



Office of the President

BOARD OF TRUSTEES

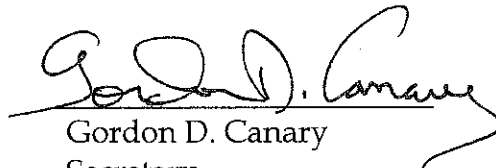
January 17, 2019

RESOLUTION NO. 2019.01 - 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 \$2,573,299.45 for the month of December 2018 (*Attachment I*) are hereby approved by the Board of Trustees.


Gordon D. Canary
Secretary

Central Administration
533 College Road
Selden, NY 11784-2899
(631) 451-4112

Ammerman Campus
533 College Road
Selden, NY 11784-2899
(631) 451-4110

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

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

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: November 29, 2018

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

December 2018

A R T

262 293 555
 752 477 1229

1 1 2
 - 1 1

1015 772 1787

Coverage	Premium	# Employees	Total
71 EMHP Indiv.	829.58	555 ✓	460,416.90
72 EMHP Family	1,954.49	1229 ✓	2,402,068.21
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 12/18		1787 ✓	\$2,867,227.21

Attachment: Enrollee List

A = Active
 R = Retired
 T = Total

Plus:
 6 Family 11,726.94

less:
 Medicare
 reimbursement <305,654.70>
2,573,299.45



BOARD OF TRUSTEES
January 17, 2019

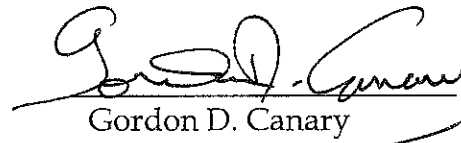
RESOLUTION NO. 2019.02 - Approving Budget Transfers

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.



Gordon D. Canary
Secretary

**Suffolk County Community College
Budget Transfer List
As of January 10, 2019**

<u>DOCUMENT #</u>	<u>FUND</u>	<u>ORG</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSFER</u>		<u>REASON</u>
					<u>FROM</u>	<u>TO</u>	
J0033337	181800	C10101	713100	Instructional Supplies	35,454		Subscription to Westlaw for the paralegal program as required by the accreditation agency
	181800	C43001	713100	Instructional Supplies		35,454	
J0033367	181800	C10101	712440	Instructional Equipment	15,600		To purchase and install two replacement lifts in the Automotive Department that are well past their useful life
	181800	A10201	712440	Instructional Equipment		15,600	
J0033379	181800	C89001	713651	Maintenance Contracts	21,200		To cover the annual costs of the SUNY system administrative charges related to computer services
	181800	C86001	714210	Computer Services		21,200	
J0033380	181800	C86001	713651	Maintenance Contracts	71,820		To cover the annual costs of the SUNY system administrative charges related to computer services
	181800	C86001	714210	Computer Services		71,820	



Office of the President

BOARD OF TRUSTEES

January 17, 2019

RESOLUTION NO. 2019.03 - Adopting a Policy on Naming Opportunities

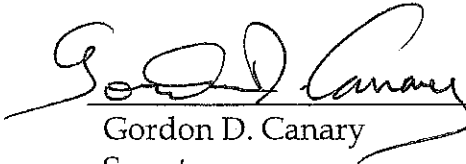
WHEREAS, the mission of the Suffolk Community College Foundation (Foundation) is to support student access to quality education and vocational skill training by providing scholarships, emergency loans and funding for program development; and to engage alumni to maintain their connection to the College, and to support Foundation events, philanthropy, student mentorship and internship opportunities, and

WHEREAS, in furtherance of the Foundation's mission, Suffolk County Community College ("College") encourages alumni, local business corporations, industry, and friends to demonstrate support for the College by offering them opportunities to name campus buildings, facilities and other campus areas in exchange for major gifts to the Foundation, and

WHEREAS, the *Policy on Naming Opportunities* will permit long-term recognition of the College's many supporters and facilitate even greater opportunities for our students, be it therefore

RESOLVED, that the College hereby adopts the *Policy on Naming Opportunities*, effective January 17, 2019 (see, *Attachment III*), and be it further

RESOLVED, that the College hereby revokes the *Policy on Naming Opportunities and Endowed Funds* adopted by the Board of Trustees on September 18, 2008.


Gordon D. Canary
Secretary

POLICY ON NAMING OPPORTUNITIES

The authority to name buildings, facilities and other campus areas rests with the College's Board of Trustees. The naming of any physical facility or campus grounds is appropriate when a significant gift is received for the benefit of the College through the Suffolk Community College Foundation. Recommendations not associated with a donation for a naming in honor of living or deceased staff, alumni, faculty, Board member, state or national leader shall be considered on a case-by-case basis and only when supported by justification for the naming.

