

**BOARD OF TRUSTEES**

**December 8, 2016**

- Item 1**                    **RESOLUTION NO. 2016.84 - Approving Monthly Sponsor Services for Suffolk County Community College**
  
- Item 2**                    **RESOLUTION NO. 2016.85 - Accepting a Grant Sub-Award from the Research Foundation for the State University of New York (SUNY) for a Project Entitled "LSAMP: Meeting the Grand Challenge of Preparing Students for Successful Transition into STEM Majors and Beyond"**
  
- Item 3**                    **RESOLUTION NO. 2016. 86 - Amending the College Budget for a Perkins IV Career and Technical Education Act Program Grant**
  
- Item 4**                    **RESOLUTION NO. 2016. 87 - Accepting a Grant Award from the State University of New York, Workforce Development Training Program, for a Project Entitled "Adchem - Communication Improvement Program"**
  
- Item 5**                    **RESOLUTION NO. 2016. 88 - Approving the Agreement Among the College, the County of Suffolk and the Suffolk County Association of Municipal Employees College White Collar Bargaining Unit, College Blue Collar Bargaining Unit and College Aide Bargaining Unit**
  
- Item 6**                    **RESOLUTION NO. 2016. 89 - Authorizing an Increase in the Hourly Wage Rate for Part-Time Employees of Suffolk County Community College**
  
- Item 7**                    **RESOLUTION NO. 2016.90 - Approving Budget Transfers**
  
- Item 8**                    **RESOLUTION NO. 2016.91 - Amending the College Budget for an Increase in the Grant Award from the National Science Foundation (NSF) for a Project Entitled "Support for Undergraduates at the Community College Engaged in STEM Student" (NSF STEM III)**

**ITEM 1**

**RESOLUTION 2016.84 - 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 payments to the County of Suffolk in the amount of \$2,484,720.17 for the month of October 2016 and \$2,485,931.03 for the month of November 2016 (*Attachment I*) are hereby approved by the Board of Trustees.

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COUNTY OF SUFFOLK



STEVEN BELLONE  
SUFFOLK COUNTY EXECUTIVE

BOARD OF TRUSTEES  
December 8, 2016  
Attachment I

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: October 7, 2016

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

A R T  
261 250 511  
758 461 1219  
  
1 2 3  
- 2 2  
  
1020 715 1735  
  
2 - 2  
  
1022 715 1737

**October 2016**

Coverage	Premium	# Employees	Total
71 EMHP Indiv.	792.91	511 ✓	405,177.01
72 EMHP Family	1,691.28	1219 ✓	2,061,670.32
<b>HMO's</b>			
31 HIP Indiv.	892.85	3 ✓	2,678.55
32 HIP Family	2,187.46	2 ✓	4,374.92
Blue Choice Indiv.	1,293.60		0.00
Blue Choice Family	3,363.36		0.00
<b>JOB SHARE (PLAN RATES)</b>			
71 Individual	785.03	2 ✓	1,570.06
72 Family	1,674.47		0.00
<b>Total Premium 10/16</b>		1737	\$2,475,470.86

Attachment: Enrollee List

A = Active  
R = Retired  
T = Total

Plus:  
1 Indiv 792.91  
6 Family 10,147.68  
less:  
1 Family <1,691.28>  
  
1743      2,484,720.17

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 9, 2016

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

November 2016

A R T  
260 251 511  
760 461 1221  
  
1 2 3  
- 1 1  
  
1021 715 1736

Coverage	Premium	# Employees	Total
71 EMHP Indiv.	792.91	511 ✓	405,177.01
72 EMHP Family	1,691.28	1221 ✓	2,065,052.88
<b>HMO's</b>			
31 HIP Indiv.	892.85	3 ✓	2,678.55
32 HIP Family	2,187.46	1 ✓	2,187.46
Blue Choice Indiv.	1,293.60		0.00
Blue Choice Family	3,363.36		0.00
<b>JOB SHARE (PLAN RATES)</b>			
71 Individual	785.03		0.00
72 Family	1,674.47		0.00
<b>Total Premium 11/16</b>		1736	\$2,475,095.90

+ 8  
1744

Attachment: Enrollee List

A = Active  
R = Retired  
T = Total.

