

BOARD OF TRUSTEES

January 19, 2017

- Item 1 RESOLUTION NO. 2017.01 - Approving Monthly Sponsor Services for Suffolk County Community College**
- Item 2 RESOLUTION NO. 2017.02 - Approving Budget Transfers**
- Item 3 RESOLUTION NO. 2017.03 - Confirming the Annual Review and Approval Confirming the Annual Review and Approval of the Procurement Policy**
- Item 4 RESOLUTION NO. 2017.04 - Amending the College Budget for a Grant Award Increase from the State University of New York for a SUNY Child Care Program**
- Item 5 RESOLUTION NO. 2017.05 - Adopting a Student Complaint Resolution Policy**
- Item 6 RESOLUTION NO. 2017.05 - Making a SEQRA Determination for the Construction of the Learning Resource Center on the Michael J. Grant Campus (CP2150)**
- Item 7 RESOLUTION NO. 2017.07 - Approving a Major Change Order and Amendment to the Contract for the Construction of the Learning Resource Center on the Grant Campus**

ITEM 1

RESOLUTION 2017.01 - 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 \$2,225,147.31 for the month of December 2016 (*Attachment I*) is hereby approved by the Board of Trustees.

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: December 5, 2016

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

A R I

261 258 511
762 461 1223

1 2 3
- 1 1

1024 714 1738

December 2016

Coverage	Premium	# Employees	Total
71 EMHP Indiv.	792.91	511 ✓	405,177.01
72 EMHP Family	1,691.28	1223 ✓	2,068,435.44
HMO's			
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
JOB SHARE (PLAN RATES)			
71 Individual	785.03		0.00
72 Family	1,674.47		0.00
Total Premium 12/16		1738	\$2,478,478.46

+ 7
1745

Attachment: Enrollee List

A= Active
R= Retired
T= Total

Plus: 3 Indiv 2,378.73
4 Family 6,765.12
2,487,622.31

less: Medicare <262,475.00>
2,225,147.31

(631) 853-4791
FAX (631) 853-5228

ITEM 2

RESOLUTION NO. 2017.02 - 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.

Suffolk County Community College
Budget Transfer List
As of January 11, 2017

<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>	
J0026563	181800	C89001	713040	Outside Printing	20,709		to replace an obsolete Mailroom metering machine that is used daily to process the first class mail for the college
	181800	C84001	712020	Office Machines		20,709	
J0026564	181800	C89001	713040	Outside Printing	18,559		to replace an obsolete folder/insert machine used almost daily in the Print Shop for various mailings and jobs throughout the college
	181800	C89001	713500	Other Unclassified Supplies	8,000		
	181800	C81201	712020	Office Machines		26,559	
J0026606	181800	C68001	713620	Repair & Maint Communication Equip	31,516		reallocation of funds to purchase Motorola radio equipment for the Department of Public Safety
	181800	C68001	712265	Public Safety Equipment		31,516	
J0026633	181800	C68001	713620	Repair & Maint Communication Equip	18,386		reallocation of funds to purchase a 2017 Ford Explore for the Department of Public Safety to replace a 2003 Ford Explorer with over 167,000 that will be part of a junk bid
	181800	C68001	712030	Automobiles		18,386	
J0026650	181800	W29001	713100	Instructional Supplies	5,000		reallocation of funds to purchase an outdoor 5 station Energi System for the physical education department on the Grant Campus
	181800	W49001	713070	Memberships & Subscriptions	6,000		
	181800	W69001	713150	Gasoline & Motor Oil	6,000		
	181800	W11501	713100	Instructional Supplies	8,560		
	181800	W12201	712440	Instructional Equipment		25,560	
J0026660	181800	C69001	714020	Light Power and Water	18,007		reallocation of funds to purchase a motorized cart equipped to transport food and other items across campus for functions at the HSEC and other buildings at the Grant Campus
	181800	C65501	712050	Other Motorized Vehicles		18,007	

ITEM 3

RESOLUTION NO. 2017.03 - Confirming the Annual Review and Approval Confirming the Annual Review and Approval of the Procurement Policy

WHEREAS, community colleges must procure goods and services in accordance with Article 5-A of the New York State General Municipal Law in order to ensure the prudent and economical use of public monies, and to guard against favoritism, improvidence, extravagance, fraud and corruption, and

WHEREAS, pursuant to General Municipal Law §104-b, the College's *Procurement Policy* must be annually reviewed and approved by the Board of Trustees, be it therefore

RESOLVED, that this Board hereby confirms its review of the *Procurement Policy* (*see, Attachment III*), and be it further

RESOLVED, the *Procurement Policy* is hereby approved for the calendar year 2017.



PROCUREMENT POLICY

A. INTENT

Community colleges must procure commodities and services in accordance with Article 5-A of the New York State General Municipal Law. This 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.

It is the intent of this policy and these procedures to set forth the procurement requirements for Suffolk County Community College, and to ensure full compliance with the law. Such policy and procedures shall be reviewed annually by the Board of Trustees, in accordance with General Municipal Law, Section 104-b.

This policy defines monetary threshold for purchase contracts and public works contracts. The splitting of purchases and public works projects in order to evade the monetary threshold of the NYS General Municipal Law and this Policy is strictly prohibited. Monetary thresholds below those required by the General Municipal Law will be applied to each individual purchase. Departments are expected to use best efforts to evaluate their purchase needs annually and combine those needs for the College fiscal year. In addition, the Procurement Office will monitor and evaluate those purchases that may require the issuance of a bid.

The College's *Code of Professional Ethics* is applicable to College employees in their performance of procurement duties and tasks. College employees are ineligible to contract with the College for the provision of goods or services.

B. ELECTRONIC BIDDING

General Municipal Law authorizes the receipt of electronic bids or offers in connection with purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of public works contracts pursuant to article eight of the Labor Law). The methods used to receive electronic bids or offers must comply with the NY State Technology Law.

C. PURCHASE CONTRACTS: THRESHOLDS

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, various machinery and clothing.

2. All purchase contracts which, on a College-wide basis, are reasonably anticipated to involve an expenditure of more than \$20,000 over the course of a College 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 College. 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. If the monetary threshold for the purchase of commodities is not reasonably anticipated, on a College-wide basis, to exceed \$20,000 over the course of a fiscal year, the following procedures shall be followed:

a. **\$0.01 - \$100.00.** Direct purchase at the discretion of the requesting department or office. A Payment Transmittal Form should be submitted directly to Accounts Payable.

b. **\$100.01 - \$1,500.00.** A written quote must be obtained and submitted to the Procurement Office. The written approval of the Administrative Director of Business Operations is required prior to any purchase being made.

c. **\$1,500.01 – \$20,000.00.** Written quotes from at least three (3) vendors must be obtained and submitted to the Procurement Office. The written approval of the Administrative Director of Business Operations is required prior to any purchase being made.

(i) Written quotes should be obtained via vendor email, fax or internet quote. Such written quotes shall be submitted to the Procurement Office.