A proposal to name a College building, facility or campus area shall be directed to the College's President, who will facilitate the preparation and presentation of the proposal to the College's Board of Trustees and request an advisory opinion from the Suffolk Community College Foundation's Board of Directors. Proposed names must be held in strict confidence during the review and approval processes. The credentials, character and reputation of each individual or business entity for which a building, facility or campus area may be named shall be carefully scrutinized and evaluated. All naming requests must ensure that the honoree or donor exemplifies his/her/its commitment to the mission, vision and objectives of the College.

All naming opportunities are subject to the approval, within its sole discretion, of the Board of Trustees after consultation with the Executive Committee of the Foundation Board of Directors.

The gift levels described below are intended as minimum amounts needed to name the respective opportunity. If matching funds are available, they will be added to the donor's gift for naming minimums. Personal, corporate or foundation donations in the form of cash, liquid assets, gifts of life insurance, legally binding pledges and irrevocable deferred gift arrangements are acceptable for naming commitments.

Establishing Names for Buildings, Facilities and Other Campus Areas

It is the general policy of the College that naming opportunities should only occur if the benefactor contributes the predominant portion of funds necessary to cover the cost of construction, renovation and/or maintenance of operation. The Foundation Board of Directors recommends the following minimum gift levels for naming commitments and other monetary standards for naming:

- Campus should be named only in exchange for gift commitments of at least Ten Million Dollars (\$10,000,000.00).
- Older existing facility (more than 10 years) should be named only in exchange for gift commitments of at least 20% to 35% of the building's current value or replacement cost. Total costs include architectural, planning and construction fees, site clearance and landscaping, furnishings and equipment. Maintenance endowment funds should be considered as part of the gift for the purpose of these calculations.
- Newer existing facility (less than 10 years) should be named only in exchange for gift commitments of at least 35% to 50% of the building's current value or replacement cost.
- New facilities (less than 1 year) should be named only in exchange for gift commitments of at least 50% of the building's current value or replacement cost.
- The minimum gift for a naming commitment for campus areas, such as classrooms, laboratories and gymnasiums, should be approximately \$10,000.

The naming of a building, facility or other campus area is effective for its useful life, unless limited to a term of years at the time of acceptance. A uniform system of marking named facilities is administered by the College's Office of Institutional Advancement.

Removal of Names from Buildings, Facilities and Campus Areas

The College's Board of Trustees has the authority to rename buildings, facilities and campus areas that were named in the past. Unless naming rights have been limited to a stated term of years, the College President may, at any time, recommend to the College's Board of Trustees that a building, facility or campus area be renamed.

The College's Board of Trustees has the authority and responsibility to remove a name if information becomes available that negatively impacts the original decision. Such information may include, but not be limited to, failure to satisfy financial commitments within the time allowed or conduct or speech of the named party which is inconsistent with the mission, goals, and vision of the College. A decision to remove a name will be made on the merits and after consultation with the Executive Committee of the Foundation Board of Directors, taking into account all facts relevant to the decision.



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January 17, 2019

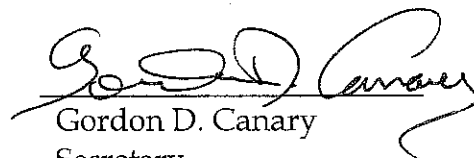
RESOLUTION NO. 2019.04 - Confirming the Annual Review and Approval of the College's Procurement Policy, as Amended

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

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

WHEREAS, the Office of Business and Financial Affairs and the Office of Legal Affairs have reviewed the *Procurement Policy*, and recommends that certain revisions be made thereto in order to improve purchasing and procurement efficiencies, be it therefore

RESOLVED, that the College's *Procurement Policy*, as amended (*see, Attachment IV*), be, and the same, hereby, is adopted and approved for the calendar year 2019.



Gordon D. Canary
Secretary



PROCUREMENT POLICY

A. INTENT

Community colleges must procure commodities and services in accordance with Article 5-A of the New York State General Municipal Law. This law is designed to ensure the prudent and economical use of public monies and facilitate the acquisition of quality goods or services at the lowest possible cost, as well as to guard against favoritism, improvidence, extravagance, fraud and corruption.

It is the intent of this policy and these procedures to set forth the procurement requirements for Suffolk County Community College, and to ensure full compliance with the law. Such policy and procedures shall be reviewed annually by the Board of Trustees, in accordance with General Municipal Law, Section 104-b.

