



Office of the President

BOARD OF TRUSTEES

April 21, 2016

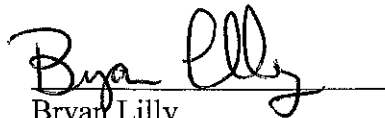
RESOLUTION 2016.26 - APPROVING MONTHLY SPONSOR SERVICES FOR SUFFOLK COUNTY COMMUNITY COLLEGE

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 \$2,230,334.81 for the month of March 2016 (Attachment I) is hereby approved by the Board of Trustees.


Bryan Lilly
Secretary

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: March 3, 2016

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

A R T

March 2016

	Coverage	Premium	# Employees	Total
71	EMHP Indiv.	792.91	512 ✓	405,969.92
72	EMHP Family	1,691.28	1219 ✓	2,061,670.32
HMO's				
31	HIP Indiv.	892.85	2 ✓	1,785.70
32	HIP Family	2,187.46	3 ✓	6,562.38
	Blue Choice Indiv.	1,293.60		0.00
	Blue Choice Family	3,363.36		0.00
JOB SHARE (PLAN RATES)				
71	Individual	785.03	2 ✓	1,570.06
72	Family	1,674.47		0.00
Total Premium 3/16			1738	\$2,477,558.38

Attachment: Enrollee List

A = Active
 R = Retired
 T = Total

Plus: 1 Indiv. 792.91
 4 Family 6,765.12
 Less: Medicare Reimbursement <254,781.60>
2,230,334.81

266 246 512
 759 460 1219
 1 1 2
 - 3 3
 026 710 1736
 2 - 2
 028 710 1738



Office of the President

BOARD OF TRUSTEES

April 21, 2016

RESOLUTION NO. 2016.27 - ACCEPTING A GRANT AWARD FROM THE NATIONAL SCIENCE FOUNDATION (NSF) FOR A PROJECT ENTITLED "GP EXTRA: GEOSCIENCE EDUCATIONAL OPPORTUNITIES AND CAREER-ORIENTED RESEARCH EXPERIENCES" (GEOCORE)

WHEREAS, Suffolk County Community College has been approved to receive a grant award in the amount of \$298,688 from the National Science Foundation (NSF) to fund a project entitled "GP EXTRA: Geoscience Educational Opportunities and Career-Oriented Research Experiences" (GEOCORE), and

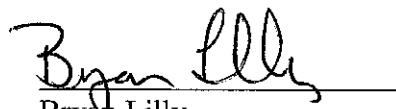
WHEREAS, the GP EXTRA: GEOCORE project will build on ongoing STEM collaborations with Suffolk County Community College's highly successful, state-funded Science & Technology Entry and Liberty Partnerships programs and its NSF S-STEM Scholars programs, and

WHEREAS, the program will be conducted from April 1, 2016 through March 31, 2019, and

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

RESOLVED, that a grant award in the amount of \$298,688 from the National Science Foundation (NSF) to fund a project entitled "GP EXTRA: Geoscience Educational Opportunities and Career-Oriented Research Experiences" (GEOCORE) 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.

Program Director: Sean Tvelia


Bryan Lilly
Secretary



Office of the President

BOARD OF TRUSTEES

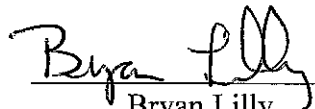
April 21, 2016

RESOLUTION NO. 2016.28 - AMENDING ARTICLE VIII OF THE BYLAWS OF SUFFOLK COUNTY COMMUNITY COLLEGE REGARDING ELECTRONIC COMMUNICATIONS AMONG BOARD MEMBERS

WHEREAS, Article VIII of the Bylaws of Suffolk County Community College establishes miscellaneous rules and procedures applicable to Board members, and

WHEREAS, the Board of Trustees wishes to amend this provision to reflect the Board's adherence to the New York State Open Meetings Law (Public Officers Law, Article 7) with respect to electronic communications among Board members, be it therefore

RESOLVED, that Article VIII of the Bylaws of Suffolk County Community College is hereby amended to add a subsection E, as reflected on Attachment II herein.



