

Suffolk

COUNTY COMMUNITY COLLEGE

Office of the President

BOARD OF DIRECTORS

March 21, 2013

RESOLUTION NO. 2013.A3 AUTHORIZATION TO PURCHASE EXERCISE EQUIPMENT AND FLOORING FOR THE AMMERMAN CAMPUS WEIGHT TRAINING ROOM

WHEREAS, the exercise equipment and flooring in the Ammerman Campus weight training room is in need of replacement, and

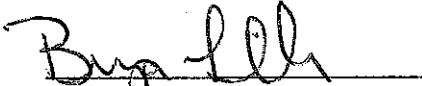
WHEREAS, appropriate exercise equipment is available for purchase through an authorized New York State contract, and rubberized flooring will be procured subject to competitive quotations, and

WHEREAS, the Association maintains reserve funds which may be utilized for this purpose, and

WHEREAS, the Executive Dean of the Ammerman Campus recommends this purchase, be it therefore

RESOLVED that the Board of Directors hereby authorizes the purchase of new exercise equipment and rubberized flooring for the Ammerman Campus weight training room for the amount of \$57,655.00, and be it further

RESOLVED, that the budget of the Suffolk Community College Association, Inc., be amended, accordingly, to reflect the transfer and expenditure of the funds herein authorized.


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March 21, 2013

RESOLUTION NO. 2013.A4 ADOPTING A PROCUREMENT POLICY

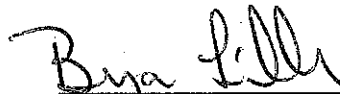
WHEREAS, Article 5-A of the New York State General Municipal Law ensures the prudent and economical use of public monies, and guards against favoritism, improvidence, extravagance, fraud and corruption in the procurement of goods and services, and

WHEREAS, the primary purpose of the Suffolk Community College Association, Inc. (Association) is to provide co-curricular programs and services which directly benefit the students of Suffolk County Community College, and

WHEREAS, it is appropriate, therefore, that the Association promulgate a procurement policy in accordance with the provisions of the General Municipal Law, be it therefore

RESOLVED, that the Association hereby adopts the "Procurement Policy," effective March 21, 2013 (Attachment A.I), and be it further

RESOLVED, that the Association hereby revokes "Exchange Account Policies and Procedures," adopted by this Board on January 25, 1996.



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SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.**PROCUREMENT POLICY****A. INTRODUCTION**

Article 5-A of the New York State General Municipal 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.

The primary purpose of Suffolk Community College Association, Inc. ("Association") is to provide co-curricular programs and services which directly benefit the students of Suffolk County Community College. As such, it is appropriate that the Association promulgate a procurement policy in accordance with the provisions of the General Municipal Law. Such policy shall be reviewed annually by the Board of Directors.

B. PURCHASE CONTRACTS IN EXCESS OF \$20,000

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 and clothing.

2. All purchase contracts which are reasonably anticipated to involve an expenditure of more than \$20,000 over the course of a 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 Association. 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. All such public bidding as required pursuant to this subsection shall be coordinated by the Association Director of Business Affairs together with the College's Administrative Director of Business Operations.

C. POLICY AND PROCEDURES FOR PURCHASES OF \$20,000 AND UNDER

1. Purchases authorized by this subsection may be made by the following Association personnel:

- a. Association Director of Business Affairs
- b. the Campus Associate Deans of Student Affairs