(ii) A good faith effort shall be made to obtain the required number of quotations. If, for any reason, the requesting department or office is unable to obtain the requisite number of quotations, such department or office shall properly document the reasons why such quotes could not be obtained, and the efforts made to acquire the required quotes. The Administrative Director of Business Operations shall be the final arbiter of whether reasonable efforts were made to obtain the required quotes.

All requisitions shall be prepared and submitted for approval via Banner or SharkMart, as appropriate.

D. PUBLIC WORKS CONTRACTS: THRESHOLDS

1. Contracts for public works encompass contracts for nonprofessional services, labor or construction, such as maintenance services, liquid and solid waste removal, painting, and building construction and renovation.

2. All contracts for public works involving an expenditure of more than \$35,000 are to be awarded to the lowest responsible bidder who has furnished the required security after advertisements for sealed bids. Funding or budgetary source of the project is not a consideration in determining monetary thresholds for public works.

3. If the monetary threshold for the procurement of public works projects is not reasonably anticipated to exceed \$35,000, the following procedures shall be followed:

(i). **\$1.00 - \$1,500.00.** Direct authorization at the discretion of the requesting department or office, after submission of a written quote and written approval of the Administrative Director of Business Operations, after his/her determination that such procurement is reasonable and in the best interests of the College.

(ii) **\$1,500.01 – \$35,000.00.** Written quotes should be obtained via email, fax or internet from at least three (3) service providers, upon the written approval of the Administrative Director of Business Operations, after his/her determination that such procurement is reasonable and in the best interests of the College.

A good faith effort shall be made to obtain the required number of quotations. If, for any reason, the requesting department or office is unable to obtain the requisite number of quotations, such department or office shall properly document the reasons why such quotes could not be obtained, and the efforts made to acquire the required quotes. The Administrative Director of Business Operations shall be the final arbiter of whether reasonable efforts were made to obtain the required quotes.

All requisitions for capital projects shall be prepared by the College's Office of Facilities and submitted for review and approval by the County of Suffolk. All other requisitions shall be prepared and submitted for approval via Banner or SharkMark, as appropriate.

E. EXCEPTIONS TO PUBLIC BIDDING REQUIREMENTS

The College is not required to competitively bid purchase contracts in excess of \$20,000 or public works contracts in excess of \$35,000 under the following specified circumstances, or as otherwise authorized by New York State or federal law:

1. **Preferred Sources.** A “Preferred Source” is a designated vendor or service provider, who, in an effort to advance certain social and economic goals, has received special provider status, and is exempt from statutory competitive procurement guidelines. The Preferred Sources include the *Department of Correctional Services*, the *Industries for the Disabled*, the *Industries for the Blind* and the *Office of Mental Health*. It is the obligation of the College to procure commodities and services from a designated preferred source whenever possible. The “List of Preferred Source Offerings” can be found on the NYS Office of General Services website at www.ogs.ny.gov/procurecounc/pdfdoc/PSList.pdf

2. **NYS Office of General Services.** Purchases of materials, equipment, food products or supplies (except printed material) and contracts to obtain services may be made through contracts procured by the New York State Office of General Services (OGS). See, <http://ogs.ny.gov/purchase/pdfdocument/Guide.pdf>. Any such contracts for services must specify a prevailing wage rate equal to or higher than the applicable Suffolk County prevailing wage rate.

3. **County Contracts.** Purchases of commodities and contracts to obtain services (*other than services which require the payment of prevailing wages, pursuant to the NYS Labor Law*) may be made through competitively bid county contracts, where such contracts contain language specifically authorizing governmental entities covered by General Municipal Law sec. 103 to do so.

The College may utilize and implement County of Suffolk contracts for services which require the payment of prevailing wages, pursuant to the NYS Labor Law, when such contracts are for public work to County-owned real property and/or County-owned buildings or improvements, held in trust for the uses and purposes of the College, pursuant to the NYS Education Law.

With respect to Suffolk County or other County contracts for services, prior authorization to utilize such contracts must be obtained.

4. **Certain Other Government Contracts.** General Municipal Law §103(16) authorizes the purchase of apparatus, materials, equipment and supplies, and to contract for services related to the installation, maintenance or repair of those items, through the use of contracts issued by the United States or any agency thereof, or any state or any other political subdivision or district therein. There are three prerequisites which must be met in order for this exception to apply:

a. The contract must have been issued by the United States or any federal agency, or by any state or political subdivision or district thereof;

- b. The contract must specifically state that it is available for use by other public entities; and
- c. The contract must have been issued to the lowest responsible bidder or on the basis of “best value.”

This exception does not apply to contracts for professional services or services which require the payment of prevailing wages, pursuant to the NYS Labor Law.

5. **Emergencies.** Commodities may be purchased and contracts for public works may be authorized without undergoing the competitive bidding process in the case of a public **emergency arising out of an accident or other unforeseen occurrence or conditions** whereby circumstances affecting public buildings, public property, or the life, health, or safety of persons require immediate action. The determination as to whether an “emergency” exists shall be made prior to any purchase or authorization for a contract for public works by the Office of Legal Affairs, in consultation with the Administrative Director of Business Operations, or his/her designee.

6. **Sole Source Vendor.** This exception applies only when the College requires particular supplies, materials, equipment, or services, which uniquely serve its interests and for which there is no substantial equivalent. Procurement by this method must be documented by the submission to the Administrative Director of Business Operations of a *Sole Source Approval Form*, setting forth the following: (i) the unique nature of the requirement; (ii) the basis upon which it was determined that there is only one known vendor able to meet the need (i.e., the steps taken to identify potential providers); and (iii) the basis upon which the cost was determined to be reasonable (i.e., a fair market price was inferred based upon the sole source provider’s product catalogs, published price lists and the like).

7. **Surplus and Second-Hand Supplies.** Purchases of surplus and second-hand supplies, materials or equipment may be made directly from the Federal government, the State of New York or from any other political subdivision, district or public benefit corporation within the State of New York.

8. **Professional Services.** There is a well-established exception to the public bidding requirements for “professional” services. Generally, “professional” services involve specialized skill, training and expertise, use of professional judgment or discretion, and/or a high degree of creativity. **The requirements for procuring professional services are addressed below, at paragraph I.**

F. PREPARATION OF BID SPECIFICATIONS

The College's departments and offices have broad discretion to fix reasonable standards and requirements that bidders are obliged to observe. Specifications must be drafted to allow bidders providing reasonably equivalent commodities (for purchase contracts) or nonprofessional, labor or construction services (for public works contracts) to compete on an equal, common basis. In the event a consultant or vendor prepares or assists in the preparation of bid specifications, such consultant or vendor is ineligible to submit a bid or a proposal for that solicitation.

1. Purchase Contracts

- (a) The Administrative Director of Business Operations shall coordinate preparation of bid specifications in consultation with the requesting College department or office.

