



Office of the President

BOARD OF TRUSTEES

February 17, 2022

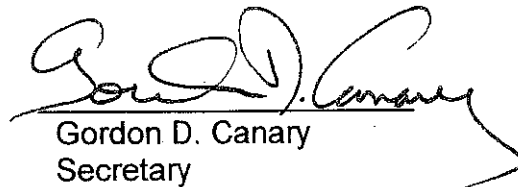
RESOLUTION NO. 2022.01 - Approving Monthly Sponsor Services for Suffolk County Community College

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 payment to the County of Suffolk in the amount of \$2,076,235.68 for the month of December 2021 (*Attachment I*) is 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

INVOICE

Suffolk County Employee Medical Health Plan

County of Suffolk
William J. Lindsay Complex
725 Veterans Memorial Highway, Bldg. 158
Hauppauge, NY 11788

DATE: December 9, 2021
INVOICE No.: 21-012
FOR: EMHP of Suffolk County
SCCC Insurance Premium Due
SCCC Employee Contributions Due
Fund 818

Bill To:
Jamie Hahn
Suffolk County Community College - Business & Financial Affairs
FML Rm. 232, College Road
2 North Tamlami Trail, Suite 602
Selden, NY 11784

Health Insurance Coverage	Premium	# Employees	Total
EMHP Indiv.	809.90	571	462,452.90
EMHP Family	1,908.12	1153	2,200,062.36
Leave Adjustments			
EMHP Indiv.	809.90	0	0.00
EMHP Family	1,908.12	9	17,173.08
Surviving Spouse CCR			
	809.90	5	4,049.50
HMO's			
HIP Indiv.	1351.84	1	1,351.84
HIP Family	3,312.00	1	3,312.00
December 2021 Premium Due:		1740	2,688,401.68
EMPLOYEE HEALTH INSURANCE CONTRIBUTIONS			
2021 Payroll 23, Time Period: 11/1/21 - 11/14/21			70,957.46
2021 Payroll 24, Time Period: 11/15/21 - 11/28/21			70,739.74
Employee Insurance Contributions Due:			141,697.20
Total Due:			\$2,830,098.88

**(\$365,150.00)
***(\$388,713.20)
\$2,076,235.68

Payments are to be remitted to Suffolk County via wire transfer within thirty (30) days of this invoice.

If you have any questions concerning this invoice, please call Brooke Deere @ 631-853-4777 or e-mail brooke.deere@suffolkcountyny.gov.

THANK YOU .

** Deduction reflects the Medicare reimbursement for the quarter ending December 31, 2021**
*** Decuction reflects the 2019 Medicare IRMAA remibursement given in November 2021***



Office of the President

BOARD OF TRUSTEES

February 17, 2022

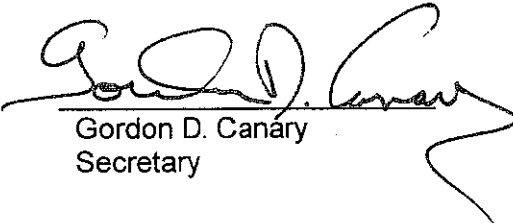
RESOLUTION NO. 2022.02 - Approving Budget Transfers

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 February 9, 2022**

<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>	
J0039835	181800	C86801	712075	Network & Telephone Equipment (non-cap)	50,000		To pay for IT system firewalls college-wide
	181800	C86801	712070	Network & Telephone Equipment		50,000	
J0039836	181800	C86201	713160	Computer Software	51,880		To pay for IT system firewalls college-wide
	181800	C86801	712070	Network & Telephone Equipment		51,880	
J0039837	181800	C59801	712445	Instructional Equipment (non-cap)	112,000		To pay for IT system firewalls college-wide
	181800	C86801	712070	Network & Telephone Equipment		112,000	
J0039838	181800	C59801	712455	Replacement Computers (non-cap)	81,000		To pay for IT system firewalls college-wide
	181800	C86801	712070	Network & Telephone Equipment		81,000	
J0039839	181800	C59801	712070	Replacement Computers	30,000		To pay for IT system firewalls college-wide
	181800	C86801	712070	Network & Telephone Equipment		30,000	
J0039970	181800	C59801	712455	Replacement Computers (non-cap)	19,000		To pay for warranties on servers in IT
	181800	C86801	713651	Maintenance Contracts		19,000	
J0040001	181800	C69001	713650	Building Materials and Supplies	22,932		To pay for Chargepoint software, maintenance and management renewal
	181800	G63501	713160	Software		11,116	
	181800	G63501	713651	Maintenance Contracts		11,816	
					366,812	366,812	



Office of the President

BOARD OF TRUSTEES

February 17, 2022

RESOLUTION NO. 2022.03 - Approving the Agreement Among the Suffolk County Community College (the "College"), the County of Suffolk, and the Guild of Administrative Officers of Suffolk County Community College ("the Guild")

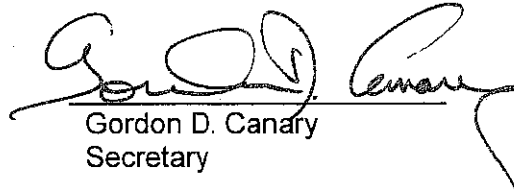
WHEREAS, the College, the County of Suffolk, and the Guild have reached an agreement covering the terms and conditions of employment for College employees represented in the Guild extending from September 1, 2019 to August 31, 2023, and

WHEREAS, said agreement has been set down in a Stipulation of Agreement (Attachment III), and

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

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

RESOLVED, that the Stipulation of Agreement among the College, the County of Suffolk, and the Guild, annexed hereto as Attachment III, be and the same is hereby approved.



Gordon D. Canary
Secretary

12/2/2021

Board of Trustees
February 17, 2022
Attachment III

Stipulation of Agreement
Between
The County of Suffolk,
Suffolk County Community College
And
The Guild of Administrative Officers of
Suffolk County Community College

Stipulation of Agreement made and entered into this ___ day of _____, 2021 by and between the County of Suffolk (“the County”), Suffolk County Community College (“the College”) and the Guild of Administrative Officers of Suffolk County Community College (“Guild”).

1. Term of Agreement:

The collective bargaining agreement is extended for a period of four (4) years, from September 1, 2019 up to and including August 31, 2023, in all of its terms and conditions except as specifically modified herein.

The provisions of the Guild of Administrative Officers bargaining unit will be pursuant to the 1991–1997 Collective Negotiations Agreement, as updated by the 1997–2001 Stipulation of Agreement, as updated by the 2001–2002 Stipulation of Agreement, as updated by the 2002–2005 Stipulation of Agreement, as updated by the 2005–2011 Stipulation of Agreement, as updated by the 2011–2015 Stipulation of Agreement, all of which are memorialized and updated in the draft collective bargaining agreement sent to the Guild on July 29, 2016 , which will then be modified pursuant to the terms of the 2015–2019 Stipulation of Agreement and this 2019–2023 Stipulation of Agreement.

The draft 2011–2015 collective bargaining agreement sent to the Guild on December 2, 2017 will be finalized by the County and provided to the Guild for signature. The Guild will sign the agreement and return it to the College and County for signature.

The County will then prepare a draft 2015–2019 collective bargaining agreement within thirty (30) calendar days from the date of approval from the Guild of the 2011–2015 collective bargaining agreement. The Guild will, within thirty (30) calendar days from its receipt of the draft 2015–2019 agreement, provide the College with any objections it has to the draft.

The County will prepare a draft 2019–2023 collective bargaining agreement within thirty (30) calendar days from the date of approval from the Guild of the 2015–2019 collective bargaining agreement. The Guild will, within thirty (30) calendar days from its receipt of the draft agreement, provide the College with any objections it has to the draft.

2. Article II (Wages and Salary Schedules: (Guild Salary Plan)):

Effective September 1, 2020, the full-time salary schedules and the schedule of stipends, including Excellence in Education, will be increased by 1.6% at each step.

Effective September 1, 2021, the full-time salary schedules and the schedule of stipends, including Excellence in Education, will be increased by 1.6% at each step.

Effective September 1, 2022, the full-time salary schedules and the schedule of stipends, including Excellence in Education, will be increased by 1.6% at each step.

Effective August 31, 2023, the full-time salary schedules and the schedule of stipends, including Excellence in Education, will be increased by 1.6% at each step.

Upon complete ratification by the Guild membership, County Executive, and approval by the Board of Trustees and the Suffolk County Legislature, the increase in faculty base pay, including the Excellence in Education stipend if eligible, pursuant to the Faculty Association contract, as applicable, shall be implemented.

Retroactive payments for the scheduled raises effective on September 1, 2020 and September 1, 2021 will be paid not later than ninety (90) days after the date on which this 2019-2023 Stipulation of Agreement is completely ratified and approved. In order to be eligible for the retroactive payments set forth herein, employees must be on active payroll as of the date on which the 2019-2023 Stipulation of Agreement is fully ratified and approved.

3. Article III(2)(d) (Academic Chair Regular Load):

Amend to state: "Effective September 1, 2021, excluding the time designated by the Campus Executive Dean for regular Chairs meetings, Academic Chairs shall not be restricted from teaching regular load between the hours of 9:30am and 4:00pm on Wednesday and Friday. Employees will continue to perform administrative functions and/or attend meetings as directed by the College on these days. This is subject to change at the sole discretion of the College as long as notice is given to the Guild President at least thirty (30) days prior to the start of the semester in writing."

a. Article III(3)(b) (Assistant Academic Chair Workload):

Paragraph 2, Amend to state, "Assistant Academic Chairs shall be obligated to work (5) workdays excluding holidays preceding the start of spring semester day classes.

4. Article VI(4) (Benefit Fund):

The \$50 increase per full-time Unit member added to the contribution rate effective September 1, 2020, and the additional \$50 per full-time member added to the contribution rate effective September 1, 2021, are deemed ratified upon full ratification of the 2019-2023 Agreement by the Guild Unit membership and the County Executive, and approval as set forth below by the Board of Trustees and the Suffolk County Legislature.

Amend to add a new section (c): Upon advance notice of any changes in an employee's employment status, including but not limited to, retirement, lay-off, or leave of absence prior to

the end of the semester, the Benefit Fund will reimburse the College any benefit fund payments made after a minimum 30-day grace period on a pro-rata basis.

5. **Article VII(1)(a) (Sick Leave):**

Upon complete ratification by the Guild membership, County Executive, and approval by the Board of Trustees and the Suffolk County Legislature, amend to add a new sentence after the third sentence in Paragraph 1(a) as follows: "For employees hired or appointed to a Guild position on or after September 1, 2016, such payments shall be paid at the prevailing salary rate."

6. **Amend Article IX (Other Benefits) as follows:**

(a) Effective 9/1/2021, amend Paragraph 7 (Time Off for Union Business) to delete existing language and replace with the following language: "The Guild will have available a total of fifteen (15) credit hours of reassigned time per academic year for distribution by the Guild President, at his/her option, to Guild officers to conduct Guild business. No more than three (3) such credit hours will be distributed to any officer in the academic year, except the Guild President to whom up to six (6) such credit hours may be distributed in the academic year. The Guild President will notify the College's Assistant Vice President for Human Resources of such distribution at least fifteen (15) working days prior to the beginning of each semester."

(b) Delete Paragraph 8 (Telephone Extension) and replace with the following language: "**Guild Office** – An office equipped with an active telephone extension will be made available for use of the President of the Guild for his/her Guild duties within a reasonable period of time following the complete ratification and approval of the 2019-2023 Stipulation of Agreement.

7. **Article XII (Meetings: (Labor-Management Committee)):**

A Labor-Management Committee will be formed consisting of the College President or his/her designee, an additional member of the College Administration designated by the College President, the Guild President or his/her designee, and one additional member designated by the Guild President. The Committee shall meet during the life of the Agreement to discuss only matters that are not terms and conditions of employment will be subject to the committee's jurisdiction. Nothing concerning the committee's jurisdiction, discussions and results, or lack of same, will be subject to the contractual grievance and arbitration procedures, PERB's improper practice, impasse or fact-finding procedures, or any other type of third-party review."

8. **Amend Article XIV (Rights of the Administration) as follows:**

Amend to add new paragraph as follows:

Public Health Emergency:

The Guild agrees that the College will establish and implement reasonable workplace health and safety rules, to ensure the health and safety of employees and students in connection with a public health emergency, including but not limited to a federally declared public health

emergency, a State-declared disaster or emergency involving public health, or a declared outbreak of communicable or infectious disease on campus. The College President (or his/her designee) will provide prior written notice to the Guild President of any such rule affecting Guild-represented employees and provide the Guild President with a reasonable opportunity, under the applicable circumstances, to comment and make recommendations on such rule. The College President (or his/her designee) will consider and respond to such recommendations within a reasonable timeframe prior to implementation of the rule. If the college chooses to not adopt recommendations offered by the Guild, the Guild will be provided written reason as to why the recommendation was not adopted. The Guild's consent to such rule shall not be required prior to implementation of such rule, unless the rule is inconsistent with a stated term of this Agreement. Unless mandated by a State University of New York, Suffolk County, New York State or federal requirement that all College employees who perform all or a portion of their job responsibilities on-campus or in-person are subject to vaccination, the parties agree that this provision shall not be utilized by the College to unilaterally mandate vaccination for Guild-represented employees."

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

Dated: _____, 2021

Agreed:

GUILD OF ADMINISTRATIVE OFFICERS SUFFOLK COUNTY COMMUNITY COLLEGE

By: _____
Sean Tvelia
Guild President

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

Angelica Rivera
Assistant Vice President, Human Resources

COUNTY OF SUFFOLK

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



Office of the President

BOARD OF TRUSTEES

February 17, 2022

RESOLUTION 2022.04 - Amending the College Operating Budget to Reflect an Increase in the Grant Award from the NYS Education Department for the Science and Technology Entry Program (STEP)

WHEREAS, the 2021-2022 College operating budget provided \$450,000, including indirect costs, in anticipation of a grant award from the NYS Education Department for the Science and Technology Entry Program (STEP), and

WHEREAS, the grant award has been increased by \$45,482, bringing the total amount of the grant award to \$495,482, including indirect costs, and

WHEREAS, STEP is designed to motivate and prepare financially disadvantaged and underrepresented minority secondary school students for careers in science, technology and mathematics-related disciplines, along with licensed profession, such as nursing and accountancy, and

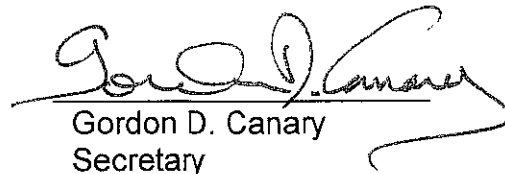
WHEREAS, it is necessary to amend the 2021-2022 College operating budget in the amount of \$45,482 to provide for the increase in the grant award, and

WHEREAS, no matching funds are required, be it therefore

RESOLVED, that the 2021-2022 College operating budget be amended to reflect an increase in the amount of \$45,482, including indirect costs in the amount of \$3,214, from the NYS Education Department for the Science and Technology Entry Program (STEP), and the College President, or his designee, is authorized to execute any necessary documentation, as approved by the College General Counsel.

Project Director: Arlene Jackson, Assistant Dean, Continuing Education

Note: No full-time positions
No in-kind contribution required

A handwritten signature in black ink, appearing to read "Gordon D. Canary".

Gordon D. Canary
Secretary



Office of the President

BOARD OF TRUSTEES
February 17, 2022

RESOLUTION 2022.05 - Authorizing the College President to Execute a Connection Amendment and Extension Agreement- Suffolk County Sewer District No. 3- Southwest

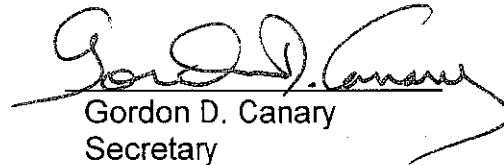
WHEREAS, Suffolk County Community College (the "College") pursuant to an Agreement with Suffolk County dated September 7, 1993 connected the Michael J. Grant Campus in Brentwood to the Suffolk County Sewer District No. 3 Southwest (the "District") with a permitted discharge of 20,000 gallons per day, and

WHEREAS, the original Agreement was amended on July 15, 1999 to add an additional 20,000 gallons per day of permitted capacity, and

WHEREAS, the prior Agreements between and among the parties have expired but have proceeded on a year to year extension, and

WHEREAS, the College has requested an extension of the term of the Agreements through 12/31/2039 and the District has determined that it has capacity in excess of its needs and is therefore willing to permit such extension under the terms and conditions of the Connection Amendment and Extension Agreement referred to herein, now therefore be it

RESOLVED that the Board of Trustees approves the Connection Amendment and Extension Agreement with the District referred to herein and authorizes the College President to execute said Agreement on behalf of the College upon such terms and conditions as shall be approved by the Office of Legal Affairs.