This policy defines monetary threshold for purchase contracts and public works contracts. The splitting of purchases and public works projects in order to evade the monetary threshold of the NYS General Municipal Law and this Policy is strictly prohibited. Monetary thresholds below those required by the General Municipal Law will be applied to each individual purchase. Departments are expected to use best efforts to evaluate their purchase needs annually and combine those needs for the College fiscal year. In addition, the Procurement Office will monitor and evaluate those purchases that may require the issuance of a bid.

The College's *Code of Professional Ethics* is applicable to College employees in their performance of procurement duties and tasks. College employees are ineligible to contract with the College for the provision of goods or services.

B. ELECTRONIC BIDDING

General Municipal Law authorizes the receipt of electronic bids or offers in connection with purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of public works contracts pursuant to article eight of the Labor Law). The methods used to receive electronic bids or offers must comply with the NY State Technology Law.

C. PURCHASE CONTRACTS: THRESHOLDS

1. Purchase contracts are those solely concerned with the purchase of materials, equipment and supplies ("commodities"), such as paper goods, books, food products, office equipment, various machinery and clothing.

2. All purchase contracts which, on a College-wide basis, are reasonably anticipated to involve an expenditure of more than \$20,000 over the course of a College fiscal year (September 1 – August 31) are to be awarded to the lowest responsible bidder who has furnished the required security after advertisements for sealed bids; or, alternatively, to the bidder whose bid represents the best value to the College. A determination of “best value” shall be based upon an objective and quantifiable analysis of a bidder’s ability to optimize quality, cost and efficiency.

3. If the monetary threshold for the purchase of commodities is not reasonably anticipated, on a College-wide basis, to exceed \$20,000 over the course of a fiscal year, the following procedures shall be followed:

(a) **\$0.01 - \$100.00.** Direct purchase at the discretion of the requesting department or office.

(b) **\$100.01 - \$2,000.00.** A written quote must be obtained and submitted to the Procurement Office. The written approval of the Administrative Director of Business Operations is required prior to any purchase being made.

(c) **\$2,000.01 – \$20,000.00.** Written quotes from at least three (3) vendors must be obtained and submitted to the Procurement Office. The written approval of the Administrative Director of Business Operations is required prior to any purchase being made.

(i) Written quotes should be obtained via vendor email, fax or internet quote. Such written quotes shall be submitted to the Procurement Office.

(ii) A good faith effort shall be made to obtain the required number of quotations. If, for any reason, the requesting department or office is unable to obtain the requisite number of quotations, such department or office shall properly document the reasons why such quotes could not be obtained, and the efforts made to acquire the required quotes. The Administrative Director of Business Operations shall be the final arbiter of whether reasonable efforts were made to obtain the required quotes.

All requisitions shall be prepared and submitted for approval via Banner or SharkMart, as appropriate.

D. PUBLIC WORKS CONTRACTS: THRESHOLDS

1. Contracts for public works encompass contracts for nonprofessional services, labor or construction, such as maintenance services, liquid and solid waste removal, painting, and building construction and renovation.

2. All contracts for public works involving an expenditure of more than \$35,000 are to be awarded to the lowest responsible bidder who has furnished the required security after advertisements

for sealed bids. Funding or budgetary source of the project is not a consideration in determining monetary thresholds for public works.

3. If the monetary threshold for the procurement of public works projects is not reasonably anticipated to exceed \$35,000, the following procedures shall be followed:

(a) **\$1.00 - \$2,000.00.** Direct authorization at the discretion of the requesting department or office, after submission of a written quote and written approval of the Administrative Director of Business Operations, after his/her determination that such procurement is reasonable and in the best interests of the College.

(b) **\$2,000.01 – \$35,000.00.** Written quotes should be obtained via email, fax or internet from at least three (3) service providers, upon the written approval of the Administrative Director of Business Operations, after his/her determination that such procurement is reasonable and in the best interests of the College.

A good faith effort shall be made to obtain the required number of quotations. If, for any reason, the requesting department or office is unable to obtain the requisite number of quotations, such department or office shall properly document the reasons why such quotes could not be obtained, and the efforts made to acquire the required quotes. The Administrative Director of Business Operations shall be the final arbiter of whether reasonable efforts were made to obtain the required quotes.

All requisitions for capital projects shall be prepared by the College's Office of Facilities and submitted for review and approval by the County of Suffolk. All other requisitions shall be prepared and submitted for approval via Banner or SharkMark, as appropriate.