2. Public Works Contracts

- (a) The Administrative Director of Business Operations shall coordinate preparation of bid specifications in consultation with the requesting College department or office and/or any engineering or architectural consultant retained by the College for that purpose.
- (b) Such bid specifications shall require that bidders submit a statement detailing if and/or how they will utilize the services of Minority and Women-owned Business Enterprises ("MWBEs") if awarded the contract.
- (c) Such bid specifications shall also include a copy of the Suffolk County Community College Project Manual, as well as the appendices set forth herein at paragraph (J)(2)(e)(v).

G. DETERMINATION OF THE LOWEST RESPONSIBLE BIDDER

The mere fact that a particular bidder is the lowest dollar bidder does not establish an entitlement to the award of the contract. The awarding officer must examine the low bidder's background and make a factual determination as to whether the bidder is a "responsible bidder." "Responsibility" generally involves a bidder's qualifications and ability to perform in accordance with the terms and conditions of the contract. "Responsibility" also encompasses such factors as financial ability to complete the contract, accountability, reliability, skill, past performance, judgment and integrity.

1. Purchase Contracts

- (a) The Administrative Director of Business Operations shall coordinate all aspects of the public bid opening, including documenting all proposals submitted. The Director shall

thereafter make a determination, in writing, as to which bidder is the lowest responsible bidder, and shall advise the requesting department or office, as well as the Office of Legal Affairs, accordingly. The provisions of Suffolk County Code, Section A4-14 (Local Preference Law), shall be complied with in making such a determination.

(b) If a purchase contract is recommended to be awarded to other than the lowest dollar bidder, the Administrative Director of Business Operations shall submit to the Office of Legal Affairs, in writing, the justification for such a determination, including why such an award furthers the interests of the College.

2. Public Works Contracts

(a) The Executive Director of Facilities and/or the Administrative Director of Educational Facilities shall meet, as necessary, to evaluate the public bids received. Where an outside consultant has been retained to provide design services, such consultant shall evaluate the bids and verify references, as appropriate, and provide a recommendation to the Executive Director of Facilities and/or the Administrative Director of Educational Facilities, who, thereafter, shall make a recommendation of the lowest responsible bidder to be awarded a contract to the Administrative Director of Business Operations. The provisions of Suffolk County Code, Section A4-14 (Local Preference Law), shall be complied with in making such a determination.

H. AWARD OF PUBLIC WORKS CONTRACTS

A resolution authorizing the award of a public works contract for construction shall be prepared by the Office of Legal Affairs, in accordance with the requirements of the Board of Trustees. If the Board, in its discretion, approves such a resolution, the Office of Legal Affairs shall coordinate the preparation, execution, distribution and implementation of such contract. For projects where time is of the essence, the Executive Committee of the Board of Trustees is authorized to conditionally approve such award, subject to ratification by the full Board of Trustees at a regular or special meeting.

1. Change Orders and Amendments to Public Works Contracts for Construction

(a) In the administration of public works contracts, change orders or amendments might be necessary for prompt and effective completion of a construction project. Such change orders or amendments shall be authorized in accordance with the following rules:

Change orders and amendments shall be divided into two classes – minor and major.

(i) **Minor change orders and amendments** shall be those having a value less than \$35,001 or 10% of the public works contract, whichever is the smaller amount.

(ii) **Major change orders and amendments** shall be all those having greater value than minor change orders and amendments

(b) The President, or his/her designee, is authorized to approve individual minor change orders and amendments, provided there are sufficient appropriated funds to support such change order, and the project cost, together with the change order, remains under the budget allocated for such project. In those cases where the aggregate of the minor change orders and amendments for any public works contract for construction exceeds \$190,000 or 15% of the public works contract, whichever is the smaller amount, that condition with appropriate explanation shall be reported to the Board of Trustees by the Facilities Department at the next scheduled meeting.

(c) The Board of Trustees shall approve all major change orders and amendments.

(d) The President, is authorized to approve major change orders and amendments if there is reason to believe that to wait for the next regularly-scheduled meeting of the Board of Trustees would compromise the progress of the construction project. Such a change order may be authorized only if there are sufficient appropriated funds to support such change order, and the project cost, together with the change order, remains under the budget allocated for such project. In such cases, all relevant information related to the major change order or amendment shall be reported Board of Trustees at the next regularly scheduled meeting.

I. THE PROCUREMENT OF PROFESSIONAL SERVICES

1. Contracts for services that involve specialized skill, training, knowledge, expertise, technical skill and the use of professional judgment are considered "professional service" contracts, which are excluded from the competitive bidding requirements of the General Municipal Law. Even so, such services must be procured in such a manner so as to assure the prudent and economical use of College monies, and to facilitate the acquisition of such services of maximum quality at the lowest possible cost under the circumstances. The *Guidelines for the Procurement of Consultant, Concessionaire and Other Services* or the *Guidelines for Selecting Engineering and Architectural Consultants*, and Suffolk County Code, Section A4-13 (Local Preference Law) shall be complied with in making such a determination.

(a) The College's "Request for Proposals (RFP) Model" shall be utilized by all College departments and offices seeking the procurement of professional services, and can be accessed on the College's website. Questions pertaining to preparing such RFPs may be directed to the Administrative Director of Business Operations and/or the Office of Legal Affairs.

(b) The RFP Model shall require that proposers submit a statement detailing if and/or how they will utilize Minority and Women-owned Business Enterprises ("MWBEs") if awarded the contract.

2. **Guidelines for the Procurement of Consultant, Concessionaire and Other Services**

(a) Architectural and engineering services, and all related services (e.g., inspection, sampling, testing, borings and surveys), are addressed in **paragraph (I)(3)** of these guidelines

(b) "Consulting services" shall mean the expertise, advice, professional services, or any other personal services provided by any individual, association, proprietorship, partnership, corporation, or joint venture by contract with Suffolk County Community College including, but not limited to, planning work, grant writing, legal, computer, telecommunications, network, accounting, or educational services.

(c) "Concessionaire services" shall mean any activity to be authorized by the College in which revenue is to be derived by the College, either as a result of the sole efforts of the concessionaire or as a result of joint efforts by the concessionaire and the College. This shall include any arrangement by which the College derives services, without the expenditure of funds, in exchange for services or promotional opportunities provided by the College.

(d) "Other services" shall mean any service not included in the paragraphs (b) or (c) and not excluded by paragraph (a), above, including leases of personal property, providing of customized software or computer systems, providing of software licenses, sign interpreting, and similarly unique services.

(e) Requests for Proposals (RFPs) and Award of Contracts for Consultant Services having a cost greater than \$10,000, or for Concessionaire Services having a fair market value of greater than \$10,000

(i) The department or office seeking the issuance of an RFP shall obtain from the Office of Legal Affairs a copy of the current RFP model.

(ii) Such department or office shall be responsible for the preparation and development of the RFP, based on the current RFP model. The administrative boilerplate in the RFP may not be changed without authorization from the Office of Legal Affairs. The initiating office shall involve in the development process the Office of Business and Financial Affairs and such other offices as will be affected by the services performed.