A handwritten signature in black ink, appearing to read "Gordon D. Canary", is written over a horizontal line. Below the line, the name "Gordon D. Canary" and the title "Secretary" are printed in a standard serif font.

Gordon D. Canary
Secretary



Office of the President

BOARD OF TRUSTEES

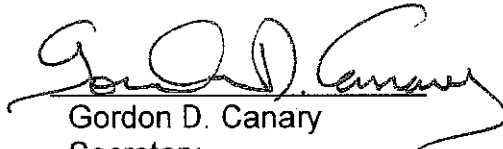
February 17, 2022

RESOLUTION 2022.06 - Approving the Requested 2023-2025 Capital Program and 2023 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 (Attachment IV) 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 IV, and authorizes the President or his designee to submit the projects for the 2023-2025 capital program and 2023 capital budget.



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



Grant Campus Renewable Energy and STEM Center



Ammerman Campus Parking Improvements

PROPOSED CAPITAL PROJECTS 2023 – 2025

February 2022
**OFFICE OF FACILITIES AND PROJECT
MANAGEMENT**
CENTRAL ADMINISTRATION
533 COLLEGE ROAD
SELDEN, NY 11784



Kreiling Hall Renovation

TABLE OF CONTENTS

	<u>page</u>
1.0 Program Summary	3
2.0 New Project Requests	5
• South Cottage Renovation – Grant Campus	6
• Caumsett Hall Partial Renovation – Grant Campus	10
3.0 Existing Capital Projects with Continuing Authorizations	13
• Infrastructure – College Wide (#2149)	14
• Workforce Development and Technology Center Expansion (#2178)	19
• Automotive Technology Center – Grant Campus (#2203)	22
4.0 Existing Capital Projects with Completed Authorizations	27
• Renovation of Kreiling Hall – Ammerman Campus (#2114)	28
• Renovations to Sagtikos Building – Grant Campus (#2118)	29
• Removal of Architectural Barriers/ADA Compliance (#2127)	30
• Environmental Health and Safety (#2131)	32
• Improvements/Replacements to Roofs at Various Buildings (#2137)	33
• Installation of Cooling Systems – College Wide (#2138)	34
• Security Notification – College Wide (#2140)	35
• Renewable Energy and STEM Center – Grant Campus (#2141)	37
• Plant Operations Building – Grant Campus (#2144)	42
• Warehouse Building – Eastern Campus (#2145)	44
• Learning Resource Center (LRC) – Grant Campus (#2159)	46
• Life Safety – College Wide (#2163)	49
• Sciences, Technology and General Classroom Building (#2174)	52

• Waterproofing Building Exteriors (#2177)	55
• Master Plan Update – College wide (#2186)	56
• Reconstruction of the Central Plaza at Ammerman Campus (#2187)	57
• Learning Resource Center (LCR) – Eastern Campus (#2189)	58
5.0 Index – Alphabetical Listing of Capital projects	61

1.0 Program Summary

New and Existing Project Requests

The College is requesting two new projects for this Capital Program cycle.

The College is not requesting any additional capital project changes relative to the current Capital Program and only seeks to maintain those projects currently included as funded and scheduled.

The table below summarizes the College's existing capital projects with continuing authorizations as well as the two new project requests.

Project Title	Project CP #	Future Appropriations			
		2022	2023	2024	2025
Infrastructure	2149	\$5,150,000	\$5,150,000		
WDTC Expansion	2178	\$2,280,000			
Automotive Tech Ctr.	2203	\$1,380,000	\$21,620,000		
S. Cottage Renovation	New			\$650,000	
Caumsett Partial Reno	New			\$700,000	\$8,800,000

All other capital projects are fully appropriated.

2.0 New Capital Project Requests

South Cottage Renovation – Grant Campus

Project No.

New

Status

New Request for construction and furniture funding in 2024.

Location

Grant Campus

Description

This project will transform the vacant South Cottage building into the Campus Health and Wellness Center, which will focus on mental health counseling as well as other health services. The renovation will include mental health counselor offices; a zoom room so students can connect with mental health support external to the campus; two treatment rooms for health services; a nurses' station; and check-in space. As this is a major renovation program, supporting capital projects may be used in conjunction with this project. These include CP2140 and CP2149. The LEED standards will be incorporated into the design.

Programming	Costs	
Two exam rooms; three offices for counselors and nurse; break room; reception area; Zoom room; file storage.	2,544 gsf @ \$205/gsf. for construction	\$521,520
Handicap accessible restroom; half restroom; new elevator.	770 nsf @ \$30/nsf. for FF&E	\$23,100
	Subtotal 1	\$544,620
	Owner Contingencies (8%)	\$43,570
	Subtotal 2	\$588,190
	Inflation @ 5% per year	\$60,290
	Total Est Cost (2024 dollars)	\$648,480

Historical construction costs as well as past annual inflation estimates are currently not good indicators of present and future building trade / material costs. Current market conditions including supply chain issues, high demand for construction related labor and materials, labor shortages due to the global pandemic and overall inflation rates are significantly impacting costs. To calculate a realistic unit cost for construction, several sources of current interior renovation costs for public buildings were used including estimates from current County contract holders, general construction contractors who regularly bid on County work, and current FF&E rates utilizing State contracts for similar fit-outs. The resulting unit costs were based on the following scope of work associated with this renovation:

- New windows and exterior doors
- Lead and asbestos abatement
- ADA compliance including a new entrance; handrails and guardrails
- A new elevator
- Demolition of existing and construction of new interior walls
- New plumbing and plumbing fixtures
- New electric and telecommunications cabling and terminations including fire alarms
- Baseboard heat and air conditioning modifications
- New finishes including flooring and paint
- New ceilings and lighting

- Minor structural work.

Cost Summary (year 2024)

Construction =	\$620,000
F & E =	\$ 30,000
Total =	\$650,000

Program Status

Conceptual plans for the addition have been completed in-house. The bulk of remaining design services will also be completed in house. Construction work will be performed by contractors with existing County and State annual needs contracts wherever possible.

Aid and Approval Requirements

This project receives 50 percent State aid and 50 percent County funding. SEQRA approval is also required.

Justification and Benefits

Mental health and health service needs have and continue to increase due to numerous impacts from the pandemic. We anticipate a greater need for these services as students adjust to being back on campus. This will take the form of both in person and remote support. Currently, when on-site campus support is not available we must rely on other campus personnel to assist. This project will provide a centralized location with more privacy for students seeking mental health and health services. Currently, Health Services is housed in a high traffic area in Captee Commons, adjacent to Campus Activities. This does not allow for privacy of individuals seeking assistance and/or support. Similarly, the Mental Health Counselor is housed in a separate the high traffic area that serves all students for advising. Again, this does not allow for adequate privacy. Currently there is great potential for confidentiality to be compromised

In the area of Health Services, the following data from the 2019-2020 academic year was collected regarding individuals:

- Emergency/First Aid Care: 229
- Medical clearance for program clinical sites
 - School of Nursing: 234
 - Occupational Therapy Assistants: 83
 - Veterinary Technician: 109
 - Emergency Medical Technician: 33
- Immunization records reviewed and recorded: 10,925
- Walk-in Services: 3,824

During the 2019–2020 academic year, Mental Health Counseling served a total of 814 students as follows:

- Scheduled appointments: 437
- Walk-in appointment: 377

This project meets the criteria established in the County Executive’s memorandum governing capital budget requests. The specific criteria this project addresses includes (1) promotion of infrastructure improvements which increase efficiencies, streamline government operations and extend the useful life of existing infrastructure; (2) submission of projects which address critical health and safety needs; and (3) submission of projects which are funded with State aid.

Operating Expenses and Revenue Estimates

In the first year of operation the College projects adding one additional office assistant. The new elevator will require monthly inspections. Based on these projections, annual operating expenses will total approximately \$78,831. A summary of these calculations follows.

Operating Expenses – Staffing

Projected expenses for new full-time staffing are as follows:

Title	Current Salary	FICA	Retirement	Healthcare	Benefit Fund	Total
Principal Office Assistant	\$36,697	\$2,807	\$3,413	\$19,220	\$1,500	\$63,637

Notes:

1. FICA is calculated at 7.65% of annual salary.
2. Retirement contributions are a percentage of annual salary and vary based on specific employee plan and tier.
3. Healthcare costs are based on a County blended rate of \$20,720 per employee minus the employee contribution of 2% of annual salary or a minimum of \$1,500, whichever is higher.
4. The Benefit Fund contribution (i.e. dental and vision) is estimated at \$1,500 per employee

If the building opens in 2024:

Assuming 2.0 percent annual increase:

$$= \$63,637 * (1.02)^2 = \mathbf{\$66,208 \text{ (year 2024 dollars)}}$$

Operating Expenses – Utilities

Heating

Based on individual building gas meter readings and costs per therm, the heating costs per square foot at the Grant Campus for 2021 averaged \$0.44/sf.

$$\text{Annual cost} = (2,544 \text{ sf})(\$0.44/\text{sf}/\text{yr}) = \$1,119$$

Electricity

Based on individual building electric meter readings and costs per kWh, the electrical costs per square foot at the Grant Campus for 2021 averaged \$2.40/sf.

$$\text{Annual cost} = (2,544 \text{ sf})(\$2.40/\text{sf}/\text{yr}) = \$6,106$$

$$\mathbf{\text{Total Heating and Cooling Cost} = \$1,119 + \$6,106 = \$7,225 \text{ (year 2021 dollars)}}$$

Assuming 3.0 percent annual increase:

$$= \$7,225 * (1.03)^3 = \mathbf{\$7,895 \text{ (year 2024 dollars)}}$$

Operating Expenses – Supplies, Materials and Maintenance

Plant Operations related recurring expenses for all buildings at the Grant Campus with the exception of the Suffolk Federal Credit Bldg. average \$0.85/sf for the 2021/22 budget year. This includes building supplies and materials, building repairs, maintenance contracts, cleaning

supplies, waste and garbage removal, snow and ice removal, small tools, clothing and meal allowances, software, safety supplies, and communication equipment repairs.

Subtotal = $(\$0.85/\text{sf.})(2,544 \text{ sf.}) = \$2,162$

In addition, annual elevator maintenance costs \$2,382 for one elevator.

If the building opens in 2024:

Assuming 2.0 percent annual increase:

$$= \$4,544 * (1.02)^2 = \mathbf{\$4,728 \text{ (year 2024 dollars)}}$$

Caumsett Hall Partial Renovation – Grant Campus

Project No.

New

Status

New Request for design funding in 2024 and construction and furniture funding in 2025.

Location

Grant Campus

Description

This project will reconfigure and relocate existing spaces within Caumsett Hall to centralize critical student services. Approximately 21,600 net square feet with the building will be reconfigured to create a one stop model for enrollment including admissions, academic counseling, testing and transactional space. In addition, a Welcome Information Center will be created to better direct new students. The result will be a much-improved enrollment flow and process and a more welcoming image for prospective students. This will further streamline enrollment and retention initiatives to better serve students. As this is a major renovation program, supporting capital projects may be used in conjunction with this project. These include CP2140 and CP2149. The LEED standards will be incorporated into the design.

Programming	Costs	
Basement academic counseling and financial aid areas relocated to the second floor. Vacated spaces to become computer classrooms.	21,600 nsf feet @ \$300/nsf. for construction	\$6,480,000
First floor reconfigured to include a Welcome Information Center and an Academic Advising and Mentoring Center.	16,600 nsf @ \$30/nsf. for FF&E	\$498,000
Second floor reconfiguration to include centralized transactional services and academic counseling.	Subtotal 1	\$6,978,000
	Owner Contingencies (8%)	\$558,240
	Subtotal 2	\$7,536,240
	Inflation @ 5% per year	\$1,187,900
	Total Constr. Cost (2025 dollars)	\$8,724,140
	Design Fee SUNY Guidelines	\$700,000
	Total Est. Cost (2025 dollars)	\$9,424,140

Historical construction costs as well as past annual inflation estimates are currently not good indicators of present and future building trade / material costs. Current market conditions including supply chain issues, high demand for construction related labor and materials, labor shortages due to the global pandemic and overall inflation rates are significantly impacting costs. To calculate a realistic unit cost for construction, several sources of current interior renovation costs for public buildings were used including general construction contractors who regularly bid on County work, results from recent renovations at the Sagtikos Building (2019) and Kreiling Hall (2018), input from other municipalities including SUNY, and current FF&E rates utilizing State contracts for similar fit-outs. The resulting unit costs were based on the following scope of work associated with this renovation:

- Demolition of existing walls, ceilings, flooring and associated mechanical and electrical runs

- Construction of new interior walls
- New electric and telecommunications cabling and terminations including fire alarms
- New branch duct work, registers and HVAC controls.
- New finishes including flooring and paint
- New ceilings and lighting
- New telecommunications student interfaces

Cost Summary (year 2024/25)

Design =	\$ 700,000
Construction =	\$8,300,000
F & E =	\$ 500,000
Total =	\$9,500,000

Program Status

An RFP to retain design services can be prepared once funding is appropriated and State aid is secured.

Aid and Approval Requirements

This project receives 50 percent State aid and 50 percent County funding. SEQRA approval is also required.

Justification and Benefits

While the primary focus of this renovation is new student enrollment, the streamlining of processes will benefit continuing students as well. All enrollment services will be relocated to the second floor. Currently offices are disjointed and spread across seven different locations on three different floors within the building. This move would improve the student experience, eliminate duplication of services, enable cross-training among staff, and allow students to have access to all services in a single location, which would reduce wait time, frustration, and confusion. This will improve the enrollment flow and process. Additionally, upgrading the space and environment will enhance services and the student experience with the hopes of increased enrollment and retention as a result of the streamlined process. The facilities need to be reflective of the importance and value we place on the student experience.

Cross-training of academic counseling staff will help students better understand from beginning to end what their experience will entail as they move from being admitted and choosing a major, to selecting classes, to understanding payment options, scholarship availability, and financial aid options, all while they have an eye on career or transfer opportunities upon degree completion.

Additionally, by joining all transactional processes into one space, and cross-training the personnel (registrar, student accounts, financial aid clerks) students will be able to manage the process in one location as opposed to having to go to three separate spaces across two floors—sometimes multiple times—to finalize their registration and payment.

The first floor will house a new Welcome and Information Center which will include kiosks, staff and a call center to respond to student needs, prioritize those needs and direct students to the appropriate area within the new one stop model. An Academic Advising and Mentoring Center will also be co-located on this floor and include presentation rooms, an open computer lab, and designated office space for advisors who may need to meet with students remotely. The vacated space in the lower level of Caumsett Hall will be reconfigured into computer classrooms with up-to-date technology that will enhance the student experience.

Student Affairs has had the same basic structure for most of the Campus's 48-year history, with minor adjustments where needed. Changes in technology have been implemented minimally, and while some areas have grown and expanded somewhat, there has not been a complete review of

systems and spaces to best meet modern student needs as they align with our Institutional Goals. Immediate needs center around supporting an increasing number of students with varying disabilities as well as students who are underprepared academically and socially while improving retention and graduation rates as indicators of student success. In order to examine our current processes and evaluate an improved flow of enrolling, retaining, and graduating students, a committee was formed consisting of members from each enrollment services office along with the members from student accounts. Through a multi-faceted lens that looks toward more collaborative and less-siloed functionality, we hope to accomplish the following with this renovation:

- Increase interaction, collaboration, and cooperation by providing one transactional office to meet registration, financial aid, and student accounts needs.
- Empower counselors to work with students through all the necessary nuances from their admission into programs, through a career or transfer plan, inclusive of semester by semester support for their college goals and needs.
- Strengthen support and advisement for at-risk students.
- Increase the connection and interaction with teaching faculty to support struggling students and foster partnerships for improved retention and student success.
- Link Career and Transfer opportunities to student planning and advisement from the beginning point of admission and registration.

This project meets the criteria established in the County Executive's memorandum governing capital budget requests. The specific criteria this project addresses includes (1) promotion of infrastructure improvements which increase efficiencies, streamline government operations and extend the useful life of existing infrastructure; and (2) submission of projects which are funded with State aid.

