BOARD OF TRUSTEES
December 11, 2025

ITEM 1	**RESOLUTION NO. 2025.61 – Adopting Class Size Proposals for HIT228 and HIT229**
ITEM 2	**RESOLUTION NO. 2025.62 – Adopting Class Size Proposals for PTA103, PTA105, PTA106, PTA107, PTA151, PTA154, PTA200, PTA221, PTA223, PTA225, PTA226, PTA229, and PTA253**
ITEM 3	**RESOLUTION NO. 2025.63 – Revising the 2025–2026 Prior Learning Assessment Supplementary Fee**
ITEM 4	**RESOLUTION NO. 2025.64 – Amending an Agreement with Volz & Vigliotta, PLLC**
ITEM 5	**RESOLUTION NO. 2025.65 – Amending the College Budget for a Grant Award Increase from the State University of New York, SUNY Transformation Fund, for a Project Entitled "Suffolk Rise" (ASAP)**
ITEM 6	**RESOLUTION NO. 2025.66 – Accepting a Grant from the State University of New York (SUNY), for a Project Entitled "High Needs Nursing Funding for Campus Simulation Support"**
ITEM 7	**RESOLUTION NO. 2025.67 – Approving Monthly Sponsor Services for Suffolk County Community College**
ITEM 8	**RESOLUTION NO. 2025.68 – Authorizing an Increase in the Hourly Wage Rate for Part-Time Employees at Suffolk County Community College**
ITEM 9	**RESOLUTION NO. 2025.69 – Creating an Employee Title**
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ITEM 11	**RESOLUTION NO. 2025.71 – Approving an Amendment and Extension of the Agreement for Use of College Facilities with the National Offshore Wind Training Center, Inc.**

ITEM 1

RESOLUTION NO. 2025.61 – Adopting Class Size Proposals for HIT228 and HIT229

WHEREAS, there are specific class size provisions as set forth in Appendix H of the collective bargaining agreement between the County of Suffolk, Suffolk County Community College and the Faculty Association that charges the Class Size Committee to review and propose class sizes, and

WHEREAS, the Class Size Committee convened, reviewed, and has recommended an increase in the seat limits for the following courses, as outlined below:

Course	Current Seat Limit	Revised Seat Limit
HIT228: Healthcare Reimbursement and Revenue Cycle	24	30
HIT229: Healthcare Data Analytics	24	30

, and

WHEREAS, the recommendations of the Class Size Committee were submitted to the Vice President for Academic Affairs, who accepted the recommendations, and

WHEREAS, in accordance with the class size provisions of Appendix H of the Faculty Association collective bargaining agreement, the recommendations of the Class Size Committee must thereafter be submitted to the College's Board of Trustees for approval, be it therefore

RESOLVED, that the Board of Trustees hereby adopts the Class Size proposals to take effect in Spring 2026.

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ITEM 2

RESOLUTION NO. 2025.62 – Adopting Class Size Proposals for PTA103, PTA105, PTA106, PTA107, PTA151, PTA154, PTA200, PTA221, PTA223, PTA225, PTA226, PTA229, and PTA253

WHEREAS, there are specific class size provisions as set forth in Appendix H of the collective bargaining agreement between the County of Suffolk, Suffolk County Community College and the Faculty Association that charges the Class Size Committee to review and propose class sizes, and

WHEREAS, the Class Size Committee convened, reviewed, and has recommended an increase in the seat limits for the following courses, as outlined below:

Course	Current Seat Limit	Revised Seat Limit
PTA103: Interventions I	13	14
PTA105: Introduction to Physical Therapy	26	28
PTA106: Normal Movement and Development	26	28
PTA107: Interventions II	13	14
PTA151: Clinical Kinesiology	13	14
PTA154: Biophysical Agents	13	14
PTA200: Clinical Practicum II	26	28
PTA221: Musculoskeletal Physical Therapy	26	28
PTA223: Neuromuscular Physical Therapy	26	28
PTA225: Cardiovascular/Pulmonary/Integumentary Physical Therapy	26	28
PTA226: Manual Therapy Interventions	13	14
PTA229: Acute Care Physical Therapy	26	28
PTA253: Data Collection and Clinical Practicum III	26	28

, and

WHEREAS, the recommendations of the Class Size Committee were submitted to the Vice President for Academic Affairs, who accepted the recommendations, and

WHEREAS, in accordance with the class size provisions of Appendix H of the Faculty Association collective bargaining agreement, the recommendations of the Class Size Committee must thereafter be submitted to the College's Board of Trustees for approval, be it therefore

RESOLVED, that the Board of Trustees hereby adopts the Class Size proposals to take effect in Fall 2026.