- (iii) The RFP must include an overview of the services to be procured as well as detailed technical specifications, and should include a model contract, which may be subject to negotiation prior to award of the contract. The model contract is to be prepared by the Office of Legal Affairs.
- (iv) The RFP shall state that the model contract is subject to revision arising out of terms and conditions imposed by law and/or deemed appropriate by the Office of Legal Affairs. The Office of Legal Affairs and the Office of Business and Financial Affairs should be consulted for assistance in structuring and preparing complex RFPs.
- (v) The RFP should include the following Appendices and any others as determined by the Office of Legal Affairs:
- Suffolk County Code, Section A5-7, Local Law 28-1993; "Contractors and Vendors Required to Submit Full Disclosure Statement";
 - County of Suffolk Contractor's Vendor's Public Disclosure Statement (SCEX Form 22);
 - Suffolk County Affirmative Action Contracting Requirements;
 - Suffolk County Code Article II, Disqualification of Non-responsible Bidders, Ref. Local Law No. 25-1990;
 - Notice of Bidders, Ref. Local Law 25-1990;
 - Bid Certification, Form SCDP-7;
 - Suffolk County Code, Chapter 386 "Political Parties, Gifts to Officials of," Local Law No. 32-1980;
 - Suffolk County Code of Ethics, Article XXX, Sections A30-a through A30-7;
 - Suffolk County Local Law No. 4-1993, a Local Law to Promote Local Business for County Consulting Work;
 - Agreement on Terms of Discussion.
- (vi) The department or office is responsible for the production of one electronic copy of the RFP, after the completion of the review process, and for providing an electronic copy of the RFP.
- (vii) The Office of Business and Financial Affairs shall coordinate the issuance of the RFP, including placing an advertisement in newspapers, mailing (or e-mailing) the RFP to all known qualified service providers or concessionaires, as applicable, placing it on the College website, developing evaluation team procedures, and award of contract.

- (viii) The initiating officer (which shall be a Vice President, Executive Dean or Executive Director of Facilities), in consultation with the Procurement Office, shall determine the membership of the evaluation team prior to the issuance of the RFP, subject to the President's approval. The Procurement Office facilitates the evaluation committee meetings, oral presentations and all activity required during the evaluation process. Based on the evaluation committee's assessment of proposals, the Procurement Office shall submit an award recommendation to the Office of Legal Affairs.
 - (vix) The decision to award a contract shall be based on the ability of the service provider or the concessionaire to provide quality services and to comply with all applicable laws, rules and regulations. Evaluation criteria shall include review of the qualifications of the proposer, its financial stability, prior experience with similar projects, proposed technical strategies/methodologies, and the proposed schedule of fees. Based on the evaluation criteria, the College need not necessarily choose the proposer with the lowest proposed fee for services. The award of any contract will be determined in accordance with the best interests of the College.
 - (x) The Office of Business and Financial Affairs shall be responsible for notifying the Office of Legal Affairs that the contract is to be awarded so that the contract may be prepared. In the event that further contract negotiation is required with the successful proposer, the Office of Business and Financial Affairs shall arrange such meetings as may be appropriate.
 - (xi) The Office of Legal Affairs shall prepare a final contract, obtain all required signatures, and distribute copies of the contracts, as appropriate.
- (f) Requests for Proposals (RFPs) and Award of Contracts for Consultant Services having a cost less than \$10,000 and more than \$1,000
- (i) Three written quotes shall be obtained and the department or office seeking such quotes shall recommend to the Office of Business & Financial Affairs the party to be awarded the contract.
 - (ii) The President or his/her designee shall be authorized to execute such contract.

(g) Consultant services having a cost of \$1,000 and under may be procured directly by the initiating department or office.

3. **Guidelines for Selecting Architectural and Engineering Consultants**

(a) The selection of consultants for architectural, engineering and related services (e.g., inspections, sampling, testing, borings and surveys) shall be governed by the following principles:

(i) If the anticipated value of consulting services for a project will not exceed \$1,500, the College shall solicit at least one proposal from a qualified firm.

(ii) If the anticipated value of consulting services for a project will not exceed \$50,000, the College shall solicit proposals from at least three (3) firms. In the event the anticipated value of such services exceeds \$50,000, a Request for Proposals shall be issued and published in the official County newspapers. The RFP shall specify the services required, the selection criteria, and, if known, the budget for the project.

(b) The selection process shall involve criteria and a point system. Each firm shall submit a proposal which includes the special qualifications of the firm for the services requested, included the name(s) of the firm member(s) who will be providing the services and their resumes, references for projects of a similar nature, the availability of the firm's staff for the proposed time table, the strategy or process through which the firm would respond to the College's need, and the cost.

Points will be assigned as follows:

(i) Up to 40 points for the general and specialized qualifications of the firm for the services requested.

(ii) Up to 40 points for the strategy or process proposed to respond to the project.

(iii) Up to 20 points for the cost proposal.

(iv) Depending upon the specific nature of a capital project, the point system may be varied by the College to adjust the importance of individual categories.

(c) Each of the proposals submitted shall be reviewed in accordance with the criteria above by a selection committee consisting of at least three individuals, but no more than seven. The membership of the committee shall be recommended by the requesting department. Depending upon the size of the project, the recommended committee membership is subject to approval by the President or his designee. Firms may be required to provide oral presentations, when appropriate. The selection committee will assign points to each proposal and the best qualified firm will be selected. The President or his/her designee shall be authorized to execute agreements for consultant services.

(d) All fees paid shall not exceed the Guidelines for Consulting Fees distributed by the Office of the Suffolk County Comptroller. The award shall normally be for a negotiated, fixed fee, which shall not exceed a designated sum, and payment of said fee shall be calculated in accordance with the consultant's hourly wage rate schedule. In the event additional work is requested in writing by the College following the award of the contract, the consultant shall be entitled to an additional fee. The contract shall specify the basis for computing any additional fees. Additional work would normally only be requested to accommodate a change by the College in the scope of the project or as a result of an unknown condition. In the event the fee agreed upon shall be a percentage of the construction cost, no additional fee shall be payable when the additional services are reflected in the higher cost of the project upon which the fee shall be based. In either a fixed fee or percentage fee situation, no additional fees shall be payable for the additional work of preparing new designs and/or specifications to bring the project within budget when the budget was known to the consultant prior to the award. Additional services involving a fee in excess of \$35,000 shall be subject to approval by the Board.

(e) The Board member designated as the Board's liaison to the College administration on capital projects shall be kept informed of each RFP sent out to architectural or engineering firms, and, if it is for project with a fee of \$50,000 or more, the Board shall authorize the award to the firm.

(f) Appropriate provision shall be made in all agreements for the requirements of the County of Suffolk, including all mandatory appendices, the State of New York, and the State University of New York. When appropriate, the requirement of the Dormitory Authority shall also be included.

(g) The President, or his/her designee, is authorized to approve additional services having a value of less than \$35,000. In those cases where the aggregate of several requests for additional services within any one agreement reaches \$50,000, that condition with appropriate explanation shall be reported to the Board of Trustees at the next scheduled meeting.

