

BOARD OF TRUSTEES

February 15, 2018

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- Item 2 RESOLUTION NO. 2018.09 - Approving Budget Transfers**
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ITEM 1

RESOLUTION 2018.08 - Approving Monthly Sponsor Services for Suffolk County Community College

WHEREAS, the State University of New York Regulation No. 602.7 requires the 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 payments to the County of Suffolk in the amount of \$2,319,227.12 for the month of January 2018 (*Attachment I*) are hereby approved by the Board of Trustees.

COUNTY OF SUFFOLK



STEVEN BELLONE
SUFFOLK COUNTY EXECUTIVE

DEPARTMENT OF CIVIL SERVICE/HUMAN RESOURCES
DIVISION OF EMPLOYEE SERVICES

ALAN SCHNEIDER
PERSONNEL DIRECTOR

TO: Deborah Lesser
SCCC – Business & Financial Affairs
NFL Rm. 232, College Road Selden

FROM: Brooke Deere
Suffolk County Department of Civil Services
Employees Services Unit

DATE: January 8, 2018

SUBJ: SCCC Premium Due for Employee Medical Health Plan of Suffolk County
Fund 818

January 2018

A R T
252 281 533
754 469 1223

1 1 2
- 1 1

1007 752 1759

Coverage	Premium	# Employees	Total
71 EMHP Indiv.	829.58	533 ✓	442,166.14
72 EMHP Family	1,954.49	1223 ✓	2,390,341.27
HMO's			
31 HIP Indiv.	1065.64	2 ✓	2,131.28
32 HIP Family	2,610.82	1 ✓	2,610.82
Blue Choice Indiv.	1,617.98		0.00
Blue Choice Family	4,206.76		0.00
JOB SHARE (PLAN RATES)			
Individual	843.79		0.00
Family	1,987.97		0.00
Total Premium 1/18		1759 ✓	\$2,837,249.51

Plus:

5 Indiv. 4,147.90
5 Family 9,772.45

1769

2,851,169.86

Attachment: Enrollee List

A = Active
R = Retired
T = Total

ITEM 2

RESOLUTION NO. 2018.09 - Approving Budget Transfers

WHEREAS, the Board of Trustees has established a policy on the authorization of budget transfers, and

WHEREAS, according to said policy, budget transfers must be authorized by a resolution adopted by the Board of Trustees, and

WHEREAS, the Vice President for Business and Financial Affairs recommends the budget transfers on *Attachment II* as necessary for the operation of the College, be it therefore

RESOLVED, that the budget transfers shown on *Attachment II* are hereby authorized and approved.

**Board of Trustees
February 15, 2018
Attachment II**

RESOLUTION NO. 2018.09 - Approving Budget Transfers

**PENDING
To Be Distributed at Meeting**

ITEM 3

RESOLUTION NO. 2018.10 - Approving a Major Change Order and Amendment to the Contract for the Construction of the Learning Resource Center on the Grant Campus

WHEREAS, Capobianco, Inc. was awarded a contract ("Contract") to construct the Learning Resource Center (LRC) on the Michael J. Grant Campus, and

WHEREAS, work which was not anticipated under the terms of this contract or shown on the design drawings is required, consisting of chiller refrigerant vent piping; water service modifications; door hardware modifications; an additional elevator pit ladder; sprinkler, heat and smoke detector changes as required by the Fire Marshal; gas meter modifications as required by National Grid; additional library shelving; additional motor starters, electrical circuits, receptacles and exit lights; lighting and controls upgrades and modifications; and installation and assembly of additional library and academic furniture, and

WHEREAS, the original bid price for Alternate GC-9 - construction of a green roof, has been honored and the green roof is a desired component of the new LRC, and

WHEREAS, at this stage of the construction, the College estimates that sufficient contingency funding remains in the project budget for the unanticipated work and construction of the green roof to keep this project within budget, and

WHEREAS, including the additional work described herein increases the contract with Capobianco by more than thirty-five thousand dollars (\$35,000.00), thus constituting a major change order as defined in the College's *Procurement Policy*, and

WHEREAS, pursuant to such policy, all major change orders require the approval of the Board of Trustees, be it therefore

RESOLVED, that a change order in the amount of \$277,677.88 to the Contract with Capobianco, Inc. for additional work to be performed for the construction of the Learning Resource Center on the Michael J. Grant Campus, is hereby approved, and be it further

RESOLVED, that the College President is authorized and empowered to execute the necessary documentation, as approved by the College General Counsel, reflecting the change order and the nature of the additional work so authorized.

ITEM 4

RESOLUTION NO. 2018.11 - Appointing a Director to the Board of The Center for Social Justice & Human Understanding, Inc.

WHEREAS, the by-laws of the Center for Social Justice & Human Understanding, Inc. provide for the Board of Trustees to appoint the members of its Board of Directors, and

WHEREAS, there are vacant positions on the Board, and

WHEREAS, Robbye E. Kinkade has been nominated to fill such vacancy by the Board of Directors of the CSJHU, and his credentials have been reviewed, *see Attachment III*, be it therefore

RESOLVED, that the appointment of the following person to the Board of Directors of the Center for Social Justice & Human Understanding, Inc. is hereby approved, for a term ending September 1, 2021.