Operating Expenses and Revenue Estimates

In the first year of operation the College projects adding one additional office assistant. Utility costs will not be impacted by the project. There is a strong possibility that because of the cross-training of personnel, there will be decreased costs associated with part-time hires and overtime. Based on these projections, annual operating expenses will total approximately \$67,532. A summary of these calculations follows.

Operating Expenses – Staffing

Projected expenses for new full-time staffing are as follows:

Title	Current Salary	FICA	Retirement	Healthcare	Benefit Fund	Total
Principal Office Assistant	\$36,697	\$2,807	\$3,413	\$19,220	\$1,500	\$63,637

Notes:

1. FICA is calculated at 7.65% of annual salary.
2. Retirement contributions are a percentage of annual salary and vary based on specific employee plan and tier.
3. Healthcare costs are based on a County blended rate of \$20,720 per employee minus the employee contribution of 2% of annual salary or a minimum of \$1,500, whichever is higher.
4. The Benefit Fund contribution (i.e. dental and vision) is estimated at \$1,500 per employee

If the building opens in 2025 assuming 2.0 percent annual increase:

$$= \$63,637 * (1.02)^3 = \mathbf{\$67,532 \text{ (year 2025 dollars)}}$$

3.0 Existing Capital Projects with Continuing Authorizations

Infrastructure – College Wide

Project No.

2149

Status

County funding has been appropriated for Phases I through V for a total of \$51,800,000. Construction funds totaling \$5,150,000 for the first half of Phase VI are scheduled for appropriation in 2022. State aid is included for this appropriation in the Governor's proposed budget. An additional \$5,150,000 in funding is scheduled in 2023. No changes are being requested.

Location

College Wide

Description

Many College building systems and supporting infrastructure are at the end of their useful life and in poor condition. Failure of these systems would disrupt College operations and create safety hazards. Some areas are already safety concerns. This project would begin to repair these critical physical assets before they fail. The LEED certification process will begin at the early stages of design. This project will support other planned building and campus renovation work including work covered under CP2114, CP2118, CP2127, CP2129, CP2131, CP2134, CP2137, CP2138, CP2140, CP2152, CP2165, CP2167, CP2168, CP2177, CP2179, CP2180, CP2181, CP2182, CP2187, CP2192, CP2206, CP2207, CP2301 and CP2302.

The College participated in the SUNY Community Colleges Capital Facilities Assessment and Reinvestment Study. The proposed investment strategy of \$10,300,000 per year for 10 years represents the minimum funding required to keep the backlog of critical deferred maintenance from growing. These figures are based on 2009 costs and therefore do not include inflation.

Cost Summary – Appropriated Funds

Design =	\$ 1,750,000
Construction =	\$44,600,000
Site Improvements =	\$ 300,000
Total =	\$46,650,000

Cost Summary – Future Funding

Construction =	\$15,450,000
<hr/>	
	\$15,450,000

Program Status

The College participated in the SUNY Community Colleges Capital Facilities Assessment and Reinvestment Study and final reports have been received. The reports provide all community colleges in the SUNY system with an assessment of those activities essential to maintaining existing facilities and their supporting infrastructure in a state of good repair. All community colleges participated in the study which included (1) A complete review of all college facilities including buildings and infrastructure (2) Completion of a survey rating all physical facilities as either poor, fair, good or excellent (3) Inspection of all physical facilities by the State University Construction Fund (SUCF) Inspection Team followed by finalization of the survey rating all physical facilities (4) Population of a Life Cycle Computer Model with physical asset data including ratings, age, size, complexity, etc. (5) Cost assignment to repairs/replacements of physical assets based on 2009 prices adjusted for region and other variables, but not adjusted for inflation.

The reports produced several key measures of deferred maintenance funding needs including (1) Building and Infrastructure Backlog – the costs to fix existing physical assets in need of immediate attention (2) Building and Infrastructure Renewal Needs – a schedule of costs in future years to repair/replace existing physical assets based on their condition and life cycle (3) Investment

Strategies – a series of recommended investment schedules for each campus and SUNY community colleges as a whole.

The site improvements portion of Phase I are complete resulting in replacement fixtures and poles for pedestrian walkway lighting at the Grant and Ammerman Campuses. The construction portion of Phase I, II, III and IV is complete. Through December 2020, funding was assigned as follows:

Site lighting – \$461,340	Mechanical, Electrical, Plumbing – \$10,155,167
Hardscapes – \$7,903,280	Roofs – \$6,407,798
Doors & Store Fronts – \$272,111	Peconic Bldg. 2 nd floor renovation – \$622,768
Southampton Bldg. renovation – \$3,108,431	Riverhead Bldg. renovation – \$7,166,293
General bldg. repairs – \$8,939,362	

Phase V construction is on-going. New contract awards through January 2022 are as follows:

Mechanical, Electrical, Plumbing

Phase	Contractor	Amount	Scope of Work
Construction	Wesco	\$40,016	Sagtikos LED lighting upgrade
Construction	Palace Electric	\$5,099	Huntington Library panel
Construction	Palace Electric	\$21,090	Warehouse emergency lighting
Construction	CIS	\$106,230	Asharoken replace 12 RTUs
Construction	CIS	\$48,719	HS&E Ctr. pool dehumidifier unit
Construction	Daikin	\$3,393	Riverhead Bldg. condensate pans
Construction	Turtle & Hughes	\$3,443	East CEP pump replacement
Construction	ABS	\$20,566	HS&E Ctr. cooling tower repairs
Construction	Daikin	\$12,015	Riverhead Bldg. VRC Unit 9
Construction	Daikin	\$77,839	Riverhead Bldg. VRC Unit 1
Construction	Daikin	\$21,851	Southampton VRC Units 1 - 4
Construction	Best Climate Cont	\$40,458	Asharoken replace 5 RTUs
Construction	Best Climate Cont	\$22,953	Boiler expansion tanks Babylon
Construction	Wesco	\$80,365	East LED lighting upgrade
Construction	Maccarone Plumb	\$11,597	HS&E Ctr. fire pump water supply
Construction	Palace Electric	\$5,852	Amm. main loop repair
Construction	Palace Electric	\$7,926	Islip Arts RM 200 panel upgrade
Construction	All Service Electric	\$5,892	Amm. main loop repair
Construction	Grainger	\$8,782	Plumbing parts for Captree boiler
Construction	Best Climate Cont	\$10,724	Chimney cap on NFL Bldg.
Construction	Palace Electric	\$32,364	Amm athletic field wiring
Construction	Palace Electric	\$6,314	Amm transformer in Parking lot 7
Construction	Elemco Services	\$38,420	Kreiling Hall electrical transform
Construction	Maccarone Plumb	\$7,012	East RPZs at MLRC & CEP
Construction	National Grid	\$2,064	NFL generator repair
Construction	Best Climate Cont	\$1,605	Replace pullies on chem hoods
Construction	Daikin Applied	\$5,189	Southampton VRC Unit 4 board
Construction	Daikin Applied	\$1,470	Southampton Thermostat
Construction	Maccarone Plumb	\$14,764	Grant water main break
Construction	Grainger	\$2,716	Sewer ejection pump
Construction	ABS	\$7,785	CEP pump replacement
Construction	Best Climate	\$30,912	NFL RM 12 HVAC dampers
Construction	Elemco Services	\$33,101	Replace switch gear at Grant
Construction	JCI	\$2,412	Sagtikos AHU-1 controls
Construction	National Grid	\$1,000	Riverhead generator repairs
Construction	Ritec Enterprise	\$1,059	Wastewater plant flow meter

Subtotal		\$742,997	
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Hardscapes and Exteriors

Phase	Contractor	Amount	Scope of Work
Construction	Retro fit	\$23,994	Handrails at parking lot
Construction	Laser Industries	\$76,189	Riverhead Bldg ramp repairs
Construction	ENECON NE	\$19,696	Kreiling Hall exterior stairs
Construction	Universal Testing	\$1,900	Parking lot inspections
Construction	Deal Concrete	\$44,726	Kreiling Hall ADA parking
Construction	Deal Concrete	\$68,716	Caumsett Hall entrance stairs
Subtotal		\$235,221	

Roofing

Phase	Contractor	Amount	Scope of Work
Construction	More Consulting	\$10,171	Kreiling snow guards & gutters
Construction	More Consulting	\$89,032	Grant salt shed re-roof
Construction	More Consulting	\$19,407	Caumsett Hall 2 stairwell re-roofs
Construction	More Consulting	\$11,004	Kreiling Hall elevator re-roof
Construction	More Consulting	\$12,052	Caumsett 3rd stairwell re-roof
Subtotal		\$141,666	

General Building Repairs and Replacements

Phase	Contractor	Amount	Scope of Work
Construction	Austin Drywall	\$123,499	Huntington Library metal panels
Construction	Schneider Elevator	\$95,892	Kreiling elevator repair
Construction	GDS	\$30,636	ADA interior signage
Construction	Blood Hound	\$16,670	Mark-out for ADA sign posts
Construction	ENECON NE	\$172,110	Epoxy floor/wall at 22 bathrooms
Construction	Austin Drywall	\$645,129	Renovate 22 bathrooms
Construction	Universal Testing	\$4,560	Kreiling Hall inspections
Construction	Crossroads Constr	\$46,819	Repair door closers
Construction	Eagle Control Corp	\$4,995	New ultrasonic wastewater meter
Construction	We Dig Long Island	\$21,209	Replace Captree grease trap
Construction	Retro fit	\$19,980	Handrail for Riverhead Bldg.
Construction	WB Mason	\$19,343	Kreiling Veteran's affairs furniture
Construction	Schneider Elevator	\$25,952	Huntington Library fire service
Construction	Austin Drywall	\$62,225	East biology labs ADA compliance
Construction	Continental Flooring	\$27,628	Orient Bldg flooring replacement
Construction	Schneider Elevator	\$3,760	Troubleshoot Sagtikos ADA lift
Construction	Suffolk Lock	\$2,419	Reverse door swing Kreiling Hall
Construction	Parsons Commercial	\$1,225	Office flooring NFL
Construction	Blood Hound	\$5,580	Misc. mark-outs
Construction	Universal Testing	\$380	Misc. inspections
Construction	Austin Drywall	\$18,946	NFL exterior stairwell replacement
Subtotal		\$1,348,957	

Total		\$2,468,841	
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Additional work College wide continues. Design and construction work proceeds simultaneous. Building envelopes, mechanical/electrical systems, ADA compliance and hardscapes are of paramount concern. Current projects identified include the following:

Design Phase

Location	Scope	Scheduled	Est. Cost
Central Energy Plant heating and cooling	The systems are over 40 years old and supply heat to all Eastern Campus Buildings.	Spring 2022	\$200,000
College Wide	Electrical panel and selector switch upgrades	Spring 2022	\$60,000
College Wide	Wastewater Collection Systems upgrades	Summer 2022	\$60,000
College Wide	Underground utility mapping	Summer 2022	\$200,000
Grant Campus	Tennis court rehabilitation	Summer 2022	\$50,000
Eastern Campus	Parking field pavement and drainage	Summer 2022	\$100,000
College Wide	Next phase of major roof rehabilitations including Ammerman, Islip, Smithtown, Sagtikos, Autotech, HS&E, Nesconsett and Caumsett.	Summer 2022 Summer 2023	\$275,000
Total			\$945,000

Construction Phase

Location	Scope	Scheduled	Est. Cost
Ammerman	Gasoline pumps and inventory control	Summer 2022	\$100,000
Ammerman	Repairs to concrete stairs, ramps, sidewalks and railings.	Summer 2022	\$140,000
Eastern	Repairs to sidewalks and railing repairs.	Summer 2022	\$360,000
College Wide	Mechanical repairs to boilers, chillers, cooling towers, AHUs, VFDs, compressors, expansion tanks and dehumidification units.	Summer 2022	\$300,000
College Wide	Correct ADA non-compliance including door closers, laboratory controls, listening devices fixed furnishings, horizontal and vertical obstructions, and railings.	Summer 2022	\$250,000
Ammerman Building	Elevator	Summer 2022	\$100,000
Grant Campus	Tennis court rehabilitation	Summer 2022	\$300,000
Eastern Campus	Woodlands renovation	Summer 2022	\$100,000
College Wide	Circuit breaker panel repairs	Winter 2023	\$200,000
College Wide	Next phase of major roof rehabilitations including Ammerman, Islip, Smithtown, Sagtikos, Autotech, HS&E, Nesconsett and Caumsett.	Fall 2022 Summer 2023	\$6,000,000
Eastern Campus	Parking field pavement and drainage	Summer 2023	\$2,000,000

Central Energy Plant heating and cooling	The systems are over 40 years old and supply heat to all Eastern Campus Buildings.	Summer 2023	\$3,000,000
Total			\$12,850,000

Aid and Approval Requirements

This project receives 50 percent State aid and 50 percent County funding.

Justification and Benefits

Various physical assets throughout the three campuses are in need of significant repairs and/or replacement including building exteriors, interiors, heating and cooling systems, and electrical systems as well as site utilities and hardscapes. These assets are critical to the operation of the College as they include heating systems, security lighting, building access and so forth. To delay addressing these needs would create an unsafe environment at the College. In 2009, the College spent over \$360,000 of operating funds for emergency repairs to critical building systems that failed mid-semester including the Kreiling Hall fire alarm system, the Kreiling Hall boiler, the Health, Sports and Education Center hot water heaters and storage tank and the Riverhead Building Chiller. In 2010, the College spent over \$2,250,000 to address critical infrastructure repairs including boiler and chiller replacements, burner and hot water heater replacements, patio and walkway repairs, retaining wall replacements, exterior stair repairs, roof repairs, window replacements and exterior door replacements. Of these 2010 expenses, \$1,300,000 was funded from the College operating budget, \$920,000 from NYPA energy service agreements and \$32,000 from grant funding.

According to the SUNY report, the total backlog of deferred capital maintenance at Suffolk Community College as of 2009 was \$33.3 million. This figure includes \$18.4 million for buildings and \$14.9 million for infrastructure. The largest building backlog relates to exteriors (walls/door/windows) at \$11 million. The largest infrastructure backlogs include landscape/hardscape at \$6.7 million; roads at \$2.3 million; and site lighting at \$2.1 million. Over the next 10 years an estimated \$64.3 million in capital investment for buildings will be required to avoid any further accumulation of backlog. An investment of approximately \$10.3 million/year over ten years would prevent the total backlog from growing. An investment of approximately \$12 million/year would reduce the total backlog by 50% over the next ten years. Therefore, the investment strategy proposed by the College with this project represents the minimum funding required to keep the backlog of critical deferred maintenance from growing.

Should critical building systems fail, repairs and or replacements will need to be made on an emergency basis. This project meets the criteria established in the County Executive's memorandum governing capital budget requests. The specific criteria this project addresses includes (1) promotion of infrastructure improvements which increase efficiencies, streamline government operations and extend the useful life of existing infrastructure; (2) submission of projects which address critical health and safety needs; and (3) submission of projects which are funded with State aid.

Operating Expenses and Revenue Estimates

The replacement of aging mechanical and electrical units with more efficient systems will result in an operating budget savings, as will improvements to building envelopes.

Workforce Development and Technology Center Expansion – Grant Campus

Project No.

2178

Status

Design funds have been appropriated. Construction funds are currently scheduled in 2022. State aid is included for the construction appropriation in the Governor's proposed budget. No changes are being requested.

Location

Grant Campus

Description

This project expands the existing Workforce Development and Technology Center (WDTC) to accommodate growth in several programs including welding, machining, soldering and assembly. Approximately 6,000 gsf. of additional laboratory and storage space will be added to the existing structure as well as a connecting courtyard. The LEED certification process will begin at the early stages of design.

The existing WDTC is a pre-engineered building which lends itself to expansion. The addition will be attached by extending existing building corridors. Three new laboratories, one general classroom and storage rooms are included in the new programming.

Programming	Costs	
Machining laboratory including CNC machines, milling, lathes, tooling, grinding	6,000 gsf feet @ \$200/gsf. for construction	\$1,200,000
Electronics assembly laboratory including soldering and testing	Admin costs and fees (15%)	\$180,000
Assembly laboratory	Specialty fume hoods	\$35,000
General Classroom	6,000 gsf slab on grade for patio @ \$12/gsf., 6 inch thick	\$72,000
Storage	Laboratory FF&E	\$440,000
	Subtotal 1	\$1,927,000
	Owner Contingencies (8%)	\$154,160
	Subtotal 2	\$2,081,160
	Inflation @ 3% per year	\$192,980
	Total Constr. Cost (2020 dollars)	\$2,274,140
	Design Fee SUNY Guidelines	\$169,418
	Total Est. Cost (2020 dollars)	\$2,443,558

Cost Summary (year 2020)

Design = \$ 170,000

Construction = \$1,820,000

F & E = \$ 460,000

Total = \$2,450,000

Program Status

Conceptual plans for the addition have been completed in-house. These drawings and the academic programming needs will be used to develop an RFP to retain design services.