**Board of Trustees
February 29, 2016**

ITEM 4

RESOLUTION NO. 2017.04 - Amending the College Budget for a Grant Award Increase from the State University of New York for a SUNY Child Care Program

WHEREAS, the 2016-2017 College operating budget provides \$200,000 from the State University of New York for a SUNY Child Care Program, and

WHEREAS, the SUNY Child Care Program provides financial support for the child care centers on the Ammerman and Michael J. Grant campuses of Suffolk County Community College, and

WHEREAS, the grant award has been increased by \$3,000, bringing the total amount of the grant award to \$203,000, and

WHEREAS, it is necessary to amend the 2016-2017 College operating budget in the amount of \$3,000 to provide for the increase in the grant award, be it therefore

RESOLVED, that the 2016-2017 College operating budget be amended to reflect an increase in the amount of \$3,000 from the State University of New York for a SUNY Child Care Program, and the College President, or his designee, is authorized to execute a contract with the administering agency.

Project Director: Barbara E. Hurst, Director of Business Affairs

Note: No full-time positions
No in-kind contribution required

ITEM 5

RESOLUTION 2017.05 - Adopting a Student Complaint Resolution Policy

WHEREAS, the Office of the Vice President for Student Affairs, together with the Executive Deans, has undertaken a comprehensive review of the College's student complaint policy and procedures, and

WHEREAS, in order to better serve students' needs, and to ensure compliance with current legal requirements, SUNY policy and best practices, Suffolk County Community College wishes to amend its student complaint policy, be it therefore

RESOLVED, that the College hereby adopts the *Student Complaint Resolution Policy*, effective January 19, 2017 (see, *Attachment IV*), and be it further

RESOLVED, that the College hereby revokes the *Student Complaint Procedure*, approved by the College's Executive Council on June 6, 2002.



STUDENT COMPLAINT RESOLUTION POLICY

SUMMARY

Suffolk County Community College ("College") is committed to providing quality education and support services for our students. Accordingly, the College has established a student complaint process to allow students to identify problems which need to be evaluated, referred, and addressed. Additionally, tracking student complaints will allow the College to monitor the quality of services provided in accordance with accreditation standards set forth in 34 CFR 602.16(a)(1)(ix).

PROCESS

I. Complaints Covered by This Procedure

Other than student complaints which may be resolved informally (see, paragraph III, below), formal student complaints covered by this procedure should be filed electronically or submitted, in writing, to the Office of the Vice President for Student Affairs. The Vice President for Student Affairs or his/her designee, will forward the complaint to the Executive Dean of the appropriate campus. The Executive Dean thereafter determines whether a complaint meets the definitions set forth below and is of sufficient substance to be investigated. Such complaints will be tracked, documented and resolved by the Executive Dean, who shall provide a report of the resolution to the Office of the Vice President for Student Affairs.

Definitions

A complaint must:

- Be of sufficient substance
- Not be a grievance for which a defined policy or process is provided
- Be in writing
- Identify the student making the complaint (not anonymous)
- Be filed electronically or submitted to the Office of the Vice President for Student Affairs

II. Complaints Not Covered by This Policy

- A. Grade disputes, academic grievances, and other matters related to a faculty member's assigned duties. The grievance process for these disputes is found at:
https://www.sunysuffolk.edu/dept_docs/Student_Affairs/Policies_3.pdf
- B. Issues of sexual harassment. These issues should be referred to the Chief Diversity Officer/Title IX Coordinator at vargasc@sunysuffolk.edu. The College's Sexual Harassment Policy and Grievance Procedure is found at:
<http://depthome.sunysuffolk.edu/LegalAffairs/Docs/BOIPolicies/SexualHarrassStudentpolicy.pdf>
- C. Issues related to harassment/discrimination. The College's Anti-Discrimination Policy and Grievance Procedure is found at:
<http://depthome.sunysuffolk.edu/LegalAffairs/Docs/F16StudentDiscriminationPolicy.pdf>
- D. Appeals process as a way to resolve disciplinary sanctions regarding non-compliance with student conduct regulations. The Student Code of Conduct outlines the appeal procedures for disciplinary sanctions and is found at:
http://depthome.sunysuffolk.edu/LegalAffairs/Docs/F7_Student_Code_of_Conduct.pdf
- E. Appeals process as a way to resolve contested parking summonses. The College's Traffic and Parking Regulations are found at: <http://www.sunysuffolk.edu/forms/Policies13.pdf>
- F. Issues relating to tuition refund appeals. The College's tuition refund policy is found at:
<https://www.sunysuffolk.edu/Students/Refund.asp>
- G. Requests to have student education records amended. The College's Student Records Policy is found at: http://depthome.sunysuffolk.edu/LegalAffairs/Docs/F9_Student_Records_Policy.pdf
- H. Other established complaint/grievance processes.

III. Informal Complaint Resolution

Prior to filing a formal complaint against a College office or employee, students are encouraged to attempt a good-faith resolution of the complaint. This attempt may be made with the party directly involved with the disputed matter, or with the head of the department or unit in which the grievance arises. Please note that an individual may choose to bypass the informal complaint resolution process and go directly to the formal complaint resolution stage described below.

IV. Formal Complaint Resolution

If a student is unable to resolve his or her concerns informally, the College's formal complaint process may be employed. This process, outlined below, should be initiated within thirty (30) days of the failed informal resolution, if applicable.

Step 1

A formal complaint is filed electronically at:

http://www.sunysuffolk.edu/luminis_asp/comments_luminis.asp, or submitted, in writing, to the Office of the Vice President for Student Affairs.

The complaint should include the following:

- Name, address and phone number of the person making the complaint;
- Identification of the office or individual against whom the complaint is brought;
- A description of the specific College action or individual behavior resulting in this complaint;
- The date or period of time in which the behavior occurred and the location of the incident; and
- A listing of all individuals who witnessed any part of the incident in dispute.

Step 2

The Office of the Vice President for Student Affairs forwards the complaint to the Office of the Executive Dean of the student's home campus. If the Executive Dean's office determines that no other complaint resolution process is available for this subject matter of the complaint and that the complaint is sufficiently substantive, this office will take all necessary steps to bring the complaint to resolution in a reasonable time period and communicate the resolution to the Office of the Vice President for Student Affairs.

Thereafter, the Office of the Executive Dean communicates the resolution, in writing, to the individual who filed the complaint. A report documenting the complaint resolution process is then forwarded to the Office of the Vice President for Student Affairs for record-keeping purposes. Complaint records are retained for six (6) years after resolution of the complaint.

