



Office of the President

BOARD OF TRUSTEES

February 17, 2011

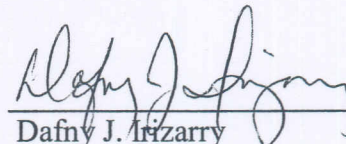
RESOLUTION NO. 2010.07 APPROVING BUDGET TRANSFERS

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

WHEREAS, according to that policy the transfers on Attachment I must be authorized by Board resolution, and

WHEREAS, the President recommends the transfers on Attachment I as necessary for the operation of the College, be it therefore

RESOLVED, that the budget transfers shown on (Attachment I) are hereby approved.


Dafny J. Trizarry
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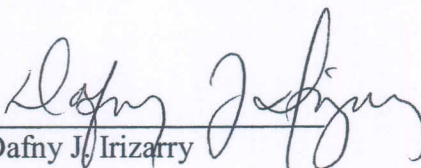
**RESOLUTION NO. 2011.08 APPROVING MONTHLY SPONSOR SERVICES FOR
SUFFOLK COUNTY COMMUNITY COLLEGE**

WHEREAS, the State University of New York Regulation No. 602.7 requires the Suffolk County Community College Board of Trustees to review and approve all Sponsor provided services and their estimated value in advance of the service being rendered, and

WHEREAS, the regulation also requires the approval of the payment of each Sponsor Service satisfactorily performed, and

WHEREAS, health insurance is considered a Sponsor Service, be it therefore

RESOLVED, that the health insurance payment to the County of Suffolk in the amount of \$1,791,110.83 for the month of January 2011 (Attachment II) is hereby approved by the Board of Trustees.


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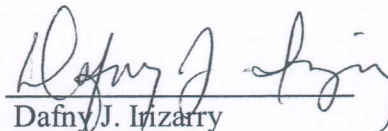
February 17, 2011

RESOLUTION NO. 2011.09 APPROVING THE REQUESTED 2012-2014 CAPITAL PROGRAM AND 2012 CAPITAL BUDGET

WHEREAS, the College has been requested by the office of the 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 III) have been solicited from the Executive Vice President, Vice Presidents, Associate Vice President, Campus Executive Deans, Physical Plant Directors and the President, reviewed by the Physical Resources Committee, 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 III, and authorizes the President or her designee to submit the projects for the 2012-2014 capital program and 2012 capital budget.


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RESOLUTION NO. 2011.10 AMENDING RESOLUTION 2010.39 ACCEPTING AN AWARD FOR A GREEN TECHNOLOGY WORKFORCE INITIATIVE FROM THE U.S. SMALL BUSINESS ADMINISTRATION

WHEREAS, Congressman Steve Israel announced \$200,000 in federal funding to Suffolk County Community College to institute a Green Technology Workforce Initiative at the Michael J. Grant Campus, which was approved as part of the Consolidated appropriations Act signed by President Obama on December 16, 2009, and

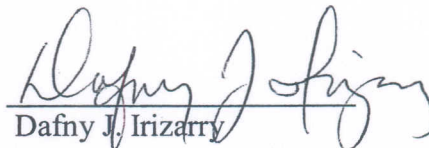
WHEREAS, the program provides funding for green technology workforce training targeted to Brentwood and the surrounding community, including summer camps for youth, entrepreneurial assistance and business workshops, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that a grant award in the amount of \$200,000, including indirect costs, from the U.S. Small Business Administration entitled "Green Technology Workforce Initiative" originally approved for the period of July 1, 2010 through June 30, 2012 is now amended to be for the period of September 30, 2010 through September 29, 2012 is hereby accepted, and the College President or his designee is authorized to execute the required paperwork with the administering agency.

Project Director: Daphne Gordon, Program Administrator, Entrepreneurial Assistance Program

Note: No additional full-time personnel


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RESOLUTION NO. 2011.11 ABOLISHING AND CREATING TITLES

WHEREAS, the President recommends abolishing and creating the following title, and

WHEREAS, the changes are needed to align the College's structure, be it therefore

RESOLVED, that the title listed below be abolished effective February 17, 2011.