Bryan Lilly
Secretary

**BYLAWS
OF
SUFFOLK COUNTY COMMUNITY COLLEGE**

* * *

Article VIII

Miscellaneous

- A. Inquiries from the media should, whenever possible, be referred to the president or chairperson for an official response. Individual Board members are not authorized to speak on behalf of the Board or the college unless specifically directed by Board action.
- B. Board members who are seeking data, records or other material or information or information from the college administration are to do so by preparing the appropriate form and submitting it to the chairperson.
- C. Inquiries received by Board members from college employees, college student or members of the public should be referred to the president.
- D. Board members should abstain from voting and not take part in any discussion on matters on which they have a personal connection or conflict of interest. Disclosure should be made of areas of potential conflict of interest.
- E. **All communications between and among Board members should comply with the New York State Open Meetings Law (Public Officers Law, Article 7), the purpose of which is to facilitate public access to official decision-making. In furtherance thereof, neither the Board of Trustees as a group, nor its individual members, may engage in electronic communications, which includes text messaging, email, and cell or telephone calls, for the purpose of making a decision or deliberating towards a decision which the Board, as a public body, is authorized to render. This would include sequential communications forwarded to or among Board members with respect to deliberations, opinions or matters which could result in a Board decision.**

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Office of the President

BOARD OF TRUSTEES

April 21, 2016

RESOLUTION NO. 2016.29 - APPROVING ANNUAL SPONSOR SERVICES FOR SUFFOLK COUNTY COMMUNITY COLLEGE FOR FY 2015-2016

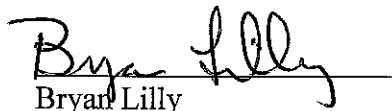
WHEREAS, the State University of New York Regulation No. 602.7 requires the Suffolk County Community College Board of Trustees to review and approve all Sponsor-provided services; and

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

WHEREAS, Workers Compensation and Liability Insurance are considered Sponsor Service; be it therefore

RESOLVED, that the following charges for Sponsor Services totaling \$2,056,398.77 for the College's 2015-2016 fiscal year are hereby approved by the Board of Trustees.

1065 628300	Workman's Compensation	\$1,167,901.34
729600	Transfer Liability	466,130.08
	Administrative Charges	318,844.35
	Prior Year 2014 Unbilled	
	Administrative Charges	75,193.00
729020	Fleet Services	28,330.00


Bryan Lilly
Secretary



Office of the President

BOARD OF TRUSTEES

April 21, 2016

RESOLUTION NO. 2016.30 - APPROVING A MAJOR CHANGE ORDER AND AMENDMENT TO THE CONTRACT FOR THE CONSTRUCTION OF THE LEARNING RESOURCE CENTER ON THE GRANT CAMPUS

WHEREAS, Capobianco, Inc. was awarded a contract ("Contract") to construct the Learning Resource Center on the Grant Campus, and

WHEREAS, work which was not anticipated under the terms of this contract or shown on the design drawings is required, consisting of structural fill for foundation work, and minor door and louver changes, and


WHEREAS, at this stage of the construction the College estimates that sufficient contingency funding remains in the project budget, and

WHEREAS, including the additional work described herein increases the contract with Capobianco by more than thirty five thousand dollars (\$35,000.00), thus constituting a major change order as defined in the College's *Procurement Policy*, and

WHEREAS, pursuant to such policy, all major change orders require the approval of the Board of Trustees, be it therefore

RESOLVED, that a change order in the amount of \$36,839.87 to the Contract with Capobianco, Inc. for additional work to be performed for the construction of the Learning Resource Center on the Grant Campus, is hereby approved, and be it further

RESOLVED, that the College President is authorized and empowered to execute the necessary documentation, as approved by the College General Counsel, reflecting the change order and the nature of the additional work so authorized.


Bryan Lilly
Secretary



Office of the President

BOARD OF TRUSTEES

April 21, 2016

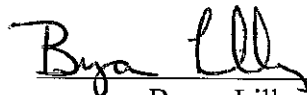
RESOLUTION NO. 2016.31 - ACCEPTING THE INDEPENDENT AUDITOR'S REPORT FOR THE FISCAL YEAR ENDING AUGUST 31, 2015

WHEREAS, the Suffolk County Community College contracted with the independent CPA firm, The Bonadio Group, to perform an annual audit of financial operations; and

WHEREAS, The Bonadio Group submitted an independent audit report to the College; and

WHEREAS, the Vice President of Business & Financial Affairs has reviewed the report and recommends that it be accepted; be it therefore

RESOLVED, that the Suffolk County Community College Board of Trustees accepts the audit report by The Bonadio Group for the fiscal year ending August 31, 2015.


