

**BOARD OF TRUSTEES
MARCH 19, 2015**

- ITEM 1 RESOLUTION NO. 2015.03 - ADOPTING A TOBACCO-FREE POLICY**
- ITEM 2 RESOLUTION NO. 2015.22 - AMENDING ARTICLE VI(I) OF THE BYLAWS OF SUFFOLK COUNTY COMMUNITY COLLEGE REGARDING BOARD MEMBERS' ATTENDANCE AT BOARD MEETINGS**
- ITEM 3 RESOLUTION NO. 2015.23 - APPROVING MONTHLY SPONSOR SERVICES FOR SUFFOLK COUNTY COMMUNITY COLLEGE**
- ITEM 4 RESOLUTION NO. 2015.24 - ACCEPTING THE INDEPENDENT AUDITOR'S REPORT FOR THE FISCAL YEAR ENDING AUGUST 31, 2014**
- ITEM 5 RESOLUTION NO. 2015.25 - ACCEPTING A GRANT AWARD FROM THE NEW YORK STATE DEPARTMENT OF LABOR FOR THE DEVELOPMENT OF A TRAINING PROGRAM FOR UNEMPLOYED WORKERS**
- ITEM 6 RESOLUTION NO. 2015.26 - ACCEPTING A GRANT SUB-AWARD FROM THE U.S. DEPARTMENT OF AGRICULTURE/NATIONAL INSTITUTE OF FOOD AND AGRICULTURE (NIFA) FOR THE TECHNICAL DEVELOPMENT OF AN INTERNET-BASED PROGRAM ENTITLED "VIRTUAL CHICKEN: THE DIGESTIVE SYSTEM"**
- ITEM 7 RESOLUTION NO. 2015.27 - APPROVING BUDGET TRANSFERS**

ITEM 1

RESOLUTION NO. 2015.03 - ADOPTING A TOBACCO-FREE POLICY

WHEREAS, tobacco-use on college campuses is a serious public health issue in New York State and throughout the United States, and

WHEREAS, in June 2012, the State University of New York (SUNY) Board of Trustees adopted a resolution to support a "Tobacco-Free SUNY" policy and the enactment of New York legislation that bans the use of tobacco on grounds and facilities and in vehicles owned, leased or controlled by SUNY, and

WHEREAS, SUNY has recommended that community colleges in New York that are not state-operated also consider taking appropriate steps to adopt tobacco-free policies, and

WHEREAS, Suffolk County Community College surveyed all members of the College community, which revealed overwhelming support for a tobacco-free policy, and

WHEREAS, this Board, by a resolution duly adopted on February 20, 2014, expressed support for County of Suffolk legislation which would facilitate a tobacco-free policy for Suffolk County Community College, and

WHEREAS, on April 29, 2014, the Suffolk County Legislature adopted a local law which authorized and empowered this Board to adopt additional restrictions on smoking and tobacco- use on College property, including the adoption of a tobacco-free policy, be it therefore

RESOLVED, that the Tobacco-Free Policy, as set forth in Attachment I, be and the same is, hereby, approved and adopted, and be it further

RESOLVED, that said Policy shall be effective as of August 27, 2015.



TOBACCO-FREE POLICY

I. Introduction

Scientific evidence overwhelmingly demonstrates that smoking and tobacco-use causes millions of deaths worldwide each year of smokers and non-smokers, alike. Suffolk County Community College believes that since good health is an essential component of a successful workplace and educational experience, College faculty, staff and students must be provided with a healthy, safe and comfortable working and learning environment. The *Tobacco-Free Policy* is designed to promote respect for others and the environment, and relies largely on the consideration and cooperation of tobacco users and non-users for its successful implementation.

II. Definitions

- A. Association. Suffolk Community College Association, Inc.
- B. College. Suffolk County Community College, which encompasses its three campuses (Michael J. Grant, Ammerman and Eastern), the Culinary Arts and Hospitality Center, and the Sayville Downtown Center.
- C. College Property. Any property owned, leased or operated by Suffolk County Community College.
- D. Smoking. The combustion of any tobacco product or any similar article or combustible substance, in any manner or in any form, or the heating or ignition of an electronic cigarette.
- E. Tobacco. All tobacco and tobacco-derived products, including, but not limited to, cigarettes, cigars, hookah-smoked products, clove cigarettes, electronic cigarettes, and smokeless tobacco. This definition does not include any product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco-use cessation product.

III. Policy

A. Smoking is prohibited on College property, both indoors and outdoors, as well as in College- and Association-owned or leased vehicles. Individuals are prohibited from smoking in vehicles located on College Property.