E. EXCEPTIONS TO PUBLIC BIDDING REQUIREMENTS

The College is not required to competitively bid purchase contracts in excess of \$20,000 or public works contracts in excess of \$35,000 under the following specified circumstances, or as otherwise authorized by New York State or federal law:

1. **Preferred Sources.** A "Preferred Source" is a designated vendor or service provider, who, in an effort to advance certain social and economic goals, has received special provider status, and is exempt from statutory competitive procurement guidelines. The Preferred Sources include the *Department of Correctional Services*, the *Industries for the Disabled*, the *Industries for the Blind* and the *Office of Mental Health*. It is the obligation of the College to procure commodities and services from a designated preferred source whenever possible. The "List of Preferred Source Offerings" can be found on the NYS Office of General Services website at www.ogs.ny.gov/procurecounc/pdfdoc/PSList.pdf

2. **NYS Office of General Services.** Purchases of materials, equipment, food products or supplies (except printed material) and contracts to obtain services may be made through contracts procured by the New York State Office of General Services (OGS). See, <http://ogs.ny.gov/purchase/pdfdocument/Guide.pdf>. Any such contracts for services must specify a prevailing wage rate equal to or higher than the applicable Suffolk County prevailing wage rate.

3. **County Contracts.** Purchases of commodities and contracts to obtain services (*other than services which require the payment of prevailing wages, pursuant to the NYS Labor Law*) may be made through competitively bid county contracts, where such contracts contain language specifically authorizing governmental entities covered by General Municipal Law sec. 103 to do so.

The College may utilize and implement County of Suffolk contracts for services which require the payment of prevailing wages, pursuant to the NYS Labor Law, when such contracts are for public work to County-owned real property and/or County-owned buildings or improvements, held in trust for the uses and purposes of the College, pursuant to the NYS Education Law.

With respect to Suffolk County or other County contracts for services, prior authorization to utilize such contracts must be obtained.

4. **Certain Other Government Contracts.** General Municipal Law §103(16) authorizes the purchase of apparatus, materials, equipment and supplies, and to contract for services related to the installation, maintenance or repair of those items, through the use of contracts issue by the United States or any agency thereof, or any state or any other political subdivision or district therein. There are three prerequisites which must be met in order for this exception to apply:

(a) The contract must have been issued by the United States or any federal agency, or by any state or political subdivision or district thereof;

(b) The contract must specifically state that it is available for use by other public entities; and

(c) The contract must have been issued to the lowest responsible bidder or on the basis of "best value."

This exception does not apply to contracts for professional services or services which require the payment of prevailing wages, pursuant to the NYS Labor Law.

5. **Emergencies.** Commodities may be purchased and contracts for public works may be authorized without undergoing the competitive bidding process in the case of a public

emergency arising out of an accident or other unforeseen occurrence or conditions whereby circumstances affecting public buildings, public property, or the life, health, or safety of persons require immediate action. The determination as to whether an “emergency” exists shall be made prior to any purchase or authorization for a contract for public works by the Office of Legal Affairs, in consultation with the Administrative Director of Business Operations, or his/her designee.

6. **Sole Source Vendor.** This exception applies only when the College requires particular supplies, materials, equipment, or services, which uniquely serve its interests and for which there is no substantial equivalent. Procurement by this method must be documented by the submission to the Administrative Director of Business Operations of a *Sole Source Approval Form*, setting forth the following: (i) the unique nature of the requirement; (ii) the basis upon which it was determined that there is only one known vendor able to meet the need (*i.e.*, the steps taken to identify potential providers); and (iii) the basis upon which the cost was determined to be reasonable (*i.e.*, a fair market price was inferred based upon the sole source provider’s product catalogs, published price lists and the like).

7. **Surplus and Second-Hand Supplies.** Purchases of surplus and second-hand supplies, materials or equipment may be made directly from the Federal government, the State of New York or from any other political subdivision, district or public benefit corporation within the State of New York.

8. **Professional Services.** There is a well-established exception to the public bidding requirements for “professional” services. Generally, “professional” services involve specialized skill, training and expertise, use of professional judgment or discretion, and/or a high degree of creativity. **The requirements for procuring professional services are addressed below, at paragraph I.**

F. PREPARATION OF BID SPECIFICATIONS

The College’s departments and offices have broad discretion to fix reasonable standards and requirements that bidders are obliged to observe. Specifications must be drafted to allow bidders providing reasonably equivalent commodities (for purchase contracts) or nonprofessional, labor or construction services (for public works contracts) to compete on an equal, common basis. In the event a consultant or vendor prepares or assists in the preparation of bid specifications, such consultant or vendor is ineligible to submit a bid or a proposal for that solicitation.

The term of each contract will be defined in the solicitation documents. Any contract renewal options will be exercised at the College’s sole and absolute discretion.