Bryan Lilly
Secretary

Suffolk
COUNTY COMMUNITY COLLEGE
Office of the President

BOARD OF TRUSTEES
April 21, 2016


RESOLUTION NO. 2016.32 - 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 III as necessary for the operation of the College, be it therefore

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


Bryan Lilly
Secretary

Suffolk County Community College
 Budget Transfer List
 As of April 20, 2016

<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>	
J0024088	181800	199101	628300	Workers Compensation	118,229		to reallocate interfund transfers to pay for this years charges
	181800	B90901	628360	Health Insurance	175,837		
	181800	I99401	729600	Interfund Transfer - Liability		294,066	
J0024XXX	181800	C69001	713050	Fuel for Heating	20,000		to cover the cost of mandatory online training for all employees in Title IX and other workplace issues
	181800	C77501	714360	Employee Training		20,000	



Office of the President

BOARD OF TRUSTEES

April 21, 2016

RESOLUTION NO. 2016.33 - APPROVING THE BUDGET FOR SUFFOLK COUNTY COMMUNITY COLLEGE FOR FISCAL YEAR 2016-2017

WHEREAS, the provisions of the New York State Education Law and regulations adopted in accordance with such law direct the Boards of Trustees of New York Community Colleges, subject to the approval of the State University Trustees, to prepare, approve and implement budgets, and

WHEREAS, Suffolk County Community College has developed its Operating Budget setting forth the budget total for the 2016-2017 fiscal year, and

WHEREAS, the 2016-2017 budget includes necessary amounts for meeting the operational needs of the College, and includes sufficient amounts for collective bargaining agreements, and

WHEREAS, the State commitment for base aid per full-time equivalent (FTE) has been increased by \$100 from \$2,597 to \$2,697 per FTE, and

WHEREAS, the College is submitting its Operating Budget for the 2016-2017 fiscal year to the Suffolk County Legislature and the Suffolk County Executive's office as per the Memorandum of Understanding, and

WHEREAS, the Budget and Finance Committee of the Board of Trustees has carefully reviewed all the facts and circumstances attendant to the College's proposed 2016-2017 Operating Budget, and after due deliberation, is in support of the determinations made herein,

WHEREAS, the College Board of Trustees is requesting an increase in County support of 2.50% or \$1,019,219 to the College for 2016-2017, and

WHEREAS, the Board of Trustees seeks a sustainable level of sponsor support to meet the mutual goals of keeping higher education attainable to the residents of Suffolk County and tuition affordable at Suffolk County Community College, and



RESOLUTION NO. 2016.33 - Continued

WHEREAS, in order to balance this budget, the Board of Trustees has determined that it will be necessary to increase annual resident tuition by \$200.00, and

WHEREAS, the Board of Trustees has determined to access the Community College Fund Balance Reserve Fund to balance the budget, be it therefore


RESOLVED, that the Board of Trustees hereby approves an Operating Budget for fiscal year 2016-2017 in the amount of \$216,068,117 for operations and \$3,886,331 for grants, and be it further

RESOLVED, that the annual tuition charges will increase from \$4,570 to \$4,770 per year for full-time resident students and from \$191 to \$199 per credit for part-time resident students, and be it further

RESOLVED, that the 2016-2017 operating budget shall include a transfer from the Community College Fund Balance Reserve in the amount of \$3,926,134 and be it further

RESOLVED, that annual tuition and fees as provided in Resolution No. 2016.33 are to be included in the College budget for the fiscal year 2016 - 2017.