B. This policy applies to all students, employees, visitors, vendors and contractors.

IV. Compliance

A. Cooperation. Enforcement of this policy will depend on the cooperation of all members of the College community, both to comply, personally, and to encourage others' compliance.

B. Communication. The *Tobacco-Free Policy* will be widely and regularly disseminated through all available channels, including the College website, College briefs, public announcements, signage, and employee and student publications.

C. Education. Non-compliance with the *Tobacco-Free Policy* will prompt an initial educational response, including information regarding the existence of the policy, the rationale for the policy and the availability of smoking cessation support services both on and off campus.

D. Resolution. Repeated non-compliance will be resolved in accordance with the appropriate student conduct or employee discipline policies. Employees and students will be treated respectfully in the consistent observance of the policy.

V. Cessation

Understanding the addictive nature of tobacco-use and that breaking such addiction is difficult for many, the College will make reasonable efforts to assist those employees and students who wish to stop using tobacco. Students can access smoking cessation programs and services at the College's Health Services Offices. Employees can access smoking cessation support services through the Employee Medical Health Plan or through their

respective union-offered plans. Additionally, the New York State Smokers' Quitline can be accessed online at www.nysmokefree.com.

VI. Policy Review

The College will establish a Tobacco-Free Evaluation Committee which will meet regularly in order to identify and address needs and concerns related to this policy, including implementation, communication, compliance, enforcement and cessation resources.

VII. Effective Date

This policy shall be effective as of August 27, 2015.

ITEM 2

RESOLUTION NO. 2015.22 - AMENDING ARTICLE VI(I) OF THE BYLAWS OF SUFFOLK COUNTY COMMUNITY COLLEGE REGARDING BOARD MEMBERS' ATTENDANCE AT BOARD MEETINGS

WHEREAS, Article VI(I) of the Bylaws of Suffolk County Community College establishes rules regarding Board members' attendance at meetings of the Board of Trustees, and

WHEREAS, the Board of Trustees wishes to amend this provision to reflect the applicable New York State and County of Suffolk laws regarding attendance of members of the Board of Trustees at Board meetings, be it therefore

RESOLVED, that Article VI(I) of the Bylaws of Suffolk County Community College is hereby amended to insert new paragraphs (3) and (4), as shown on Attachment II herein.

Article VI

Meetings of the Board

* * *

I. ATTENDANCE

1. Members may attend a meeting and participate by means of video teleconferencing, should such technology be available in the room the meeting is taking place.
2. Members who are not in attendance for any part of a meeting shall be considered absent unless such member is engaged at such time in the conduct of college business.
3. *When any member of the board, holding office by appointment of the governor, fails to attend three consecutive regular meetings of the board, unless such absences are for good cause and excused by the chairperson of the board on the record in the open portion of a meeting, or, in the case of absences by such chairperson, by the governor, in writing, the office shall be deemed vacant for purposes of the nomination and appointment of a successor.*
4. *Any member of the board appointed by the Suffolk County Legislature who shall be absent from four consecutive regular meetings of such board, unless such absences are excused by resolution of the board, shall be deemed to have vacated his/her office. Each such absence and the reason therefor shall be acknowledged by the chairperson of the board on the record in the open portion of a meeting. Vacancies occurring in such office otherwise than by the expiration of the term shall be filled for the unexpired balance of the term.*

ITEM 3

RESOLUTION NO. 2015.23 - 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 \$2,367,264.76 for the month of February 2015 (Attachment III) is hereby approved by the Board of Trustees.

COUNTY OF SUFFOLK



STEVEN BELLONE
SUFFOLK COUNTY EXECUTIVE

BOARD OF TRUSTEES MEETING
March 19, 2015
Attachment III

DEPARTMENT OF CIVIL SERVICE/HUMAN RESOURCES
DIVISION OF EMPLOYEE SERVICES

ALAN SCHNEIDER
PERSONNEL DIRECTOR

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

FROM: Deldre DeSimone
Suffolk County Department of Civil Services
Employees Services Unit

DATE: February 6, 2015

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

A R T

268 236 504
768 441 1209

1 1 2
2 3 5

039 681 1720

2 - 2

041 681 1722

February 2015

| Coverage | Premium | # Employees | Total |
|-------------------------------|----------|-------------|-----------------------|
| 71 EMHP Indiv. | 760.4 | 504 ✓ | 383,241.60 |
| 72 EMHP Family | 1,621.94 | 1209 ✓ | 1,960,925.46 |
| HMO's | | | |
| 31 HIP Indiv. | 894.53 | 2 ✓ | 1,789.06 |
| 32 HIP Family | 2,191.60 | 5 ✓ | 10,958.00 |
| Blue Choice Indiv. | 1,164.39 | 0 | 0.00 |
| Blue Choice Family | 3,027.43 | 0 | 0.00 |
| JOB SHARE (PLAN RATES) | | | |
| 71 Individual | 740.27 | 2 ✓ | 1,480.54 |
| 72 Family | 1,579.00 | 0 | 0.00 |
| Total Premium 2/15 | | 1722 | \$2,358,394.66 |