- c. the Association Directors of Campus Activities, Theatre, Athletics, and Child Care
 - d. Coordinator of Dining Services, and Coordinator of Grant Campus Theatre
 - e. Holders of Exchange Accounts
2. Purchasing Thresholds
- a. If the monetary threshold for the purchase of commodities is *not* reasonably anticipated to exceed \$20,000 over the course of a fiscal year, the following procedures shall be followed:
 - i. **\$0.01 - \$100.00.** Direct purchase at the discretion of the individuals enumerated in paragraph C(1).
 - ii. **\$100.01 - \$1,000.00.** Purchases may be made at the discretion of the individuals enumerated in paragraph C(1)(b-e), upon the written approval of the Association Director of Business Affairs. Purchases may be made by the Association Director of Business Affairs upon the written approval of the Vice President for Academic and Student Affairs.
 - iii. **\$1,000.01 - \$20,000.00.** Purchases may be made by the individuals enumerated in paragraph C(1)(b)-(e), after obtaining written quotes from at least three (3) vendors and upon the written approval of the Association Director of Business Affairs. Purchases may be made by the Association Director of Business Affairs after obtaining written quotes from at least three (3) vendors and upon the written approval of the Vice President for Academic and Student Affairs. A good faith effort shall be made to obtain the required number of quotations. If, for any reason, the authorized individual is unable to obtain the requisite number of quotations, such authorized individual shall properly document, on the *Price Quotation Form*, the reasons why such quotes could not be obtained, and the efforts made to acquire the required quotes.
3. Payment Procedures
- a. **\$0.01 - \$2,500.00.** Payment vouchers should be submitted to the Association Business Director for approval.

- b. **Over \$2,500.00.** A payment voucher should be submitted directly to the Director of Campus Activities, who, thereafter, forwards such voucher to the Campus Executive Dean. The Campus Executive Dean then forwards the voucher to the Association Director of Business Affairs, who provides it to the Vice President for Academic and Student Affairs, for approval.

D. THE PROCUREMENT OF PROFESSIONAL SERVICES

Contracts for services that involve specialized skill, training, knowledge, expertise, a high degree of creativity, technical skill or the use of professional judgment should be procured in such a manner so as to assure the prudent and economical use of Association monies, and to facilitate the acquisition of such services of maximum quality at the lowest possible cost under the circumstances. Accordingly, such professional services shall be procured in accordance with the following guidelines:

1. Entertainment and Speaker Programs

- a. In accordance with customary and accepted collegiate practices, entertainment and speakers may be procured from the following sources, including, but not limited to:
 - i. Higher education-sponsored regional and national conventions that showcase and sell entertainment and speaker programs to college students;
 - ii. Higher education online and hard-copy publications that sell entertainment and speaker programs to the college market;
 - iii. Cooperative "bloc booking" arrangements with other institutions of higher education;
 - iv. Other colleges or universities.
- b. Once students assess options for entertainment and speaker programs, considering available budget monies and the quality of the proposed services, students may make a final selection. Any such selection shall be based upon the general consensus of the members of the student committee or board charged with procuring such entertainment and speaker programs, in accordance with any applicable student organization constitutions or bylaws.
- c. Any entertainment and speaker program contracts are subject to the review of the Association Campus Activities Directors, and, when appropriate, the College's Office of Legal Affairs.

2. Other Professional Services

Provision of other professional services, including, but not limited to, accounting, auditing and insurance-related services, shall be procured in accordance with College Request for Proposal (RFP) policies and procedures.

3. Under no circumstances may students obligate Association funds or execute contracts on behalf of the Association.

E. EXCHANGE ACCOUNTS

Exchange accounts are non-interest bearing accounts managed by the Suffolk Community College Association which promote the purposes of the Association, are self-funding in nature, typically hold funds for specifically designated purposes with a time-limited duration, and would generally not be appropriate for inclusion in the College's operating budget. Specific policies and procedures for managing these accounts are listed below.

1. Funds must be deposited in the account before checks can be written.

2. All vouchers and checks must be approved according to established Board policies.

3. Up to five (5) business days will be required for vouchers to be processed and checks to be issued.

4. Accounts which are inactive for twelve (12) months will be closed, and any remaining funds in such accounts will be transferred to the Student Emergency Loan Fund.