Aid and Approval Requirements

This project receives 50 percent State aid and 50 percent County funding. SEQRA approval is also required.

Justification and Benefits

New certifications are being required in several manufacturing segments including high temperature welding and tool and die. Additional laboratory spaces for welding, machining, electrical assembly and quality control will help meet regional workforce demand for these qualifications.

This project meets the criteria established in the County Executive's memorandum governing capital budget requests. The specific criteria this project addresses includes (1) promotion of infrastructure improvements which increase efficiencies, streamline government operations and extend the useful life of existing infrastructure; (2) submission of projects which address critical health and safety needs; and (3) submission of projects which are funded with State aid.

Operating Expenses and Revenue Estimates

In the first year of operation the College projects adding 3 sections of welding with 12 students per section, 2 sections of machining with 9 students per section and 2 sections each for electrical assembly and quality control with 12 students per section. This increased enrollment would require one industry instructor and one reader per section. Based on these projections, annual operating expenses due to increased staffing, supplies and materials, and utility costs will total approximately \$163,879. Projected revenues are estimated to total \$282,600, resulting in overall profit of **\$118,721**. A summary of these calculations follows.

Operating Expenses – Staffing

Industry instructors earn \$90/hr and teach 128 hours per section. Readers earn \$50/hr and teach 52 hours per section.

Cost per section = (\$90/hr * 128 hrs) + (\$50/hr * 52 hrs) = \$14,120

Total Estimated Staffing = \$14,120/section * 9 sections = **\$127,080**

Operating Expenses - Utilities

Heating

Based on gas meter readings at the WDTC for 2021, heating costs averaged \$0.55 per square foot per year.

Annual cost = (6,000 sf)(\$0.55/sf/yr) = \$3,320

Electricity

Based on individual building electric meter readings and costs per kWh, the electrical costs per square foot at the Grant Campus for 2021 averaged \$2.40/sf.

Annual cost = (6,000 sf)(\$2.40/sf/yr) = \$14,400

Total Heating and Cooling Cost = \$3,320 + \$14,400= **\$17,720 (year 2021 dollars)**

Assuming 3.0 percent annual increase:

= \$17,720 * (1.03)² = **\$18,799 (year 2023 dollars)**

Operating Expenses – Supplies and Materials

Consumable expenses for the new laboratory sections including fuel and raw materials are estimated at **\$18,000** for the first year.

Projected Revenues

Students seeking welding and machining certifications pay approximately \$3,900 including fees. Electrical assembly and quality control certifications cost approximately \$1,500 per student.

Welding per year = 12 students/section * 3 sections * \$3,900/student = \$140,400

Machining per year = 9 students/section * 2 sections * \$3,900/student = \$70,200

Electrical Assembly per year = 12 students/section * 2 sections * \$1,500/student = \$36,000

Quality Control per year = 12 students/section * 2 sections * \$1,500/student = \$36,000

Total Projected Revenue = \$282,600

Automotive Technology Center – Grant Campus

Project No.

2203

Status

In the current County Capital Program design funds are included in 2022 and construction / equipment funds in 2023. State aid is included for the design appropriation in the Governor's proposed budget. The No changes are being requested.

Location

Grant Campus

Description

The new Automotive Technology Center will be a hub for advanced automotive and transportation training for the Long Island and greater New York region. This Center will provide educational experiences to prepare and train new and incumbent workers for careers in this area of high-need. The Center will be a national model for automotive and alternative fuels training featuring public / private partnership with the goal of providing a highly-skilled workforce for the local transportation sector. The location on the Grant Campus will allow for a centralized regional presence and will leverage and collaborate with existing and future workforce and STEM resources on the campus. The LEED certification process will begin at the early stages of design.

Programming	Costs	
Open shop floor plan including multiple bays with alignment, above ground and in-ground lifts.	55,000 gsf. feet @ \$350/gsf. for pre-engineered steel design and construction plus FF&E	\$19,250,000
A corporate training suite with additional bays and lifts.	Specialty equipment (5%)	\$962,500
Smart classrooms	160 parking spaces @ \$6,000 per space	\$960,000
Automotive showroom	Subtotal 1	\$21,172,500
	Owner Contingencies (8%)	\$1,693,800
	Subtotal 2	\$22,866,300

Cost Summary (year 2020)

Design = \$ 1,380,000

Construction = \$20,000,000

F & E = \$ 1,620,000

Total = \$23,000,000

Program Status

An RFP to retain design services can be prepared once funding is appropriated and State aid is secured.

Aid and Approval Requirements

This project receives 50 percent State aid and 50 percent County funding. SEQRA approval is also required.

Justification and Benefits

The current automotive facility at the Ammerman Campus has exceeded its functional capacity and additional space is required to meet the needs of current and future programming. The industry model of training and Suffolk's program accreditations with the National Institute for Automotive

Service Excellence (ASE) Education Foundation, require a change in the method of instruction from a lecture-based model to a hands-on, competency-based curriculum to address the skills-gap that exists due to both the removal of technical programs at the secondary level and the rapidly changing technology found on today's vehicles. Suffolk's current automotive programs are competing for the space of a single hands-on laboratory with a total of 14 available service bays and lifts throughout the current automotive building. In comparison, programs across the country with similar enrollment have approximately 10 vehicle lifts per program and at least three times the square footage of the current space. For current programming alone 40 plus service bays are required.

In addition to existing facility concerns, the need for automotive and transportation sector technicians and personnel in the greater New York region is profound, further demonstrating the need for additional space. In 2019 the College was asked to serve on Governor Cuomo's Excelsior Automotive Task force which was formed to address the shortage of automotive technician's in the State of New York. As a part of Suffolk's participation, the NYS Department of Motor Vehicles Commissioner Mark Schroeder visited the College in August along with leadership from the Greater New York Automobile Dealers Association (GNYADA). During this visit they communicated the results of a 2019 survey of the 400 new car dealerships in the New York metropolitan region that indicated a current need for 4,000 new automotive technicians. A large number of these dealers are located in Suffolk and Nassau Counties, further supporting Suffolk's position in helping to fill this need.

Suffolk County Community College currently has direct industry partnerships with Fiat Chrysler, Ford, General Motors, Honda, Mercedes, Nissan, Subaru, Tesla and Toyota. There is no other College in the SUNY system and potentially the nation with this level of support and Suffolk is the sole provider of training for these partners on Long Island. The Tesla program at Suffolk is one of only seven across the Nation and the only within the SUNY system. The new facility requested will lead to further development of these public /private partnerships as there is a vested interest locally and nationally to grow the workforce. This has resulted in the vision that Suffolk could be one of the Nation's most successful transportation technology programs. The College's geographic territory with each manufacturer partner varies but includes Suffolk County, Nassau County, Queens, Brooklyn and Manhattan as well as New Jersey and Connecticut in some instances. Currently SCCC is the only A.A.S. degree-granting, automotive technician training program on Long Island. While Farmingdale offers an automotive program, their model is significantly different. Two for-profit automotive schools exist in Queens which minimally affect our program.

Industry's interest in partnering with Suffolk is both a result of industry demand as well as a College department that has established a track record of success in Workforce Development. These partnerships allow Suffolk to grant manufacturer training certification to students enrolled in the program. The investment on the part of the manufacturers include professional development training for Suffolk Instructors, donation of vehicles, tooling and equipment and support in placing students into local new car dealerships. Currently Suffolk's training fleet is nearly 100 vehicles, all of which have been loaned or donated.

In addition to the existing partnerships, the College has also been approached by Audi, Volkswagen of America, Land Rover, Jaguar and BMW in regards to collaborating to train technicians to work in their dealerships.

The success Suffolk has demonstrated in the automotive sector continues to attract the interest of other transportation sectors including marine and diesel technology. The College has also been engaged by Industrial Equipment, Collision and Business sectors resulting in the exploration of an Automotive Collision Program, an Automotive Business Degree and Advanced Business Certificate Programs. Brands such as Crown Fork Lifts, Toro Equipment and others have expressed an interest in partnering with Suffolk to create programming closely related to current automotive programming. In addition, two Marine Technology courses supported by a pending partnership

with Yamaha Outboards are under development which also responds to the recommendations of the Marine Industries Revitalization Advisory Council (MIRAC).

In 2018 SUNY approved Suffolk's new Automotive Business Associate in applied science (AAS) and Automotive Business Certificate programs. Preliminary student interest in these programs has been strong. This program will seek to expand assistance to local automotive dealerships, service facilities and municipalities by providing training in areas of business management, sales, marketing and supervision to prepare students for jobs in middle and upper management, further expanding Suffolk's role in automotive and transportation workforce readiness.

Suffolk County Community College has continued to build upon local industry relationships and in October of 2018 hosted members of local industry at the College Foundation Salute to Excellence Gala in celebration of thirty years of Suffolk's Automotive Technology program. This event was a demonstration of the work Suffolk has done over the last 30 years in the local community as over 150 industry partners gathered in celebration and raised tens of thousands of Dollars for student scholarships and support.

The Automotive program at Suffolk has also worked extensively to provide training to local high school teachers by hosting professional development events in partnership with the Greater New York Automobile Dealers Association providing opportunities for professional growth while strengthening Suffolk's relationship with local school districts.

With this capital campaign Suffolk will further establish itself as a leader within the transportation sector and will provide the capacity to expand the development of tomorrow's industry workforce.

This project meets the criteria established in the County Executive's memorandum governing capital budget requests. The specific criteria this project addresses includes (1) promotion of infrastructure improvements which increase efficiencies, streamline government operations and extend the useful life of existing infrastructure; (2) submission of projects which address critical health and safety needs; and (3) submission of projects which are funded with State aid.

Operating Expenses and Revenue Estimates

Based on enrollment projections, revenues are estimated to total \$1,693,706 in the first year of operation. Annual operating expenses due to increased staffing, supplies and materials, and utility costs will total approximately \$936,673. This results in an overall profit of **\$757,033**. A summary of these calculations follows.

Operating Expenses – Staffing

Projected expenses for new full-time staffing are as follows:

Title	Current Salary	FICA	Retirement	Healthcare	Benefit Fund	Total
Assistant Professor	\$72,221	\$5,525	\$11,555	\$19,220	\$1,500	\$110,021
Instructor	\$66,559	\$5,092	\$10,649	\$19,220	\$1,500	\$103,020
Professional Assistant	\$56,382	\$4,313	\$9,021	\$19,220	\$1,500	\$90,436
Professional Assistant	\$56,382	\$4,313	\$9,021	\$19,220	\$1,500	\$90,436
Principal Office Assistant	\$36,697	\$2,807	\$3,413	\$19,220	\$1,500	\$63,637
Custodian I	\$29,728	\$2,274	\$2,765	\$19,220	\$1,500	\$55,487
Custodian I	\$32,701	\$2,502	\$3,041	\$19,220	\$1,500	\$58,964

Total						\$572,002
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Notes:

1. FICA is calculated at 7.65% of annual salary.
2. Retirement contributions are a percentage of annual salary and vary based on specific employee plan and tier.
3. Healthcare costs are based on a County blended rate of \$20,720 per employee minus the employee contribution of 2% of annual salary or a minimum of \$1,500, whichever is higher.
4. The Benefit Fund contribution (i.e. dental and vision) is estimated at \$1,500 per employee

If the building opens in 2025:

Assuming 2.0 percent annual increase:

$$= \$572,002 * (1.02)^3 = \mathbf{\$607,013 \text{ (year 2025 dollars)}}$$

Operating Expenses - Utilities

Heating

Based on gas meter readings at the WDTC for 2021, heating costs averaged \$0.55 per square foot per year.

$$\text{Annual cost} = (55,000 \text{ sqft})(\$0.55/\text{sf}/\text{yr}) = \$30,250$$

Electricity

Based on individual building electric meter readings and costs per kWh, the electrical costs per square foot at the Grant Campus for 2021 averaged \$2.40/sf.

$$\text{Cost for new building} = (\$2.40)(55,000) = \$132,000$$

$$\mathbf{\text{Total Heating and Cooling Cost} = \$30,250 + \$132,000 = \$162,250 \text{ (year 2021 dollars)}}$$

Assuming 3.0 percent annual increase:

$$= \$162,250 * (1.03)^4 = \mathbf{\$182,613 \text{ (year 2025 dollars)}}$$

Operating Expenses – Supplies, Materials and Maintenance

The projected academic material and supply expenses for the 2021/22 budget year for the current Automotive Technology Building at the Ammerman Campustotals\$19,850. On a per square foot basis:

$$\text{Current Automotive Technology Building} = (\$19,850) / (20,000 \text{ sf.}) = \$0.99/\text{sf.}$$

$$\text{Proposed Automotive Technology Building} = (\$0.99/\text{sf})(55,000 \text{ sf.}) = \$54,588$$

Plant Operations related recurring expenses for all buildings at the Grant Campus with the exception of the Suffolk Federal Credit Bldg. averaged \$0.85/sf for 2021. This includes building supplies and materials, building repairs, maintenance contracts, cleaning supplies, waste and garbage removal, snow and ice removal, small tools, clothing and meal allowances, software, safety supplies, and communication equipment repairs.

$$\text{Subtotal} = (\$0.85/\text{sf.})(55,000 \text{ sf.}) = \$46,750$$

Annual costs for inspection, testing and maintenance of building life safety systems are estimated at \$11,020.

Annual costs for maintaining technology throughout the building are estimated based on the projected number of devices as follows:

Computing Devices -	\$ 3,030
Phone Devices -	\$15,636
Networking Devices -	<u>\$ 3,545</u>
Subtotal =	\$22,211

Assuming 3.0 percent annual increase:

$$= (\$54,588 + \$46,750 + \$11,020 + \$22,211) * (1.03)^3 = \mathbf{\$147,047(\text{year 2025 dollars})}$$

Projected Revenues

New A.A.S. programs with Ford, Chrysler, Subaru and Audi are projected to increase full time enrollment by 96 students per year. An additional 2 cohorts (24 students each) for existing automotive programs is also anticipated. Estimated annual revenue for these full-time programs are as follows:

Academic Year	Students	Total Credits	FTE	Tuition	Fees	State Aid	Total
2024/25	144	4608	154	1,023,984	117,504	484,218	\$1,625,706

In addition, approximately 340 continuing education courses in Alternative Fuels, Auto Business and Collision are projected at \$200 per course adding an additional \$68,000 in revenue.

Notes:

1. College tuition and fees were increased 0% per year and State aid was increased 1.7% in the above table.
2. It is assumed that enrollment will comprise of 70 percent residents and 30 percent non-residents.
3. An increase of 144 students is projected.
4. All revenues listed in these notes are based on spring 2022 tuition and fees and State aid.
5. Full time tuition is \$5,470 per student for residents and \$10,940 per student for non-residents.
6. Full time fees are as follows: Laboratory - \$75 per course, Technology - \$150 per semester, Vehicular -\$15 per semester, Records - \$3 per credit (\$36 max)
7. Assume \$816 in student fees per year.
8. State aid is currently \$2,997 per FTE.

3.0 Existing Capital Projects with Completed Authorizations

Renovation of Kreiling Hall – Ammerman Campus

Project No.

2114

Status

Design

Location

Ammerman Campus

Description

Kreiling Hall was constructed in 1934 and needs significant renovation work. All labs and prep rooms have been relocated to the new Science, Technology and General Classroom Building. Kreiling Hall will be converted into academic and student service spaces. The LEED certification process will begin at the early stages of design. As this is a major renovation program, supporting capital projects may be used in conjunction with this project. These include CP2127, CP2138, CP2140, CP2149, CP2152 and CP2177.

