



Office of the President

BOARD OF TRUSTEES

September 14, 2017

**RESOLUTION 2017.54 - 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 \$2,410,715.29 for the month of August 2017 (*Attachment I*) are hereby approved by the Board of Trustees.

Gordon D. Canary  
Secretary

COUNTY OF SUFFOLK



STEVEN BELLONE  
SUFFOLK COUNTY EXECUTIVE

DEPARTMENT OF CIVIL SERVICE/HUMAN RESOURCES  
DIVISION OF EMPLOYEE SERVICES

ALAN SCHNEIDER  
PERSONNEL DIRECTOR

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

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

DATE: August 2, 2017

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

A R T

**August 2017**

299 273 532  
747 470 1217

Coverage	Premium	# Employees	Total
71 EMHP Indiv.	821.55	532 ✓	437,064.60
72 EMHP Family	1,752.36	1217 ✓	2,132,622.12
<b>HMO's</b>			
31 HIP Indiv.	978.29	2 ✓	1,956.58
32 HIP Family	2,396.82	1 ✓	2,396.82
Blue Choice Indiv.	1,511.94		0.00
Blue Choice Family	3,931.05		0.00
<b>JOB SHARE (PLAN RATES)</b>			
Individual	847.13		0.00
Family	1,806.94		0.00
<b>Total Premium 8/17</b>		1752 ✓	\$2,574,040.12

1607 746 1752

Attachment: Enrollee List

A = Active  
R = Retired  
T = Total

Plus: 1 Indiv 821.55  
Plus: 2 Family 3504.72  
2,578,366.39  
less: Medicare  
Surcharge  
2015 <167,651.10>  
2,410,715.29



**BOARD OF TRUSTEES**  
**September 14, 2017**

**RESOLUTION NO. 2017.55 - Adopting a Religious Observance Policy and Procedures**

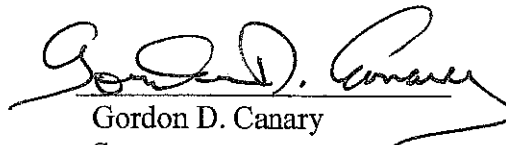
**WHEREAS**, Suffolk County Community College is committed to providing an academic and work environment that is respectful of the religious beliefs of its students, faculty, and staff, and

**WHEREAS**, the College's Calendar Committee, comprised of representation from various College constituencies, undertook a comprehensive review of calendar practices and religious observance policies at other colleges and universities, and

**WHEREAS**, 86% of SUNY community colleges and 79% of SUNY four-year colleges and universities do not cancel classes for religious holidays, and

**WHEREAS**, in order to treat all religious observations equitably and to minimize disruptions to class schedules, the Calendar Committee recommends the adoption of a religious observance policy and procedures, be it therefore

**RESOLVED**, that the Board of Trustees hereby adopts the *Religious Observance Policy and Procedures* (see, Attachment II).



Gordon D. Canary  
Secretary



## **RELIGIOUS OBSERVANCE POLICY AND PROCEDURES**

Suffolk County Community College is committed to providing an academic and work environment that is respectful of the religious beliefs of its students, faculty, and staff. To accomplish this, and in accordance with federal and New York State laws, the College has instituted the following policy and procedures:

- A. By June 1<sup>st</sup> of each year, the College will issue a list of religious observance dates that occur during the following academic year. While not exhaustive, this list will provide notice to the faculty of the religious observance dates of many faiths practiced by our students.
- B. Student absences from class necessitated by religious observance will be deemed an excused absence, with no negative academic consequences. Faculty must provide observing students the opportunity to make up any missed assignments or exams within a reasonable amount of time of the religious observance.
- C. Students must notify their professors in advance of their religious observance, via their College email accounts or otherwise in writing, of their intention to be absent from a particular class due to a religious observance. Such notification should occur at least one week prior to the religious observance. Students are not required to provide third-party certification of their religious practices.
- D. To the extent possible, faculty should avoid scheduling examinations or assigning papers, presentations, or other academic requirements on any of the identified religious observance dates. When this is unavoidable, professors must give students, who have notified their professors in advance, the opportunity for equivalent make-up work.
- E. Faculty who will be absent as a result of religious observance must notify their Academic Chair or immediate supervisor in advance of their religious observance, inform all students of their intended absence, and make up missed instructional time in one of the following ways:
  1. Hold a make-up class or classes on a date and time that is acceptable to class members.