Plus: 3 Indiv 2378.73  
5 Family 8456.40  
2,485,931.03

**ITEM 2**

**RESOLUTION NO. 2016.85 - Accepting a Grant Sub-Award from the Research Foundation for the State University of New York (SUNY) for a Project Entitled "LSAMP: Meeting the Grand Challenge of Preparing Students for Successful Transition into STEM Majors and Beyond"**

**WHEREAS**, Suffolk County Community College has received a grant sub-award in the amount of \$40,000, including indirect costs, from The Research Foundation for the State University of New York (SUNY) for a project entitled "LSAMP: Meeting the Grand Challenge of Preparing Students for Successful Transition into STEM Majors and Beyond," for the period of September 15, 2016 through August 31, 2018, and

**WHEREAS**, this project is an alliance of fourteen 2-year and 4-year SUNY institutions whereby each 4-year college will pair with one 2-year college to increase STEM student retention and progression to baccalaureate degrees, and

**WHEREAS**, matching funds are not required, and

**RESOLVED**, that a grant sub-award in the amount of \$40,000, including indirect costs, from The Research Foundation for the State University of New York (SUNY) for a project entitled "LSAMP: Meeting the Grand Challenge of Preparing Students for Successful Transition into STEM Majors and Beyond," for the period of September 15, 2016 through August 31, 2018, is hereby accepted, and the College President, or his designee, is authorized to execute a contract with the administering agency.

Project Director: Dr. Candice J. Foley, Ph.D.

Note: No full-time personnel

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**ITEM 3**

**RESOLUTION NO. 2016.86 - Amending the College Budget for a Perkins IV Career and Technical Education Act Program Grant**

**WHEREAS**, the 2016-2017 College operating budget provides \$577,483, including indirect costs, from the New York State Education Department for the Perkins IV-Career and Technical Education Act (CTEA) Program for the period of July 1, 2016 through June 30, 2017, and

**WHEREAS**, the award has been increased by an additional amount of \$46,809, bringing the total amount of the grant award to \$624,292 including indirect costs, and

**WHEREAS**, these funds will provide additional resources for instructional equipment, supplies, recruitment and travel in CTE programs, such as computer art, advanced manufacturing, and construction/architectural technology, and

**WHEREAS**, matching funds are not required, be it therefore

**RESOLVED**, that the 2016-2017 College operating budget be amended to reflect an increase in the amount of \$46,809, including indirect costs, from the New York State Education Department, Perkins IV Funds, for the Carl D. Perkins Career and Technical Education Act (CTEA) Program, and the College President or his designee is authorized to execute a contract with the administrating agency.

Project Director: Dr. W. Troy Tucker, College Associate Dean of Sponsored Programs

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**ITEM 4**

**RESOLUTION NO. 2016.87 - Accepting a Grant Award from the State University of New York, Workforce Development Training Program, for a Project Entitled "Adchem - Communication Improvement Program"**

**WHEREAS**, Suffolk County Community College has received a grant award in the amount of \$10,091, including indirect costs, from the State University of New York, Workforce Development Training Program, for a project entitled "Adchem - Communication Improvement Program," for the period of September 1, 2016 through August 31, 2017, and

**WHEREAS**, this program will provide on-site workplace English language skills training to workers of Adchem Corp., and

**WHEREAS**, matching funds in the amount of \$1,121 will be provided by Adchem, be it therefore

**RESOLVED**, that a grant award from the State University of New York, Workforce Development Training Program, in the amount of \$10,091 including indirect costs, and matching funds in the amount of \$1,121 provided by Adchem, for the Adchem - Communication Improvement Program, for the period of September 1, 2016 through August 31, 2017, are hereby accepted, and the College President, or his designee, is authorized to execute a contract with the administering agency.

