



Office of the President

BOARD OF TRUSTEES

December 3, 2015


RESOLUTION NO. 2015.80 - 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 \$2,362,297.8046 for the month of October 2015 and \$2,389,466.22 for the month of November 2015 (Attachment I) is hereby approved by the Board of Trustees.


Bryan Lilly
Secretary

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Western Campus
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Eastern Campus
121 Speonk-Riverhead Road
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(631) 548-2500

COUNTY OF SUFFOLK



STEVEN BELLONE
 SUFFOLK COUNTY EXECUTIVE

DEPARTMENT OF CIVIL SERVICE/HUMAN RESOURCES
 DIVISION OF EMPLOYEE SERVICES

ALAN SCHNEIDER
 PERSONNEL DIRECTOR

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

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

DATE: October 6, 2015

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

A R T

October 2015

	Coverage	Premium	# Employees	Total
265 244 509	71 EMHP Indiv.	760.4	509 ✓	387,043.60
759 447 1206	72 EMHP Family	1,621.94	1206 ✓	1,956,059.64
	HMO's			
1 1 2	31 HIP Indiv.	894.53	2 ✓	1,789.06
1 4 5	32 HIP Family	2,191.60	5 ✓	10,958.00
	Blue Choice Indiv.	1,164.39		0.00
	Blue Choice Family	3,027.43		0.00
1026 696 1722	JOB SHARE (PLAN RATES)			
2 - 2	71 Individual	740.27	2 ✓	1,480.54
	72 Family	1,579.00		0.00
<u>1028 696 1724</u>	Total Premium 10/15		1724	\$2,357,330.84

less: 2 Indiv. <1520.80>

Plus: 4 Family: 6487.76

1726 \$ 2,362,297.80

Attachment: Enrollee List

A = Active
 R = Retired
 T = Total

COUNTY OF SUFFOLK



STEVEN BELLONE
SUFFOLK COUNTY EXECUTIVE

DEPARTMENT OF CIVIL SERVICE/HUMAN RESOURCES
DIVISION OF EMPLOYEE SERVICES

ALAN SCHNEIDER
PERSONNEL DIRECTOR

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

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

DATE: November 5, 2015

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

A R T

November 2015

271 244 515
768 448 1216

1 1 2
1 4 5

1041 697 1738
2 - 2

1042 697 1740

	Coverage	Premium	# Employees	Total
71	EMHP Indiv.	760.4	515 ✓	391,606.00
72	EMHP Family	1,621.94	1216 ✓	1,972,279.04
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		0.00
	Blue Choice Family	3,027.43		0.00
JOB SHARE (PLAN RATES)				
71	Individual	740.27	2 ✓	1,480.54
72	Family	1,579.00		0.00
Total Premium 11/15			1740	\$2,378,112.64

+ 7
1747

Attachment: Enrollee List

A = Active
R = Retired
T = Total

plus: 7 Family 11,353.58

2,389,466.22



Office of the President

BOARD OF TRUSTEES

December 3, 2015

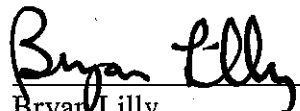
RESOLUTION NO. 2015.81 - APPROVING BUDGET TRANSFERS

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.


Bryan Lilly
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Suffolk County Community College
 Budget Transfer List
 As of November 19, 2015

<u>DOCUMENT #</u>	<u>FUND</u>	<u>ORG</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>TRANSFER FROM</u>	<u>TO</u>	<u>REASON</u>
J0022835	181800 181800	C10101 C88501	712440 713160	Instructional Equipment Computer Software	50,000	50,000	To purchase the Action Point and Planning Point Software and license, which will enable the college to provide a document roadmap and repository to facilitate the sharing of planning and assessment documents necessary for the completion of the self study and other reports for compliance with Middle States.



