAS, the Board of Trustees previously adopted a Policy on Board of Trustees Self-Assessment, and

WHEREAS, the Governance Committee of the Board of Trustees has reviewed and recommended the attached revisions to the Policy on Board of Trustees Self-Assessment to support efficient, periodic and comprehensive self-assessment to support the effectiveness of the governance and leadership of the College in fulfilling its mission and achieving its institutional goals, in accordance with best practice and recommendations of the College's accrediting body, the Middle States Commission on Higher Education, be it therefore

RESOLVED, that the Policy on Board of Trustees Self-Assessment is hereby amended as reflected on *Attachment III*, annexed hereto.

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Policy Title	**Board of Trustees Self-Assessment**
Policy Number	1006
Category	Board & Organizational Governance
Applicability	College-wide
Responsible Office	Legal Affairs
Effective Date	

I. Policy Statement

The Board of Trustees of Suffolk County Community College will conduct an annual self-assessment.

II. Rationale

The purpose of this Policy is to codify the requirement and procedure by which the Board of Trustees conducts a periodic and comprehensive self-assessment to support the effectiveness of the governance and leadership of the college in fulfilling its mission and achieving its institutional goals.

III. Scope and Applicability

This Policy governs the periodic assessment of the Board of Trustees.

IV. Responsible Office/Executive

The Office of Legal Affairs has responsibility for assisting the Board of Trustees in 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

None

VI. Policy Elaboration

The timeframe for completion of the annual self-assessment of the Board of Trustees will generally be as follows, though these timeframes may be adjusted or extended as necessary to maximize participation and effectiveness of the self-assessment:

- Each January, the Trustees will agree upon the self-assessment form to be used.
- In February, Trustees will complete the approved self-assessment form and return it to the Board Chair (or designee) by the end of the month.
- At the March Board meeting, the Trustees will discuss the results of the self-assessment and determine recommendations, if any.

VII. Related Administrative Procedures

Not applicable

VIII. Cross-References

- 2022–2027 Strategic Plan

IX. References

- Middle States Commission on Higher Education (MSCHE) Standard VII
- Association of Community College Trustees (ACCT), Board Self-Assessment FAQs

X. History / Revision Dates

Adoption Date: January 18, 2007 (Board of Trustees)
Revised: _____, 2025 (Board of Trustees)

ITEM 7

RESOLUTION NO. 2025.39 – Rescinding the Medical Suspension Policy and Adopting an Involuntary Leave of Absence for Students Policy

WHEREAS, the Board of Trustees previously adopted a Medical Suspension Policy to allow for an involuntary medical suspension of students in accordance with associated procedures outlined in the policy where the standard for imposing such a suspension was met, and

WHEREAS, the College has reviewed such policy against current best practices, State University of New York (SUNY) recommendations, and available College resources and procedures for supporting the mental and physical health and wellbeing of students that have been enhanced since the Medical Suspension Policy was originally adopted, and, as a result, has recommended the Medical Suspension Policy be replaced with an Involuntary Leave of Absence for Students Policy, be it therefore

RESOLVED, that the Medical Suspension Policy is hereby rescinded and the Involuntary Leave of Absence for Students Policy annexed hereto as *Attachment IV* is hereby adopted effective beginning for the Fall 2025 semester.

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Policy Title	**Involuntary Leave of Absence for Students Policy**
Policy Number	4014
Category	Student
Applicability	College-wide
Responsible Office	Division of Student Affairs
Effective Date	Fall 2025

I. Policy Statement

Requiring a student to take a leave of absence is rare and only happens when current medical knowledge and/or the best available objective evidence indicates that there is a significant risk to the student's health or safety, or the health or safety of others in the college community, or the student's behavior severely disrupts the college environment, where no reasonable accommodations can adequately reduce that risk or disruption.

Consistent with the Suffolk County Community College Equal Opportunity and Anti-Discrimination Policy, the college prohibits unlawful discrimination on the basis of any type of disability or any other characteristic protected by applicable Federal and/or State law in the administration of Suffolk County Community College programs and activities.