Project Director: Maureen Arma

Note: No full-time personnel

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ITEM 5

**RESOLUTION NO. 2016.88 - Approving the Agreement Among the College, the County of Suffolk and the Suffolk County Association of Municipal Employees College White Collar Bargaining Unit, College Blue Collar Bargaining Unit and College Aide Bargaining Unit**

**WHEREAS**, Suffolk County Community College, the County of Suffolk and the Suffolk County Association of Municipal Employees (“AME”) have reached an agreement covering the terms and conditions of employment for College employees represented in the AME College White Collar Bargaining Unit, College Blue Collar Bargaining Unit and College Aide Bargaining Unit for the period extending from January 1, 2013 to December 31, 2016, and

**WHEREAS**, said agreement has been set down in a Stipulation of Agreement (*Attachment II*), and

**WHEREAS**, such Agreement has been ratified by the Suffolk County AME College White Collar Bargaining Unit membership, the College Blue Collar Bargaining Unit membership, and the College Aide Bargaining Unit membership, and

**WHEREAS**, the College President recommends the approval of this Agreement, be it therefore,

**RESOLVED**, that the Stipulation of Agreement among Suffolk County Community College, the County of Suffolk and the Suffolk County Association of Municipal Employees College White Collar Bargaining Unit, College Blue Collar Bargaining Unit and College Aide Bargaining Unit, annexed hereto as *Attachment II*, be and the same is, hereby, approved.

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9/21/16

STIPULATION OF AGREEMENT  
AMONG  
THE COUNTY OF SUFFOLK,  
SUFFOLK COUNTY COMMUNITY COLLEGE  
AND  
SUFFOLK COUNTY ASSOCIATION OF MUNICIPAL EMPLOYEES  
COLLEGE WHITE COLLAR BARGAINING UNIT, COLLEGE BLUE COLLAR  
BARGAINING UNIT AND COLLEGE AIDE BARGAINING UNIT

Stipulation of Agreement ("the 2013-2016 Agreement") made and entered into this 29<sup>th</sup> day of September 2016 by and among the County of Suffolk, Suffolk County Community College and the Suffolk County Association of Municipal Employees ("AME"), covering the terms and conditions of employment for the College employees represented by AME in the AME College White Collar Unit, the AME College Blue Collar Unit and the AME College Aide Unit.

1. The provisions of the new AME College White Collar Bargaining Unit, the new AME College Blue Collar Bargaining Unit and the new AME College Aide Unit collective bargaining agreements will be pursuant to the attached drafts, except as may be agreed upon by the parties during the drafting process. Those provisions of the 2013-2016 Agreement which, consistent with present practice, apply to the AME College Aide Bargaining Unit, will be explicitly described below (*i.e.*, 3, 4 (Wages), 7 (Benefit Fund) and 22 (Ratification)).

2. Wages (Section 5). In the first unnumbered paragraph (beginning with "the bi-weekly wages ..."), first sentence, change "2009" to "2013" and "2012" to "2016." In addition, all salary schedules will be modified and updated per the below increases (A-1 through A-6; B-1 through B-7; C-1 through C-7; and D-1 through D-7, inclusive).

3. Wages (Section 5). For all employees on the payroll on the date on which the 2013-2016 Agreement is fully ratified and approved:

Effective July 1, 2015, each step of the 2012 salary schedule will be increased by 1%.

Effective December 1, 2015, each step of the July 1, 2015 salary schedule will be increased by an additional 1%.

Effective July 1, 2016, each step of the December 1, 2015 salary schedule will be increased by an additional 3%.

4. For all employees hired on or after the date on which the 2013-2016 Agreement is fully ratified and approved:

The salary schedule will be amended to add a new starting salary for grades 2-10 that will be 1% less than that for the corresponding grades in the salary schedule for those hired before that date.

In addition, the starting salary for grades 11-26 will be 3% less than that for the corresponding grades in the salary schedule for those hired before that date.

In addition, the starting salary for grades 27 and above will be 5% less than that for the corresponding grades in the salary schedule for those hired before that date.