Office of the President

BOARD OF TRUSTEES

December 3, 2015

RESOLUTION NO. 2015.82 - ACCEPTING A GRANT AWARD FROM THE NEW YORK STATE DEPARTMENT OF EDUCATION FOR A STATE ADULT LITERACY AND BASIC ADULT EDUCATION PROGRAM

WHEREAS, Suffolk County Community College has received a grant award in the amount of \$99,747, including indirect costs, from the New York State Department of Education for a State Adult Literacy and Basic Adult Education Program, for the period of July 1, 2015 through June 30, 2016, and

WHEREAS, in cooperation with HELP Suffolk, the program will provide comprehensive and community-based adult literacy education, including High School Equivalency (HSE) and Test Assessing Secondary Completion (TASC) test preparation, as well occupational and vocational training, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that a grant award in the amount of \$ 99,747, including indirect costs, from the New York State Education Department for a State Adult Literacy and Basic Adult Education Program, for the period of July 1, 2015 through June 30, 2016, 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


Bryan Lilly
Secretary

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BOARD OF TRUSTEES

December 3, 2015

RESOLUTION NO. 2015.83 - AMENDING THE COLLEGE OPERATING BUDGET TO REFLECT AN INCREASE IN THE GRANT AWARD FOR THE LIBERTY PARTNERSHIPS PROGRAM

WHEREAS, the Liberty Partnerships Program (LPP) at Suffolk County Community College represents a cooperative effort between the College and the Longwood Central School District to provide a unique, comprehensive and supportive environment for at-risk students, and

WHEREAS, the LPP is funded by a grant from the New York State Department of Education, and

WHEREAS, the 2015-2016 College operating budget provides \$385,000.00, including indirect costs, in anticipation of a grant award from the New York State Department of Education for the LPP, and

WHEREAS, the award is to be increased in the amount of \$29,579.00, including indirect costs, bringing the total amount of the grant award to \$414,579.00, including indirect costs, and

WHEREAS, no matching funds are required, be it therefore


RESOLVED, that the 2015-2016 College operating budget be amended to reflect an increase in the amount of \$29,579.00, including indirect costs, for the Liberty Partnerships Program, and be it further

RESOLVED, that the College President or his designee is authorized to execute any necessary documentation, including a contract amendment, as approved by the College General Counsel, with the New York State Department of Education, reflecting the increase in the grant award for the Liberty Partnerships Program.

Project Director: Nina Leonhardt

Note: No full-time personnel for amendment

In-kind contribution – none


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Office of the President
BOARD OF TRUSTEES
December 3, 2015

RESOLUTION NO. 2015.84 - ABOLISHING AND CREATING EMPLOYEE TITLES

WHEREAS, the College President and the Assistant Vice President for Human Resources recommend abolishing an employee title and creating a new title, and

WHEREAS, these changes are necessary in order to align with the College's organizational structure, and

WHEREAS, the College's 2015-2016 operating budget contains sufficient funding for the new employee title, and there shall be no negative fiscal impact by the creation of said title, be it therefore

RESOLVED, that the following employee titles be abolished and created, as indicated:

<u>Title to be Abolished</u>	<u>Spec #</u>	<u>B/U</u>	<u>Category on Exempt Salary & Benefit Plan</u>	<u>Effective Date</u>
Vice President for Workforce and Economic Development	9182	Exempt	D	12/3/15

<u>Title to be Created</u> <u>Date</u>	<u>B/U</u>	<u>Category on Exempt Salary & Benefit Plan</u>	<u>Effective</u>
Senior Associate Vice President for Workforce Development, Community Partnerships and STEM/CTE	Exempt	E	12/3/15


and be it further

RESOLVED, that the titles herein shall be abolished and created, as indicated, as of the dates specified above, and be it further



RESOLUTION NO. 2015.84 - CONTINUED

RESOLVED, that the newly created employee title and position description (see, *Attachment II*) shall be submitted to the Chancellor of the State University of New York for approval in the professional service.