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ITEM 3

RESOLUTION NO. 2025.63 – Revising the 2025–2026 Prior Learning Assessment Supplementary Fee

WHEREAS, the College is expanding opportunities for students to earn academic credit by evaluation and undertaking an update of policies and procedures consistent with SUNY's policy on Award of Academic Credit by Academic Evaluation to provide student opportunities for award of credit, and

WHEREAS, credit for prior learning includes recognition of military education and training, professional and industry certifications and licenses, Advanced Placement and International Baccalaureate credit awards and other relevant credentials, and

WHEREAS, the College desires to revise its current Prior Learning Assessment Supplementary Fee to better align with SUNY's updated policy on Award of Academic Credit by Academic Evaluation, be it therefore

RESOLVED, that the Prior Learning Assessment Supplementary Fee shall be revised to $250 for the remainder of the 2025–2026 academic year, and be it further,

RESOLVED, that the College's Tuition & Fee Schedule shall be revised and republished as necessary to reflect this change.

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ITEM 4

RESOLUTION NO. 2025.64 – Amending an Agreement with Volz & Vigliotta, PLLC

WHEREAS, by Resolution No. 2024.55, the Board of Trustees authorized an agreement with Volz & Vigliotta, PLLC (Firm), to provide as-needed legal 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 Firm requested the Board of Trustees consider an increase to the hourly rates for attorney services and paralegal services as follows: $260/hour for attorneys, $145/hour for paralegals, and

WHEREAS, the Governance Committee has reviewed and approved this request, be it therefore

RESOLVED, that the College President or his designee is hereby authorized to execute an amendment to the agreement with Volz & Vigliotta, PLLC, to provide for the above-referenced hourly rate increases.

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ITEM 5

RESOLUTION NO. 2025.65 – Amending the College Budget for a Grant Award Increase from the State University of New York, SUNY Transformation Fund, for a Project Entitled "Suffolk Rise" (ASAP)

WHEREAS, the 2025–2026 College operating budget provides $577,910 of remaining funds from the State University of New York, SUNY Transformation Fund, for a project entitled 'Suffolk Rise," (now referred to locally as ASAP) for the period of September 1, 2025 through August 31, 2026; and

WHEREAS, the grant award has been increased by an additional amount of $70,028, bringing the total remaining amount of the grant award to $647,938, for the budget period September 1, 2025 through August 31, 2026, and

WHEREAS, the additional funding will provide the College with resources to provide students with advising, mentoring, scholarships for outstanding tuition and fees. The objectives are to increase pilot cohort retention, allow students to maintain full-time status, and increase the proportion who complete within two years, and

WHEREAS, it is necessary to amend the 2025–2026 College operating budget in the amount of $70,028 to provide for the increase in the grant award, be it therefore

RESOLVED, that the grant increase in the amount of $70,028 is hereby accepted, and the 2025–2026 College operating budget is hereby amended to reflect an increase in the amount of $70,028, from the State University of New York, SUNY Transformation Fund for a project entitled, "Suffolk Rise," (now referred to locally as ASAP) for the period of September 1, 2025 through August 31, 2026, and the College President, or his designee, is authorized to execute any necessary documentation, including a contract amendment, as approved by the College General Counsel with the administering agency.

Project Director: Dr. Irene Rios, Vice President for Academic Affairs

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ITEM 6

RESOLUTION NO. 2025.66 – Accepting a Grant from the State University of New York (SUNY), for a Project Entitled "High Needs Nursing Funding for Campus Simulation Support"

WHEREAS, Suffolk County Community College has received a grant in the amount of $40,000, from The State University of New York (SUNY) for a project entitled "High Needs Nursing Funding for Campus Simulation Support," for the period of September 1, 2025 through July 31, 2026, and

WHEREAS, Suffolk County Community College will utilize High Needs Campus Simulation Support funding for the purchase of simulator equipment (manikin), medical equipment, and sensory props updates, as well as repair of current equipment, for four existing nursing simulation labs on its Ammerman Campus and Eastern Campus, which support lab courses for both the Registered Nursing AS and Practical Nursing programs, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that a grant, in the amount of $40,000, from the State University of New York (SUNY), for a project entitled, "High Needs Nursing Funding for Campus Simulation Support," for the period of September 1, 2025 through July 31, 2026, is hereby accepted, and the College President, or his designee, is authorized to execute 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 2025–2026 College operating budget be amended to reflect the grant award.