ITEM 6

RESOLUTION NO. 2017.06 – Making a SEQRA Determination for the Construction of the Learning Resource Center on the Michael J. Grant Campus (CP2150)

WHEREAS, in accordance with the Memorandum of Understanding between the County of Suffolk and Suffolk County Community College, the College Board of Trustees serves as Lead Agency for determinations issued pursuant to the State Environmental Quality Review Act (“SEQRA”) (NYS Environmental Conservation Law, Article 8) and its implementing regulations at Title 6 NYCRR Part 617, and

WHEREAS, under Capital Project 2159, the College is constructing the new Learning Resource Center (LRC) on the Michael J. Grant Campus, and

WHEREAS, this project is subject to review under SEQRA as both the State of New York and the County of Suffolk have the authority to issue approval for the funding of this project, and

WHEREAS, the College recommends that this project be considered an “Unlisted Action,” pursuant to 6 NYCRR §617.2(ak), as this project neither meets or exceeds a threshold contained in the list of Type I Actions in 6 NYCRR §617.4 nor meets the definition of any listed Type II Action in 6 NYCRR §617.5, and

WHEREAS, this project was originally included in the College’s 1993 Comprehensive Master Plan, and

WHEREAS, a negative SEQRA declaration was issued by the College Board of Trustees on August 26, 1994 for the construction of buildings depicted in the Comprehensive Master Plan as per Resolution No. 94.145, including the LRC, and

WHEREAS, the College has been offered a Green Innovation Grant Program (GIGP) award from the New York State Environment Facilities Corporation in order to improve certain College buildings with green roof technologies, including the LRC, and

WHEREAS, EFC is required under applicable federal and state laws, rules and regulations in connection with the GIGP to review environmental review documentation associated with GIGP projects for the purposes of ensuring adequate compliance for such projects in accordance with such laws, rules and regulations as a prerequisite to providing any funding under the GIGP, and

WHEREAS, since the supporting SEQRA materials associated with the construction of the LRC under the College’s 1993 Comprehensive Master Plan are no longer available for review, EFC has indicated that it cannot ascertain or ensure adequate environmental

review compliance as mandated by applicable federal and state laws, rules and regulations under the GIGP, and

WHEREAS, by a resolution adopted on August 18, 2016, the Board of Trustees determined that the construction of the green roof on the LRC be classified as a Type II Action pursuant to 6 NYCRR §617.5(c)(2), and

WHEREAS, although the location and size of the new Learning Resource Center is substantively the same as was originally envisioned in the 1993 Comprehensive Master Plan, the College has conducted a new SEQRA review of the LRC, as a whole, in response to EFC's concerns, and

WHEREAS, a Short Environmental Assessment Form (SEAF) was prepared by the College, as shown in *Attachment V*, attached hereto, to ascertain the environmental impacts of this project, as per 6 NYCRR §617.6(a)(3), and

WHEREAS, the New York State Department of Environmental Conservation (NYSDEC) EAF Mapper Application was used to populate answers to geographic or place-based questions on the SEAF, and

WHEREAS, the results of the EAF Mapper Application are consistent with other available sources that identify environmentally sensitive conditions, and

WHEREAS, the College's review pursuant to SEQRA has indicated that the construction of the LRC on the Grant Campus will not have a significant adverse effect on the environment, be it therefore

RESOLVED, that the Board of Trustees hereby finds and determines that the construction of the new Learning Resource Center on the Michael J. Grant Campus constitutes an "Unlisted Action," with no significant adverse impacts on the environment pursuant to 6 NYCRR §617.2(ak), for the following reasons:

1. The action will not exceed any of the criteria contained in 6 NYCRR §617.7(c) which sets forth thresholds for determining significant adverse impacts on the environment;
2. The action does not adversely impact surface or groundwater, traffic or noise levels, nor increase erosion, flooding, leaching or drainage problems as the topography remains flat, the building will be sewerred, and storm water will be managed with rain gardens;
3. The action only removes minor secondary growth (*i.e.*, shrubs), does not impact a significant habitat area, and does not impact a threatened or endangered species of animal or plant;
4. As the action does not adversely impact groundwater, the action does not impair the environmental characteristics of the state listed Critical Environmental Area (CEA) identified by the EAF Mapper Application as SGPA nor the CEA listed under NYSDEC Critical Environmental Areas in Suffolk County as Oak Brush plains;

5. The action does not conflict with the College's Master Plan;
6. The action does not impair the character or quality of important historical, architectural or aesthetic resources as the site does not contain a structure that is listed on either the State or National Register of Historic Places;
7. While the site is located in an archeological sensitive area, there is no record of any significant archeological findings within the Campus property and therefore the action does not impair the character or quality of important archeological resources;
8. The increased use of electricity and natural gas associated with the action is not significant relative to the rest of the Michael J. Grant Campus;
9. The action does not create a hazard to human health;
10. The action is consistent with the current use of the land as a community college;
11. The action does not attract a large number of people to the Campus compared to the number of people who would come to the Campus absent the action;
12. The action does not create a material demand for other actions that would meet one or more of the criteria in 6 NYCRR §617.7(c);
13. The action does not result in changes to two or more elements of the environment that when considered together result in a substantial adverse impact on the environment;
14. There are no related actions to this action that when considered cumulatively would meet one or more of the criteria in 6 NYCRR §617.7(c);
15. All necessary State and County approvals will be obtained.

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

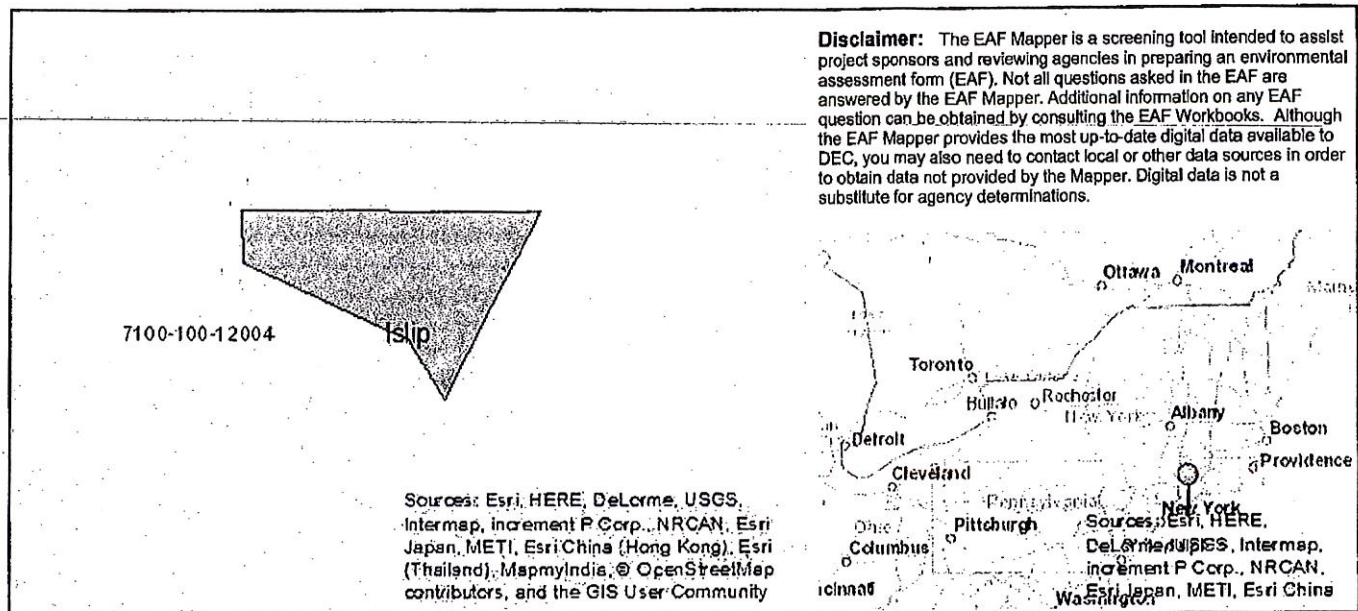
Part 1 - Project and Sponsor Information			
Name of Action or Project: Capital Project 2159 - Learning Resource Center at Grant Campus			
Project Location (describe, and attach a location map): Crooked Hill Road, Brentwood, NY 11717-1092			
Brief Description of Proposed Action: Construction of a 74,550 sf. Learning Resources Center (LCR) which includes traditional library functions integrated with state of the art information technology, as well as additional quality classroom space, faculty offices and workspace, student study space, and the installation of a green roof.			
Name of Applicant or Sponsor: Suffolk County Community College		Telephone: 631-451-4000 E-Mail: www.sunysuffolk.edu	
Address: 533 College Road			
City/PO: Selden		State: NY	Zip Code: 11784
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval: County of Suffolk - funding; State of New York - funding; County of Suffolk - building permit		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		2.7 acres	
b. Total acreage to be physically disturbed?		2.7 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		207 acres	
4. Check all land uses that occur on, adjoining and near the proposed action. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input checked="" type="checkbox"/> Other (specify): Educational <input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: Name:SGPA, Reason:Protect groundwater, Agency:Long Island Regional Planning, Date:3-19-93	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies:	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water:	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment:	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input checked="" type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES Rain gardens	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: <u>Louis J. Petrizzo, Esq. / College General Counsel</u> Date: <u>1/10/17</u>		
Signature: <u><i>Louis J. Petrizzo</i></u>		