For all grades, the reduced starting salaries will be denoted as the "starting salary" and a new step 1 will be added that will be permanently equidistant between the new starting salary and step 2.

In addition, effective upon the complete ratification and approval of the 2013-2016 Agreement, the 5th paragraph of Section 5 (on page 3) will be deleted.

5. **Wages (Section 5) (Step Movement).** All employees hired on after the date on which the 2013-2016 Agreement is fully ratified and approved will remain in the starting salary for a minimum of 18 complete calendar months before becoming eligible, pursuant to the procedure set forth in this Section for those hired before the date on which the 2013-2016 Agreement is fully ratified and approved, to move to the next step; i.e., the new Step 1, on July 1. Employees will be eligible to move to Steps 2-6, pursuant to the procedure set forth in this Section for those hired before the date on which the 2013-2016 Agreement is fully ratified and approved, on the January 1 or July 1 occurring on or after the completion of the next 18 consecutive calendar month period, provided that they are in payroll six calendar months (i.e., January 1 or July 1) before the date of the actual step movement. Step movement beyond Step 6 will occur after the completion of each subsequent 12 month period; i.e., on January 1.

6. **Weather Emergencies (Section 6.9).** Effective upon the complete ratification and approval of the 2013-2016 Agreement, a labor-management committee consisting of the College President or designee and the AME President or designee will meet to discuss essential titles at the College as they relate to weather emergencies. The parties will attempt to agree, in writing, upon a non-exhaustive list of essential titles, as well as a procedure for informing the affected employees. The list, if agreed upon, in writing, by the College President and the AME President, will be illustrative only, and placement on or omission from the list, as well as anything else pertaining to the committee's actions or non-actions, will not be subject to any type of third party review (e.g., through a grievance, in an arbitration proceeding, at PERB (including, but not limited to, an improper practice charge and impasse procedures up to and including fact finding), at another administrative agency or in court). The College in all instances reserves the non-reviewable discretion to decide whether a person(s) will be deemed "essential" in a particular situation.

7. **Benefit Fund (Section 7.3).** Effective upon the complete ratification and approval of the 2013-2016 Agreement, the College's obligation to contribute to the AME Benefit Fund will be suspended as of the payment due for the first complete month after that date. The contributions will resume effective one year from the date of suspension at the contribution rate then in effect as provided in the CBA. On that same date, the College will make an additional contribution of 1/12th of the annual amount of contributions suspended pursuant to this paragraph until and including for the next 11 years from that date, or until the full amount of the suspended contributions is paid in full, whichever is the earliest to occur. As soon as is practicable following the termination of the suspension of contributions provided for herein, but not later than January 31, 2018, the parties will request that the AME Benefit Fund accountants certify the amount of College contributions that were suspended hereunder.

8. **Vacation Selection (Section 8.4).** Effective upon the complete ratification and approval of the 2013-2016 Agreement, amend the 2nd paragraph following Schedule B by changing December 15 to June 15. In addition, effective upon the complete ratification and approval of the 2013-2016 Agreement, vacation requests will be submitted by July 15 and the College will notify employees by August 15 of approved vacation selections for the following academic year.

9. **Holidays (Section 8.5).** Change the second "D" to "E" and the existing "E" to "F."

10. **Holidays (Section 8.5).** Effective upon the complete ratification and approval of the 2013-2016 Agreement, a labor-management committee consisting of the College President or designee and the President of AME or designee will meet to discuss the holiday schedule for the 2017-2018 academic year. If no agreement is reached by June 30, 2017 in writing, by the College President and the AME President, then the College will make a non-reviewable (e.g., through a grievance, in an arbitration proceeding, at PERB (including, but not limited to, an improper practice charge and impasse procedures up to and including fact finding), at another administrative agency or in court) determination as to which days will be holidays for the 2017-2018 academic year. The parties will thereafter meet on or before June 30th to discuss the holiday schedule for the upcoming academic year. If no agreement is reached by June 30 for a particular academic year, then the College will make a non-reviewable determination as to which days will be holidays for that academic year. Nothing else pertaining to the committee's actions or non-actions will be reviewable by any third party (e.g., through a grievance, in an arbitration proceeding, at PERB (including, but not limited to, an improper practice charge and impasse procedures up to and including fact finding), at another administrative agency or in court).