Name

Robbye E. Kinkade



Robbye E. Kinkade, MPH, CHES

Ms. Kinkade is the Director of the Stony Brook University's "Responding to Equity Diversity and Inclusion" (REDI) Project. In addition she serves as Clinical Assistant Professor at Stony Brook University's School of Health Technology and Management and as voluntary faculty in the university's School of Medicine. Ms. Kinkade has more than thirty years of professional experience in academic and public health education and training. Over the past 10 years she has worked on the development and implementation of a series of cultural sensitivity and implicit bias seminars and "training the facilitator" trainings. In her current academic capacity Ms. Kinkade teaches Cultural Consciousness, Community Health Education, Communications & Group Dynamics, and Social & Behavioral Aspects of Health at Stony Brook University. As a Public Health Educator, she has worked with health and human service professionals on state and national levels, through the New York State Department of Health (NYSDOH), the Health Resources and Service Administration (HRSA), and the Center for Disease Control (CDC); trainings included and Cultural Competency for the Healthcare professionals, Stages of Change, Health Belief Model, HIV/AIDS, STDs, and Domestic Violence. Ms. Kinkade has also developed and implemented cultural awareness and implicit bias presentations and workshops for specific populations including school districts, community colleges, adolescents, people living with HIV/AIDS, faith-based institutions and community-based organizations. As a member of the University's BFSA, she has presented on a variety of topics both national and internationally. She is currently a Doctoral Candidate at the State University of New York's Downstate Medical College School of Public Health.

ITEM 5

RESOLUTION NO. 2018.12 - Adopting a Web Accessibility Policy

WHEREAS, Suffolk County Community College is committed to providing access to all individuals seeking information on its website and is committed to ensuring that people with disabilities have an equal opportunity to participate in the College's programs, services, and activities accomplished through its web content; and

WHEREAS, the College must adopt and implement a Web Accessibility Policy to ensure that the College's online content and functionality is accessible to people with disabilities, consistent with the standards approved by the U.S. Department of Education's Office for Civil Rights, be it therefore

RESOLVED, that the Board of Trustees hereby adopts a *Web Accessibility Policy* (see, *Attachment IV*).



Web Accessibility Policy

In accordance with Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, all persons are entitled to access the College's website and its content.

These guidelines establish accessibility requirements for web-based information and applications developed, procured, maintained, or used for all Suffolk County Community College web-based content and any and all content housed on any of the College's systems. The College is committed to providing access to all individuals seeking information on its website. The College is also committed to ensuring that people with disabilities have an equal opportunity to participate in the College's programs, services, and activities accomplished through web content.

For the most current accessibility guidelines and resources, consult the College's accessibility webpage: www.sunysuffolk.edu/accessibility.

I. Applicability

This policy applies to all web-based content and functionality, whether developed, maintained, or offered by Suffolk County Community College or through a third party vendor or open source on the College's behalf. This includes College department, program, and faculty websites that reside on a College server or reside on a server/platform maintained on the College's behalf. It also includes web content and functionality offered to students as part of a College program or in supplement thereto, as well as any service, or activity, such as an online video students are instructed to watch as part of a course at the College.

II. Web Accessibility

A website or web content is accessible if it has been designed so that individuals with disabilities can perceive, operate, navigate, interact with, and understand it. Web accessibility encompasses disabilities that affect individuals' ability to access online

content because of visual impairments (e.g., blindness or color-blindness), auditory impairments (e.g., deafness), and motor impairments (e.g., lack of fine motor control or difficulty using a mouse). With the use of accessible design features and tools, web content can be displayed in ways that are more accessible to individuals with disabilities. Headers, document formatting tools, alternative text for images, captions for videos, and the ability to navigate a page without using a mouse are examples of ways that web content and functionality can be made accessible to users with disabilities.

III. Accessibility Standards

The accessibility of online content and functionality will be measured according to the W3C's Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 where applicable for dynamic web content.

New or updated web-based content, including websites and applications, must be compliant with WCAG 2.0 Level AA and implement WAI-ARIA 1.0 where applicable for dynamic web content, unless an undue burden or fundamental alteration would be imposed. Where it is determined that an undue burden or fundamental alteration would be imposed, equally effective alternative access must be provided.

WCAG 2.0 includes four overarching principles for accessibility:

- **Perceivable**: information and user interface components must be presentable to users in ways they can perceive.
- **Operable**: user interface components and navigation must be operable.
- **Understandable**: information and the operation of user interface must be understandable.
- **Robust**: content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technology.

WCAG 2.0 includes 12 guidelines based upon these principles that address accessibility issues in finer detail. The WCAG 2.0 guidelines have three levels of conformance: A, AA, and AAA. Please note that in striving to meet Level AA compliance, Level A compliance must also be achieved; Level AA is more stringent than Level A. For more information on WCAG 2.0, please see: <http://www.w3.org/WAI/WCAG20/quickref/>.

WAI-ARIA addresses dynamic web content and functionality and how these interface with individuals using assistive technology such as screen readers or navigating webpages without a mouse. For more information on WAI-ARIA 1.0, please see: <http://www.w3.org/TR/wai-aria-1.0/>.

Adherence to these standards is necessary to ensure compliance with the College's obligation to ensure that people with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as their non-disabled peers, with substantially equivalent ease of use.

All web content must be reviewed for compliance with these accessibility standards before publication (or going live).

a. Requests for Accessibility Exceptions based upon Undue Burden or Fundamental Alteration; Provision of Accessibility Accommodations to Provide Equally Effective Alternate Access

In certain cases, meeting the accessibility standards required by these guidelines may not be feasible due to an undue financial or administrative burden or because doing so would result in a fundamental alteration. In such instances, a written request for an accessibility exception in accordance with these guidelines may be made to the Office of Legal Affairs.

"Undue financial or administrative burden" (or "undue burden") means significant difficulty or expense. In determining whether an action would result in an undue burden, all resources available for use in the funding or operation of the service, program, or activity must be considered. "Fundamental alteration" means a major change or modification of the critical function or nature of a program or service.