Total	Appropriations:	\$219,954,448
Operation		
Appropriations:		\$216,068,117
Grant Appropriations:		\$3,886,331


Bryan Lilly
Secretary



Office of the President

BOARD OF TRUSTEES

April 21, 2016

**RESOLUTION NO. 2016.34 - AMENDING RESOLUTION NO. 2015.39,
ADOPTING A TUITION AND FEE SCHEDULE FOR 2016-2017**

WHEREAS, by Resolution No.2015.39 the Board adopted a Tuition and Fee Schedule for 2015-2016, and

WHEREAS, the College has reviewed its Tuition and Fees schedules and recommends that, with the following changes, the Tuition and Fee Schedule be approved for the 2015-2016 academic year, be it therefore

RESOLVED, the following changes in the Tuition and Fee schedule be approved:

Full-time Students	Fall <u>2016</u>	Spring <u>2017</u>
Tuition, Residents	\$2,385	\$2,385
Tuition, Non-Resident	\$4,770	\$4,770
Technology Fee	\$125	\$125
Student Activity Fee	capped at \$100 a semester	
Transcript Fee	\$15	\$15
Student Accident Insurance	\$9	\$9



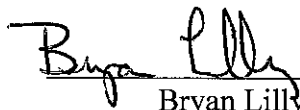
RESOLUTION NO. 2016.34 - Continued

Part-time Students	Fall <u>2016</u>	Spring <u>2017</u>
Tuition, Residents (per credit)	\$199	\$199
Tuition, Non-Resident	\$398	\$398
Technology Fee	\$65	\$65
Student Activity Fee	\$9	\$9

And be it further

RESOLVED, that English as a Second Language Fee charges will increase commensurate with the increases in full-time resident student tuition as shown on the attached Tuition and Fee Schedule (Attachment IV), and be it further

RESOLVED, that the student Tuition and Fee Schedule (Attachment IV) is hereby approved and adopted for fiscal year 2016-2017.



Bryan Lilly
Secretary

Board of Trustees Meeting
 April 21, 2016

TUITION AND FEES FULL-TIME STUDENTS

2015/2016

2016/2017

Tuition, Residents	\$2,285 per semester	\$2,385 per semester
Tuition, Non-Residents	\$4,570 per semester	\$4,770 per semester
Application Fee (non-refundable)	\$40	\$40
GED Test Registration Fee (non-refundable)	\$10	\$10
Tuition Deposit (Applied to tuition but non-refundable)	\$100	\$100
Transcript Fee	\$10	\$15
Student Activity Fee	\$8 /credit - max. \$96/semester	\$9 /credit - max. \$100/semester
Laboratory/Equipment/Special Program (Applicable courses will be indicated in the current catalog)	\$60 per course	\$60 per course
Distance Education Fee	\$65 per course	\$65 per course
(Applicable courses will be indicated in the current catalog)		
Physical Education Fee	\$60 per course	\$60 per course
(Applicable courses will be indicated in the current catalog)		
Accident Insurance Fee (mandatory)	\$9.50 per semester	\$9.00 per semester
Returned Check Fee	\$30 each	\$30 each
Liability Insurance Fee	\$50 per course	\$50 per course
Challenge Examination Fee	\$100 per course	\$100 per course
Late Registration Fee (begins 1 week prior to 1st day of session)	\$30 per semester	\$30 per semester
Culinary Arts Program Fee	\$65 per credit	\$65 per credit
(Applicable courses will be indicated in the current catalog)		
Applied Music Fee	\$450 per semester	\$450 per semester
Music Performance Lab Fee	\$35 per course	\$35 per course
Prior Learning Assessment		
Basic Fee for Portfolio Evaluation	\$100	\$100
Supplementary Fee	1/3 tuition of credits requested	1/3 tuition of credits requested
College-Level Examination Program (CLEP) Fee	\$40	\$40
College-Level Examination Program (CLEP) Late Fee	\$20	\$20
Tuition Payment Plan	\$50 per semester	\$50 per semester

Late Payment Fee	\$30	
Technology Fee	\$80 per semester	
Vehicle Registration Fee	\$15 /sem.- Fall, Spring, Summer	\$125 per semester
Records Maintenance Fee	\$3 /credit - max. \$36/semester	\$15 /sem.- Fall, Spring, Summer
Replacement of Lost ID Card	\$12	\$3 /credit - max. \$36/semester
Replacement of Lost Parking Sticker	\$12	\$12
Web Access Fee (applied to charges \$50 & over)	\$20	\$20
Failure to obtain College ID card	\$25	\$25
Smoking Policy Violation	\$20	\$20
Failure to Register/Renew Vehicle with College	\$30	\$30
Parking in other than Designated Area	\$50	\$50
Driving or Parking on Restricted Roads or Areas	\$100	\$100
Obstruction of a trash container/ crosswalk	\$75	\$75
Littering College Campus	\$50	\$50
Parking in a fire Zone/lane or 15 ft of fire hydrant	\$150	\$150
Excessive Speed	\$100	\$100
Failure to stop, to obey signs or security personnel	\$100	\$100
Failure to yield to pedestrians	\$100	\$100
Parking in Handicapped Area	\$280	\$280
English as a Second Language (ESL) Non-credit Tuition		
Cat. #s IEP074, IEP084	\$1,715 per semester	\$1,790 per semester
Cat. #s IEP094 & either IEP092 or IEP093	\$1,715 per semester	\$1,790 per semester
Cat. #s IEP092, IEP093	\$200 per semester	\$210 per semester