11. **Bereavement Leave (Section 8.6(B)).** Effective upon the complete ratification and approval of the 2013-2016 Agreement, and only for purposes of bereavement leave, add son-in-law and daughter-in-law to the definition of immediate family."

12. Administrative Leave (Section 8.6(D)). Effective upon the complete ratification and approval of the 2013-2016 Agreement, the County's Director of Labor Relations or designee, the College President or designee, and the AME President or designee, will meet to discuss the number of bargaining unit members to attend negotiations on behalf of the AME during the negotiations for the agreement to be effective on January 1, 2017.

13. Arbitration (Section 13(A) (Step 3)). Effective January 1, 2013, delete "or the County."

14. Arbitration (Section 13(B)). The parties' 2014 arbitration procedure MOA, and updated arbitrator panel list MOA, will be incorporated into the CBA. In addition, effective upon the complete ratification and approval of this 2013-2016 Agreement, the third sentence of Section 13(B)(2) will be deleted.

15. Arbitration (Section 13(B)(4)). Effective January 1, 2013, delete "or 7803."

16. Protection of Employees (Section 15). In the White Collar Unit CBA, reletter the subparagraphs beginning with "E."

17. Postings (Section 15 - New Paragraph). Effective upon the complete ratification and approval of the 2013-2016 Agreement, when a competitive class position covered by the unit becomes vacant and the College determines that it will be filled, the College will notify the AME President. The College's failure to notify the AME President in a particular situation will not be reviewable by any third party (e.g., through a grievance, in an arbitration proceeding, at PERB, at another administrative agency or in court).

18. Emergency Conditions (Section 17(E) (White Collar): Section 17(F) (Blue Collar)). Effective upon the complete ratification and approval of the 2013-2016 Agreement, the College President or designee may decide that, due to an emergency condition, some or all employees may leave a work site(s). It will be solely determined by the College President or designee as to whether the employee(s) will be required to charge the time to their accruals.

19. College Cars (Section 17CL) (White Collar): Section 17(M) (Blue Collar). Effective upon the complete ratification and approval of the 2013-2016 Agreement, change "County" to "College President" in the first sentence.

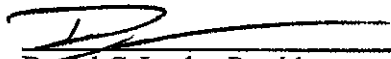
20. Section 20 (3rd ID). Revise the beginning of the sentence to read, "Except as otherwise provided for herein, the terms of the 2013-2016 Agreement will become effective for a four year period commencing on January 1, 2013 through and including December 31, 2016."

21. Housekeeping. Additional housekeeping changes will be made to the contract, consistent with those in the 2013-2016 AME Unit 2 and Unit 6 contracts.

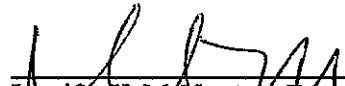
22. Ratification. The provisions of the 2013-2016 Agreement are subject to ratification by, respectively, the AME College White Collar Bargaining Unit membership, the AME College Blue Collar Bargaining Unit membership, and the AME College Aide Unit Bargaining Unit membership, ratification by the County Executive, ratification by the College Board of Trustees and, for those provisions requiring the appropriation of funds pursuant to Civil Service Law § 204-a(1), the approval of the County Legislature.