Examples of content that could be appropriate for an accessibility exception, depending on the circumstances and resources available at the time of the request, include (but are not limited to):

- Computational spreadsheets containing program modules or macros that were developed to perform automated analysis or draw data from external or legacy databases;
- Sites that are password-protected or that require authenticated log-in;

- Third-party licensed documents from scientific journals or conferences (e.g., where the license agreement does not allow the user to modify the file or where the files are hosted and updated by the journal on its server);
- Multi-lingual documents that use non-Western characters;
- Complex images and PDF tables, including static images and images that are supported by detailed narratives (e.g., scientific diagrams, anatomy charts, technical drawings, maps);
- Complex math, physics, and chemistry notations;
- Large or complex tables that warrant an exception because of the importance of the document, the size/nature of the intended audience, the complexity of the table, the size of the table, and/or the expectation that individuals with disabilities will need access;
- Complex dynamic visualizations such as medical diagnostic or research imaging technologies, 3D models, virtual environments, computer-aided design (CAD) software;
- Scanned written or poor image/text quality historical documents or publications that are in a digital archive;
- Archived historical legacy files;
- Translated files presented in a language other than English.

Offices, individuals, or departments seeking an exception must be able to provide an accessibility accommodation to provide the information or services outside of common web accessibility standards designed to assist users with disabilities, so that users with disabilities will be provided with equally effective alternate access to the content, service, program, or activity. "Accessibility accommodation" means a method or means of providing information and services to users with disabilities in instances where the application of the accessibility standards required by these guidelines is neither feasible nor helpful. "Equally effective alternate access" means some other action that would not result in a fundamental alteration or undue administrative/financial burden but that would nevertheless ensure that, to the maximum extent possible, individuals with disabilities receive the same benefits or service provided by the College as their non-disabled peers. Please note that even where an exception is granted and an accessibility accommodation is made, any associated content that can reasonably be made accessible must still be made accessible.

While appropriate accessibility accommodations must be determined on a case-by-case basis, accessibility accommodations could include, but are not limited to:

- A statement acknowledging that there is an accessibility issue with regard to the content or functionality at issue and providing a phone number or email address

to contact for support, in order to assist users with disabilities in obtaining the content or functionality through alternative means. Where an accessibility statement is used as an accessibility accommodation, the office or department must establish priorities, assign resources appropriately, and monitor communications to ensure that requests are processed quickly. However, please note that this accommodation may not be appropriate when timeliness of access is critical to equal and fair treatment; in this case, priority should be given to remediating the content into an accessible format.

- Providing the web content in an alternate format that is useful to the inquiring user. For example, providing a text-only version of an inaccessible document.
- Identifying a source for creating or obtaining, for example, a Braille print copy of the corresponding web content.

For any technology-related requirement for which a department or office requests an exception to these guidelines based upon an undue burden or fundamental alteration, the department or office must submit a written request to the Office of Legal Affairs and the Vice-President for Information Technology which addresses all of the following:

- A description of the content, functionality, program, service or activity that is the basis for the request;
- The location where the content, functionality, program, service or activity will be posted/hosted;
- Which accessibility requirements cannot be met without undue administrative or financial burden or a fundamental alteration;
- The rationale for why an accessibility exception is needed;
- The cost of meeting the applicable accessibility requirements, including, as appropriate, manpower and monetary costs;
- What resources are available for use in the funding and operation of the service, program, or activity, including, as appropriate, manpower and monetary resources;
- What accessibility accommodation(s) will be made in order to provide equally effective alternate access to users with disabilities;
- What, if any, accessibility requirements can and will still be met if the requested exception is granted.

Absent extraordinary circumstances, requests must be made at least five business days before the scheduled "go-live" date for the content. Requests that do not include all of the above information will be rejected and sent back to the requestor for completion.

A request for an accessibility exception may not be granted when timeliness of access is critical to the principle of equal and fair treatment. For example, an accessibility exception request for posted content that requires submission of an application or proposal by a specific date may not be granted where an accommodation would place disabled users at a disadvantage.

IV. Requirements for New/Updated College Webpages and New/Updated Uploaded Documents

These requirements apply to all web content, including department webpages redesigned in the Omni Update content management template, and new or updated content on webpages maintained or previously obtained in Red Dot. All web content must be reviewed for compliance with these accessibility standards before publication (going live).

Webpages on the College's website that have been converted to the Omni Update content management template are designed to be accessible to users with disabilities. However, documents and content that are uploaded by the department or a department user must be reviewed by the department/user to ensure adherence to the accessibility requirements in these guidelines before publication. PDF documents in particular can be problematic if they are not designed and reviewed for adherence to accessibility requirements.

a. Webpage Design Requirements

Design of sites needs to consider when it is appropriate to post content on a page (HTML) or in a document such as a PDF or Microsoft Word file. PDF and Word files are acceptable formats for fill-in forms, manuals, brochures, handbooks, reports which contain data and calculations, large publications, documents for printing, and policies/procedures, provided the PDF and Word files are accessible. Content posted on a page (HTML) is preferable for informational pages and instructions. Page/HTML content is to be web accessible.

b. Webpage Technical Requirements

i. Page/HTML Content

HTML is used to display information, presented as text. All new and modified Page/HTML content must be web accessible. Text can contain images, provided they are

tagged with alternate text. Link text should be meaningful enough to make sense when read out of context—i.e., “Read more information about the College” instead of “click here.” Page layout should be optimized for viewing on as many devices and screen resolutions as possible. Header elements should be used and ordered properly. Color should be used judiciously; avoid using color only to convey meaning. The College’s website style guide standards are available upon request from the College’s Office of Institutional Advancement.

For pages in Omni Update, Omni Update’s accessibility review tool should be utilized before new content or page updates go live.