<u>Titles to be Abolished</u>	<u>Spec#</u>	<u>BU</u>	<u>Category</u>
College Assistant Director of Public Safety	9180	4	IV

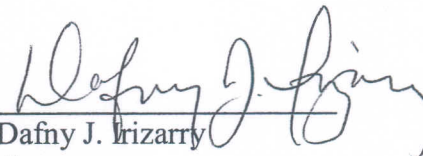
RESOLVED, that the title listed below be created effective February 17, 2011 with the qualifications, duties and responsibilities as described in the position description,

<u>Titles to be Created</u>	<u>Spec#</u>	<u>BU</u>	<u>Category</u>
College Assistant Director of Public Safety and Environmental Health	9180	4	IV

and be it further

RESOLVED, that the title and position description be submitted to the Chancellor of the State University of New York for approval in the professional service.

Attachment IV: Position Description for College Assistant Director of Public Safety
and Environmental Health


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**College Assistant Director of Public Safety and Environmental Health
Position Description**

The College Assistant Director of Public Safety and Environmental Health reports directly to the College Director of Public and Fire Safety. Working closely with and under the direction of the Director of Public and Fire Safety, the assistant director will be responsible for the daily operations of the public safety officers assigned to the Ammerman, Eastern and Grant Campuses. In addition, the position is responsible for recommending policy and procedures to maintain employee safety and health standards mandated by the New York State Public Employee Occupational Safety and Health Act and/or the Federal Asbestos Hazard Emergency Response Act and OSHA. Responsibility is included for developing or otherwise providing appropriate training programs in compliance with health and safety standards. In his or her absence, the assistant director will assume the responsibilities of the Director of Public and Fire Safety. Specific duties include:

1. Overseeing, coordinating and directing the work of all public safety staff of the college to ensure that policies and procedures are being followed;
2. Working closely with campus supervisors in the delivery of public safety services; develops and presents employee safety training programs; conducts site reviews
3. Developing Emergency Response plans and procedures which conform to the National Incident Management System (NIMS) and Incident Command System (ICS) protocols; EPA Hazmat Response Protocols; Bloodborne training and response
4. Conducting annual review of department policies and procedures, making recommendations and changes when appropriate;
5. Assisting and supporting the development of operating and capital budgets by providing input about security and safety costs;
6. Maintaining suitable staffing levels that minimize the use of overtime without jeopardizing security and safety;
7. Reviewing current training, making recommendations for officer training that would improve the delivery of public safety services to the college community; prepares reports which demonstrate County compliance with health and safety regulations and oversees maintenance and retention of associated records.
8. Scheduling annual training for college employees as needed;
9. Ensuring compliance with all federal, state and county laws and procedures related to crime and reporting of crime statistics;
10. Counseling, directing and evaluating the effectiveness of department staff in accordance with county, college and department policies and procedures;
11. Responding effectively to all college staff when handling public safety issues and parking regulations
12. Working closely with the Associate Dean of Students' Code of Conduct investigations involving students on college property;
13. Working with law enforcement and other emergency services agencies who may respond to the college, when appropriate;

14. Developing and conducting annual evaluations for all public safety staff;
15. Serving on appropriate college committees dealing with security and environmental health and safety
16. Working closely with plant operations, warehouse, and construction/vendor personnel on issues of safety;
17. The incumbent cooperates with representatives of regulatory agencies to formulate safety and health practices, and works to correct violations.
18. Undertaking such other duties as maybe assigned from time to time by the Director of Public and Fire Safety.

Minimum Qualifications:

Bachelor's degree required with a minimum of 10 years experience in law enforcement, fire, public safety or related field including experience in personnel management and environmental/occupational health. The candidate should possess experience conducting criminal and administrative investigations. Candidate should possess excellent written and verbal communication skills and a demonstrated ability to lead through collaborative and shared decision making. A specialization in criminal justice, public safety, or other functionally relevant field is desirable. An employee in this title must possess or be able to obtain any licenses and/or certifications deemed necessary for performance of duties. Relevant work experience may be substituted for degree specialization depending upon qualifications and experience. Candidates must possess a valid New York State driver's license. The candidate selected will be expected to work evenings and weekends as conditions warrant.