Dated: September 23, 2016

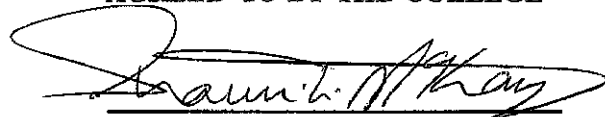
**AGREED TO BY THE AME**

  
Daniel C. Levler, President  
Association of Municipal Employees


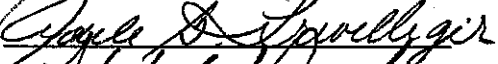
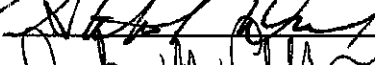

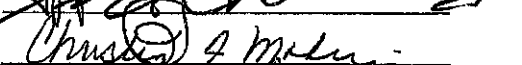


**AGREED TO BY THE COUNTY**

  
Jennifer K. McNamara, Esq., Director  
Office of Labor Relations

**AGREED TO BY THE COLLEGE**

  
Dr. Shaun McKay, President  
Suffolk County Community College

**AME NEGOTIATING TEAM**

**ITEM 6**

**RESOLUTION 2016.89 - Authorizing an Increase in the Hourly Wage Rate for Part-Time Employees of Suffolk County Community College**

**WHEREAS**, due to the increase in New York State's minimum wage effective 12/31/16, the hourly wage rate for part-time employees of Suffolk County Community College should, likewise, be increased, be it therefore

**RESOLVED**, that the hourly wage rate for part-time employees of the College shall be increased as reflected on *Attachment III*, annexed hereto, effective 12/26/16.

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Board of Trustees  
December 8, 2016  
Attachment III

<u>Title</u>	<u>Current Rate</u>	<u>Proposed Rate to be effective 12/26/16</u>
Student Aide	9.00	10.00
Work Study on Campus	9.00	10.00
Work Study off Campus	9.50	10.50
Laborer Days	9.00	10.00
Nights	9.50	10.50
Recreation Aide		
Step 1	9.00	10.00
Step 2	9.45	10.45
Step 3	9.95	10.95
Step 4	10.30	11.30
Step 5	10.75	11.75
Lifeguard (still water)		
Step 1	10.85	11.85
Step 2	11.35	12.35
Step 3	11.75	12.75
Step 4	12.35	13.35
Step 5	12.95	13.95

ITEM 7

**RESOLUTION NO. 2016.90 - 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.

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Suffolk County Community College  
 Budget Transfer List  
 As of November 29, 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>	
J0026445	181800	C83001	611100	Permanent Salaries	14,488		to reallocate funds in Corporate Training to
	181800	C83001	611570	Replacement Computers		14,488	pay for overload assignments for the Fall, Winter and Spring Semesters

ITEM 8

**RESOLUTION NO. 2016.91 - Amending the College Budget for an Increase in the Grant Award from the National Science Foundation (NSF) for a Project Entitled "Support for Undergraduates at the Community College Engaged in STEM Student" (NSF STEM III)**

**WHEREAS**, the 2016-2017 College operating budget provides \$200,000, including indirect costs, from the National Science Foundation (NSF) for a project entitled "*Support for Undergraduates at Community College Engaged in STEM Studies*" (NSF STEM III), for the period of October 1, 2016 through September 30, 2021, and

**WHEREAS**, this project seeks to increase the number of low income, academically talented STEM students who graduate, transfer to a four-year program or directly enter the STEM workforce, by scaling and enhancing existing resources and developing new student support and curricular activities, and

**WHEREAS**, the award has been increased by an additional amount of \$101,132 for salaries and the associated fringe benefits, travel, materials and supplies, as well as consultant fees, bringing the total amount for expenditures of the grant award to \$301,132, including indirect costs, and

**WHEREAS**, in addition, the NSF STEM III award will provide \$696,525 to support student scholarships, which will be administered external to the College operating budget as financial aid, and

**WHEREAS**, matching funds are not required, be it therefore

**RESOLVED**, that the 2016-2017 College operating budget be amended to reflect an increase in the amount of \$101,132 from the National Science Foundation (NSF) for a project entitled "*Support for Undergraduates at the Community College Engaged in STEM Studies*" (NSF STEM III), for the period October 1, 2016 through September 30, 2021, and the College President or his designee is authorized to execute a contract with the administering agency.

Project Director: Dr. Candice J. Foley, Ph.D.

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