Cost Summary

Design =	\$ 300,000
Construction =	\$3,080,000
F & E =	\$ 100,000
Total =	\$3,480,000

Program Status

Construction is substantial complete. The building opened for occupancy in October 2021. Punch list remains including HVAC commissioning, signage and furnishings. Programming includes Public Safety, Career Services, International Students, Central Records, Central Admissions, Health Services, Veteran's Affairs, IT space, two seminar classrooms, four general classrooms and a computer lab. Major contract awards are as follows:

William F. Collins – \$253,500	Enviroscience - \$19,145	Cashin - \$10,000
Mt. Olympus - \$433,000	Stalco - \$2,687,200	Suffolk Lock - \$11,218
WB Mason - \$56,315	Universal Testing - \$1,300	

Aid and Approval Requirements

This project receives 50 percent State aid and 50 percent County funding. SEQRA approval exists as per Board of Trustees Resolution #94145.

Justification and Benefits

Several major building systems have failed including the fire alarm system and both of the building boilers. Replacements of these systems cost over \$145,000, which was paid from the College's operating budget and executed on an emergency basis. The building is in need of significant renovation work in order to maintain its use and the safety of its users. This project will modernize the facility, and enable the College to better utilize existing space and will increase the instructional capacity of the campus.

Operating Expenses and Revenue Estimates

Increased revenues would be a function of student enrollment. It is anticipated that energy savings will result as building systems are modernized.

Renovations to Sagtikos Building – Grant Campus

Project No.

2118

Status

Design

Location

Grant Campus

Description

This project renovates the space that will be made vacant when the existing library moves into the new Learning Resources Center. As this is a major renovation program, supporting capital projects may be used in conjunction with this project. These include CP2127, CP2131, CP2140, CP2149 and CP2177.

Program Status

Phase I construction is substantially complete with associated punch list, furniture procurement and close-out on-going. Design drawings for a black box theater are complete. This next phase of the construction will proceed in summer 2022. Programming includes chemistry, visual arts, a lecture room, a gallery, and faculty offices. Major contract awards are as follows:

BLD – \$390,000	Cashin - \$9,866	V.R.D– \$4,929,482	WB Mason - \$116,488
CDW - \$20,608	Best Climate - \$2,500	CDW - \$85,953	Caroline - \$2,935
Ward - \$868	Fisher - \$4,927	VWR - \$3,171	Grainger - \$3,719
Adwar - \$6,096	B&H - \$21,846	Lowes - \$1,795	Optima - \$770
Uline - \$1,260	Home Depot - \$1,264	Versare - \$3,651	James Howard - \$6,730
Barnesville - \$13,788	Sheffield - \$1,798	Adorama - \$557	Blick Art - \$11,999
Amazon - \$2,002	Today's Class - \$6,353	Staples - \$4,441	JCI - \$62,808
Store More - \$1,029	Z&Z - \$282	Maccarone - \$2,124	Global - \$1,589

Aid and Approval Requirements

This project receives 50 percent State aid and 50 percent County funding. SEQRA approval exists as per County resolution 1059-2017.

Justification and Benefits

This renovated area will address existing academic needs, including arts and science.

Operating and Revenue Expenses

It is anticipated that energy savings will result as building systems are modernized.

Removal of Architectural Barriers/ADA Compliance

Project No.

2127

Status

Design and Construction

Location

All Campuses

Description

The College commissioned a survey in 1996 of its existing facilities to conform to the requirements of students with special needs and to comply with the Americans with Disabilities Act. This project allows for the implementation of the work proposed in the survey, which will be updated based on current conditions and regulations. To take advantage of logistical efficiencies and economies of scale, this project will support other planned building renovation work including work covered under CP2114, CP2118, CP2138, CP2143, CP2149, CP2152, CP2165, CP2181, CP2187 and CP2192.

Cost Summary (year 2004)

Design = \$ 150,000

Construction = \$3,000,000

Total = \$3,150,000

Program Budget = \$3,150,000

Current Appropriations = \$3,150,000

Remaining Appropriations = \$0

The design phase includes a complete survey of all College facilities, inside and out, to identify all areas in need of upgrades to comply with the ADA legislation. The study will be supplemented by input from the ADA community as well as any findings of the current New York State Civil Rights Compliance Review. The construction phase will be used to implement the physical corrections identified.

Program Status

Construction activities are 90% complete. Remaining work in progress includes exterior signage, hallway obstructions, door closers and thresholds, laboratory modifications at the Eastern Campus, theater listening devices and several countertop modifications. Major contract awards are as follows:

FPM Engineering - \$78,500
 GII Construction - \$154,875
 All Service Electric - \$55,973
 Norman Kurrass- \$158,916
 Jadeco - \$9,182
 Patalan - \$34,316
 Roadwork Ahead - \$115,155
 Bloodhound – \$13,765
 GDS Signs – \$167,127
 Fenceman - \$721

LiRo - \$15,542
 SJ Hoerning - \$290,542
 Maccarone Plumbing - \$25,000
 E&A Restoration - \$1,158,300
 Deal Concrete - \$659,680
 Fastenal - \$6,126
 Stalco - \$122,450
 Louis McLean – \$29,500
 Grainger - \$904
 Retrofit - \$1,965

Aid and Approval Requirements

This project receives 50 percent State aid and 50 percent County funding. SEQRA approval exists as per Board of Trustees Resolution #94145.

Justification and Benefits

All three campuses are in need of interior and exterior improvements to facilitate mobility and use by students and faculty with special needs. This project will implement these physical improvements and be used to comply with the New York State Civil Rights Compliance Review.

Operating Expenses and Revenue Estimates

Significant impacts on operating expenses and revenues are not anticipated for this project.

Environmental Health and Safety

Project No.

2131

Status

Planning and Construction

Location

All Campuses

Description

This project addresses numerous health, safety and environmental concerns on all campuses. The EPA has embarked on a strict enforcement policy on the nation's universities. Audits of universities are currently being conducted and fines issued. In order to address known concerns this project is critical. This project may be used in conjunction with building renovation and infrastructure projects including CP2109, CP2114, CP2118, CP2138, CP2149, CP2165, CP2180, CP2182 and CP2206.

Program Budget =	\$600,000
Current Appropriations =	\$600,000
Remaining Appropriations =	\$0

The design phase includes the preparation of required compliance reports and designs for upgrades to our chemical bulk storage (CBS) facilities. These items were identified in a self-audit of EPA and NYSDEC regulations. The construction phase will be used to build the CBS improvements and correct other deficiencies identified in the self-audit.

Program Status

All County funds have been appropriated. All State funds have been allocated. The EPA self-audit report findings and corrective actions have been completed. Additional environmental improvements beyond the scope of the audit will also be addressed by this project including wastewater collection improvements. Major contract awards are as follows:

Fenley and Nicol – \$112,000	AMMA Construction – \$337,000	Holzmacher – \$14,373
Power Pro – \$7,000	Cameron Engineering – \$37,900	Bensin– \$5,774
Grainger – \$2,690	USA Bluebook – \$6,906	Pure Process – \$3,580
Aarco - \$9,146	Henrich - \$5,239	

Aid and Approval Requirements

This project receives 50 percent State aid and 50 percent County funding. SEQRA approval exists as per Legislative resolution.

Justification and Benefits

This project is necessary to provide a safe environment for students, staff and visitors and to ensure complete compliance with all EPA, OSHA, NYSDEC, SCDHS and other regulations. The EPA has been auditing Colleges and imposing substantial fines for regulatory non-compliance.

Operating Expenses and Revenue Estimates

This project will result in a cost avoidance of potential fines.

Improvements/Replacements to Roofs at Various Buildings

Project No.

2137

Status

Construction

Location

All Campuses

Description

This project addresses the critical need for roof replacement in order to preserve the College's infrastructure. This project may be used in conjunction with CP2114, CP2149, CP2165, CP2177, CP2180 and CP2182.

Program Budget =	\$1,500,000
Current Appropriations =	\$1,500,000
Remaining Appropriations =	\$0

Program Status

All State funds have been bonded. All County funds have been appropriated. Replacement/repairs of the Brookhaven Gymnasium, Riverhead Building, Ammerman Building, Huntington Library and Kreiling Hall roofs and all Eastern Campus roofs are complete. No construction funding remains. Remaining design funding will be used for the next series of roof replacements. Major contract awards are as follows:

Marfi Contracting – \$194,880	Statewide Roofing - \$318,541	BBS - \$120,300
State Wide Roofing - \$835,282		

Aid and Approval Requirements

This project receives 50 percent State aid and 50 percent County funding. SEQRA approval exists as per Legislative Resolution.

Justification and Benefits

College buildings are aging, and significant leaks require more than patch work.

Operating Expenses and Revenue Estimates

This project will not affect operating expenses or revenue.

Installation of Cooling Systems – College Wide

Project No.

2138

Status

Construction

Location

College Wide

Description

This project provides funding for the installation of cooling systems in College buildings which are currently not air conditioned. It also replaces some portions of existing HVAC systems that are over 40 years old and in poor condition. This will include, but is not limited to, the Riverhead Building and the Southampton Building. The LEED certification process will begin at the early stages of design. As this program involves major renovation work, it may be used in conjunction with CP2114, CP2118, CP2127, CP2129, CP2131, CP2149, CP2165, CP2206 and CP2302.

Cost Summary (year 2010)

Design = \$ 550,000

Construction = \$7,000,000

Total = \$7,550,000

Program Status

All State funds have been bonded. All County funds have been appropriated. A design contract was awarded in September 2011. Construction for the Southampton Building was completed in the summer of 2012. Construction for the Riverhead Building was completed in the summer of 2013 and 2014. New air conditioning for the College mainframe was completed in 2017. IT closets in Peconic, Shinnecock and the east wing of HS&E have been completed. Kreiling Hall was completed in October 2021. Remaining design funds will be used to address aging cooling systems in other buildings. Major contract awards are as follows:

All Service Electric - \$32,212	Ultimate Power - \$1,555,000	Comm. Instr. - \$26,400
Maccarone Plumbing - \$11,000	National Insulation - \$22,713	CDW-G - \$31,494
E&A Restoration - \$5,087,000	Emtec - \$399,750	Blackman - \$21,168
Stalco - \$77,400		

Aid and Approval Requirements

This project receives 50 percent State Aid and 50 percent County funding. SEQRA approval exists as per Legislative Resolution.

Justification and Benefits

This project provides air conditioning for classrooms, laboratories and technology spaces that are used year round, including summer. The project will correct existing indoor air quality issues.

Operating Expenses

Operating expenses will be impacted by increased energy usage.

Security Notification – College Wide

Project No.

2140

Status

Equipment

Location

College Wide

Description

The federal government, SUNY and countless other academic institutions have reviewed campus practices and issued recommendations to improve emergency notification and response to enhance the safety and security of college communities. This project seeks to implement the redundant notification recommendations taken from the SUNY report. To take advantage of logistical efficiencies and economies of scale, this project may be used in conjunction with CP2114, CP2118, CP2120, CP2127, CP2129, CP2138, CP2149, CP2159, CP2165, CP2174, CP2180, CP2181, CP2182, CP2189, CP2206 and CP2207.

Program Budget =	\$1,250,000
Current Appropriations =	\$1,250,000
Remaining Appropriations =	\$ 0

Program Status

All State funds have been bonded. All County funds have been appropriated. Building notification systems are approximately 90% complete. This includes the following buildings:

Ammerman Campus

Brookhaven Gym
 Babylon Student Center
 Huntington Library
 Southampton Building
 The Annex
 Auto Tech Building
 Islip Arts Building
 Riverhead Building
 Smithtown Science Building
 Ammerman Building
 Kreiling Hall
 North Building
 NFL Building
 Guard Booth
 Childcare Center
 William J. Lindsay Life Sciences Bldg.

Grant Campus

Caumsett Hall
 Nesconset Building
 Paumanok Building
 Sagtikos Building
 Sally Ann Slacke
 Plant Operations
 Ashroken Building
 Captree
 Workforce Building
 Center Cottage
 North Cottage
 South Cottage
 Kid's Cottage
 Grant LRC

Eastern Campus

Woodlands Building
 Corchaug Building
 Culinary Center
 LIU East
 Orient Building
 Peconic Building
 Shinnecock Building
 Health & Wellness Ctr.

Installation of the remaining active notification systems will proceed around College operations. Exterior speakers were installed at the Ammerman Campus on the Ross Road guard booth as a test model for coverage of neighboring parking lots. Additional wiring has been completed at the Ammerman Campus Veterans Plaza as well as parts of the Eastern and Grant Campuses so that building mounted speakers can be installed. Procurement of remaining exterior public address speakers is in progress. Building electronic signage systems are approximately 80% complete. This includes the following buildings:

Ammerman Campus

Brookhaven Gym
 Babylon Student Center
 Huntington Library
 Southampton Building
 Ammerman Building
 Auto Tech Building
 NFL Building
 William J. Lindsay Life Sciences Bldg.
 Riverhead Building

Grant Campus

Sagtikos Building
 Captree Commons
 Caumsett Hall
 Ashroken Building
 Nesconset Building
 Health, Sports & Edu. Ctr
 Grant LRC

Eastern Campus

Peconic Building
 Shinnecock Building
 Orient Building
 Corchaug Building
 Culinary Center
 Central Energy Plant
 Montaukett LRC
 Health & Wellness Ctr.

Installation of the remaining passive notification systems will proceed through 2022.

Major contract awards are as follows:

Converged Technology Group - \$328,941
 Data Path - \$34,005
 Simplex Grinnell - \$20,820
 Core Bits - \$36,964

WT Communications - \$22,944
 E-Plus - \$91,596
 Adware Video – \$24,740
 Stalco - \$20,000

Aid and Approval Requirements

The 2010 and 2011 appropriations receive 50 percent State aid and 50 percent County funding. SEQRA approval exists as per legislative resolution.

Justification and Benefits

The SUNY Chancellor's Task Force on Critical Incident Management issued a report on May 11, 2007 regarding the effectiveness of campus responses to emergencies. The report recommendations regarding communication technology focuses on redundancy of mass notification systems which can rapidly disseminate alerts via both audible and visual means. At least one means of communication is recommended for each of the following categories: (1) Active Broadcast (i.e. siren, public address system), (2) Passive Broadcast (i.e. close circuit television, e-mail, website), (3) Individual (i.e. cell phone, instant messaging, text messaging). Interior public address systems, exterior public address systems and an electronic signage system would satisfy both active and passive broadcasts, allowing the College to communicate to thousands of people during a crisis situation.

Operating Expenses and Revenue Estimates

There are no significant impacts on the operating budget.

Renewable Energy and STEM Center – Grant Campus

Project No.

2141

Status

Planning

Location

Grant Campus

Description

This building will act as a showcase for the merits of renewable energy, provide a facility where the installation, repair and maintenance of renewable energy systems can be taught and create an opportunity to combine research from other colleges and universities with SCCC's expertise in training. The building will house laboratories and classrooms where renewable energy and energy conservation technologies can be taught and evaluated. These spaces will be used for renewable energy training and for other STEM (science, technology, engineering and mathematics) related courses. Incubator space will be provided for institutions and organizations that are developing new marketable technologies, including energy and digital. Cybersecurity educational opportunities will be an essential component for workforce programs, degree and continuing education students. In addition, potential partnerships with universities in research and development initiatives in this field will serve as venues for SCCC STEM student interns. Cybersecurity training is a priority at both a State and Federal level.

The building is also intended to serve as the operational hub of the College's growing energy management efforts, connecting digitally to buildings on all three campuses, and optimizing efficient use of all college resources. Utilizing the existing built environment as a "living laboratory" for instruction, provides an excellent real-world learning opportunity for students and has the added benefit of long term financial savings and enhanced institutional sustainability.

The building will be designed as a "Net Zero Energy Building". The energy required to illuminate, heat, cool and ventilate the building will be equal to or less than the energy produced from renewable sources.

Programming		Costs	
Category	SF	33,792 sf @ \$400/sf includes construction and basic FF&E	\$13,516,800
Project, exhibit and operational space	3,840	100KW wind system	\$550,000
Laboratory space	4,000	150KW solar PV system	\$900,000
Office suite	780	Geothermal system	\$500,000
Mechanical room	600	Sub Total	\$15,466,800
Incubator space	6,000	Specialized equipment (5%)	\$773,340
Cyber security lab	1,500		
Storage	1,000	Owner Contingencies (8%)	\$1,237,344
Computer classroom	850	Construction Total	\$17,477,484
Double classroom	1700	Design	\$900,000
Single classroom	850	Total Cost (2013 dollars)	\$18,377,484
Net Total	21,120		
Grossing factor	1.6		
Gross Area	33,792		

Assuming an annual inflation of 3 percent:

Cost Summary (2015 dollars)

Design =	\$ 900,000
Construction =	\$17,900,000
F & E =	\$ 700,000
Total =	\$19,500,000

Program Status

All funding has been appropriated. The design contract was executed in February 2017. Surveys, borings, sketch study phase, preliminary design and initial Uniform Code review is complete. Fire Marshal input on building access and rooftop solar panel array is incorporated. Construction documents were submitted to the College for review in March 2019. Stakeholder and Uniform Code comments were generated. Wastewater applications were submitted to the Suffolk County Department of Health Services (SCDHS) and Public Works. Comments were received by the designer and were addressed.