Suffolk County Community College offers a range of resources, support services, and accommodations to address the physical and mental health needs of students. However, on rare occasion, a student's needs may require a level of care that exceeds the care that the institution can appropriately provide. Where current knowledge about the individual's medical condition and/or the best available objective evidence indicates that a student poses a significant risk to their own safety not based on mere speculation, stereotypes, or generalizations, or where a student's behavior severely disrupts the College environment and the student does not want to take a voluntary leave of absence, the Associate Dean for Student Affairs has the authority to place a student on an involuntary leave of absence in accordance with this Policy and its implementing administrative procedures.

II. Rationale

The purpose of this Policy is to support the health and safety of all members of the college community by: (1) ensuring the college and its faculty, staff, and students may carry out their proper activities without substantial interference or danger of physical harm; and (2) providing a fair, transparent process when the college must resort to acting to place a student on an involuntary leave of absence in alignment with applicable legal standards.

III. Scope and Applicability

This Policy applies college-wide to all students in credit-bearing courses at the college.

IV. Responsible Office/Executive

The Vice President for Student Affairs and the Associate Deans for Student Affairs have responsibility for the implementation and review of this Policy. Individuals with questions about this Policy should contact the Vice President for Student Affairs or Associate Dean for Student Affairs for more information.

V. Definitions

Student: Any person who attends Suffolk County Community College in credit-bearing courses.

Individualized Threat Assessment: An individual risk assessment based in the standards set forth by the National Association for Behavioral Intervention and Threat Assessment (NABITA).

VI. Policy Elaboration

A. Scope of the Policy and Relationship to Other College Policies

A leave of absence is an administrative process; it is not a disciplinary process.

This policy is not intended to be punitive and does not take the place of disciplinary actions that are in response to violations of the Student Code of Conduct, or other policies and directives, nor does it preclude the removal or dismissal of students from the college or college-related programs as a result of violations of other college policies or school or department protocols.

This policy does not limit the college's ability to place enrollment holds on students for reasons beyond the scope of this policy.

This policy does not relieve a student of any financial obligations to the college that were incurred prior to the time the involuntary leave of absence was imposed.

Nothing in this policy limits the power of the college to take administrative action to ensure the safety of the college community in accordance with all appropriate laws and policies.

Nothing in this policy prevents the college from engaging in a temporary or interim suspension under its policies if necessary under the circumstances. Any such cases shall be appropriately reviewed per college policy.

In emergency situations involving an imminent or ongoing threat of harm to the student or any other member of the college community, the Associate Dean for Student Affairs in the exercise of his or her reasonable judgment, may require a student to be immediately prohibited from entering the college campuses or facilities utilized for college programs or activities while such individualized assessment and review under this policy is taking place. Such students will receive written notice to this effect as quickly as possible.

Nothing in this policy prevents the college from following its policies governing conduct and maintenance of public order, as necessary.

VII. Related Administrative Procedures

A. Process for Evaluation

Before placing any student on an involuntary leave of absence, the CARE team will conduct an individualized threat assessment. Students referred for such evaluation shall be so informed in writing by college email, registered mail and phone call. The evaluation shall be scheduled, if at all possible, within seven (7) business days from the date of the referral letter, and shall be held at the College. Students may be accompanied by a licensed psychologist, psychiatrist, or physician of their choice (i.e., at the student's expense) who may observe, but not participate in, the evaluation process.

The Associate Dean for Student Affairs will issue a notice to the student in writing that an involuntary leave of absence is under consideration. The written notice will include the reason(s) why the student is being considered for an involuntary leave of absence. The notice will also provide contact information for a neutral advisor outside of the decision-making process under this policy (the "Advisor"), with knowledge of the college's involuntary leave of absence process who will serve as a resource to answer any student questions about the process from referral to return to the college. The Advisor will work with the student throughout the involuntary leave of absence process and any appeals. The Advisor shall be copied on all notices to the student after the student provides consent to have the Advisor as part of their process. In the written notice, the student will be encouraged to respond before a decision regarding a leave of absence is made and will be given a specified time period within which to do so.

To the extent required by applicable law, the Associate Dean for Student Affairs must consider potential reasonable accommodations and/or modifications that could eliminate the necessity for an involuntary leave of absence. The Associate Dean must document all such considerations, accommodations, and related decisions.

The Associate Dean for Student Affairs may also confer, as feasible and when appropriate depending upon the matter, with individuals knowledgeable about the student's needs or behavior regarding the need for an involuntary leave of absence. Each case may vary, but conferring individuals can include:

- Faculty members;
- Department head for programs that lead to professional licensure, as appropriate;
- Representatives from the college's Health Services Office (with appropriate authorization);
- The student's treatment provider(s) or other health care professionals (with appropriate authorization);
- Representatives from the Mental Health and Wellness Center (with appropriate authorization for any providers who have provided services to the student);
- Member(s) of the CARE team; and/or
- Other individuals who may be appropriate in an individual matter.