TUITION AND FEES PART-TIME STUDENTS

2015/2016

2016/2017

Tuition, Residents	\$191 per credit	\$199 per credit
Tuition, Non-Residents	\$382 per credit	\$398 per credit
Application Fee (non-refundable)	\$40	\$40
GED Test Registration Fee (non-refundable)	\$10	\$10
Transcript Fee	\$10	\$15
Student Activity Fee	\$8 /credit-max \$96/semester	\$9 /credit-max \$100/semester
Laboratory/Equipment/Special Program (Applicable courses will be indicated in the current catalog)	\$60 per course	\$60 per course
Distance Education Fee	\$65 per course	\$65 per course
(Applicable courses will be indicated in the current catalog)	\$60 per course	\$60 per course
Physical Education Fee (Applicable courses will be indicated in the current catalog)	\$30 each	\$30 each
Returned Check Fee	\$50 per course	\$50 per course
Liability Insurance Fee	\$100 per course	\$100 per course
Challenge Examination Fee	\$9.50 per semester	\$9.00 per semester
Accident Insurance Fee (mandatory)	\$20 per semester	\$20 per semester
Late Registration Fee (begins 1 week prior to 1st day of session)	\$65 per credit	\$65 per credit
Culinary Arts Program Fee	\$450 per semester	\$450 per semester
Applied Music Fee	\$35 per course	\$35 per course
Music Performance Lab Fee		
Prior Learning Assessment		
Basic Fee for Portfolio Evaluation	\$100	\$100
Supplementary Fee	1/3 tuition of credits requested	1/3 tuition of credits requested
College-Level Examination Program (CLEP) Fee	\$40	\$40
College-Level Examination Program (CLEP) Late Fee	\$20	\$20
Tuition Payment Plan	\$50 per semester	\$50 per semester
Late Payment Fee	\$30	\$30
Technology Fee (Fall, Spring, Summer) Per Winter Session	\$40 per semester	\$65 per semester
Vehicle Registration Fee	\$20	\$20
Records Maintenance Fee	\$15 /sem.- Fall, Spring, Summer	\$15 /sem.- Fall, Spring, Summer
Replacement of Lost ID Card	\$3 /credit - max. \$36/semester	\$3 /credit - max. \$36/semester
Replacement of Lost Parking Sticker	\$12	\$12
	\$12	\$12

Web Access Fee (applied to charges \$50 & over)	\$20	
Failure to obtain College ID card	\$25	
Smoking Policy Violation	\$20	
Failure to Register/Renew Vehicle with College	\$30	
Parking in other than Designated Area	\$50	
Driving or Parking on Restricted Roads or Areas	\$100	
Obstruction of a trash container/ crosswalk	\$75	
Littering College Campus	\$50	
Parking in a fire Zone/lane or 15 ft of fire hydrant	\$150	
Excessive Speed	\$100	
Failure to stop, to obey signs or security personnel	\$100	
Failure to yield to pedestrians	\$100	
Parking in Handicapped Area	\$280	
English as a Second Language (ESL) Non-credit Tuition		
Cat. #s ELL001, ELL010		
Cat. #s ELL003, ELL005, ELL007, ELL008	\$330 per semester	\$350 per semester
Cat. #s ELL002, ELL004, ELL006, ELL009	\$165 per semester	\$175 per semester
Cat. #s ELW001, ELW002, ELW003, ELW004, ELW005, ELW006, ELW007, ELW008, ELW009, ELW016	\$165 per semester	\$175 per semester
	\$140 per semester	\$150 per semester