A revised costs estimate was received in August 2019 which illustrated that the project as designed was approximately \$2M over budget. Value engineering efforts proceeded to reduce projected costs to align with the project budget. These efforts included reducing site work; modifications to the roof profile; reduced exterior glazing; modifications to interior finishes; and a reduced fit-out for the second floor. Revised construction documents that reflect changes and comments were reviewed and approved by the College. In addition, a commissioning agent was retained, a PLA was executed, a permit was issued by SCDHS and a building permit was issued by the College.

Bidding for a construction contract was advertised on July 30, 2020 with an original bid due date of September 24, 2020. This original bid due date was extended multiple times due to the volume and detail of technical question submitted by potential bidders regarding the project specifications and drawings. In all, 17 addenda were issued to address these questions. The actual bid opening occurred on January 11, 2021. Thirteen bids were received indicating considerable interest in the project. A bid award was issued via resolution by the College Board of Trustees on January 21, 2021 to VRD Contracting, Inc. for \$17,844,000 which is within the project overall budget.

Construction began in May 2021. The site is cleared and secured behind fencing. Concrete footings and slabs, geothermal wells, steel erection, underground water and sewer piping and first floor interior framing are complete and the roof is weather tight. Plumbing, electrical and mechanical rough-ins, exterior framing and insulation and windows are in progress. Curtain wall installation will begin in February. Weather permitting; the entire building should be weather tight in March 2022. The project continues to track within budget which may allow for additional solar energy generation further reducing operating costs. The current construction schedule estimates substantial completion in August 2022. This schedule can still be impacted by weather as well as on-going supply chain issues.

New academic programs for initial launch are based on consultant study of regional job needs and College input. New programs include Renewable Energy Technology Certificates (i.e. wind, solar), Energy Management, Environmental Engineering Technology and Wastewater Treatment certifications. Existing programs that will grow into the new facility include Civil Engineering Technology, Electrical Technology and Cyber Security.

In 2018, the College was named one of three winners State wide to receive a REV Campus Challenge – Energy to Lead Competition grant award. College funding from this grant will total \$995,297 and be used towards the construction of building systems designed to achieve net zero energy. The contract for this grant has been finalized with NYSERDA. In addition to this award, funding from the GIGP Green Roof Grant as well as State matches for the green roof and another GIGP grant for stormwater improvements will be used for this project, adding an additional \$770,000.

Major contract awards to date are as follows:

AECOM - \$1,086,226 Horizon - \$125,458 VRD Contracting - \$17,844,000
 Universal Testing - \$8,503 MT Group - \$1,170

Aid and Approval Requirements

This project receives 50 percent State aid and 50 percent County funding. SEQRA approval exists as per Board of Trustees Resolution #2015.41.

Justification and Benefits

This project continues the College's efforts to support and assist domestic manufacturing with a focus on green technologies by providing an educational environment for the design, installation, repair, maintenance and evaluation of sustainable energy management systems. The Center will (1) create a workforce educated in the design, testing and implementation of sustainable technologies, (2) act as an incubator for companies to design and build green products, (3) allow for research, development and manufacturing of emerging products to come together in one location by pairing research from other universities with SCCC's STEM and workforce programs.

Classroom and laboratory space in the Center will accommodate courses in energy efficiency, renewables and STEM curriculum for both credit and non-credit programs. SCCC students will be exposed to experiential, active-learning opportunities while working with resident researchers, an experience that dramatically increases college persistence, transfer and completion rates. These students will be uniquely positioned to enter Long Island's STEM workforce and contribute to the local economy.

Letters of support for this new center have been received from the Long Island Regional Economic Development Council, Stony Brook University, Brookhaven National Laboratory, Senator Kenneth LaValle, County Executive Steve Bellone, Presiding Officer of the County Legislature DuWayne Gregory, Former Presiding Officer of the County Legislature William Lindsay, Deputy Presiding Officer of the County Legislature Jay Schneiderman, Former Deputy Presiding Officer of the County Legislature Wayne Horsley and Chairperson of the County Legislature's Committee on Education and Information Technology Sarah Anker.

Operating Expenses and Revenue Estimates

There will be an operating budget impact based on projected expenses and enrollment of approximately \$43,218 in the first year of operation.

Operating Expenses – Staffing

Projected expenses for new full-time staffing are as follows:

Title	Current Salary	FICA	Retirement	Healthcare	Benefit Fund	Total
Assistant Professor	\$92,266	\$7,058	\$14,763	\$18,875	\$1,500	\$134,462
Instructor	\$78,367	\$5,995	\$12,539	\$19,153	\$1,500	\$117,553
Professional Assistant	\$65,965	\$5,046	\$10,554	\$19,220	\$1,500	\$102,286
Professional Assistant	\$65,965	\$5,046	\$10,554	\$19,220	\$1,500	\$102,286
Principal Office Assistant	\$36,697	\$2,807	\$3,413	\$19,220	\$1,500	\$63,637
Custodian I	\$29,728	\$2,274	\$2,765	\$19,220	\$1,500	\$55,487

Custodian I	\$32,701	\$2,502	\$3,041	\$19,220	\$1,500	\$58,964
Total						\$634,675

Notes:

1. FICA is calculated at 7.65% of annual salary.
2. Retirement contributions are a percentage of annual salary and vary based on specific employee plan and tier.
3. Healthcare costs are based on a County blended rate of \$20,720 per employee minus the employee contribution of 2% of annual salary or a minimum of \$1,500, whichever is higher.
4. The Benefit Fund contribution (i.e. dental and vision) is estimated at \$1,500 per employee

Projected expenses for new part-time staffing are as follows:

Title	New Sections	Credit Hours/Section	Total Credit Hours	\$/Credit Hour	Total
Adjunct Faculty	7	4	28	\$1,314	\$36,792

Operating Expenses – Utilities

To achieve net zero energy (NZE), modeling indicated that the building energy use intensity (EUI) had to be at or below 35 kbtu/sf/year for an on-site PV system to carry the load. Therefore, the design prioritized reducing building thermal loads and incorporated small, all-electric PV-powered mechanical systems. Makeup air will be delivered through a dedicated outdoor air system (DOAS) including a heat recovery wheel. A variable refrigerant flow (VRF) system, also with heat recovery, will provide waterside exchange to a dedicated geo-exchange system. A landscape berm, shading systems and triple glazing comprise a high-performance envelope. The roof design integrates skylights and optimally-angled solar photovoltaic panels, maximizing energy production and daylighting. This bundling of technologies reduces the expected EUI from an ASHRAE 90.1-2013 baseline 74.1 kbtu/sf/year to 34.8 kbtu/sf/year. The entire energy load will then be carried by the integrated 205 KWPV system, resulting in NZE.

Operating Expenses – Supplies, Materials and Maintenance

Plant Operations related recurring expenses for all buildings at the Grant Campus with the exception of the Suffolk Federal Credit Bldg. averaged \$0.85/sf for 2021. This includes building supplies and materials, building repairs, maintenance contracts, cleaning supplies, waste and garbage removal, snow and ice removal, small tools, clothing and meal allowances, software, safety supplies, and communication equipment repairs.

Subtotal = (\$0.85/sf.)(26,043 sf.) = \$22,137

Annual elevator maintenance costs \$2,382 for one elevator.

Annual costs for inspection, testing and maintenance of building life safety systems are estimated at \$6,238.

Annual costs for maintaining technology throughout the building are estimated based on the projected number of devices as follows:

Computing Devices -	\$ 7,272
Phone Devices -	\$ 9,121
Networking Devices -	<u>\$ 2,659</u>
Subtotal =	\$19,052

= (\$22,137+ \$2,382+ \$6,238 + \$19,052) = **\$49,809 (year 2022 dollars)**

Projected Enrollment Revenue

The College continues to develop new sustainability and STEM programs based on evolving regional workforce needs. The existing Cyber Security program is at capacity and positioned to expand into the new facility. The additional biology laboratory will allow for more sections to be offered as the Campus is currently at capacity. Estimates for first year enrollment and associated revenue is as follows:

Full Time Projected Annual Revenues – Cyber Security

Year	Students	Credits	FTE	Tuition	Fees	State Aid	Total
2022	30	1020	34	213,330	24,780	101,898	\$340,008

Notes:

1. College tuition and fees were increased 0% per year and State aid was increased 1.7% in the above spreadsheet.
2. It is assumed that enrollment will comprise of 70 percent residents and 30 percent non-residents.
3. All revenues listed in these notes are based on spring 2022 tuition and fees and State aid.
4. An increase of 30 full time students is projected.
5. Full time students take 32 to 36 credits per year.
6. Full time tuition is \$5,470 per student for residents and \$10,940 per student for non-residents.
7. Full time fees are as follows: Laboratory - \$75 per course, Technology - \$150 per semester, Vehicular -\$15 per semester, Records - \$3 per credit (\$36 max), Cloud - \$80 per semester
8. Assume full time fees at \$826 per student per year.
9. State aid is currently \$2,997 per FTE.

Projected Annual Revenues - Additional Life Science Courses

Year	Students	Credits	FTE	Tuition	Fees	State Aid	Total
2022	168	672	22	199,181	71,736	67,133	\$338,050

Notes:

1. College tuition and fees were increased 0% per year and State aid was increased 1.7% in the above spreadsheet.
2. It is assumed that enrollment will comprise of 70 percent residents and 30 percent non-residents.
3. All revenues listed in these notes are based on spring 2022 tuition and fees and State aid.
4. Part time tuition is \$228 per credit for residents and \$456 per credit for non-residents.
5. Part time fees are as follows: Laboratory - \$75 per course, Technology - \$75 per semester, Vehicular -\$15 per semester, Records - \$3 per credit (\$36 max). Cloud - \$80 per semester
6. Assume part time fees at \$427 per student per year.
7. State aid is currently \$2,997 per FTE.

Plant Operations Building – Grant Campus

Project No.

2144

Status

Design

Location

Grant Campus

Description

The Plant Operations Department currently occupies two buildings originally constructed in the 1930s. Both buildings suffer from significant deterioration and are inadequate to effectively house campus facility services and storage needs. A new building will be constructed to consolidate and relocate campus Plant Operations. The LEED certification process will begin at the early stages of design.

The two existing buildings house storage areas for operations equipment and materials including grounds equipment; the grounds shop; the painters shop; the carpenters shop; approximately 10 offices; locker rooms, showers and break rooms. These spaces will be relocated and centralized.

Cost Summary

Design =	\$ 250,000
Construction =	\$3,000,000
F&E =	\$ 400,000
Total =	\$3,650,000

Program Status

A design contract was awarded in September 2016. Borings, surveys and construction drawings are complete. A PLA has been executed. Suffolk County Department of Health Services and Public Works approvals have been obtained and a building permit was issued. Original project construction bids were received February 24, 2020. The lowest bid exceeded the project budget. Subsequently, the designer of record, based on recommendations from the College, value engineered the building design at no cost to the College. Changes include an overall smaller size, a simplified roof, elimination of an HVAC mezzanine and modified metal building specifications. The re-bid was opened April 22, 2021 and still exceeded the project budget by an estimated \$322,000 inclusive of contingency. Portions of the project are eligible for Cares Act funding which will cover this more modest overage resulting from the re-bid. A construction contract has been executed. The contractor has mobilized, completed mark-outs and the site is secured with fencing. Excavation work has begun. Due to on-going supply chain issues, the pre-engineered building lead time is estimated at 11 months. Based on this critical path item, substantial completion of the facility is estimate for the summer of 2023. Major contract awards are as follows:

Tetra Tech - \$227,000

Cashin - \$10,000

Stalco - \$3,529,200

Aid and Approval Requirements

This project receives 50 percent State aid and 50 percent County funding. SEQRA approval exists as per Board of Trustees Resolution #2016.79.

Justification and Benefits

The two Plant Operations buildings were occupied when the campus was first established in 1974. Since that time the Grant Campus has grown significantly without any corresponding expansion, development or renovations to these two structures. Both buildings lack fire alarms, appropriate access and restroom facilities. A new building will centralize the Plant Operations Department with a properly apportioned facility.

Operating Expenses and Revenue Estimates

As this is a relocation of existing services in aging facilities into a new facility of roughly equal size, there will be an energy savings from the use of modern equipment and technologies.

Warehouse Building – Eastern Campus

Project No.

2145

Status

Design

Location

Eastern Campus

Description

The Eastern Campus has no true warehouse and receiving space. Receiving for the campus is conducted at the Cafeteria loading dock and transported directly to end users. This project would construct a warehouse and receiving area for the Eastern Campus.

This structure will include a loading dock with paved access. Cost estimates are as follows:

Programming		Costs	
Category	Unit		
Proposed size of new bldg.	4,000 gsf	4,000 gross square feet @ \$100/gsf. for construction	\$400,000
		Admin costs and fees (20%)	\$80,000
		FF&E (15%)	\$60,000
		Subtotal	\$540,000
		Owner Contingencies (10%)	\$54,000
		Total Cost (2012 dollars)	\$594,000
		Inflation @ 3% per year	\$36,000
		Total Cost (2014 dollars)	\$630,000

Cost Summary

Design =	\$ 50,000
Construction =	\$570,000
F&E =	\$ 60,000
Total =	\$680,000

Program Status

All funds have been appropriated. A design contract was awarded in November 2018. Borings and surveys are complete. Pine Barrens approval for the project was issued in September 2021. Construction documents were completed and bids were opened on December 9, 2021. The lowest bid was \$1,425,000, exceeding the budget of \$630,000 by 126% without contingency. Therefore, there will be no award made from this bid. There were 7 bids total, the highest of which was \$2.2M. So the elevated pricing is a reflection of current market conditions. An analysis of the low bidder's schedule of values suggests that on-site labor costs are a significant factor as the value of the pre-engineered building was within expectations. The design consultant is reviewing the bid and drawings to advise the College on possible paths forward. The building is warehouse at only 4,000 gsf., and has no finishes nor plumbing. Therefore, the potential impacts from value engineering are limited. The College has begun analyzing potential cost savings from completing the bulk of the required on-site work through a combination of in house staff and existing County contracts thus reducing the bid to the installation of the pre-engineered building. This analysis is on-going and may result in the project being advanced in phases. Major contract awards are as follows:

Campbell Cassetta - \$49,650

Aid and Approval Requirements

This project receives 50 percent State aid and 50 percent County funding. SEQRA approval exists as per Board of Trustees Resolution #2016.80.

Justification and Benefits

The Eastern Campus was first established in 1977 and has grown significantly since its inception. Due to budgetary limitations present during original development of the campus, several ancillary structures such as receiving and warehouse space were never constructed. Dedicated receiving and warehouse space is needed for effective operations and proper safeguarding of valuable campus resources. Improper storage of campus materials within existing buildings has been cited by the Fire Marshal's Office on numerous occasions. Alternative storage options such as rental of modular units has proven impractical and costly.

Operating Expenses and Revenue Estimates

Anticipated expenses in the first year of operation total \$13,443 as follows:

Electricity

East Campus 2021 annual electric costs totaled \$575,034 based on a unit cost of approximately \$0.176/KWH.

$$\text{Cost per square foot} = \frac{\$575,034}{232,875} = \$2.47/\text{sf}/\text{year for Eastern Campus}$$

$$\text{Cost for new building} = (\$2.47)(4,000) = \$9,877$$

Heat

East Campus 2021 annual fuel consumption was 100,361 gallons of #2 fuel oil totaling \$207,594 based on a unit cost of approximately \$2.068/gal.

$$\text{Cost per square foot} = \frac{\$207,594}{232,875} = \$0.89/\text{sf}/\text{year for Eastern Campus}$$

$$\text{Cost for new building} = (\$0.89)(4,000) = \$3,566$$

$$\text{Total Utility Expense} = \$13,443$$

Learning Resource Center (LRC) – Grant Campus

Project No.

2159

Status

Construction

Location

Grant Campus

Description

The proposed Learning Resources Center (LRC) will include traditional library functions integrated with state-of-the-art information technology, as well as additional quality classroom space, faculty offices and workspace, and student study space. As this is a new building, supporting capital projects may be used in conjunction with this project. These include CP2140, and CP2149.