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

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ITEM 7

RESOLUTION NO. 2025.67 – 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 $2,798,964.79 for the month of September 2025 and $3,573,203.33 for the month of October 2025 *(Attachment I)* is hereby approved by the Board of Trustees.

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Suffolk County Employee Medical Health Plan

INVOICE

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

DATE: **October 27, 2025**
INVOICE No.: **25-009**
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	584	$640,817.36
EMHP Family Coverage	$2,585.22	1070	$2,766,185.40
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	131	$143,744.99
Surviving Spouse/Dependent Family Coverage	$2,585.22	6	$15,511.32
September 2025 Premium Due:		1,793	**$3,572,888.92**
EMPLOYEE HEALTH INSURANCE			
Payroll 17, 8/4/2025 - 8/17/2025			$72,154.15
Payroll 18, 8/18/2025 - 8/31/2025			$71,936.11
Payroll 19, 9/1/2025-9/14/2025			$80,860.97
Employee Insurance Contributions Due:			**$224,951.23**
Total Due:			**$3,797,840.15**

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 Robin Vitalino @ 631-853-5757 or email Robin.Vitalino@suffolkcountyny.gov.

THANK YOU

*(839,619.05)
($143,744.99)
** ($15,511.32)
$2,798,964.79

*September Medicare
** Removing Surviving spouses lines

Suffolk County Employee Medical Health Plan

INVOICE

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

DATE: October 27, 2025
INVOICE No.: 25-010
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	1069	$2,763,600.18
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	127	$139,355.83
Surviving Spouse/Dependent Family Coverage	$2,585.22	6	$15,511.32
October 2025 Premium Due:		1,790	**$3,568,109.12**
EMPLOYEE HEALTH INSURANCE			
Payroll 20, 9/15/2025 - 9/28/2025			$80,147.43
Payroll 21, 9/29/2025-10/12/2025			$79,813.93
Employee Insurance Contributions Due:			**$159,961.36**
Total Due:			**$3,728,070.48**

*($139,355.83)
*($15,511.32)
$3,573,203.33

*Removing surviving spouses lines

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 Robin Vitalino @ 631-853-5757 or email Robin.Vitalino@suffolkcountyny.gov.

THANK YOU

ITEM 8

RESOLUTION NO. 2025.68 – Authorizing an Increase in the Hourly Wage Rate for Part-Time Employees at Suffolk County Community College

WHEREAS, due to the increase in New York State's minimum wage effective January 1, 2026, the hourly wage rate for part-time employees of Suffolk County Community College should, likewise, be increased, be it therefore

RESOLVED, that the hourly wage rate for part-time employees of the College shall be increased as reflected on *Attachment II*, annexed hereto, effective December 29, 2025.

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Board of Trustees
December 11, 2025
Attachment II

PART-TIME SALARIES

TITLE	Current	Proposed
	DAYS	DAYS
COLLEGE AIDE	$16.50	**$17.00**
	NIGHTS	NIGHTS
	$18.15	**$18.70**
STUDENT AIDE	$16.50	**$17.00**
WORK STUDY ON CAMPUS	$16.50	**$17.00**
WORK STUDY OFF CAMPUS	$17.00	**$17.50**
LABORER	$16.50	**$17.00**
	NIGHTS	
	$17.00	**$17.50**
CPSO	DAYS	DAYS
STEP 1	$16.98	**$17.00**
	NIGHTS	NIGHTS
	$18.68	**$18.70**
RECREATION AIDE		
STEP 1	$16.50	**$17.00**
RECREATION SUPERVISOR		
STEP 1	$17.00	**$17.50**
STEP 2	$17.50	**$18.00**
PROCTORS	$16.50	**$17.00**