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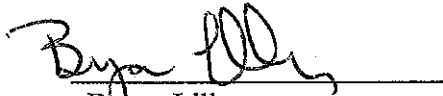
March 21, 2013

RESOLUTION NO. 2013.A5 ADOPTING A POLICY PERTAINING TO SEARCH AND HIRING PROCEDURES FOR EMPLOYEES OF THE SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.

WHEREAS, the Suffolk Community College Association, Inc. (Association) is committed to ensuring that a comprehensive hiring process attracts the highest caliber employees from diverse backgrounds to serve the interests of the students of Suffolk County Community College, and

WHEREAS, it is appropriate for the Board of Directors to adopt such a policy, be it therefore

RESOLVED, that the "Search and Hiring Procedures for Positions in the Suffolk Community College Association, Inc." (Attachment A.II) be, and the same hereby is, approved.


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Secretary

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**SEARCH AND HIRING PROCEDURES FOR POSITIONS IN THE
SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.**

I. FULL-TIME DIRECTORS

Once approval is granted by the Vice President for Academic and Student Affairs to fill the full-time positions of (1) Director of Business Affairs, (2) Director of Campus Kids, or (3) Director of Suffolk Kids Cottage, the Associate Vice President for Student Affairs is responsible to manage and oversee the complete search and hiring process, as outlined in the following procedures.

A. Preparing for the Search

1. In light of Suffolk County Community College's affirmative action policy and Diversity Goal, efforts must be made to advertise broadly. The Associate Vice President for Student Affairs will prepare and forward advertising copy to the Assistant Vice President for Human Resources for placement in the following publications and websites:

www.InsightIntoDiversity.com
www.NonProfitCareers.org
Newsday
The College Website

2. Writing the Advertisements

a. Advertisements will include the following:

- essential functions of position
- knowledge, skills, abilities required
- education required/preferred
- instructions on how to apply
- request for a cover letter and resume
- EEO, AA statements
- time frame for application

b. Any such advertisement must contain the following language:

The Suffolk Community College Association, Inc. is a non-profit corporation whose primary purpose is to promote co-curricular programs and services which directly benefit the students of Suffolk County Community College. The Association's Board of Directors manages, controls, and directs the Association's business affairs and activities. Association employees are not College employees and their pay and benefits are as per Association policies.

c. In order to get the broadest pool of candidates, advertisements will be placed in additional venues, if, in the discretion of the Assistant Vice President for Employee Resources in consultation with the Associate Vice President for Student Affairs, such venues are deemed necessary.

B. Conducting the Search

1. The search committee shall consist of the Vice President of Academic and Student Affairs, the Associate Vice President for Academic Affairs, and the Associate Vice President for Student Affairs, and/or their authorized designees. Other individuals deemed necessary to properly evaluate candidates for these positions may be appointed, as necessary, by the Vice President of Academic and Student Affairs.
2. The chair of the search committee shall be appointed by the Vice President for Academic and Student Affairs.
3. All members of the search committee will receive, prior to the first meeting, a copy of the College's Diversity Goal.
4. The chair of the search committee will:
 - Act as liaison between the search committee and the Association Board of Directors
 - Chair search committee meetings
 - Maintain required records
 - Correspond with candidates
 - Schedule interviews and check professional references
 - Notify all candidates interviewed by search committee that the process has been completed
 - Serve as the primary/sole contact person regarding process-related questions and updates.
5. The search committee, in consultation with the Associate Vice President for Student Affairs, will develop a list of criteria for each position, and screening will be based on the criteria and on a point system
6. Once the search and interviewing process has concluded, the search committee will make a recommendation of the finalist to be hired to the Board of Directors, and prepare an appropriate resolution for the Board's consideration.

7. A background check will be conducted on the recommended candidate. (The Assistant Vice President for Employee Resources is the only representative of the College authorized to initiate the background check process. In his/her absence, the College General Counsel may fulfill this role).

8. Upon the approval of the Board of Directors, the Vice President for Academic and Student Affairs will be authorized to offer a position to the recommended candidate.