The Online Web Accessibility Evaluation (WAVE) Tool can be used to check webpage accessibility on all webpages, including Red Dot pages. To run an accessibility check of a page through the WAVE tool, go to the WEBAIM WAVE site, <http://wave.webaim.org/>, and enter the webpage address of the page you need to check for accessibility. The WAVE tool will check the accessibility of the page’s content and functionality and will display the page with tags to show what items passed the accessibility check and which did not pass the check. The WAVE tool also explains why an element did not pass the accessibility check, why it matters, and how to fix it. Follow up with any fixes and run the check again. Zero WAVE tool accessibility errors for the new/updated content should be identified before it goes live.

ii. PDFs

PDF files are to be web accessible unless an accessibility exception has been granted in accordance with these guidelines. Adobe Acrobat DC needs to be installed on the computer that will be used to review and remediate a PDF document for accessibility. (Contact the Help Desk if Adobe Acrobat DC is not installed.) At a minimum:

- PDF documents must be tagged.
- Title, author, and language metadata properties must be set.
- OCR text recognition must be run to recognize image-based or scanned text and provide a text alternate.

Preferred PDF accessibility criteria and procedures are as follows:

- Run the Adobe Acrobat DC “Accessibility” tool on the PDF. Review and correct any identified errors.
- Perform a manual check on any items which cannot be checked through the Accessibility tool.

For more information on the creation of accessible PDFs, review the ADA Compliant Design Short Guide developed by the College's Center for Innovative Pedagogy at: <https://sunysuffolk.edu/accessibility/documents/ada-compliant-design-short-guide.pdf>. Additional instructions and resources will be maintained and updated on the College's accessibility webpage: www.sunysuffolk.edu/accessibility.

For more resources and information on the creation, testing, and remediation of PDFs for accessibility, users can review:

- The New York State Education Department's *Create Web Accessible PDF Files* webpage at: <http://www.nysed.gov/webaccess/create-web-accessible-pdf-files>.
- The W3C's PDF Techniques for WCAG 2.0 webpage at: <http://www.w3.org/TR/2014/NOTE-WCAG20-TECHS-20140408/pdf.html>.

iii. Microsoft Word, Excel, and PowerPoint Documents

Microsoft Word, Excel, and PowerPoint documents must present with zero accessibility errors when utilizing the Microsoft Office Accessibility Checker tool before they are uploaded to a College webpage. The Microsoft Office Accessibility Checker tool is accessed from the File menu within the Microsoft program. From the File menu, select Info, then select Check for Issues, and then select Check for Accessibility. The tool will generate a report of possible accessibility issues found within the document. The tool finds and explains why each issue may pose a problem for a user with a disability and provides instructions on how to fix the issue.

For more information on the creation of accessible Microsoft Word documents, review the ADA Compliant Design Short Guide developed by the College's Center for Innovative Pedagogy at: <https://sunysuffolk.edu/accessibility/documents/ada-compliant-design-short-guide.pdf>. Additional instructions and resources will be maintained and updated on the College's accessibility webpage: www.sunysuffolk.edu/accessibility.

For additional resources and information on the creation, testing, and remediation of Microsoft Office documents for accessibility, users can review:

- The New York State Education Department's Microsoft Office Accessibility Checker webpage at: <http://www.nysed.gov/webaccess/microsoft-office-accessibility-checker>.

- Microsoft's online support information and instructions for the Microsoft Office Accessibility Checker tool: <https://support.office.com/en-us/article/Use-the-Accessibility-Checker-on-your-Windows-desktop-to-find-accessibility-issues-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f?ui=en-US&rs=en-US&ad=US>.
- Microsoft's online instructions for the creation of fillable forms in Microsoft Word: <https://support.office.com/en-us/article/Create-a-fillable-form-39a58412-107e-426b-a10b-ac44937e3a9f?ui=en-US&rs=en-US&ad=US>.

iv. Videos and Audio

All videos and audio files uploaded to the College's website must contain closed captioning, or a description and transcript must be provided, as necessary to meet the WCAG 2.0 Level AA standards. Auto-captioning and speech recognition tools such as those made available by YouTube can assist with the creation of captions but must be checked and edited for accuracy. Importing a video into a caption editing tool and manually transcribing or composing the captions is a good option for short videos.

v. Keyboard Accessibility

A user must be able to navigate to and from all navigable page elements using only a keyboard. To test navigability of a page with a keyboard in a web browser, click inside the web address in the browser and then use the Tab button on the keyboard to navigate the menu choices on the webpage.

vi. Accessibility Exceptions

An accessibility exception must be requested and granted for any new or updated page content or functionality that cannot meet the above accessibility requirements before it goes live.

V. Procurement

Accessibility requirements will be incorporated into all purchasing and procurement processes for the procurement of online or web-based content and software, including web properties maintained by a third party on behalf of the College. These requirements will be communicated to individuals responsible for purchasing and procurement.

Any documents created or otherwise delivered to the College by a vendor pursuant to a contract or other written agreement shall be produced with the expectation that the College may, in its sole discretion, elect to place such content on its website. Therefore, any such materials must be created and delivered in a manner consistent with this Web Accessibility Policy, compliant with WCAG 2.0 Level AA, and implement WAI-ARIA 1.0 where applicable for dynamic web content.

All solicitation documents, contracts, and any amendments thereto executed on or after February 15, 2018, shall include the following clause:

Any documents, web-based information and applications development, or programming delivered pursuant to the contract or procurement must comply with Suffolk County Community College's Web Accessibility Policy, as that policy may be amended, modified, or superseded, which requires that the College's web-based information, including documents and applications, are accessible to individuals with disabilities. Documents, web-based information, and applications provided or delivered by the vendor to the College must conform to the College's Web Accessibility Policy. Vendors must provide a VPAT, accessibility testing results, or acceptable alternative for any preexisting software, including third party software, that the vendor is delivering to the College. Vendors must cooperate with the College to address accessibility issues that are identified or arise after execution of the contract or after procurement and must promptly resolve any accessibility issues identified by the College.