The student may be asked to execute a Consent for Release of Information Form providing certain college personnel with temporary authority to obtain information from the student's health care provider(s) regarding issues relevant and appropriate to the consideration of an involuntary leave of absence when there is a need for the college to have access to that information as part of the interactive process and individualized assessment. If a student refuses to execute this document or to respond within the timeframe set by the Associate Dean for Student Affairs, the Associate Dean for Student Affairs may proceed with assessment based on the information in their possession at that time.

When evaluating whether an involuntary leave of absence is appropriate, the college will consider specific criteria, such as:

- Whether current knowledge about the individual's medical condition and/or the best available objective evidence indicates that a student poses a significant risk to the health or safety of a member of the college community;
- Whether a student is unable or unwilling to carry out substantial self-care obligations and poses a significant risk to their own safety, not based on mere speculation, stereotypes, or generalizations; and/or
- Whether a student's behavior severely disrupts the college environment.

The individualized assessment for each factor, based on reasonable judgment that relies on current medical knowledge to the extent that information is available, or the best available objective evidence, should capture:

- the nature, duration, and severity of the risk or disruption;
- the probability that the risk or disruption will actually occur; and
- whether reasonable modifications of policies, practices, or procedures will appropriately mitigate risk or disruption, thereby eliminating the need for an involuntary leave of absence.

The Associate Dean for Student Affairs will give significant weight to the outcome of the threat assessment along with, when applicable the student's treatment provider(s) identified by the student and after appropriate authorizations regarding the student's ability to function academically and safely at the college with or without reasonable accommodations.

B. Decisions on Involuntary Leaves of Absence

Following the Associate Dean for Student Affairs consultations and review of the relevant documentation and information available, the Associate Dean for Student Affairs will make a decision regarding whether the student should be placed on an involuntary leave of absence, and shall provide written notice of the decision to the student. This written notice of decision shall include information about the student's right to appeal the decision and information about reasonable accommodations available during the appeal process. The review and notice of decision shall be performed in a reasonable and timely manner.

If an Involuntary Leave of Absence is Imposed:
The written notice of any decision concerning the student shall set forth the basis for the decision; a timeframe for when the student must leave the college; the student's right to appeal the decision;

and information about reasonable accommodations available during the appeal process. This notice shall also set forth when the student may be eligible to return to the college and the conditions and/or requirements the student will need to satisfy to be eligible for return. This written notice shall also inform the student of their right to reasonable accommodations in the return process and will provide contact information for the Disability Services office. The length of the student's leave will be determined on an individual basis. The student's Advisor shall be copied on all notices concerning all decisions related to the student if the student so designates and consents.

If an Involuntary Leave of Absence is Not Imposed:
The Associate Dean for Student Affairs may impose conditions and/or requirements under which the student is allowed to remain at the college using the least restrictive appropriate means possible.

C. Appeals

Within seven (7) calendar days of receiving the decision from the Associate Dean for Student Affairs the student may submit an appeal of the decision in writing to the Vice President for Student Affairs. The appeals shall be heard by a three (3) person Board of Appeals. The Associate Dean for Student Affairs who imposes an involuntary leave of absence shall not hear appeals or render decisions on appeals. The Vice President for Student Affairs cannot have been involved in the original decision-making process. The written request for appeal must specify the particular substantive and/or procedural basis for the appeal, and must be made on grounds other than general dissatisfaction with the decision of the Associate Dean for Student Affairs. While the appeal is pending and being heard by the Board of Appeals, the original decision will remain in place. All appeals decisions will be issued within seven (7) calendar days of submission.

The criteria for appeal will be limited to the following:

- Disproportionate Findings: if there is any information not previously considered that would allow the student to remain with a reasonable accommodation and may change the outcome of the decision;
- New Information: if there is any new information not previously available to the student that may change the outcome of the decision-making process;
- Procedural irregularities: if there were any procedural irregularities that materially affected the outcome of the matter to the detriment of the student who appealed the decision.