Attachment: Enrollee List

A = Active
R = Retired
T = Total

Add: 1 Individual 760.40
5 Family 8109.70

1728

2,367,264.76

ITEM 4

RESOLUTION NO. 2015.24 - ACCEPTING THE INDEPENDENT AUDITOR'S REPORT FOR THE FISCAL YEAR ENDING AUGUST 31, 2014

WHEREAS, the State Comptroller requires Suffolk County Community College to annually file as Independent Auditor's Report on its financial statements, and

WHEREAS, Suffolk County Community College contracted with the independent CPA firm of the Bonadio Group to perform an audit for the College for fiscal year ending August 31, 2014, and

WHEREAS, the Bonadio Group submitted an Independent Auditor's Report and management letters to the College, and

WHEREAS, the Vice President for Business and Financial Affairs has reviewed the report and management letters and recommends that they be accepted, be it therefore

RESOLVED, that Suffolk County Community College accepts the Independent Auditor's Report and the management letters for the fiscal year ending August 31, 2014.

ITEM 5

RESOLUTION NO. 2015.25 ACCEPTING A GRANT AWARD FROM THE NEW YORK STATE DEPARTMENT OF LABOR FOR THE DEVELOPMENT OF A TRAINING PROGRAM FOR UNEMPLOYED WORKERS

WHEREAS, Suffolk County Community College has been selected to receive a grant award in the amount of \$100,000 from the New York State Department of Labor for the development of a program to train long-term unemployed residents of Suffolk County, and

WHEREAS, the College will utilize existing training curricula and laboratory equipment to prepare participants for employment opportunities in such fields as manufacturing, alternative energy and healthcare, and

WHEREAS, a matching contribution is not required, be it therefore

RESOLVED, that a grant award in the amount of \$100,000 from the New York State Department of Labor for the development of a program to train long-term unemployed residents of Suffolk County is hereby accepted, and the College President, or his designee, is authorized and empowered to execute a contract and any other required documentation, upon such terms as shall be approved by the College General Counsel.

Project Director: Nina Leonhardt

ITEM 6

RESOLUTION NO. 2015.26 ACCEPTING A GRANT SUB-AWARD FROM THE U.S. DEPARTMENT OF AGRICULTURE/NATIONAL INSTITUTE OF FOOD AND AGRICULTURE (NIFA) FOR THE TECHNICAL DEVELOPMENT OF AN INTERNET-BASED PROGRAM ENTITLED "VIRTUAL CHICKEN: THE DIGESTIVE SYSTEM"

WHEREAS, Suffolk County Community College has been selected to receive a grant sub-award in the amount of \$124,161 from the U.S. Department of Agriculture/National Institute of Food and Agriculture (NIFA) to complete the technical development of an Internet-based instructional program entitled "Virtual Chicken: The Digestive System," and

WHEREAS, as part of a team lead by Auburn University, SCCC faculty and students from the College's computer game and development and animation class will utilize technology to simulate the digestive process in a chicken, which, in turn, will teach students important concepts in biology, physiology and anatomy, and

WHEREAS, an in-kind contribution in the amount of \$25,000 is required, be it therefore

RESOLVED, that a grant sub-award in the amount of \$124,161 from the U.S. Department of Agriculture/National Institute of Food and Agriculture (NIFA) to complete the technical development of an Internet-based instructional program entitled "Virtual Chicken: The Digestive System," is hereby accepted, and the College President, or his designee, is authorized and empowered to execute a contract and any other required documentation, upon such terms as shall be approved by the College General Counsel.

Project Director: Troy Hahn

ITEM 7

RESOLUTION NO. 2015.27 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 IV as necessary for the operation of the College, be it therefore

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

Suffolk County Community College
 Budget Transfer List
 As of March 10, 2015

| <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> | |
| J0019345 | 181800 | C68001 | 713620 | Repairs & Maintenance Communications | 18,000 | | Purchase of Motorola radios necessary for |
| | 181800 | C68001 | 712265 | Public Safety Equipment | | 18,000 | College Public Safety Department |