

BOARD OF TRUSTEES

December 7, 2017

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- Item 2 RESOLUTION NO. 2017.66 - Approving Budget Transfers**
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ITEM 1

RESOLUTION 2017.65 - 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 \$2,599,394.71 for the month of November 2017 (*Attachment I*) are 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: Brooke Deere
Suffolk County Department of Civil Services
Employees Services Unit

DATE: November 8, 2017

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

November 2017

	Coverage	Premium	# Employees	Total
71	EMHP Indiv.	821.55	532 ✓	437,064.60
72	EMHP Family	1,752.36	1225 ✓	2,146,641.00
HMO's				
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
JOB SHARE (PLAN RATES)				
	Individual	847.13		0.00
	Family	1,806.94		0.00
	Total Premium 11/17		1760	\$2,588,059.00

A R T
256 276 532
754 471 1225

1 1 2
- 1 1

1011 749 1760

Plus: $\frac{821.55}{1760}$
1 Individual
6 Family

821.55
10514.76
2,599,394.71

Attachment: Enrollee List
A = Active
R = Retired
T = Total

ITEM 2

RESOLUTION NO. 2017.66 - 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 December 1, 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>	
J0029462	181800 181800	E11501 E62001	712440 712050	Instructional Equipment Other Motorized Equipment	23,649	23,649	Solar Lawn Mower to replace 26 year old mower at the East Campus. The solar mower is quiet and energy efficient. The use of this quiet mower should allow the campus to cut down on overtime since they will be able to cut the lawn without the noise disturbing classes.
J0029507	181800 181800	E11501 E62001	712440 712060	Instructional Equipment Garage, Shop & Building Equip	34,074	34,074	Forklift for the East Campus needed to allow employees to move large items safely and efficiently, as well as for set ups and specialized conference/ commercial banners to be hung from the rafters of the leased space in the Health and Wellness Center at East.
J0029729	181800 181800 181800 181800	C69001 E62001 C69001 C69001	714020 713050 713200 712030	Light, Power and Water Fuel For Heating Ground Supplies Automobiles	161,106 25,000 6,894	193,000	Replacement of vehicles that have reached their useful life with energy efficient vehicles
J0029730	181800 181800 181800 181800	A62001 C61001 C69001 C63501	714020 714020 714560 714560	Light, Power and Water Light, Power and Water Fees For Services Fees For Services	50,000 150,000 50,000	250,000	To reallocate funds to pay for the energy savings generated by Cenergistic, the firm hired to help the College increase its energy efficiency.
J0029755	181800 181800	C89001 C84001	611100 712040	Permanent Salaries Trucks/Trailers/Jeeps	24,000	24,000	To transfer funds to pay for a van for the mail room. This vehicle will replace a 2005 van that has exceeded its useful life. The new vehicle will be used for mail room deliveries to the Eastern Campus and Culinary Arts.

ITEM 3

RESOLUTION NO. 2017.67 - Establishing a Standard Work Day for Employees Serving in Certain Titles at Suffolk County Community College

WHEREAS, public employers must establish a standard work day for employees who are members of the New York State and Local Employees' Retirement System (ERS) for the purpose of determining service credit with the ERS, and

WHEREAS, the Office of the New York State Comptroller has recommended that the College establish a standard work day for the Exempt and College Aide titles, be it therefore

RESOLVED, that the Board of Trustees of Suffolk County Community College hereby establishes the following as standard work days for its employees in the titles referenced below and will report days worked to the New York State and Local Employees' Retirement System based on the time-keeping system or the record of activities maintained and submitted by these members to the College:

Job Title	Standard Work Day (hours per day)
Exempt	7
College Aide	7

ITEM 4

RESOLUTION NO. 2017.68 - 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 12/31/17, 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 12/25/17.

Board of Trustees
Attachement III
December 7, 2017

<u>Title</u>	<u>Current Rate</u> SCCC	<u>Proposed Rate</u> to be effective 12/25/17
Student Aide	10.00	11.00
Work Study on Campus	10.00	11.00
Work Study off Campus	10.50	11.50
Laborer Days	10.00	11.00
Nights	10.50	11.50
Recreation Aide		
Step 1	10.00	11.00
Step 2	10.45	11.45
Step 3	10.95	11.95
Step 4	11.30	12.30
Step 5	11.75	12.75
Lifeguard (still water)		
Step 1	11.85	12.85
Step 2	12.35	13.35
Step 3	12.75	13.75
Step 4	13.35	14.35
Step 5	13.95	14.95

ITEM 5

RESOLUTION NO. 2017.69 - Accepting a Grant Award from the NYS Office of Alcoholism and Substance Abuse Services (OASAS) for a Project Entitled "College Environmental Prevention Services"

WHEREAS, Suffolk County Community College has been selected to receive a 5-year grant award from the New York State Office of Alcoholism and Substance Abuse Services (OASAS) for a project entitled "College Environmental Prevention Services" in the amount of \$690,704, for the contract term of June 1, 2017 through June 30, 2022, and

WHEREAS, the grant award for the period of June 1, 2017 through June 30, 2018 is in the amount of \$125,000, and

WHEREAS, the program seeks to prevent and reduce alcohol and substance abuse by college students on the Michael J. Grant campus and in the surrounding Brentwood community, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that a grant award in the amount of \$125,000 from the New York State Office of Alcoholism and Substance Abuse Services for a project entitled "College Environmental Prevention Services" is hereby accepted, and the College President, or his designee, is authorized and empowered to execute a contract and any other required documentation, upon such terms as shall be approved by the College General Counsel.