VI. Quality Assurance and Compliance

These guidelines are effective upon publication and will be published on the College's web accessibility webpage: www.sunysuffolk.edu/accessibility.

Electronic document creators/authors are responsible for the accessibility of the content they create if the content will be uploaded to a College webpage or will be used to deliver College programs, services, and activities online. Department webmasters and content approvers are responsible for supporting adherence to the College's web accessibility guidelines. Department workflows should be created or updated to include an accessibility review.

In order to ensure compliance with these guidelines, the College's Website Accessibility Notice (available at: <http://www.sunysuffolk.edu/accessibility/>) is published on the College's website and informs users with disabilities how to report and request access

to content that is not accessible. Reference and a link to this Notice must be included on official department and faculty pages. Suggested language is as follows:

Suffolk County Community College is committed to ensuring accessibility of its website for students, faculty, staff, and other members of the College community, as well as the general public, including individuals with disabilities. For more information, please refer to the College's Website Accessibility Notice at: <http://www.sunysuffolk.edu/accessibility/>.

While the Web Services team is the primary point of contact identified to receive accessibility inquiries in the College's Website Accessibility Notice, the Web Services team will forward inquiries or reports to the pertinent department or page author for review and response. Receipt of and responses to inquiries regarding the accessibility of the College's web content should be documented and maintained.

"Official" department, faculty, and student organization webpages residing on a College server or residing on a server/platform maintained/contracted on the College's behalf and any other legacy web-based content on the College's web properties will be audited for adherence to the College's web accessibility requirements as part of the College's effort to enhance the accessibility of its online content. Following the audit, a corrective action plan will be developed, and the owners, managers, and/or content creators of these pages will be required to remediate any identified accessibility issues in order to be compliant with the College's accessibility standards, or the inaccessible content/page will be subject to removal.

Notice is hereby given that any "unofficial" faculty and student organization webpages—those that do not reside on a College server or on a server/platform/website maintained/contracted on the College's behalf with the College's approval—are not sanctioned by the College. The College makes available a variety of web-based and online environments and resources that support delivery of the College's programs, services, and activities and which are being enhanced for accessibility. Faculty are encouraged to utilize these resources for conducting College business.

To support content creators, content managers, and content approvers in ensuring adherence to the College's web accessibility standards, the College makes available accessibility resources and training, as described in these guidelines and on the College's web accessibility webpage: www.sunysuffolk.edu/accessibility.

VII. Accessibility Resources

Resource documents that explain how to ensure webpages and online documents/content can be made accessible for users with different disabilities will be developed, reviewed, and updated as necessary, and will be made available for use by College employees on the College's accessibility webpage:
www.sunysuffolk.edu/accessibility.

The College also offers web accessibility training to provide awareness of common accessibility issues and how online content and documents can be made accessible to users with disabilities, including users with vision, motor, and auditory impairments.

Last modified: 02-02-18

ITEM 6

RESOLUTION NO. 2018.13 - Amending the Facility Use Policy's Schedule of Fees

WHEREAS, the College's *Facility Use Policy* sets guidelines for the use of College facilities and provides for the payment of rental fees and labor charges in accordance with the schedule of fees adopted by the Board of Trustees, and

WHEREAS, the College has reviewed the fee schedule and has determined that the fees charged for the use of classroom space should be revised, as follows:

CLASSROOMS		Prior Fee	New Fee
Specialized (Art, Biology Lab, etc.)			
Planetarium			
Computer Lab			
Classroom	1-4 hrs.	\$400	\$175
	4-8 hrs.	\$500	\$250

be it therefore

RESOLVED, that the *Facility Staffing and Fee Schedule* of the College's *Facility Use Policy* is hereby amended as specified on *Attachment V*, herein, and be it further

RESOLVED, that the amended *Facility Staffing and Fee Schedule* shall be effective as of February 15, 2018.

FACILITIES USE POLICY

I. Introduction

The primary purpose for the facilities at Suffolk County Community College is to fulfill the mission and vision of the College. The College is committed to being a vital resource to the larger community. Thus, subject to the guidelines set forth below, the College welcomes community groups and organizations to use its facilities for purposes compatible with the College's mission, as solely determined by the College.

II. General Guidelines Applicable to Use of All College Facilities and Properties

- A. Upon submission and approval of an *Application for Use of Facilities by External Organizations* form, as detailed below, a license agreement, which shall include the following provisions, among others, will be executed by both the external organization and Suffolk County Community College.

1. Insurance Requirements

All organizations must submit evidence of insurance coverage in accordance with College policy, including, but not limited to, comprehensive general liability insurance in the amount of \$2 million combined single limit for bodily injury and property damage per occurrence for the period of the proposed event.

If two or more organizations are sponsoring one event, either one may obtain the certificate, provided that the other organization is named as an additional insured on such certificate. If the event is co-sponsored by a College club, organization or department, the external organization will be required to provide a certificate of insurance. At the discretion of the College, occasional seminars and meetings of small groups may not require certificates of insurance.

All certificates of insurance must name both the College and the County of Suffolk as additional insureds. In certain circumstances, the Suffolk Community College Association, Inc. must also be included as an additional insured. All certificates of insurance must be reviewed by the College's Office of Legal Affairs before an organization's event can be approved.