II. OTHER POSITIONS

1. All other full-time and part-time positions, except for athletic coaches and student-employee positions, shall be advertised in the following publications and websites:

www.InsightIntoDiversity.com

www.NonProfitCareers.org

Newsday

The College Website

2. Any such advertisement must contain the following language:

The Suffolk Community College Association, Inc. is a non-profit corporation whose primary purpose is to promote co-curricular programs and services which directly benefit the students of Suffolk County Community College. The Association's Board of Directors manages, controls, and directs the Association's business affairs and activities. Association employees are not College employees and their pay and benefits are as per Association policies

3. The Director of Business Affairs shall interview all candidates, and recommend one finalist for hire to the Associate Vice President for Student Affairs.

4. Pending approval by the office of the Associate Vice President for Student Affairs, the Director of Business Affairs will prepare an appropriate resolution for consideration by the Board of Directors.

5. A background check will be conducted on the recommended candidate. (The Assistant Vice President for Employee Resources is the only representative of the College authorized to initiate the background check process. In his/her absence, the College General Counsel may fulfill this role).

6. Upon the approval of the Board of Directors, the Director of Business Affairs will be authorized to offer a position to the recommended candidate.

III. ATHLETIC COACHES

1. The College Director of Athletics shall be responsible for soliciting applications from prospective candidates for available coaching positions by:

a. Making inquiries with coaches' associations in Suffolk and Nassau Counties, as well as with other with other coaching-related entities, if necessary; and/or

b. Advertising such coaching positions in appropriate publications, including, but not limited to, *Newsday*.

2. The College Director of Athletics shall recommend one candidate for hire to the Associate Vice President for Student Affairs.

IV. STUDENT EMPLOYEES

1. The purpose of the student part-time employment program is to provide a meaningful work environment in which skills will be acquired, tested and refined, and life values and personal standards can be developed and enhanced.

2. Students wishing to work for the Association must:

a. Be enrolled in at least six (6) credits (nonremedial)

b. Have a minimum overall and semester GPA of 2.0

c. Submit an appropriate employment application and attend a personal interview

d. Have an activated student email account

e. Undergo appropriate employment training and attend staff meetings, as required

3. The Director of Campus Activities on each campus shall be responsible for soliciting, evaluating and hiring all student employees.

4. Student salaries shall range from the minimum wage to stipends at rates approved by the Board of Directors, depending upon the nature and duties of the employment position.

5. Student employees shall adhere to all policies and procedures promulgated by the Office of Campus Activities on each campus.

6. Student employees shall be evaluated periodically by appropriate supervisory personnel.

Suffolk

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March 21, 2013

RESOLUTION NO.2013.A.6 ADOPTING A STUDENT TRAVEL POLICY

WHEREAS, the Suffolk Community College Association, Inc. (Association) believes that the students of Suffolk County Community College can enrich their educational experiences outside the classroom by participating in off-campus travel opportunities, which serve to broaden students' perspectives and enhance their academic development, and

WHEREAS, in order to maximize the myriad benefits associated with such student travel, it is appropriate to adopt specific guidelines and procedures to ensure that such student travel is properly planned, coordinated and effectuated, be it therefore

RESOLVED, that the Association hereby adopts the "Student Travel Policy and Procedures," effective March 21, 2013 (Attachment A.III).



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SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.

Student Travel Policy and Procedures

I. PURPOSE

The Suffolk Community College Association, Inc. ("Association") believes that the students of Suffolk County Community College ("College") can enrich and enhance their educational experiences outside the classroom by participating in off-campus travel opportunities. Such travel broadens students' perspectives, contributes to their academic development and welfare, and fosters a lifelong love of learning.

The purpose of this policy is to maximize the myriad benefits associated with such student travel by outlining specific guidelines and procedures designed to ensure that student travel is properly planned, coordinated and effectuated.

II. DEFINITIONS

A. Advisor - A College or Association employee, who, upon appropriate administrative approval, is responsible for coordinating, overseeing and/or accompanying eligible students participating in off-campus travel.