1. **Purchase Contracts**

(a) The Administrative Director of Business Operations shall coordinate preparation of bid specifications in consultation with the requesting College department or office.

2. **Public Works Contracts**

(a) The Administrative Director of Business Operations shall coordinate preparation of bid specifications in consultation with the requesting College department or office and/or any engineering or architectural consultant retained by the College for that purpose.

(b) Such bid specifications shall require that bidders submit a statement detailing if and/or how they will utilize the services of Minority and Women-owned Business Enterprises (“MWBEs”) if awarded the contract.

(c) Such bid specifications shall also include a copy of the Suffolk County Community College Project Manual, as well as the appendices set forth herein at paragraph (J)(2)(e)(v).

G. DETERMINATION OF THE LOWEST RESPONSIBLE BIDDER

The mere fact that a particular bidder is the lowest dollar bidder does not establish an entitlement to the award of the contract. The awarding officer must examine the low bidder’s background and make a factual determination as to whether the bidder is a “responsible bidder.” “Responsibility” generally involves a bidder’s qualifications and ability to perform in accordance with the terms and conditions of the contract. “Responsibility” also encompasses such factors as financial ability to complete the contract, accountability, reliability, skill, past performance, judgment and integrity.

1. **Purchase Contracts**

(a) The Administrative Director of Business Operations shall coordinate all aspects of the public bid opening, including documenting all proposals submitted. The Director shall thereafter make a determination, in writing, as to which bidder is the lowest responsible bidder, and shall advise the requesting department or office, as well as the Office of Legal Affairs, accordingly. The provisions of Suffolk County Code, Section A4-14 (Local Preference Law), shall be complied with in making such a determination.

(b) If a purchase contract is recommended to be awarded to other than the lowest dollar bidder, the Administrative Director of Business Operations shall submit to the Office of Legal Affairs, in writing, the justification for such a determination, including why such an award furthers the interests of the College.

2. **Public Works Contracts**

The Executive Director of Facilities and/or the Administrative Director of Educational Facilities shall meet, as necessary, to evaluate the public bids received. Where an outside consultant has been retained to provide design services, such consultant shall evaluate the bids and verify references, as appropriate, and provide a recommendation to the Executive Director of Facilities and/or the Administrative Director of Educational Facilities, who, thereafter, shall make a recommendation of the lowest responsible bidder to be awarded a contract to the Administrative Director of Business Operations. The provisions of Suffolk County Code, Section A4-14 (Local Preference Law), shall be complied with in making such a determination.

H. **AWARD OF PUBLIC WORKS CONTRACTS**

A resolution authorizing the award of a public works contract for construction shall be prepared by the Office of Legal Affairs, in accordance with the requirements of the Board of Trustees. If the Board, in its discretion, approves such a resolution, the Office of Legal Affairs shall coordinate the preparation, execution, distribution and implementation of such contract. For projects where time is of the essence, the Executive Committee of the Board of Trustees is authorized to conditionally approve such award, subject to ratification by the full Board of Trustees at a regular or special meeting.

1. **Change Orders and Amendments to Public Works Contracts for Construction**

(a) In the administration of public works contracts, change orders or amendments might be necessary for prompt and effective completion of a construction project. Such change orders or amendments shall be authorized in accordance with the following rules:

Change orders and amendments shall be divided into two classes – minor and major.

(i) **Minor change orders and amendments** shall be those having a value less than \$35,001 or 10% of the public works contract, whichever is the smaller amount.

(ii) **Major change orders and amendments** shall be all those having greater value than minor change orders and amendments

(b) The President, or his/her designee, is authorized to approve individual minor change orders and amendments, provided there are sufficient appropriated funds to support such change order, and the project cost, together with the change order, remains under the budget allocated for such project. In those cases where the aggregate of the minor change orders and amendments for any public works contract for construction exceeds \$190,000 or 15% of the public works contract, whichever is the smaller amount,

that condition with appropriate explanation shall be reported to the Board of Trustees by the Facilities Department at the next scheduled meeting.

(c) The Board of Trustees shall approve all major change orders and amendments.

(d) The President, is authorized to approve major change orders and amendments if there is reason to believe that to wait for the next regularly-scheduled meeting of the Board of Trustees would compromise the progress of the construction project. Such a change order may be authorized only if there are sufficient appropriated funds to support such change order, and the project cost, together with the change order, remains under the budget allocated for such project. In such cases, all relevant information related to the major change order or amendment shall be reported Board of Trustees at the next regularly scheduled meeting.