Rev. 12/29/2025

ITEM 9

RESOLUTION NO. 2025.69 – Creating an Employee Title

WHEREAS, the College is committed to ensuring workforce training programs meet industry standards, address industry needs and support the organization's goals for talent development and productivity, and

WHEREAS, the College has a need for strategic leadership, operational oversight and program development for the center dedicated to workforce training, skills development, and technical education in Advanced Manufacturing, and

WHEREAS, the Office of Human Resources has conducted a thorough review of current job duties and benchmarked those duties to comparable administrative positions within the College, and

WHEREAS, the creation of a Director-level position will provide expertise in Advanced Manufacturing Education, identify emerging manufacturing trends and technologies to guide curriculum and program development, and build partnership with industry leaders, educational institutions, workforce agencies and community organizations, be it therefore

RESOLVED, that the College hereby creates the following new employee title:

Title	**Bargaining Unit**	**Category**
College Director of Advanced Manufacturing Education	Guild of Administrative Officers	II

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ITEM 10

RESOLUTION NO. 2025.70 – Creating an Employee Title

WHEREAS, the College is committed to ensuring that all employees are supported with the resources, systems, and benefits necessary to thrive, and that students ultimately benefit from a well-supported, highly engaged workforce, and

WHEREAS, the College has a strategic need for enhanced capacity in the areas of Human Resources Information Systems (HRIS) and compensation and benefits strategy to support operational efficiency, data integration, cost analysis, compliance, and competitive talent management, and

WHEREAS, the Office of Human Resources requires dedicated management to ensure proper system governance, equitable pay practices, comprehensive benefits administration, and effective workforce analytics, and

WHEREAS, the creation of a Director-level position will provide the expertise in HR technology initiatives, strengthen compensation governance, and support data-driven decision-making across the College, be it therefore

RESOLVED, that the College hereby creates the following new employee title:

Title	Bargaining Unit	Grade
Director of HRIS, Compensation and Benefits	Exempt	4

, and be it further

RESOLVED, that the Exempt Salary and Benefit Plan (Policy 7001) shall be amended to reflect this new title.

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ITEM 11

RESOLUTION NO. 2025.71 – Approving an Amendment and Extension of the Agreement for Use of College Facilities with the National Offshore Wind Training Center, Inc.

WHEREAS, since 2023, the College's Michael J. Grant Campus has served as a temporary training facility for the National Offshore Wind Training Center, Inc. (NOWTC), a nonprofit organization formed with support from leadership of the Long Island Federation of Labor, the Building & Trades Council of Nassau & Suffolk Counties, and the College, in order to provide local training opportunities to support a skilled workforce for and growth of the offshore wind industry in New York, and

WHEREAS, due to unexpected loss of the site expected to serve as NOWTC's permanent training facility, NOWTC has requested to extend its use of College facilities through December 31, 2032 to ensure continuity of these training opportunities and to enhance and improve workforce opportunities available to the residents of Suffolk County, and

WHEREAS, in consideration of extending such use of College facilities, inclusive of four (4) tennis courts, the Aquatics Facility, and classroom space on the Michael J. Grant Campus, while maintaining the College's commitment to support of workforce training opportunities in the offshore wind industry, the College and NOWTC have negotiated a fee structure that is recommended as an exception to the College's Facilities Use Policy, be it therefore

RESOLVED, that the Board hereby approves extension of the waiver of the facilities use fees that would otherwise be charged pursuant to the College's Facilities Use Policy for NOWTC's use of the following on the Michael J. Grant Campus through December 31, 2032, and an amendment to the existing agreement between the College and NOWTC, to provide for monthly fees to be charged to NOWTC for exclusive use of four (4) tennis courts, use of the Aquatics Facility on dates/times as agreed to by the parties, and use of a classroom on dates/times as agreed to by the parties, said use fee equaling $7,500/month for the period of April 1, 2025 through December 31, 2026, and increasing by 3% annually each January 1 thereafter through December 31, 2032, and be it further

RESOLVED, that the Board hereby approves compensation for past use of the Campus's tennis courts for the period of April 1, 2023 through March 31, 2025 of $175,000 in lieu of an obligation to renovate said courts, to better align with current financial priorities and given the extended use approved herein.

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