EAF Mapper Summary Report

Friday, September 23, 2016 3:06 PM



Part 1 / Question 7 [Critical Environmental Area]	Yes
Part 1 / Question 7 [Critical Environmental Area - Identify]	Name:SGPA, Reason:Protect groundwater, Agency:Long Island Regional Planning, Date:3-19-93
Part 1 / Question 12a [National Register of Historic Places]	No
Part 1 / Question 12b [Archeological Sites]	Yes
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	No
Part 1 / Question 15 [Threatened or Endangered Animal]	No
Part 1 / Question 16 [100 Year Flood Plain]	No
Part 1 / Question 20 [Remediation Site]	No

Project: Capital Project 2159 - LRC at Grant

Date:

Short Environmental Assessment Form
Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

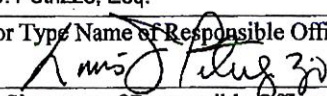

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:		
a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Short Environmental Assessment Form **Part 3 Determination of Significance**

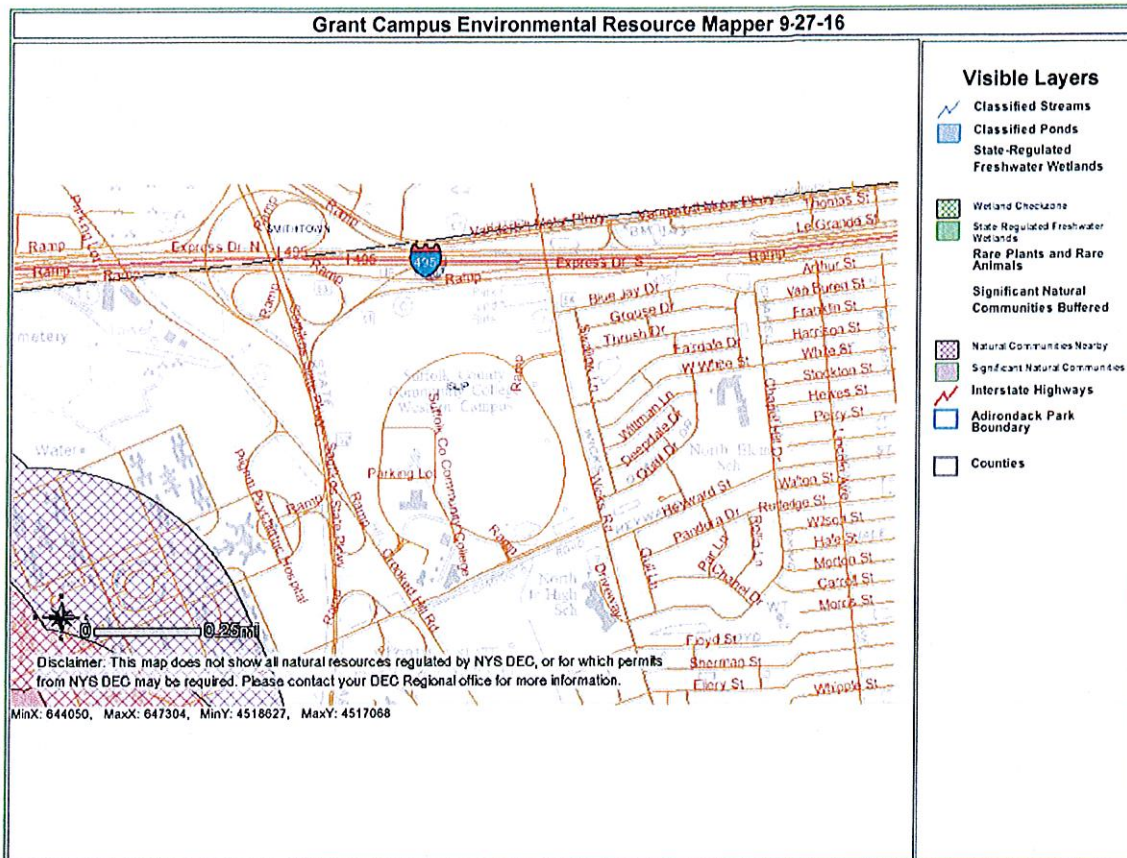
For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

1. The action will not exceed any of the criteria contained in 6 NYCRR §617.7(c) which sets forth thresholds for determining significant adverse impacts on the environment; 2. The action does not adversely impact surface or groundwater, traffic or noise levels, nor increase erosion, flooding, leaching or drainage problems as the topography remains flat, the building will be sewer, and storm water will be managed with rain gardens; 3. The action only removes minor secondary growth (i.e., shrubs), does not impact a significant habitat area, and does not impact a threatened or endangered species of animal or plant; 4. As the action does not adversely impact groundwater, the action does not impair the environmental characteristics of the state listed Critical Environmental Area (CEA) identified by the EAF Mapper Application as SGPA nor the CEA listed under NYSDEC Critical Environmental Areas in Suffolk County as Oak Brush plains; 5. The action does not conflict with the College's Master Plan; 6. The action does not impair the character or quality of important historical, architectural or aesthetic resources as the site does not contain a structure that is listed on either the State or National Register of Historic Places; 7. While the site is located in an archeological sensitive area, there is no record of any significant archeological findings within the Campus property and therefore the action does not impair the character or quality of important archeological resources; 8. The increased use of electricity and natural gas associated with the action is not significant relative to the rest of the Michael J. Grant Campus; 9. The action does not create a hazard to human health; 10. The action is consistent with the current use of the land as a community college; 11. The action does not attract a large number of people to the Campus compared to the number of people who would come to the Campus absent the action; 12. The action does not create a material demand for other actions that would meet one or more of the criteria in 6 NYCRR §617.7(c); 13. The action does not result in changes to two or more elements of the environment that when considered together result in a substantial adverse impact on the environment; 14. There are no related actions to this action that when considered cumulatively would meet one or more of the criteria in 6 NYCRR §617.7(c); 15. All necessary State and County approvals will be obtained.