The LEED certification process will begin at the early stages of design.

Programming		Costs	
Category	SF		
		95,700 sf. @ \$210/sqft	\$20,097,000
Library	46,000	Admin costs and fees (15%)	\$3,014,550
Instructional & Departmental	8,000	FF&E (20%)	\$4,019,400
Student Activity	2,000	Subtotal	\$27,130,950
Assembly & Exhibition	500	Owner contingencies (~8%)	\$2,170,476
Building Services	500	Total Cost	\$29,301,426
Central Services	1,000		
Net Total	58,000		
Grossing factor	1.65		
Gross Area	95,700		

Year	Inflation Rate
2005	3.00%
2006	2.40%
2007	2.40%
2008	2.40%

Inflation rates were approximated based on recommendations by the State University Construction Fund, and local Long Island Trends.

Cost Summary (year 2008)

Design =	\$ 1,600,000
Construction =	\$25,000,000
F & E =	\$ 5,800,000
Total =	\$32,400,000

Program Status

A design contract was awarded in June 2012. A construction contract was awarded in October 2014. A building permit was issued by SCDPW in April 2015. The building officially opened on September 5, 2017. Construction work is complete and final payment has been released. Remaining funding will be used to obtain LEED certification and for landscaping around the building. Major contract awards are as follows:

Wiedersum Associates – \$1,424,276 Universal Testing – \$28,790 Loring - \$34,825

Capobianco Inc. - \$28,281,496	National Grid – \$33,637.50	Liro - \$19,323
Municipal Testing - \$3,115	CDW-G - \$118,170	Borroughs - \$21,941
Adwar Video - \$22,084	Wise Comp. - \$6,818	National - \$184,034
Converged Tech. - \$25,299	Liat - \$484,148	Krueger - \$155,139
Safco - \$7,732	McHugh - \$7,276	Enwork - \$3,452
Exemplis - \$104,324	Telcar - \$45,579	Signarama - \$11,001
Optima - \$5,860	Adwar - \$2,880	ASI - \$4,279
USGBC - \$4,111	LVC - \$5,515	Retrofit - \$3,960

Aid and Approval Requirements

This project receives 50 percent State aid and 50 percent County funding. SEQRA approval exists as per Board of Trustees Resolution #2017.06.

Justification and Benefits

The library on the Grant Campus is located in the Sagtikos Building, which also houses the theatre and science laboratories. The library was not originally intended to be a part of the Sagtikos complex, however, in 1993 it was placed there as a temporary measure until an independent building could be built. The existing 15,520 square foot library is approximately half the size required by SUNY standards.

Operating Expenses

Increased staffing, supplies and energy usage based on 2021 data follows. Operating expenses total **\$787,537**.

Operating Expenses - Staffing

Estimated current annual expenses for new staffing are as follows:

Title	Current Salary	FICA	Retirement	Healthcare	Benefit Fund	Total
Clerk typist	\$50,347	\$3,852	\$7,955	\$19,713	\$1,500	\$83,366
Reference / Librarian	\$78,367	\$5,995	\$9,279	\$19,153	\$1,500	\$114,293
Mechanic I	\$40,246	\$3,079	\$3,743	\$19,915	\$1,500	\$68,483
Custodian I	\$35,783	\$2,737	\$3,328	\$20,004	\$1,500	\$63,353
Custodian I	\$35,783	\$2,737	\$3,328	\$20,004	\$1,500	\$63,353
Total						\$392,848

Notes:

1. FICA is calculated at 7.65% of annual salary.
2. Retirement contributions are a percentage of annual salary and vary based on specific employee plan and tier.
3. Healthcare costs are based on a County blended rate of \$20,720 per employee minus the employee contribution of 2% of annual salary or a minimum of \$1,500, whichever is higher.
4. The Benefit Fund contribution (i.e. dental and vision) is estimated at \$1,500 per employee.

Operating Expenses - Utilities

Heating

Annual natural gas costs for 2021 totaled \$30,438.

Electricity

Annual electrical costs for 2021 totaled \$177,440.

Total Heating and Cooling Cost = \$207,878**Operating Expenses – Supplies, Materials and Maintenance**

The projected academic material and supply expenses for the 2021/22 budget year are as follows:

Instructional Equipment -	\$7,100
Office Supplies -	\$1,710
Memberships and Subscriptions -	\$7,640
Instructional Supplies -	\$20,000
Rental of Business Machines -	<u>\$1,570</u>
Subtotal =	\$38,020

Plant Operations related recurring expenses for all buildings at the Grant Campus with the exception of the Suffolk Federal Credit Bldg. average \$0.85/sf for the 2021/22 budget year. This includes building supplies and materials, building repairs, maintenance contracts, cleaning supplies, waste and garbage removal, snow and ice removal, small tools, clothing and meal allowances, software, safety supplies, and communication equipment repairs.

Subtotal = $(\$0.85/\text{sf.})(74,550 \text{ sf.}) = \$63,368$

In addition, annual elevator maintenance costs \$4,764 for two elevators and annual cooling tower maintenance costs \$8,767 for one tower.

Annual costs for inspection, testing and maintenance of building life safety systems for the 2021/22 budget year are \$15,431.

Annual costs for maintaining technology throughout the building for the 2021/22 budget year are estimated as follows:

Computing Devices -	\$24,907
Phone Devices -	\$26,059
Networking Devices -	<u>\$ 5,494</u>
Subtotal =	\$56,461

Total Expenses Supplies, Materials and Maintenance = \$186,811

Life Safety – College Wide

Project No.

2163

Status

Design

Location

College Wide

Description

This project will expand existing building fire alarm systems to add carbon monoxide detection where required by State code as well as addressing additional emergency power needs. Emergency lighting improvements to existing assembly spaces and adding building heating systems to existing or new emergency power supplies would be included.

A survey of all buildings College wide was conducted to evaluate existing fire alarm systems that require carbon monoxide detection. Several building systems are out dated and would need new fire alarm panels. However, most building fire alarms are expandable and can incorporate carbon monoxide detection heads. Several quotations for new fire alarm systems and expansion of existing systems have been received to estimate the total investment required to bring all College buildings into compliance with the code.

Based on these quotations, the average cost to add one carbon monoxide detection head to an existing system is approximately \$2,750.

Estimated Construction Costs for Carbon Monoxide Detection

Campus	Location	No. of Heads Required	Quotation	Unit Cost Estimate
Ammerman	Ammerman Bldg.	Upgraded panel required	\$210,000	
Ammerman	Huntington Library	Upgraded panel required	\$380,000	
Ammerman	Remaining Bldgs.	35		\$96,250
Grant	Sagtikos Bldg.	9		\$24,750
Grant	Paumanok Bldg.	12		\$33,000
Grant	Warehouse	2		\$5,500
Grant	HS&E Bldg.	4		\$11,000
Grant	Captree Commons	2		\$5,500
Grant	Caumsett Hall	2		\$5,500
Subtotal			\$590,000	\$181,500

Total Estimated Construction Costs = \$771,500

A study of each building's emergency power needs relative to existing generator capacity would establish both the approach and costs associated with each location. Based on the most recent emergency generator tests, the following construction costs have been estimated:

Estimated Construction Costs for Additional Emergency Power Needs

Campus	Location	Existing Genset	Needs	Cost Estimate
Ammerman	Ammerman Bldg.	Yes	Emergency lighting and heat	\$15,000

Ammerman	Brookhaven Gym	Yes	Emergency lighting	\$11,000
Ammerman	President's Cottage	No	Emergency lighting and heat	\$15,000
Ammerman	Southampton Bldg.	Yes	Emergency lighting and heat	\$15,000
Ammerman	Islip Arts Bldg.	Yes	Emergency lighting and heat	\$15,000
Ammerman	Campus Kids	No	Emergency lighting and heat	\$25,000
Ammerman	Huntington Library	Yes	Emergency lighting and heat	\$40,000
Ammerman	Riverhead Bldg.	Yes	Emergency lighting and heat	\$15,000
Ammerman	Sewer Plant Bldg.	Yes	Emergency lighting and heat	\$5,000
Ammerman	Smithtown Science	Yes	Emergency lighting and heat	\$30,000
Ammerman	Plant Operations	Yes	Emergency lighting	\$25,000
Grant	Center Cottage	No	Emergency lighting and heat	\$20,000
Grant	Caumsett Hall	Yes	Emergency lighting and heat	\$15,000
Grant	Captree Commons	Yes	Emergency lighting	\$15,000
Grant	HS&E Bldg.	Yes	Emergency lighting	\$50,000
Grant	Kids Cottage	No	Emergency lighting and heat	\$60,000
Grant	North Cottage	No	Emergency lighting and heat	\$20,000
Grant	Nesconset Hall	No	Emergency lighting and heat	\$60,000
Grant	Paumanok Hall	Yes	Emergency lighting and heat	\$15,000
Grant	South Cottage	No	Emergency lighting and heat	\$20,000
Grant	Sagtikos Bldg.	Yes	Emergency lighting	\$15,000
Grant	WDTC	No	Emergency lighting and heat	\$60,000
Subtotal				\$561,000

Total Estimated Construction Costs = \$561,000

Total Estimate Project Costs	
Construction Estimate	\$1,332,500
Admin Costs and Fees (15%)	\$199,875
Subtotal 1	\$1,532,375
Owner Contingencies (8%)	\$122,590
Subtotal 2	\$1,654,965
Inflation @ 7.5% per year	\$400,992
Total Constr. Cost (2020 dollars)	\$2,055,958
Design Fee SUNY Guidelines	\$200,000
Total Est. Cost (2020 dollars)	\$2,255,958

Cost Summary (year 2020)

Design = \$ 200,000

Construction = \$2,050,000

Total = \$2,250,000

Program Status

The design phase of the project will study existing generator (genset) capacity by building to evaluate the best solutions be it utilizing the existing generators, adding new generators or obtaining mobile generators. In addition, all fire alarm system expansion would be reviewed to ensure code compliance and would be approved by the Fire Marshal's Office. Design services will be retained in 2022.

Aid and Approval Requirements

This project receives 50 percent State aid and 50 percent County funding. SEQRA approval is also required.

Justification and Benefits

On November 20, 2015, New York State amended Part 1228 of Title 19 NYCRR (the Building Code) by adding a new section 1228.4 *Carbon Monoxide Detection in Commercial Buildings*. Section 1228.4 requires new and existing buildings that have a carbon monoxide source to have carbon monoxide detection systems installed. Only one-family dwellings, two-family dwellings and townhouses are exempted from this requirement. All commercial buildings must comply with this section. Suffolk County Resolution No. 295-2014 *Requiring Installation of Carbon Monoxide Detectors at County Facilities ("The Steve Nelson Safety Act")* recommended that the College install and maintain carbon monoxide detection systems in all College buildings.

In general, existing gensets College wide are designed to provide emergency power for egress lighting. In several cases, this lighting appears to be insufficient for egressing large assembly spaces. The first floor of the Brookhaven Gym and the corridors associated with the field house in the Health, Sports and Education Center are two prime examples. Also, many College building heating systems are not on emergency power circuits. If power is lost for an extended period of time during below freezing temperatures, extensive water damage can result from freezing and bursting pipes. One possible solution would be to add specific building panels to existing gensets with excess capacity to accommodate more lighting and critical heating systems and controls. In addition, other buildings and spaces that are critical to returning the College to normal operations after an emergency should be considered for connection to existing or new gensets or connection to a portable genset. This would include Plant Operations, Security and certain technology spaces in addition to any College buildings designated as County shelters.

Operating and Revenue Expenses

There are no significant impacts on the operating budget.

Science, Technology and General Classroom Building – Ammerman Campus

Project No.

2174

Status

Design

Location

Ammerman Campus

Description

This building will house life sciences, chemistry, general classrooms, and faculty offices. These additions to the instructional space on the Ammerman Campus are essential for program enhancements and future enrollment growth. The LEED certification process will begin at the early stages of design. As this is a new building, supporting capital projects may be used in conjunction with this project. These include CP2140, CP2149, CP2152, CP2182 and CP2301.

Program Budget =	\$29,850,000
Current Appropriations =	\$29,850,000
Remaining Appropriations =	\$ 0

Program Status

All funding is fully appropriated. The building opened for spring 2015 classes. Final payment to the contractor is complete. LEED certification is pending. Remaining funding will be used for a building dashboard, additional HVAC controls to increase energy efficiency and miscellaneous academic needs. Major contract awards are as follows:

BBS - \$1,438,441	Cashin - \$25,000	PMC - \$17,378
J. Petrocelli - \$26,706,057	Municipal Testing - \$11,736	Universal Testing - \$92,522
Soil Safe - \$22,200	Converged Tech. - \$193,384	A+ Technology - \$32,170
CDW-G - \$30,028	Adv. Moisture Test - \$3,250	Neutec - \$20,013
Dell - \$42,784	Fischer Scientific - \$115,310	Eppendorf - \$6,430
Krackler - \$22,763	Carolina - \$21,813	Olympus - \$346,561
VWR - \$78,779	Grainger - \$20,193	Anatonage - \$72,575
Off. Furn. Warehouse - \$5,837	Mech. Tech. - \$4,353	Maccarone - \$4,549
Trane - \$45,657	Deal - \$23,162	

Aid and Approval Requirements

This project receives 50 percent State aid and 50 percent County funding. SEQRA approval exists as per Legislative resolution.

Justification and Benefits

The campus cannot meet the demand for Chemistry and the Life Sciences. The new building will address this demand.

Operating Expenses and Revenue Estimates

For the 2021/2022 academic year, annual operating expenses due to increased staffing, supplies and materials, and utility costs are approximately \$898,232. Revenues are estimated at \$976,248 based on the increased student enrollment, resulting in overall profit of **\$78,016**. A summary of these calculations follows.

Operating Expenses – Staffing

Additional staffing requirements for the 2021/2022 academic year relative to what existed before the building was constructed include one full time professional assistant as well as adjunct faculty and part time professional assistants to teach an additional 49 sections of biology. Estimated current annual expenses for this new staffing are as follows:

Title	Current Salary	FICA	Retirement	Healthcare	Benefit Fund	Total
Professional Assistant	\$80,257	\$6,140	\$8,523	\$19,220	\$1,500	\$115,640

Notes:

1. FICA is calculated at 7.65% of annual salary.
2. Retirement contributions are a percentage of annual salary and vary based on specific employee plan and tier.
3. Healthcare costs are based on a County blended rate of \$20,720 per employee minus the employee contribution of 2% of annual salary or a minimum of \$1,500, whichever is higher.
4. The Benefit Fund contribution (i.e. dental and vision) is estimated at \$1,500 per employee.

Title	New Sections	Credit Hours/Section	Total Credit Hours	\$/Credit Hour	Total
Professional Assistant	49	4	196	\$1,003	\$196,588
Adjunct Faculty	49	4	196	\$1,314	\$257,554
Total					\$454,132

Total Expenses Staffing = \$569,772

Operating Expenses - Utilities

Heating

Based on building gas meter readings for 2021, heating costs totaled \$49,284.

Electricity

Ammerman Campus 2021 annual electric costs totaled \$1,692,656 based on readings from the main Campus meter.

Cost per square foot = $\frac{\$1,692,656}{714,542} = \$2.37/\text{sf}/\text{year}$

Cost for new building = $(\$2.37)(62,760) = \$148,670$

Total Heating and Electrical Cost = \$49,284 + \$148,670 = \$197,954

Operating Expenses – Supplies, Materials and Maintenance

For the biological sciences, an additional 49 sections are projected which represents a 45% increase over the number of sections that could have been taught before the building was constructed. The total biology budget for 2021/22 is approximately \$82,517 and includes instructional equipment, office supplies, instructional supplies, office machines, maintenance contracts, education equipment repairs and waste removal.

Subtotal = $(\$82,517)(0.45) = \$37,133$

Plant Operations related recurring expenses for all buildings at the Ammerman Campus average \$0.72/sf for the 2020/21 budget year. This includes building supplies and materials, building repairs, maintenance contracts, cleaning supplies, waste and garbage removal, snow and ice removal, small tools, clothing and meal allowances.

Subtotal = $(\$0.72/\text{sf.})(62,760 \text{ sf.}) = \$44,967$

In addition, annual elevator maintenance costs \$2,382 for one elevator.

Annual costs for inspection, testing and maintenance of building life safety systems for the 2021/22 budget year are \$13,395.