After reviewing the matter fully, the Board of Appeals will issue a written decision affirming, modifying, or reversing the decision to place the student on an involuntary leave of absence. The Board of Appeal's decision shall be final, and no other appeals or grievance procedures are available at the college.

D. Implications of an Involuntary Leave of Absence

Student Status: The Associate Dean for Student Affairs will complete the class withdrawal process for the student; and authorize a leave of absence for the student from the Admissions Office (i.e., if the student is enrolled in a restricted curriculum with limited seat availability). Note that such a leave maintains the date of matriculation and, if a seat is available, gives the student preference for readmission into the program ahead of any new student.

Effective date(s) of leave: A student must leave the College within the timeframe set forth by the Associate Dean for Student Affairs or Board of Appeals, as applicable, in the decision to impose an involuntary leave of absence. The leave will remain in effect until:

- The Associate Dean for Student Affairs has determined after an individualized assessment the parameters of which shall be set forth in the written decision of the Associate Dean for Student Affairs, Vice President for Student Affairs, or the Board of Appeals, as applicable, that the student is able to return to the college with or without reasonable accommodations, and
- The student has complied with any college requirements applicable to all students returning from a leave and all the conditions mandated by the Associate Dean for Student Affairs, Vice President for Student Affairs, or Board of Appeals, as applicable.
- Students are not permitted to return mid-semester or mid-term if placed on a leave of absence. The college shall clearly identify and state deadlines for all requests to return, which will align with the start of each academic term per year.

Notification: At any time while the student is on leave, the Vice President for Student Affairs or Associate Dean for Student Affairs may notify a student's parent, guardian, emergency contact, or other individual, consistent with the law, if notification is deemed appropriate under the circumstances, including but not limited to if deemed necessary to protect the health or safety of the student or other individuals in accordance with the U.S. Family Educational Rights & Privacy Act (FERPA) and implementing college policies..

Association with the College while on leave: Students on an involuntary leave of absence are not permitted to be present at the college and are not permitted to engage in any college-related activities, including on-campus employment or any online/remote programs or activities sponsored by the college.

Tuition and Fees: Consistent with SUNY's and the college's local policies and procedures, students who leave the college before the end of a term may be eligible to receive refunds of portions of their tuition. See the college's refund policy and procedures for more information.

International students (F-1 and J-1 Visa holders) placed on an involuntary leave of absence must speak with the appropriate person at the college who works with international students regarding their Visa status and the effect an involuntary leave of absence may have on that status.

E. Request for Return

In addition to the general requirements all students must meet when returning to the campus after a leave of absence, as well as any conditions imposed by the Associate Dean for Student Affairs or Board of Appeals, as applicable, for return from an involuntary leave of absence as outlined in the decision, students seeking to return from an involuntary leave of absence imposed for reasons of personal or community health and safety may be required to submit additional documentation related to the factors set forth as part of an individualized assessment

A student must make a written request to the Associate Dean for Student Affairs to return to the campus. Generally, a student shall not be allowed to return until one full semester has elapsed or

until the leave period in the involuntary leave of absence notification has elapsed, and all conditions and/or requirements have been met.

The Associate Dean for Student Affairs may require the student to provide evidence that the student, with or without reasonable accommodations, has sufficiently addressed the issues that previously established the criteria for imposing an involuntary leave of absence The Associate Dean for Student Affairs may also ask, confer with, or seek information from others to assist in making this determination. The information sought may include:

- At the student's discretion, documentation of efforts by the student to address the issues that led to the leave;
- Release of academic records to inform treating clinicians (with appropriate authorization);
- Release of treatment information to the extent necessary to determine if the student has sufficiently reduced the risk or disruption that led to the leave (with appropriate authorization);
- Consultation with the campus's CARE team or Mental Health and Wellness Services to the extent necessary to determine if the student has sufficiently reduced the risk or disruption that led to the leave (with appropriate authorization); and/or
- Consultation with the Disability Services Office.

All returning students must meet the essential eligibility requirements and any technical standards of the College and, if applicable, the relevant school or department, with or without reasonable accommodations. If the Associate Dean for Student Affairs determines that the student is ready to return to the campus, the student will be notified in writing of the decision, including the reason for the decision, within a reasonable time after the student has submitted a request for return and required documentation per this policy.

A student not permitted to return may appeal the decision to the Board of Appeals under this policy.