Project Director: Kathleen A. Ayers-Lanzillotta

Note: One Full-Time position

ITEM 6

RESOLUTION NO. 2017.70 - Amending the College Budget for a Grant Award Increase from the U.S. Department of Education for a Student Support Services (TRIO) Program Grant

WHEREAS, the 2017-2018 College operating budget provides \$276,510, including indirect costs, from the U.S. Department of Education for a Student Support Services (TRIO) Program grant, and

WHEREAS, the TRIO grant provides opportunities for students to successfully complete their post-secondary education and ease the process of transition from one level of higher education to the next, and

WHEREAS, the grant award has been increased by \$15,694, including indirect costs, and

WHEREAS, an additional \$5,000 will be administered external to the grant appropriation budget as grant aid to students, and

WHEREAS, matching funds in the amount of \$20,482, provided for in the College operating budget, will be used to provide grant aid to students, as well as additional supplies and equipment for student support, be it therefore

RESOLVED, that the 2017-2018 College operating budget be amended to reflect an increase in the amount of \$15,694, including indirect costs, to the grant award from the U.S. Department of Education for a Student Support Services (TRIO) Program, bringing the total amount of the grant award to \$297,204, and be it further

RESOLVED, that the College president or his designee is authorized to execute any required documentation with the administering agency reflecting said increase.

Project Director: Lorianne Lueders-Yanotti

ITEM 7

RESOLUTION NO. 2017.71 - Accepting A Grant Award from the State University of New York (SUNY) for the Distribution of Open Educational Resources (OER) Funding

WHEREAS, Suffolk County Community College has received a grant award in the amount of \$20,000 from the State University of New York (SUNY) for the distribution of new Open Educational Resources (OER) funding, for the period of October 18, 2017 through June 30, 2018, and

WHEREAS, the funding is to support the adoption and expansion of OER at the College, and may include faculty development, materials, and resources to support both faculty and students in the use of OER, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that the College President, or his designee, is authorized and empowered to execute any necessary documentation, including a contract, in such form as shall be approved by the College General Counsel, accepting a grant award in the amount of \$20,000 from the State University of New York (SUNY) for the distribution of Open Educational Resources (OER) funding, for the period of October 18, 2017 through June 30, 2018.

Project Director: Paul Beaudin

Note: No full-time personnel

ITEM 8

RESOLUTION 2017.72 - Amending Resolution No. 2017.40 to Accept a Federal Grant in the Amount of \$458,705 for the 2017 - 2018 Federal Work Study Program (FWSP)

WHEREAS, by Resolution No. 2017.40, adopted on June 15, 2017, the Suffolk County Community College Board of Trustees authorized the acceptance of a federal grant in the amount of \$459,178 for the 2017-2018 Federal Work Study Program, and

WHEREAS, subsequently, it was determined that the correct amount of this grant was \$458,705, and

WHEREAS, an amendment to Resolution No. 2017.40 is required in order to correct this error, be it therefore

RESOLVED, that Resolution No. 2017.40 is hereby amended to reflect that the Board of Trustees accepts a federal grant in the amount of \$458,705 for the 2017-2018 Federal Work Study Program, and be it further

RESOLVED, that \$45,870 be set aside for Job Locator Program, with the College matching contribution of 20 percent to be provided by in-kind contributions, and be it further

RESOLVED, that except as herein amended Resolution No. 2017.40 shall remain in full force and effect.

ITEM 9

RESOLUTION NO. 2017.73 - Approving the Allocation of the 2017-18 Federal Work Study Program Funds

WHEREAS, Resolution No. 2017.72 authorizes the acceptance of grant funds in the amount of \$458,705 for the 2017 - 2018 Federal Work Study Program, and

WHEREAS, the grant funds in the amount of \$458,705 must be allocated among the College's three campus for the benefit of students eligible for the Federal Work Study Program, be it therefore,

RESOLVED, that the following distribution of the 2017-18 Federal Work Study funds by campus is hereby approved.

Original FWSP Federal Allocation	\$458,705
Less: Transfer to Job Locator Program	<u>-45,870</u>
Remaining CWSP Federal Allocation	\$412,835
Less: 5% Admin Expense Allowance of Campus Wages	<u>-25,802</u>
Remaining FWS Allocation	\$387,033
Plus: 25% of Institutional Share of Student Wages	<u>+128,010</u>
Total Student Wages Available	\$515,043

Campus Wage Distribution of Federal College Work Study Allocation

Ammerman Campus (44%)	\$226,619
Grant Campus (42%)	\$216,318
Eastern Campus (14%)	<u>\$ 72,106</u>
Total Campus Wage Distributions	\$515,043

and be it further

RESOLVED, that Resolution No. 2017.41, which contained errors in the amount of the Federal Work Study Program grants funds and their allocation, is hereby superseded by this Resolution No. 2017.73.