2. Indemnification

Organizations shall indemnify and hold harmless the College, the Suffolk Community College Association Inc. (when appropriate) and the County of Suffolk, their consultants (if any), employees, agents and other persons from and against all claims, costs, judgments, liens, encumbrances and expenses, including attorneys' fees, arising out of the organization's use of the College facilities or out of the acts or omissions or

negligence of the organization, its agents, employees or subconsultants in connection with the use of College facilities.

3. Reimbursement for Loss or Damage

Organizations requesting use of College facilities shall promptly make payment for the loss of or damage to any College facility resulting from the organization's use of the facilities. The Office of the College Director of Special Events and Programs shall inspect the facilities after the organization's event and, if applicable, will notify the organization of the payment due for any loss or damage. At the College's discretion, the College may require the organization to provide a security deposit prior to the event.

4. Facility Use Fees

Full payment for the use of all College facilities must be made in accordance with the Schedule of Fees adopted by the Board of Trustees and must be paid at least one week prior to the use of the facilities. Payment shall be made by check payable to Suffolk County Community College. Any event not timely paid in full may, in the College's sole and absolute discretion, be canceled.

5. Labor Charges

Charges for technical, maintenance, security or administrative personnel as a result of the event are the responsibility of the organization. These costs will be billed to the organization separately following the event and checks for this service shall be made payable to Suffolk County Community College. The College will determine, in consultation with the organization, the appropriate levels of staffing required to support the proposed event.

6. Event Publicity

Organizations must not commit to any expenditures, prepare or send invitations or notices, or make any public announcement of the event until it has received a letter of approval from the College. In addition, any advertisements of the event must receive prior approval from the Office of the College Director of Special Events and Programs, in consultation with the Office of Institutional Advancement, and must properly display the College's official logo.

7. College's Right to Revoke

The College reserves the right to revoke the permission granted for use of any College facilities or to relocate an organization to another appropriate facility should it be necessary to accommodate a change in the College's academic or activity schedule. College events shall always take precedence over requests from external organizations.

8. Preservation of Order

Organizations shall be responsible for the preservation of order at and during the event.

9. Smoking Prohibitions

In accordance with the College's *Tobacco-Free Policy*, smoking is prohibited on all property owned, leased or operated by Suffolk County Community College.

10. Alcohol Prohibitions

No alcoholic beverages shall be brought to or consumed on College property, except as specifically permitted under the College's *Guidelines for the Consumption of Alcoholic Beverages*.

11. No Discrimination

Events that exclude persons on the basis of race, color, national or ethnic origin, citizenship status, sex, religion, age, disability, marital status, veterans' status, sexual orientation or any other status protected by law or College policy are prohibited.

B. Compliance with College Contracts and Policies

The organization must honor all applicable collective bargaining agreements, vendor contracts and College policies.

C. College's Right of Access

The Board of Trustees, and its designees, shall have free and open access to all College facilities at all times.

D. Permits

To the extent permit(s) from local or state entities may be required for the function for which the College facility is sought, organizations are solely responsible for obtaining those permits and for paying any fees associated with obtaining them. Organizations will not be permitted to hold an event unless the College has received copies of all necessary permits at least two (2) weeks prior to the event.

E. Weather-Related or Emergency Cancellations

The College reserves the right to cancel an event due to inclement weather or other emergency. If such a cancellation occurs, the fee paid by the organization shall be prorated as set forth in the Schedule of Fees adopted by the Board of Trustees.

F. Emergency Medical Coverage

The College reserves the right to require organizations to provide emergency medical coverage for events held at the Campus. Requirements for such coverage shall be determined by the College on a case-by-case basis.

G. Incidental or Occasional Use

Use of College facilities by non-College community groups and organizations is limited to incidental or occasional use. The College will reject any request that seeks to use College facilities on a continuous or permanent basis.

III. Specific Guidelines Governing Use of Indoor Facilities**A. General Guidelines**

1. All external organizations wishing to utilize the College's indoor facilities must submit the *Application for Use of Facilities by External Organizations* form to the Office of the College Director of Special Events and Programs at least thirty (30) days prior to the proposed event.
2. Organizations should notify the Office of the College Director of Special Events and Programs of a cancellation within fifteen (15) calendar days of the scheduled event. Cancellation of the event may result in a forfeit of the deposit and, at the discretion of the College, the facility fee.
3. Parking at the College is restricted to the designated parking field areas or temporary parking areas specifically designated by campus public safety personnel. All cars must be parked in these areas. For reasons of traffic control and fire safety, no vehicles shall be parked on the campus roads or driveways. All individuals visiting the College shall be responsible for observing College parking and traffic regulations. Owners of ticketed vehicles will be responsible for those tickets.
4. All requests for room setups, provision of equipment or other special arrangements shall be made through the Office of the College Director of Special Events and Programs. The external organization is solely responsible for the proper usage and operation of any such equipment provided for an event.
5. The College's food service provider has the exclusive rights to catering on campus. Organizations should contact the campus food service provider to arrange for food on campus. No food or beverages shall be sold or distributed except food and beverages ordered through the campus food service provider. Suffolk County health codes prohibit the distribution of homemade food and baked goods.

B. Specific Guidelines for Events Held at the Health, Sports and Education Center (HSEC), Michael J. Grant Campus

1. The HSEC includes the Field House, fitness center, dance studio, locker rooms, pool, classrooms and lecture hall.
2. All external organizations wishing to utilize facilities at the HSEC must submit the *Application for Use of Facilities by External Organizations* form to the Office of the College Director of Special Events and Programs at least six (6) months prior to the proposed event. A deposit is required six (6) months prior to the event or the date will be released. Cancellation of the event fewer than six (6) months prior to the event will result in a forfeit of the deposit and, at the discretion of the College, the facility fee.
3. Only College approved vendors are permitted to service events at the HSEC. Information concerning these vendors is available from the Office of the College Director of Special Events and Programs.
4. At its discretion, the College may limit parking on campus to V.I.P. parking and bus traffic or may designate specific paved or unpaved areas for event parking. The organization will be responsible for providing sufficient bus service from an off-site parking location to accommodate the expected attendance. All advertising of the event will include information about the off-site parking and bus accommodations and will indicate that on-street parking in communities surrounding the campus is prohibited except for residents of those communities. The organization will be responsible for arranging and paying for the towing of illegally parked vehicles on campus and in the surrounding communities.