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February 17, 2011

RESOLUTION NO. 2011.12 APPOINTING A DIRECTOR TO THE BOARD OF THE SUFFOLK CENTER ON THE HOLOCAUST, DIVERSITY & HUMAN UNDERSTANDING, INC.

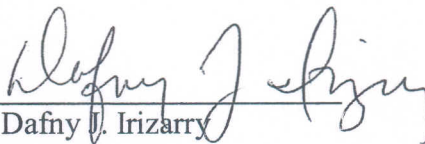
WHEREAS, the by-laws of The Suffolk Center on the Holocaust, Diversity & Human Understanding, Inc. provide for the Board of Trustees to appoint the members of its Board of Directors, and

WHEREAS, a vacancy exists on the Board, be it therefore

RESOLVED, that the appointment of the following person to the Board of Directors of The Suffolk Center on the Holocaust, Diversity & Human Understanding, Inc. is hereby approved, for a term of three years, effective February 17, 2011:

Name

Jim Morgo


Dafny J. Irizarry
Secretary

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**RESOLUTION NO.2011.13 APPROVING A MAJOR CHANGE ORDER FOR THE
MONTAUKETT LEARNING RESOURCE CENTER, EASTERN CAMPUS, CP 2189**

WHEREAS, Capital Project No. 2189 has been approved by Suffolk County and the State of New York for funding, and appropriated by the Suffolk County Legislature, and

WHEREAS, the project includes a furniture and equipment budget, and

WHEREAS, certain furniture and equipment systems require installation including book shelves, custom millwork desks and self service cases, and

WHEREAS, as of February 17, 2011, furniture and equipment costs for the Montaukett Learning Resource Center, CP 2189, are within budget, as shown in Attachment V and

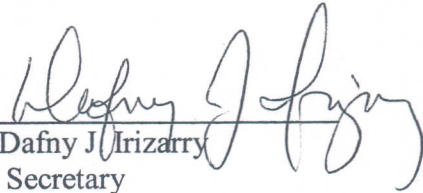
WHEREAS, the change order provided by the contractor for this work was reviewed and approved by the project architect, JCJ Architecture, and

WHEREAS, this change order exceeds \$20,000, thus constituting a 'major' change order as defined by Board resolution, and

WHEREAS, all major change orders require Board approval, be it therefore

RESOLVED, that Change Order No. 4 for EW Howell in the amount of \$64,220 is approved, and be it further

RESOLVED, that the College President, or his designee, is authorized to execute the necessary documentation.


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Attachment V
Board of Trustees

**MONTAUKETT LEARNING RESOURCE CENTER (CP 2189)
CHANGE ORDER SUMMARY - FURNITURE AND EQUIPMENT**

February 17, 2011

Original Furniture and Equipment Budget		\$2,000,000
Contracts to Date	730,186	
Approved Change Orders Billed to Project to Date	0	
EW Howell Major Change Order No. 4	64,220	
Estimated Cost of Project Furniture and Equipment to Date	794,406	794,406
Estimated Project Furniture and Equipment Balance Available		\$1,205,594



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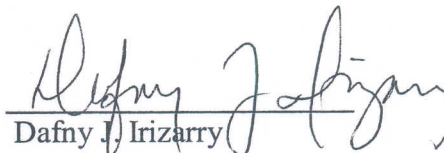
RESOLUTION NO.2011.14 AMENDING RESOLUTION NO.2009.88 ADOPTING A SALARY AND BENEFIT PLAN FOR EXEMPT EMPLOYEES

WHEREAS, at its November 12, 2009 meeting, the Board of Trustees adopted a Salary and Benefit Plan for Exempt Employees (Resolution No. 2009.88), and

WHEREAS, it is necessary to amend the Long Term Disability Benefit for Exempt Employees to address the inequity between the Exempt and Guild of Administrative Officers benefits, and

WHEREAS, the Long Term Disability Benefit for Exempt Employees will increase from \$300 to \$450 per week hereby increasing the Long Term Disability Benefit for Exempt Employees to the same level as the Guild of Administrative Officers employees, be it therefore

RESOLVED, that the Board of Trustees hereby amends the Salary and Benefit Plan for Exempt Employees to increase the Long Term Disability Benefit from \$300 to \$450 per week, to take effect immediately.


Dafny J. Irizarry
Secretary