Bryan Lilly
Secretary

SENIOR ASSOCIATE VICE PRESIDENT FOR WORKFORCE DEVELOPMENT, COMMUNITY PARTNERSHIPS, AND STEM/CTE

Position Description: The Senior Associate Vice President for Workforce Development, Community Partnerships, and STEM/CTE reports directly to the Vice President for Academic Affairs and serves as the College's primary facilitator in meeting the needs of industry, governmental, and educational sectors regarding workforce development, continuing education, and credit / non-credit career technical and STEM education. The Senior Associate Vice President partners with internal and external constituents and granting agencies to strengthen the College's role in workforce development, continuing education, and STEM/CTE programming through the development of programs, certificates and credentials that exemplify demand-driven workforce excellence. In collaboration with staff, faculty, and executive leadership the Senior Associate Vice President addresses gaps, trends and opportunities for enhanced services, educational pathways, credentials and entrepreneurial pursuits. The Senior Associate Vice President oversees and provides leadership in the areas of workforce development, continuing education, the office of sustainability and STEM/CTE, specifically concerning the following existing programs: HVAC, Engineering, Manufacturing, Renewable Energies and Sustainability, and Cybersecurity. The Senior Associate Vice President also coordinates with student affairs / student support services to create the full spectrum of supports to aid in student success and program completion in all areas under his/her purview. This is a 21st-century community college position that will forge relationships and curricular connections between academic and CTE programs and between credit and non-credit approaches at the College to create multiple pathways for students and responsive programming and methodologies for industry. The Senior Associate Vice President is a member of the President's Cabinet and the Executive Leadership Team.

Essential Job Functions / Responsibilities:

1. Oversees and develops effective relationships with business, industry, governmental, and granting agencies to partner with the College to provide exceptional programming that ensures skilled and knowledgeable employees that address the skills gaps that exist within the region.
2. Participates in long-term educational planning in conjunction with the Office of Vice President for Academic Affairs, deans, college leaders and other stakeholders, focusing on Career and Technical Education and economic development.
3. Collaborates with the Office of Vice President for Academic Affairs to align curriculum and workforce development organizational structures to support the institution's strategic direction and champion innovation; works with the broader college community to capitalize on opportunities that position the institution to thrive as a 21st century community college.

4. Serves as the primary champion and facilitator of educating internal and external constituents about “silver collar” jobs and career / educational pathways, e.g. stackable credentials, certificates, and programs with multiple exits and entries into workforce that increase student success, completion, and employment.
5. Oversees Continuing Education (courses developed and offered on a non-credit basis) to all members of the public and fosters links with the business sector for cooperative education program participation.
6. Oversees the Office of Sustainability and its activities related to community and business partnerships in renewable energies and sustainability and College wide initiatives related to sustainability.
7. Oversees the area of Workforce Development for corporate training, small business development, and entrepreneurships.
8. Oversees the areas of current STEM/CTE programming, i.e. HVAC, Engineering, Manufacturing, Renewable Energies and Sustainability, and Cybersecurity.
9. Supports and directs the further development of credit and non-credit STEM/CTE programs, certificates, and credentials through the collaboration of external constituents (industry and business) and internal constituents (academic and workforce areas of the College).
10. Collaborates with the College’s Office of Grants Administration to seek external funding from government and private sector sources in support of local employment, education, and training needs, as well as general areas of economic development.
11. Oversees the development of strategies to create self-sustaining, revenue-generating divisions for the College with measurable performance and revenue goals.
12. Maintains currency in state and federal regulations related to areas of responsibility.
13. Oversees workforce education research and analysis including appropriate market research and data analysis as well as pedagogical advances.
14. Represents the College at various local, regional, and national workforce development organizations and events as needed. Responds to requests for information and provides subject-matter-expert guidance to other department and stakeholders.
15. Supervises staff and administrators in accordance with College policies and collective bargaining agreements.
16. Participates as a member of the President’s cabinet and executive leadership team.
17. Performs other duties as assigned.

Minimum qualifications: Masters degree in a STEM/CTE related field, Workforce Education and Development, Business, or Educational Leadership; Doctorate preferred; Experience in STEM/CTE program development, implementation and operations; at least ten years of progressive experience and leadership in workforce development, community partnerships, and CTE programming at the community college level with a proven track record of developing industry and College partnerships that help create and support credit and non-credit workforce development and STEM/CTE offerings.