Annual costs for maintaining technology throughout the building for the 2021/22 budget year are estimated as follows:

Computing Devices -	\$ 6,485
Phone Devices -	\$21,890
Networking Devices -	\$ 4,254
Subtotal =	\$32,629

Total Expenses Supplies, Materials and Maintenance = \$130,506

Revenues

Increased enrollment for the 2021/2022 academic year relative to before the building was constructed includes approximately 595 biology students. Approximately 59% of these students are full time. To calculate a cost per credit for full time students, 17 credits per semester per student was assumed. As such, revenue estimates are as follows:

Part Time Projected Annual Revenues - Additional Life Science Courses

Year	Students	Credits	FTE	Tuition	Fees	State Aid	Total
2022	244	976	33	233,607	86,358	97,482	\$417,447

Full Time Projected Annual Revenues - Additional Life Science Courses

Year	Students	Credits	FTE	Tuition	Fees	State Aid	Total
2022	351	1404	47	237,380	181,142	140,280	\$558,801

Notes:

- College tuition and fees were increased 0% per year and State aid was increased 1.7% in the above spreadsheet.
- It is assumed that enrollment will comprise of 95 percent residents and 5 percent non-residents.
- All revenues listed in these notes are based on spring 2022 tuition and fees and State aid.
- Full time students take 32 to 36 credits per year. Part time students take 6 to 10 credits per year.
- Full time tuition is \$5,470 per student for residents and \$10,940 per student for non-residents.
- Part time tuition is \$228 per credit for residents and \$456 per credit for non-residents.
- Full time fees are as follows: Laboratory - \$75 per course, Technology - \$150 per semester, Vehicular -\$15 per semester, Records - \$3 per credit (\$36 max)
- Part time fees are as follows: Laboratory - \$75 per course, Technology - \$75 per semester, Vehicular -\$15 per semester, Records - \$3 per credit (\$36 max)
- Assume full time fees at \$516 and part time fees at \$354 per student per year.
- State aid is currently \$2,997 per FTE.

Waterproofing Building Exteriors

Project No.

2177

Status

Planning and Construction

Location

All Campuses

Description

This project will address the critical need for repair work on several College building exteriors to prevent water migration. Exterior repairs will include the re-caulking of windows and doors where the frames meet the masonry, repair of limestone panels, cornice and fascia work, and exterior brickwork re-pointing and sealing. To take advantage of logistical efficiencies and economies of scale, this project may support other planned renovation work including work covered under CP2114, CP2118, CP2137, CP2149, CP 2165, CP2168, CP2180, CP2182 and CP2207.

Program Budget =	\$1,530,000
Current Appropriations =	\$1,530,000
Remaining Appropriations =	\$0

This design phase includes recommendations to correct compromised exteriors on the four College buildings currently experiencing the most water migration which includes Kreiling Hall, Ammerman Building, Southampton Building and Sagtikos Building. The construction phase will be used to physically improve these College building exteriors.

Program Status

All County funds have been appropriated. All State funds have been bonded. The Riverhead Building computer center, Southampton Building terrace, and Ammerman Building are complete. Kreiling Hall was completed in October 2021. Remaining funding will be used to address wall and storefront leaks at the Sagtikos and Smithtown Science Buildings. Major contract awards are as follows:

Statewide Roofing - \$298,165	Hughes Urethane - \$5,500
Hoffman Architects - \$68,600	National Insulation - \$23,779
Mount Olympus - \$718,000	Stalco - \$236,500

Aid and Approval Requirements

This project receives 50 percent State aid and 50 percent County funding. SEQRA approval exists as per Legislative Resolution.

Justification and Benefits

This project is needed to preserve College structures. Continued water damage would reduce the life expectancy of College assets.

Operating Expenses and Revenue Estimates

The project will decrease the need for certain maintenance issues resulting in operational savings.

Master Plan Update – College Wide

Project No.

2186

Status

Planning

Location

College Wide

Description

This project will update the existing College Master Plan, which was last amended in 2000. As a comprehensive, long range plan intended to guide and empower College development, periodic updates are critical. This re-evaluation will ensure that capital projects are aligned with the College Strategic Plan and respond to real needs as academic programs, demographics and economics continue to evolve and existing physical assets continue to age. This update will also include an energy master plan and housing feasibility study.

Adjusting the cost of the last master plan update for inflation at 3 percent per year for 15 years results in an estimate of approximately \$400,000. Given the increased physical size of the College and increased number of program offerings, additional funding is suggested above the inflationary figure. Furthermore, the digital communications capacity and redundancy of the College, the evolution of public/private partnerships and green technologies add additional layers of study and review. Therefore, a figure of \$500,000 is recommended and consistent with consultant estimates for a master plan update at a facility with over 1.5 million square feet of building space.

Program Status

All funds have been appropriated at this time. The College plans to retain a design consultant in 2022.

Aid and Approval Requirements

This project receives 50 percent State aid and 50 percent County funding. SEQRA approval exists as per legislative resolution.

Justification and Benefits

Over 60 percent of the capital initiatives identified in the current Master Plan have either been completed or are in progress. These projects have focused on existing building renovations, new facilities to support growing enrollment and new program offerings, and infrastructure needs both interior and exterior. Completed and in progress projects have been advanced on a priority basis.

The remaining projects that have yet to be advanced for funding focus on major renovations and expansions to existing academic buildings, new buildings for both academic and student service needs, as well as several campus landscaping and access projects. These remaining projects should be reevaluated given the evolving role of the College, its program offerings and the age of existing physical assets to ensure that major capital initiatives are aligned with the College's mission and the needs of its stakeholders over the next ten-year cycle.

Operating Expenses and Revenue Estimates

There are no impacts on the operating budget.

Reconstruction of the Central Plaza at Ammerman Campus

Project No.

2187

Status

Planning and Construction

Location

Ammerman Campus

Description

The central plaza is an area of two acres that is paved with a combination of brick and concrete. The project will make it possible to study, design and implement a solution to reconstruct the plaza and terraces to eliminate the safety hazards and install more effective drainage. The central plaza serves as the center of the Ammerman Campus. As this is a major renovation program, other capital projects may be used in conjunction with this project. These include CP2127, CP2140, CP2149, CP2179, CP2182, CP2207 and CP2301.

Program Budget =	\$3,750,000
Current Appropriations =	\$3,750,000
Remaining Appropriations =	\$0

Program Status

All County funds have been appropriated. State funding for this project is completed. The design and construction for Phase I are complete. The design for Phase II is substantially complete. The south entrance renovation including new stairs, handrails, lighting, seating walls, sidewalks and rough grading were completed in 2019. Additional lighting and landscaping were completed in 2020. Remaining funding will be used for an amphitheater. Major contract awards are as follows:

Burrwood Engineering – \$248,000	Sullivan & Nickel - \$2,707,000
Municipal Testing - \$24,930	Holzmacher - \$16,900
Retro-Fit - \$53,585	Deal - \$244,574
NY Trenchless - \$47,485	Wade - \$22,970

Aid and Approval Requirements

This project receives 50 percent State aid and 50 percent County funding. SEQRA approval exists as per Board of Trustees Resolution #94145.

Justification and Benefits

There are numerous tripping hazards caused by the unevenness in the pavement. During and after a rain, students walk through water while the drains are "high and dry". Between each building and the plaza, the extensive arrangement of steps and terraces have cracked. The project will address these hazards and aesthetically poor conditions.

Operating Expenses and Revenue Estimates

This project will not affect operating expenses or revenue.

Learning Resource Center – Eastern Campus

Project No.

2189

Status

Construction

Location

Eastern Campus

Description

This building will include traditional Library functions, technologically advanced computer spaces and consolidated faculty and student independent learning spaces. The building will complete the existing loosely defined campus quadrangle. The LEED certification process will begin at the early stages of design.

Program Budget =	\$14,500,000
Current Appropriations =	\$14,500,000
Remaining Appropriations =	\$0

Program Status

The design phase is complete. The construction phase is substantially complete. The building was occupied in January 2011 and is currently tracking LEED gold. Additional green technologies are being evaluated to further reduce operating expenses. Major contract awards are as follows:

JCJ Architects - \$1,022,593; LiRo - \$105,996; EW Howell - \$11,196,519; Dell - \$91,737; Adwar - \$32,482; Universal Testing - \$14,477; CDW-G - \$11,704; JS McHugh - \$3,602; Huston - \$108,046; Custom Computer - \$9,440; Nova - \$18,424; Interscape - \$238,582; VanerumStelter - \$31,311; Mid Island - \$4,689; Versteel - \$6,101; A+ Solutions - \$28,125; Verizon - \$12,596; Waldners - \$70,238; Telcar - \$83,753; Creative Furniture - \$27,293; Adams Ahern - \$7,639; Lucid Design - \$23,840; Municipal Testing - \$71,118; Pride Eqpt. - \$14,943; Grainger - \$4,500; Kimball - \$31,489; JS McHugh - \$3,602; Robert H. Lord - \$3,124; VanerumStelter - \$2,974; Thomas Raftery - \$3,435; Best Climate Control - \$16,625; National Insulation - \$5,001; Northstar - \$31,272; Collidescape - \$16,846; JNS Heating Service - \$313,800

Aid and Approval Requirements

This project receives 50 percent State aid and 50 percent County funding. SEQRA approval exists as per Legislative resolution.

Justification and Benefits

The present library, which is housed in converted classroom space in the Peconic Building, is 50% smaller than SUNY standards and is inadequate to meet the needs of students and faculty. The Middle States Evaluation Team cited this inadequacy in its May 1997 report.

Operating Expenses and Revenue Estimates

Increased staffing, supplies and energy usage based on 2021 data follows. Operating expenses total **\$343,584**.

Operating Expenses - Staffing

Estimated current annual expenses for new staffing are as follows:

Title	Current Salary	FICA	Retirement	Healthcare	Benefit Fund	Total
Head Librarian	\$100,115	\$7,659	\$8,009	\$18,718	\$1,500	\$136,001

Notes:

1. FICA is calculated at 7.65% of annual salary.
2. Retirement contributions are a percentage of annual salary and vary based on specific employee plan and tier.
3. Healthcare costs are based on a County blended rate of \$20,720 per employee minus the employee contribution of 2% of annual salary or a minimum of \$1,500, whichever is higher.
4. The Benefit Fund contribution (i.e. dental and vision) is estimated at \$1,500 per employee.

Operating Expenses - Utilities

Electricity

Electric costs for the Eastern Campus totaled \$575,034 in 2021. The square footage of all campus buildings totals 232,875 sf. The MLRC is 35,994 sf. Therefore:

$$\text{Annual electrical cost} = (\$575,034) \times (35,994 / 232,875) = \$88,879$$

Heat

East Campus 2021 annual fuel consumption was 100,361 gallons of #2 fuel oil totaling \$207,594 based on a unit cost of approximately \$2.068/gal.

$$\text{Cost per square foot} = \frac{\$207,594}{232,875} = \$0.89/\text{sf}/\text{year} \text{ for Eastern Campus}$$

$$\text{Cost for new building} = (\$0.89)(35,994) = \$32,086$$

Total Utility Expense = \$120,965

Operating Expenses – Supplies, Materials and Maintenance

The projected academic material and supply expenses for the 2021/22 budget year are as follows:

Office Supplies -	\$ 3,000
Memberships and Subscriptions -	\$ 3,892
Instructional Supplies -	\$ 9,923
Digital resources -	\$ 1,200
Maintenance Contracts -	<u>\$ 3,000</u>
Subtotal =	\$21,015

Plant Operations related recurring expenses for all buildings at the Eastern Campus average \$0.77/sf for the 2021/22 budget year. This includes building supplies and materials, building repairs, maintenance contracts, cleaning supplies, waste and garbage removal, snow and ice removal, small tools, clothing and meal allowances, software, safety supplies, and communication equipment repairs.

$$\text{Subtotal} = (\$0.77/\text{sf.})(35,994 \text{ sf.}) = \$27,545$$

In addition, annual elevator maintenance costs \$2,382 for one elevator.

Annual costs for inspection, testing and maintenance of building life safety systems for the 2021/22 budget year are \$9,634.

Annual costs for maintaining technology throughout the building for the 2020/21 budget year are estimated as follows:

Computing Devices -	\$11,635
Phone Devices -	\$10,684
Networking Devices -	<u>\$ 3,772</u>
Subtotal =	\$26,042

Index

<u>Alphabetical Listing of Capital Projects</u>	<u>Project Number</u>	<u>Page</u>
Automotive Technology Center – Grant Campus	2203	22
Caumsett Hall Partial Renovation – Grant Campus	New	10
Environmental Health and Safety	2131	32
Improvements/Replacements to Roofs at Various Buildings	2137	33
Infrastructure – College Wide	2149	14
Installation of Cooling Systems – College Wide	2138	34
Learning Resource Center (LCR) – Eastern Campus	2189	58
Learning Resource Center (LRC) – Grant Campus	2159	46
Life Safety – College Wide	2163	49
Master Plan Update	2186	56
Plant Operations Building – Grant Campus	2144	42
Reconstruction of the Central Plaza at Ammerman Campus	2187	57
Removal of Architectural Barriers/ADA Compliance	2127	30
Renewable Energy and STEM Center – Grant Campus	2141	37
Renovation of Kreiling Hall – Ammerman Campus	2114	28
Renovations to Sagtikos Building – Grant Campus	2118	29
Sciences, Technology and General Classroom Building	2174	52
Security Notification – College Wide	2140	35
South Cottage Renovation – Grant Campus	New	6

Warehouse Building – Eastern Campus	2145	44
Waterproofing Building Exteriors	2177	55
Workforce Development and Technology Center Expansion	2178	19



Office of the President

BOARD OF TRUSTEES

February 17, 2022

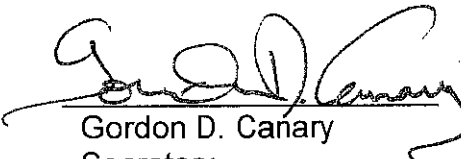
RESOLUTION 2022.07 - Confirming the Annual Review and Approval of the College's Procurement Policy, as Amended

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 to ensure compliance with NYS law, be it therefore

RESOLVED, that the College's *Procurement Policy*, as amended (see, *Attachment V*), is hereby adopted and approved for the calendar year 2022.



Gordon D. Canary
Secretary



PROCUREMENT POLICY

A. INTENT / GENERAL PRINCIPLES

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.

An approved purchase order is the mechanism by which vendors are engaged to provide goods or services to the College. No goods or services shall be requested from a vendor until sufficient funds to cover the expense have been allocated in a purchase order. An after-the-fact purchase is one where a department engages a vendor without having an approved purchase order in place. If there are indications that a requisition is for an after-the-fact purchase, an explanation setting forth the reasoning for such after-the-fact purchase must be provided to the Procurement Office and / or the Office of Legal Affairs.

Establishment of internal procedures and staff training shall be utilized to reinforce this policy and ensure compliance. Policy violations may be considered misconduct, and violators may be subject to disciplinary action in accordance with College policy and /or applicable collective bargaining agreements.

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 SharkMart, 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 issued 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."

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 such Appendices as shall be determined by the Office of Legal Affairs, including, but not limited to:

- Contractor's/Vendor's Public Disclosure Statement, Suffolk County Administrative Code §A5-8;
- Disqualification of Non-responsible Bidders, Local Law No. 52-2012, Article II of Chapter 189 of the Suffolk County Administrative Code;
- Statement of Non-Collusion in Bids or Proposals, NYS General Municipal Law §103-d
- Local Business Certification Form, Preferences for Business Located within Suffolk and Nassau Counties, Local Law No. 4-1993, §A4-13 of the Suffolk County Administrative Code
- Lawful Hiring of Employees, Local Law No. 52-2006, Article II of Chapter 353 of the Suffolk County Administrative Code

(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/her 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. For cost proposals between \$35,000 - \$50,000, the Office of Legal Affairs will prepare a contract to be executed by the selected Consultant and the President or his/her designee.

(iii) In the event the anticipated value of such services exceeds \$50,000, a Request for Proposals shall be issued and published in a newspaper of general circulation. The RFP shall specify the services required, the selection criteria, and, if known, the budget for the project.

(b) When an RFP is issued, 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/her 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) 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 \$50,000 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 a project with a fee of \$50,000 or more, the Board shall authorize the award to the firm.

(f) The President, or his/her designee, is authorized to approve additional services having a value of less than \$50,000. In those cases where the aggregate of several requests for additional services within any one agreement reaches \$100,000, 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.