I. **THE PROCUREMENT OF PROFESSIONAL SERVICES**

1. Contracts for services that involve specialized skill, training, knowledge, expertise, technical skill and the use of professional judgment are considered “professional service” contracts, which are excluded from the competitive bidding requirements of the General Municipal Law. Even so, such services must be procured in such a manner so as to assure the prudent and economical use of College monies, and to facilitate the acquisition of such services of maximum quality at the lowest possible cost under the circumstances. The *Guidelines for the Procurement of Consultant, Concessionaire and Other Services* or the *Guidelines for Selecting Engineering and Architectural Consultants*, and Suffolk County Code, Section A4-13 (Local Preference Law) shall be complied with in making such a determination.

The term of each contract will be defined in the solicitation documents. Any contract renewal options will be exercised at the College’s sole and absolute discretion.

(a) The College’s “Request for Proposals (RFP) Model” shall be utilized by all College departments and offices seeking the procurement of professional services, and can be accessed on the College’s website. Questions pertaining to preparing such RFPs may be directed to the Administrative Director of Business Operations and/or the Office of Legal Affairs.

(b) The RFP Model shall require that proposers submit a statement detailing if and/or how they will utilize Minority and Women-owned Business Enterprises (“MWBES”) if awarded the contract.

2. **Definitions for the Procurement of Consultant, Concessionaire and Other Services**

(a) Architectural and engineering services, and all related services (e.g., inspection, sampling, testing, borings and surveys), are addressed in **paragraph I(3)** herein.

(b) "Speaker services" are addressed in **paragraph I(4)** herein.

(c) "Consulting services" shall mean the expertise, advice, professional services, or any other personal services provided by any individual, association, proprietorship, partnership, corporation, or joint venture by contract with Suffolk County Community College including, but not limited to, planning work, grant writing, legal, computer, telecommunications, network, accounting, or educational services.

(d) "Concessionaire services" shall mean any activity to be authorized by the College in which revenue is to be derived by the College, either as a result of the sole efforts of the concessionaire or as a result of joint efforts by the concessionaire and the College. This shall include any arrangement by which the College derives services, without the expenditure of funds, in exchange for services or promotional opportunities provided by the College.

(e) "Other services" shall mean any service not included in the paragraphs (b) or (c) and not excluded by paragraph (a), above, including leases of personal property, providing of customized software or computer systems, providing of software licenses, sign interpreting, and similarly unique services.

3. **Guidelines for the Procurement of Consultant, Concessionaire and Other Services**

(a) Consultant services having a cost of up to \$1,000 may be procured directly by the initiating department or office, which shall obtain one (1) written quote and submit such quote to the Office of Legal Affairs for the preparation of a contract. The President or his designee shall execute such contract. A purchase order shall be issued prior to the performance of any work.

(b) Consultant services with a cost of \$1000.01 to \$10,000:

The initiating department or office shall obtain three (3) written quotes or proposals which shall be evaluated based on predetermined evaluation criteria with associated weights. The evaluation criteria must be clearly defined and communicated to the prospective proposers at the time the quotes or proposals are requested.

(i) The initiating department or office shall submit the quotes or proposals to the Administrative Director of Business Operations, along with a preliminary award recommendation.

(ii) The Administrative Director of Business Operations shall review all relevant documentation and make a final recommendation to the Office of Legal Affairs, which shall prepare a contract for execution by the President or his/her designee. A purchase order shall be issued prior to the performance of any work.

(c) Consultant services having a cost greater than \$10,000 require the issuance of a request for proposals (RFP).

(i) The department or office seeking the issuance of an RFP shall obtain from the Office of Legal Affairs a copy of the current RFP model.

(ii) Such department or office shall be responsible for the preparation and development of the RFP, based on the current RFP model. The administrative boilerplate in the RFP may not be changed without authorization from the Office of Legal Affairs. The initiating office shall involve in the development process the Office of Business and Financial Affairs and such other offices as will be affected by the services performed.

(iii) The RFP must include an overview of the services to be procured as well as detailed technical specifications, and should include a model contract, which may be subject to negotiation prior to award of the contract. The model contract is to be prepared by the Office of Legal Affairs.

(iv) The RFP shall state that the model contract is subject to revision arising out of terms and conditions imposed by law and/or deemed appropriate by the Office of Legal Affairs. The Office of Legal Affairs and the Office of Business and Financial Affairs should be consulted for assistance in structuring and preparing complex RFPs.