B. Approved Driver - A College or Association employee who is entrusted with transporting students for the purposes of off-campus travel. Such employees must comply with the following requirements:

1. Be 23 years of age or older;
2. Hold a current, valid driver's license at the time of any Off-Campus Travel;
3. Have a driving record approved by the Association's authorized insurance provider; and
4. Have undergone all necessary driver training and education, as required by the Office of Campus Activities.

C. Authorized Guest – Any person who is related to, or a personal friend of, an eligible student, and who receives the prior approval of the Advisor to participate in off-campus travel.

D. Eligible Student - Any student who meets the criteria set forth herein at paragraph III(A).

E. Off-Campus Travel or Trip – Any off-campus activity or excursion that occurs in connection with a registered student club, organization or athletic team; or with the Office of Campus Activities.

III. ELIGIBILITY FOR OFF-CAMPUS TRAVEL

Only eligible students, faculty, staff and authorized guests may participate in off-campus travel.

A. Eligible Students. Off-campus travel is a privilege for students who meet certain eligibility requirements, including the following:

1. Student must currently be registered at the College, either on a full-time or part-time basis, and be (1) a member of a registered student club, organization or athletic team, or (2) a participant in an event approved by the Office of Campus Activities;

2. Student must be making satisfactory progress in all classes; and

3. Student must not, currently, be the subject of a College disciplinary proceeding, or on disciplinary probation, as defined in the *Suffolk County Community College Student Code of Conduct and Conduct Process*.

B. Authorized Guests. Authorized guests are permitted to accompany eligible students on off-campus trips to New York City, provided each such authorized guest (or his/her parent/guardian, if under age 18) executes an *Assumption of Risk and Release Form*. In the event travel accommodations are limited, authorized guests' rights to participate in such off-campus trips shall be subordinate to the rights of students of the College.

IV. APPROVAL PROCEDURE

A. The Advisor seeks approval for off-campus travel by submitting an *Advisor Agreement* to the Office of Campus Activities.

B. Once off-campus travel is approved, students submit the following forms to the Advisor, who, thereafter, submits such forms to the Office of Campus Activities:

1. *Trip Participation Form/Student Code of Conduct Agreement; and*
2. *Assumption of Risk and Release Form*

C. The Advisor, and/or his/her designee, reserves the right to deny permission for a student to participate in off-campus travel, if, in the exercise of his/her reasonable discretion, such determination is in the best interests of the College and/or the Association.

V. STUDENT CONDUCT

Students participating in off-campus travel must conduct themselves in a manner which reflects favorably upon the people, values and traditions associated with Suffolk County Community College. At all times during the course of off-campus travel, such students remain subject to the *Suffolk County Community College Student Code of Conduct and Conduct Process*, as well as federal, state and local laws, rules and regulations.

VI. TRANSPORTATION GUIDELINES

A. Approved Drivers may transport students for the purposes of off-campus travel.

B. Vendors retained to provide transportation services for Off-Campus Travel shall demonstrate compliance with all necessary insurance and driver eligibility requirements.

C. In instances where the Association covers the cost of transportation for off-campus travel, eligible students and their authorized guests, if any, are required to travel to and from the destination with the group. Exceptions to this requirement may be authorized by the Advisor, in appropriate circumstances.

D. Any student requiring a reasonable accommodation to participate in off-campus travel should discuss such circumstance with the Advisor in advance of the trip.

E. Within five (5) business days of any off-campus travel, the Advisor must submit to the Office of Campus Activities or Athletics, as applicable, all documentation which demonstrates the nature and validity of all expenditures for such travel, including itemized receipts and bills.

VII. DISCIPLINARY ACTION

Violations by students of this policy shall be considered misconduct, and violators will be subject to disciplinary action in accordance with College policy and the *Suffolk County Community College Student Code of Conduct and Conduct Process*.