VIII. Cross-References

- Equal Opportunity and Anti-Discrimination Policy
- Student Code of Conduct

IX. References

- Middle States Commission on Higher Education (MSCHE) Standard II
- SUNY Policy 3202: Involuntary Leave of Absence for Students Policy

X. History / Revision Dates

Adoption Date: _____, 2025 (replaced the Medical Suspension Policy previously adopted by the Board of Trustees on September 17, 2015)

ITEM 8

RESOLUTION NO. 2025.40 – Approving the Stipulation of Agreement Among the College, the County of Suffolk, and the Guild of Administrative Officers of Suffolk County Community College

WHEREAS, Suffolk County Community College, the County of Suffolk, and the Guild of Administrative Officers of Suffolk County Community College ("Guild") have reached an agreement covering the terms and conditions of employment for College employees represented in the Guild for the period extending from September 1, 2023 to August 31, 2026, and

WHEREAS, said agreement has been set down in a Stipulation of Agreement; and

WHEREAS, said Stipulation of Agreement has been ratified by the Guild membership; and

WHEREAS, the College President recommends the approval of this Stipulation of Agreement, be it therefore

RESOLVED, that the Stipulation of Agreement among Suffolk County Community College, the County of Suffolk, and the Guild of Administrative Officers, annexed hereto as *Attachment V*, be and the same is hereby approved.

STIPULATION OF AGREEMENT
BETWEEN
THE COUNTY OF SUFFOLK,
SUFFOLK COUNTY COMMUNITY COLLEGE,
AND
THE GUILD OF ADMINISTRATIVE OFFICERS OF
SUFFOLK COUNTY COMMUNITY COLLEGE

Stipulation of Agreement made and entered into this ___ day of _____, 2025, by and between the County of Suffolk ("County"), Suffolk County Community College ("College"), and the Guild of Administrative Officers of Suffolk County Community College ("Guild").

1. Term of Agreement:

The collective bargaining agreement is extended for a period of three (3) years, from September 1, 2023 up to and including August 31, 2026, in all of its terms and conditions except for any housekeeping changes to which the parties agree during the process of drafting an updated collective bargaining agreement, and except as specifically modified herein.

2. Article II (Salary):

For the period September 1, 2023 through and including August 31, 2024, there will be no change in the full-time salary schedules and schedule of stipends.

Effective September 1, 2023, there will be no increase in faculty base pay, and new step-based salary schedules will be implemented for Academic Chairs and Assistant Academic Chairs reflecting the addition of the applicable Academic Chair and Assistant Academic Chair stipend to faculty base pay as of August 31, 2023. These new salary schedules will be included in the full-time salary schedules within **Appendix "A**." Article II, Paragraphs 1 and 2 are deleted effective September 1, 2023.

Effective September 1, 2024, the full-time salary schedules and the schedule of stipends, including Excellence in Education, will be increased by 2.95% at each step.

Effective September 1, 2025, the full-time salary schedules and the schedule of stipends, including Excellence in Education, will be increased by 2.95% at each step.

Retroactive payments for the scheduled raises effective on September 1, 2024 will be paid no later than ninety (90) days after the date on which this 2023–2026 Stipulation of Agreement is completely ratified and approved. In order to be eligible for the retroactive payments set forth herein, employees must be on active payroll as of the date on which the 2023–2026 Stipulation of Agreement is fully ratified and approved.

3. Article I (Recognition):

The parties agree to a housekeeping change to reflect the represented titles attached hereto as **Appendix "B"** not currently reflected in the collective bargaining agreement.

4. Article VI (Insurance) – Paragraph 4 (Benefit Fund):

Effective September 1, 2023, the rate of contribution shall be increased by an additional $50 per full-time employee.

Effective September 1, 2024, the rate of contribution shall be increased by an additional $50 per full-time employee.

Effective September 1, 2025, the rate of contribution shall be increased by an additional $50 per full-time employee.

5. Article IV (Vacations) – Paragraph 2(b):

The maximum number of unused vacation days that can be carried over from year to year (on an academic year basis) and paid at termination will be reduced from sixty (60) days to fifty (50) days over a two (2) academic year phase-in period as follows:

Effective upon complete ratification and approval of the 2023–2026 Stipulation of Agreement, the maximum number of unused vacation days that can be carried over (on an academic year basis) to the succeeding year will be reduced from sixty (60) days to fifty-five (55) days. Employees with unused vacation days greater than fifty-five (55) days as of August 31, 2025 will be paid for up to five (5) unused vacation days at the applicable daily rate within sixty (60) calendar days after audit and verification, and any excess unused vacation days will be forfeited.