(v) The RFP should include the following Appendices and any others as determined by the Office of Legal Affairs:

- Suffolk County Code, Section A5-7, Local Law 28-1993; "Contractors and Vendors Required to Submit Full Disclosure Statement";
- County of Suffolk Contractor's Vendor's Public Disclosure Statement (SCEX Form 22);
- Suffolk County Affirmative Action Contracting Requirements;
- Suffolk County Code Article II, Disqualification of Non-responsible Bidders, Ref. Local Law No. 25-1990;
- Notice of Bidders, Ref. Local Law 25-1990;

- Bid Certification, Form SCDP-7;
- Suffolk County Code, Chapter 386 "Political Parties, Gifts to Officials of," Local Law No. 32-1980;
- Suffolk County Code of Ethics, Article XXX, Sections A30-a through A30-7;
- Suffolk County Local Law No. 4-1993, a Local Law to Promote Local Business for County Consulting Work;
- Agreement on Terms of Discussion.

(vi) The department or office is responsible for the production of one electronic copy of the RFP, after the completion of the review process, and for providing an electronic copy of the RFP to the Administrative Director of Business Operations.

(vii) The Office of Business and Financial Affairs shall coordinate the issuance of the RFP, including placing an advertisement in newspapers, mailing (or e-mailing) the RFP to all known qualified service providers or concessionaires, as applicable, placing it on the College website, developing evaluation team procedures, and award of contract.

(viii) The initiating officer (which shall be a Vice President, Executive Dean or Executive Director of Facilities), in consultation with the Procurement Office, shall determine the membership of the evaluation team prior to the issuance of the RFP, subject to the President's approval. The Evaluation Committee shall be comprised of at least three, but no more than seven, College employees. The President, however, reserves the right, in his discretion, to increase the maximum number Evaluation Committee members. The Procurement Office facilitates the evaluation committee meetings, oral presentations and all activity required during the evaluation process. Based on the evaluation committee's assessment of proposals, the Procurement Office shall submit an award recommendation to the Office of Legal Affairs.

(vix) The decision to award a contract shall be based on the ability of the service provider or the concessionaire to provide quality services and to comply with all applicable laws, rules and regulations. Evaluation criteria shall include review of the qualifications of the proposer, its financial stability, prior experience with similar projects, proposed technical strategies/methodologies, and the proposed schedule of fees. Based on the evaluation criteria, the College need not necessarily choose the proposer with the lowest proposed fee for services. The award of any contract will be determined in accordance with the best interests of the College.

(x) The Office of Business and Financial Affairs shall be responsible for notifying the Office of Legal Affairs that the contract is to be awarded so that the contract may be prepared. In the event that further contract negotiation is required with the successful proposer, the Office of Business and Financial Affairs shall arrange such meetings as may be appropriate.

(xi) The Office of Legal Affairs shall prepare a final contract, obtain all required signatures, and distribute copies of the contracts, as appropriate.

3. **Guidelines for Selecting Architectural and Engineering Consultants**

(a) The selection of consultants for architectural, engineering and related services (e.g., inspections, sampling, testing, borings and surveys) shall be governed by the following principles:

(i) If the anticipated value of consulting services for a project will not exceed \$2,000, the College shall solicit at least one proposal from a qualified firm.

(ii) If the anticipated value of consulting services for a project will not exceed \$50,000, the College shall solicit proposals from at least three (3) firms. In the event the anticipated value of such services exceeds \$50,000, a Request for Proposals shall be issued and published in the official County newspapers. The RFP shall specify the services required, the selection criteria, and, if known, the budget for the project.

(b) The selection process shall involve criteria and a point system. Each firm shall submit a proposal which includes the special qualifications of the firm for the services requested, included the name(s) of the firm member(s) who will be providing the services and their resumes, references for projects of a similar nature, the availability of the firm's staff for the proposed time table, the strategy or process through which the firm would respond to the College's need, and the cost.

Points will be assigned as follows:

(i) Up to 40 points for the general and specialized qualifications of the firm for the services requested.

(ii) Up to 40 points for the strategy or process proposed to respond to the project.

(iii) Up to 20 points for the cost proposal.

(iv) Depending upon the specific nature of a capital project, the point system may be varied by the College to adjust the importance of individual categories.

(c) Each of the proposals submitted shall be reviewed in accordance with the criteria above by a selection committee consisting of at least three individuals, but no more than seven. At a minimum, one of the members of the Evaluation Committee must be from the College's Central Facilities office. The membership of the committee shall be recommended by the requesting department. Depending upon the size of the project, the recommended committee membership is subject to approval by the President or his designee. Firms may be required to provide oral presentations, when appropriate. The selection committee will assign points to each proposal and the best qualified firm will be selected. The President or his/her designee shall be authorized to execute agreements for consultant services.