<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.	
<input checked="" type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.	
Suffolk County Community College Board of Trustees _____ Name of Lead Agency	1/10/17 _____ Date
Louis J. Petrizzo, Esq. _____ Print or Type Name of Responsible Officer in Lead Agency	College General Counsel _____ Title of Responsible Officer
 _____ Signature of Responsible Officer in Lead Agency	 _____ Signature of Preparer (if different from Responsible Officer)

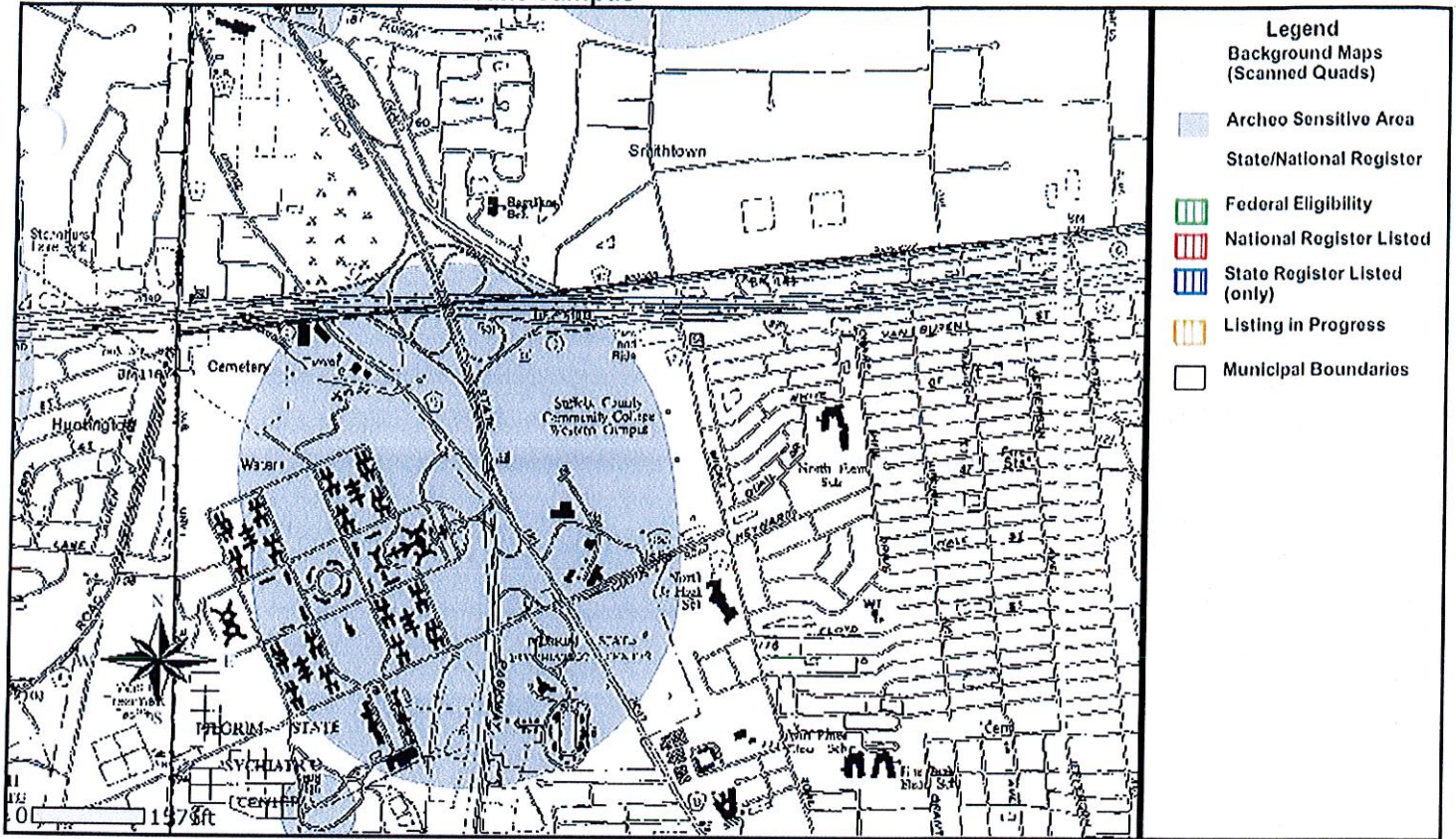
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Please set your printer orientation to "Landscape".



Disclaimer: This map was prepared by the New York State Department of Environmental Conservation using the most current data available. It is deemed accurate but is not guaranteed. NYS DEC is not responsible for any inaccuracies in the data and does not necessarily endorse any interpretations or products derived from the data.

SCCC Grant Campus



January 7, 2014

Disclaimer: This map was prepared by the New York State Parks, Recreation and Historic Preservation National Register Listing Internet Application. The information was compiled using the most current data available. It is deemed accurate, but is not guaranteed.

Oak Brush Plains Critical Environmental Area (CEA)

Effective Date of Designation: 2-10-1988

Designating Agency: Long Island Regional Planning



Legend

 Oak Brush Plains CEA

0 0.5 1 2 Miles
1 inch equals 0.64 miles



Base Map: DOT 1:24,000 Planimetric Images

Disclaimer: This map was prepared by the New York State Department of Environmental Conservation using the most current data available. It is deemed accurate but is not guaranteed. NYS DEC is not responsible for any inaccuracies in the data. Please contact the designating authority for additional information regarding legal boundary descriptions.

ITEM 7

RESOLUTION NO. 2017.07 - 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 steel modifications to eliminate conflicts with finished walls, an increased circular staircase stringer to avoid deflection at the glass railing, additional guide rail supports for the elevator, and a trench drain as required by SCDPW, and

WHEREAS, audio visual systems including speakers, microphones, cameras, projectors, video screens, podiums and all controls and supporting equipment for the lecture room, athenaeum and board room as originally included Alternate GC-14 are needed to complete these associated spaces so they function as intended and designed, and

WHEREAS, the revised costs adjusted for inflation for Alternate GC-14 have been reviewed by the designer of record, the College and a third party audio/visual consultant and been found to be reasonable, 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 \$643,705.80 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.