C. Specific Guidelines for Events Held at the Culinary Arts and Hospitality Center (Culinary Center)

1. The Culinary Center's available facilities include a multipurpose room (which can be separated into four classrooms), a demonstration theater (seating only) and classrooms.
2. All external organizations wishing to utilize facilities at the Culinary Center must submit the *Application for Use of Facilities by External Organizations* form to the Office of the College Director of Special Events and Programs at least thirty (30) days prior to the proposed event.
3. The College has the exclusive rights to catering at the Culinary Center. Organizations should contact the College Associate Dean for Educational Resources at the Culinary Center for all catering needs. No food or beverages shall be sold or distributed except food and beverages ordered through the

Culinary Center. The distribution of homemade food or baked goods is prohibited.

4. Parking at the Culinary Center is restricted to local municipal parking lots. All cars must be parked in these lots. Vehicles shall not be parked in loading or fire zones. The organization will be responsible for arranging and paying for the towing of illegally parked vehicles.

IV. Guidelines Governing Use of Outdoor Properties (Athletic Fields and Undeveloped Land)

A. General Guidelines

1. All external organizations wishing to utilize the College's outdoor properties must submit the *Application for Use of Facilities by External Organizations* form to the Office of the College Director of Special Events and Programs at least six (6) months prior to the proposed event. A deposit is required six (6) months prior to the event or the date will be released.
2. Approval will be dependent on the College's review of availability, appropriateness of requested use, potential impact on the physical condition of the property and potential impact on the surrounding communities.
3. Unless otherwise determined in the College's sole discretion, no parades by external organizations will be permitted on College property.
4. Portable toilets and trash receptacles are the responsibility of the organization.

B. Additional Guidelines for Events with a Daily Attendance of 5,000 or More Individuals

1. All external organizations wishing to utilize the College's outdoor property for events with an anticipated daily attendance of 5,000 or more must submit the *Application for Use of Facilities by External Organizations* form to the Office of the College Director of Special Events and Programs at least nine (9) months prior to the proposed event.
2. The College reserves the right to request insurance in excess of the amount set forth in Paragraph II. A of this Policy. In addition, the College reserves the right to require bonds and/or a security deposit to guarantee that the College incurs no costs from the event including, but not limited to, overtime costs, preparation costs, security costs, and clean-up costs during and after the event.
3. The organization must return the property to the condition it was in prior to the event within a reasonable time period, as set by the College. In addition, the organization must protect and maintain the integrity of the buildings located on the property to ensure that no damage is done to the buildings during the event.

4. At least sixty (60) days prior to the event, the organization must provide all of the following to the College:
 - a. All applicable certificates of insurance and bonds.
 - b. Copies of all required Town, County and/or State permits, such as permits from the Fire Marshal, the County Health Department and the County Department of Public Works.
 - c. Written proof that all local police, fire and ambulance departments have been advised of the event and the anticipated size of the crowd expected, and written proof that the organization has complied with any requirements mandated by these departments.
 - d. Copies of all licenses held by any licensees of the event.
 - e. Written proof that all sanitation requirements are met, including written proof from the County Health Department that the proposed number of portable toilets is acceptable.
5. If all of this required documentation is not received to the satisfaction of the College on or before the deadline, the event will not take place and the organization will hold the College harmless for any costs the organization incurred.
6. Parking on campus will be limited to V.I.P. parking and bus traffic. The organization will be responsible for providing sufficient bus service from an off-site parking location to accommodate the expected attendance. All advertising of the event will include information about the off-site parking and bus accommodations and will indicate that on-street parking in communities surrounding the campus is prohibited except for residents of those communities. The organization will be responsible for arranging and paying for the towing of illegally parked vehicles on campus and in the surrounding communities.
7. The organization will reimburse local residents for property damage directly attributable to the event or to attendees at the event.
8. Dependent on the anticipated daily attendance, the College reserves the right to require that the College be one of at least two venues for the event.
9. In addition to payment to Suffolk County Community College for the use of College facilities, organizations will make a contribution for student scholarships to the Suffolk Community College Foundation, Inc. in the amount of \$5,000.00, or such other amount as agreed to by the organization and the Foundation.

Suffolk County Community College Facility and Staffing Fee Schedule, eff. February 15, 2018

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HSEC - LECTURE HALL		
Monday/Friday	1st hr.	\$235
	add'l hr	\$65
	8 hrs	\$660
Saturday/Sunday	1st hr.	\$300
	add'l hr	\$75
	8 hrs	\$720
HSEC - FIELD HOUSE		
Monday/Friday		
Full Day		\$8,100
Half Day		\$4,050
Saturday/Sunday		
Full Day		\$9,300
Half Day		\$4,650
Athletic Indoor Events		
Brookhaven Gym	Per hr.	\$460
Field House	Per hr.	\$460
User Fee		
Paid (ticketed) event	6+ hrs/day	\$3,500
	1-5 hrs/day	\$1,200
Free (non-ticketed) event	6+ hrs/day	\$2,300
	1-5 hrs/day	\$900
Athletic Use	Per hr.	\$45
OUTDOOR ATHLETIC FACILITIES		
Track		
Baseball/Softball (Grant)		
Baseball/Softball (Ammerman)		
Intramural (Grant)		
Intramural (Ammerman)		
Soccer/Lacrosse	1st hr.	\$300
	add'l hr	\$150
	8 hrs	\$1,000