(d) All fees paid shall not exceed the Guidelines for Consulting Fees distributed by the Office of the Suffolk County Comptroller. The award shall normally be for a negotiated, fixed fee, which shall not exceed a designated sum, and payment of said fee shall be calculated in accordance with the consultant's hourly wage rate schedule. In the event additional work is requested in writing by the College following the award of the contract, the consultant shall be entitled to an additional fee. The contract shall specify the basis for computing any additional fees. Additional work would normally only be requested to accommodate a change by the College in the scope of the project or as a result of an unknown condition. In the event the fee agreed upon shall be a percentage of the construction cost, no additional fee shall be payable when the additional services are reflected in the higher cost of the project upon which the fee shall be based. In either a fixed fee or percentage fee situation, no additional fees shall be payable for the additional work of preparing new designs and/or specifications to bring the project within budget when the budget was known to the consultant prior to the award. Additional services involving a fee in excess of \$35,000 shall be subject to approval by the Board.

(e) The Board member designated as the Board's liaison to the College administration on capital projects shall be kept informed of each RFP sent out to architectural or engineering firms, and, if it is for project with a fee of \$50,000 or more, the Board shall authorize the award to the firm.

(f) Appropriate provision shall be made in all agreements for the requirements of the County of Suffolk, including all mandatory appendices, the State of New York, and the State University of New York. When appropriate, the requirement of the Dormitory Authority shall also be included.

(g) The President, or his/her designee, is authorized to approve additional services having a value of less than \$35,000. In those cases where the aggregate of several requests for additional services within any one agreement reaches \$50,000, that condition with appropriate explanation shall be reported to the Board of Trustees at the next scheduled meeting.

4. **Speaker Services**

(a) The initiating department or office shall assess options for speaker services by obtaining written quotes for such services, while considering the goals of the program and available budget. The departments or office shall document the speakers which have been considered and the rationale for the final selection.

(i) If the fee for a speaker program is below \$2,000, the department or office shall submit a request to the Office of Legal Affairs to prepare an appropriate contract for execution by the President or his/her designee.

(ii) If the fee for a speaker program is \$2,000 or above, the department or office, upon the prior written approval of the Vice President for Academic Affairs or for Student Affairs, as appropriate, shall submit a request to the Office of Legal Affairs to prepare an appropriate contract for execution by the President or his/her designee.

(b) Purchase orders shall be issued prior to the performance of any services.



Office of the President

BOARD OF TRUSTEES

January 17, 2019

RESOLUTION NO. 2019.05 - Amending the Facility Use Policy


WHEREAS, the College's *Facility Use Policy* sets guidelines for the use of College facilities and provides for the payment of rental and staffing fees for such use, and

WHEREAS, the College recommends making revisions to the Policy in order to provide guidance for the use of College facilities by partisan entities, and

WHEREAS, the intent of the revisions is to serve the educational purposes of the College by developing the political literacy of its students, fostering the exchange of ideas, and providing an opportunity to analyze divergent viewpoints, be it therefore

RESOLVED, that the *Facility Use Policy* is hereby amended as specified on Attachment V, herein, and be it further

RESOLVED, that the amended *Facility Use Policy* shall be effective as of January 17, 2019.



Gordon D. Canary
Secretary

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.

V. Guidelines Governing Use of Facilities for Partisan Purposes; Use by Governmental Entities

1. The College encourages the development of political literacy for its students. This includes exposure to partisan forums which foster the exchange of ideas and an opportunity to analyze divergent viewpoints.
2. Partisan and/or political entities or advocates may be permitted the use of College facilities in accordance with the procedural requirements of this policy and subject to the following conditions:
 - a. That the proposed event be open to the public; and
 - b. That the proposed event, in the sole and absolute discretion of the College, give promise of contributing to the educational purposes of the College.
3. College facilities will not be made available for any event which may cause or result in inciting or producing imminent lawless action or violence, and which is likely to incite or produce such action or violence.
4. College facilities may be utilized by governmental entities and their authorized representatives provided such use serves the public interest and/or fulfills a public purpose.

**Board of Trustees
January 17, 2019**

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**Board of Trustees
January 17, 2019**

Suffolk County Community College Facility and Staffing Fee Schedule, eff. September 5, 2017

D.7

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. September 5, 2017

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. September 5, 2017

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. September 5, 2017

D.7

PARKING LOTS		
Ammerman		
Eastern		
Grant		
	Per day	\$412

**Board of Trustees
June 15, 2017**

Suffolk County Community College Facility and Staffing Fee Schedule, eff. September 5, 2017

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
(Minimum charge: 4 hours)		
Campus Coord Spec Event		\$120
Conf Trade Show PA		\$79
Coord 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