2. Hold class electronically, using a web-based source such as Blackboard, only when all class members have access to the technology.
  3. Make-up for the missed instructional time within remaining class meeting time by modifying and/or adding class assignments, papers, exams, quizzes, and/or activities.
  4. Provide additional office hours to accommodate individual students.
  5. Provide an alternative method, as approved by the appropriate Executive Dean.
- F. The College will accommodate requests for absences from faculty and staff for religious observance dates, and benefits will be provided in accordance with the collective bargaining agreements. Absence for any reason should be communicated to an employee's supervisor in advance of the absence. Faculty and staff member complaints regarding the application of this policy by their supervisor should be brought to the Assistant Vice President for Employee Resources.
- G. Students' complaints should initially be brought to the Department Chair. If students are dissatisfied with the meeting's outcome, they may take their complaint to the Campus Associate Dean of Academic Affairs. Any complaints regarding possible abuse of this policy by students should be brought to the Campus Associate Dean of Student Services pursuant to the Student Code of Conduct.

*Answers to **Frequently Asked Questions** for students, faculty, and staff are available at: [www.FAQsChangestoAcademicCalendar/sunysuffolk.edu](http://www.FAQsChangestoAcademicCalendar/sunysuffolk.edu)*



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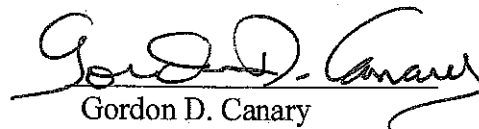
**RESOLUTION NO. 2017.56 - Accepting Grant Funds from the Suffolk Community College Foundation in Support of Suffolk Community College's Office of Veteran Affairs**

**WHEREAS**, by a resolution adopted on March 17, 2016, the Board of Trustees authorized the acceptance of an amount up to \$10,000 from the Suffolk Community College Foundation (Foundation), which constituted a portion of a \$50,000 grant award received by the Foundation from the *Island Outreach Foundation*, to fund staff positions in the Office of Veteran Affairs at Suffolk County Community College, and

**WHEREAS**, by a resolution adopted on October 20, 2016, the Board of Trustees authorized the acceptance of an amount up to \$19,000 from the Foundation, which constituted a portion of this grant award received by the Foundation from the *Island Outreach Foundation*, and

**WHEREAS**, the Foundation has authorized an additional amount of up to \$10,000 to be transferred to Suffolk County Community College to help fund staff positions in the Office of Veterans Affairs at the College, be it therefore

**RESOLVED**, that the Board of Trustees hereby authorizes the acceptance of an amount up to \$10,000 from the Suffolk Community College Foundation, which constitutes a portion of the grant award received by the Foundation from the *Island Outreach Foundation*, to fund staff positions in the Office of Veteran Affairs at Suffolk County Community College.

  
Gordon D. Canary  
Secretary



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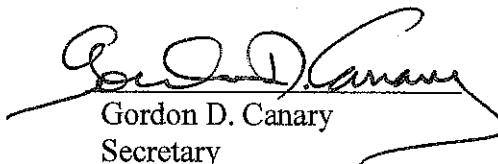
**RESOLUTION NO. 2017.57 - Authorizing the Acceptance of a Gift from the Suffolk Community College Foundation**

**WHEREAS**, the Suffolk Community College Foundation, Inc. is the recipient of 2003 Volvo S80 sedan, valued at \$2,200, and

**WHEREAS**, the Foundation wishes to further donate this automobile to Suffolk County Community College for use in its Automotive Technology Program, and

**WHEREAS**, the Academic Chair of the Automotive Technology Program has been consulted and has indicated a need for this vehicle for instructional purposes in its general program, be it therefore

**RESOLVED**, that the Board of Trustees hereby authorizes the College's acceptance of a 2003 Volvo S80 sedan, valued at \$2,200, from the Suffolk Community College Foundation, Inc., for use in the College's Automotive Technology Program.



Gordon D. Canary  
Secretary



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September 14, 2017


**RESOLUTION NO. 2017.58 - Accepting Automotive Equipment from the Suffolk Community College Foundation**

**WHEREAS**, the Suffolk Community College Foundation, Inc. is the recipient, on loan, of automotive equipment, provided by Hunter Engineering Company (Hunter), as follows:

- WA473-CM - Hawkeye Elite Aligner with Premium Compact Cabinet & 24" Widescreen LCD
- 20-2882-1 - Cordless remote Indicator Kit
- 20-2621-1 - Medium Duty Truck Spacer Kit - This kit contains 4 each spacers for medium duty trucks. These spacers may be used with kit 20-2640-1
- TCR1S - Fully Automatic Tire Changer
- RFE02 - GSP9700 Road Force Elite (5<sup>th</sup> Generation)
- 20-1839-1 - Adjustable Flange Plate & Stud Kit

**WHEREAS**, the Foundation wishes to permit this automotive equipment to be utilized by Suffolk County Community College for use in its Automotive Technology Program, and Hunter wishes to utilize the automotive technology facility to facilitate training of Hunter's representatives, pursuant to a license agreement between the College and Hunter, be it therefore

**RESOLVED**, that the Board of Trustees hereby authorizes the acceptance, on loan, of the above-described automotive equipment provided by Hunter Engineering Company, pursuant to a license agreement, to be used by the College's Automotive Technology Program and by Hunter for instructional and training purposes.

  
Gordon D. Canary  
Secretary