Suffolk County Community College Facility and Staffing Fee Schedule, eff. February 15, 2018

D.7

Tennis Courts (Grant)		
Tennis Courts (Ammerman)	1st hr.	\$55
	add'l hr	\$40
	8 hrs	\$275
CLASSROOMS		
Specialized (Art, Biology Lab, etc..)		
Planetarium		
Computer Lab		
Classroom	1-4 hrs.	\$175
	4-8 hrs.	\$250
Conference Room	1-4 hrs.	\$100
	4-8 hrs.	\$160
Alumni Room		
Sagtikos 221		
Peconic 228B	1-4 hrs.	\$200
	4-8 hrs.	\$320
PROGRAMMING SPACES		
Captree 114 A&B		
MLRC 107/108		
Culinary 135		
Babylon Student Center Spaces	1-4 hrs.	\$220
	4-8 hrs.	\$340
OUTSIDE AREAS		
Veterans Plaza	Per day	\$1,500
THEATRE		
Performance	1-4 hrs.	\$850
	4-8 hrs.	\$1,300
Rehearsal	1-4 hrs.	\$450
	4-8 hrs.	\$600
LOBBIES		
Ammerman		
Eastern		
Grant		
Theater Lobby	1-4 hrs.	\$250
	4-8 hrs.	\$300

Suffolk County Community College Facility and Staffing Fee Schedule, eff. February 15, 2018

D.7

SWIMMING POOL		
Full Pool	1st hr.	\$350
	add'l hr	\$120
Half Pool	1st hr.	\$180
	add'l hr.	\$95
Dive Tank	Per hr.	\$105
Lane	Per lane	\$35
HEALTH CLUB		
Student Membership		
full time	yr.	\$80
part time	yr.	\$120
summer		\$65
Suffolk County Resident	yr.	\$275
Faculty/Staff/Admin./Alumni/Police Academy	yr.	\$275
Senior (60+ years)	yr.	\$220
Junior resident (up to 18)	yr.	\$220
Family	yr.	\$720
Non County Residents	yr.	\$340
CAFETERIAS		
Eastern		
Grant		
Ammerman	1-4 hrs.	\$325
	4-8 hrs.	\$500
Faculty Dining Rooms		
Grant		
Ammerman	1-4 hrs.	\$250
	4-8 hrs.	\$300
Culinary Demonstration Theater	Per Day	\$1,680
UNIMPROVED LANDS - GRANT CAMPUS		
Unimproved Lands (Ammerman)		
Unimproved Lands (Grant)	1-4 hrs.	\$750
	4-8 hrs.	\$1,100
Unimproved Lands - more than 5,000 attendees	Per day	\$5,000

Suffolk County Community College Facility and Staffing Fee Schedule, eff. February 15, 2018

D.7

PARKING LOTS		
Ammerman		
Eastern		
Grant		
	Per day	\$412

Suffolk County Community College Facility and Staffing Fee Schedule, eff. February 15, 2018

D.7

Staffing Rates (Use of College Facilities)

STRAIGHT TIME (Dollars Per Hour)		As of September 5th 2017
Anatomy Lab Specialist		\$100
Anatomy Lab Technician		\$96
Campus Coord Spec Event		\$80
Conf Trade Show PA		\$52
Coord Spec Programs		\$56
Custodian/Laborer		\$42
Heavy Equip (MM/HVAC)		\$54
Instructional/Technical Equipment Prof'l		\$67
Labor Crew Leader/CW III		\$50
Lifeguard		\$21
Recreational Specialist		\$54
Aquatics and Fitness Manager		\$56
Security Supervisor (III)		\$54
Security Personnel		\$44
Theater/Audio Professionals		\$67
Theater Support		\$40
Student Support Staff		\$21

Overtime (Dollars Per Hour)		As of September 5th 2017
(Minumum charge: 4 hours)		
Campus Coord Spec Event		\$120
Conf Trade Show PA		\$79
oord Spec Programs		\$84
Custodian/Laborer		\$63
Heavy Equip (MM/HVAC)		\$80
Instructional/Technical Equipment Prof'l		\$101
Labor Crew Leader/CW III		\$75
Lifeguard		\$32
Recreational Specialist		\$80
Aquatics and Fitness Manager		\$84
Security Supervisor (III)		\$81
Security Personnel		\$66
Theater/Audio Professionals		\$101
Theater Support		\$30
Student Support Staff		\$21

ITEM 7

RESOLUTION NO. 2018.14 - Approving the Requested 2019-2021 Capital Program and 2019 Capital Budget

WHEREAS, the College has been requested by the office of the Suffolk County Executive to submit capital budget and program requests in accordance with Article IV, Section A4-1, of the laws of Suffolk County, and

WHEREAS, the capital program requests (*see, Attachment VI*) have been solicited from the President, the Executive Vice President, Vice Presidents, Associate Vice President, Campus Executive Deans and Physical Plant Directors, and recommended by the Executive Council and the President, be it therefore

RESOLVED, that the Board of Trustees approves the submission of all capital projects in *Attachment VI*, and authorizes the President or his designee to submit the projects for the 2019-2021 capital program and 2019 capital budget.

**Board of Trustees
February 15, 2018
Attachment VI**

**RESOLUTION NO. 2018.14 -
Approving the Requested 2019-2021 Capital Program and 2019 Capital Budget**

**This Attachment is a 72 page booklet
and is available on the BOT Website**