Effective September 1, 2025, the maximum number of unused vacation days that can be carried over (on an academic year basis) to the succeeding year would be reduced from fifty-five (55) days to fifty (50) days. Employees with unused vacation days greater than fifty (50) days as of August 31, 2026 will be paid for up to five (5) unused vacation days at the applicable daily rate within sixty (60) calendar days after audit and verification, and any excess unused vacation days will be forfeited.

6. Article V (Paid Holidays) – Paragraph 3:

Effective upon complete ratification and approval of the 2023–2026 Stipulation of Agreement, delete paid holiday(s) on day(s) designated by the County Executive.

7. Article II (Salary) – Paragraph 8(b) (Evening Coverage):

Effective upon complete ratification and approval of the 2023–2026 Stipulation of Agreement, delete Item 6 of the 2015–2019 Stipulation of Agreement amending how evening coverage will be provided.

8. Article II (Salary):

Effective upon complete ratification and approval of the 2023–2026 Stipulation of Agreement, delete Item 3, last paragraph, of the 2015–2019 Stipulation of Agreement requiring completion of 24 complete calendar months before becoming eligible to move to the next step. There will be no retroactive step adjustment or movement as a result of this provision.

9. Article VI (Insurance) – Paragraph 2(a) (Worker's Compensation):

Effective upon the date on which the 2023–2026 Stipulation of Agreement is fully ratified and approved, modify to include "Subject to rules and regulations of Suffolk County's Workers' Compensation program, Guild employees who are injured in the course of their employment shall continue to receive their normal full salary, for a time period not to exceed the maximum length of time approved by the County of Suffolk."

10. Article VII (Paid Leaves) – Paragraph 1(b):

Effective upon complete ratification and approval of the 2023–2026 Stipulation of Agreement, medical documentation acceptable to the College must be provided prior to a return to work by any employee who has been on sick leave for five (5) or more consecutive working days. "Working days" are defined as any day an employee is or was scheduled to work.

11. Uniform Allowance (NEW):

Effective upon complete ratification and approval of the 2023–2026 Stipulation of Agreement, a uniform allowance in an amount not to exceed the annual amount provided to full-time faculty in the Culinary program will be provided to the Program Director for Culinary Arts, and a uniform allowance for protective apparel, such as safety shoes, not to exceed the amount or per-item dollar thresholds established by the joint Uniform Committee between the College and the Suffolk County Association of Municipal Employees will be provided to the Director of Plant Operations and the Assistant Director of Plant Operations.

12. Labor-Management Committee:

Effective upon the date on which the Agreement is fully ratified and approved a Labor-Management Committee shall be formed consisting of the College President or his/her designee, and up to three additional (3) members appointed by the College President, the President of the Guild of Administrative Officers or his/her designee and up to an additional three (3) members appointed by the President of the Guild. The Committee shall meet during the life of the Agreement for the purpose of discussing student recruitment and retention issues and only matters that are not terms and conditions of employment. The Committee will have the ability to make a non-binding recommendation to the County, the College and the Guild. Prior to becoming effective, a recommendation shall require the written signed agreement of the College President, the Guild President and the Vice President for Human Resources. The Committee shall meet at least twice a year at the end of the fall and spring semesters or at the request of either party. Nothing contained

in this paragraph, nor any action or inaction of the Committee, nor any statements made in Committee meetings, will be subject to the grievance procedure or to any PERB, court proceeding or other third-party review.

The provisions of this Stipulation of Agreement are subject to ratification by the Guild membership, ratification by the County Executive and the College President, and, for those provisions requiring the appropriation of additional funds, the approval of the College Board of Trustees and the County Legislature.

Dated:_____, 2025

Agreed:

GUILD OF ADMINISTRATIVE OFFICERS

By: _____
Sean Tvelia, Guild President

SUFFOLK COUNTY COMMUNITY COLLEGE

By: _____
Edward T. Bonahue, Ph.D.
College President

By: _____
Angelica Rivera
Vice President, Human Resources

COUNTY OF SUFFOLK

By: _____
Jennifer K. McNamara, Esq.
Director of Labor Relations