

**BOARD OF DIRECTORS  
DECEMBER 3, 2020**

- ITEM 1      RESOLUTION NO. 2020.A6 – Authorizing College Officials to Sign Checks for the Suffolk Community College Association, Inc.**
  
- ITEM 2      RESOLUTION NO. 2020.A7 – Authorizing an Increase in the Hourly Wage Rate for Certain Part-Time Employees of the Suffolk Community College Association, Inc.**
  
- ITEM 3      RESOLUTION NO. 2020.A8 - Amending the Association Procurement Policy**

**ITEM 1**

**RESOLUTION NO. 2020.A6 - Amending the Policy for Authorizing College Officials to Sign Checks for the Suffolk Community College Association, Inc.**

**WHEREAS**, the Vice President, Academic and Student Affairs, and the Association Director of Business Affairs have reviewed the policy entitled *Authorization for College Officials to Sign Checks and/or Vouchers* and recommend that certain revisions be made to reflect new appointments and title changes, be it therefore

**RESOLVED**, that the policy entitled *Authorization for College Officials to Sign Checks and/or Vouchers*, as amended (see, Attachment A-1), be, and the same is, hereby, adopted and approved.

\*\*\*\*\*

**Suffolk Community College Association, Inc.  
Authorization for College Officials to Sign Checks and/or Check Requests**

**Authorization to Sign Checks**

Checks or ACH wire transfers issued in payment of check requests, duly authorized by current account procedures, and/or all withdrawal authorizations, must be signed by any one of the following College officials:

Vice President  
Associate Vice President  
Association Treasurer  
Association Assistant Treasurer  
Campus Executive Dean / CEO  
College Associate Dean / College Dean

All checks, ACH wire transfers, and/or all withdrawal authorizations in excess of \$3,000 will require two signatures, one of which must be the Association Treasurer, Association Assistant Treasurer or any one of the other College officials listed above. The College officials signing a check must be different than the official who initiated or signed the check request. The Director of Business Affairs of the Suffolk Community College Association, Inc. is hereby authorized to establish bank accounts and accounts with financial institutions in the name of the Suffolk Community College Association, Inc. in accordance with the payment procedures established hereby.

**Authorization to Sign Check Requests**

Check Requests authorizing payments from Association accounts must be signed by the following Association employees and/or College officials:

Vice President  
Associate Vice President  
Campus Executive Dean / CEO  
Associate Dean of Student Affairs  
Association Director of Business Affairs  
Association Directors of Campus Activities, Athletics, Theatre and Child Care Centers  
Association Manager of Dining Services and Coordinator of Grant Campus Theatre

In the absence of the above individuals, said check requests may be approved by those acting in their place, pursuant to the College's organizational chart. The Association employee or College official who signs a check request must be different than the official who initiated the check request. All check requests in excess of \$3,000 will require two signatures, one of which must be the Campus Executive Dean and either the Vice President or an Associate Vice President. All check requests must be signed by the Director of Business Affairs of the Suffolk Community College Association, Inc. before payments can be processed. Such check requests must conform, in all respects, to the budget adopted by the Board of Directors and the Board's rules and regulations, and must be in accordance with the terms and conditions and special purposes of each account.

**ITEM 2**

**RESOLUTION NO. 2020.A7 - Authorizing an Increase in the Hourly Wage Rate for Certain Part-Time Employees of the Suffolk Community College Association, Inc.**

**WHEREAS**, due to the increase in New York State's minimum wage effective 12/31/2020, the hourly wage rate for certain part-time employees of the Suffolk Community College Association should, likewise, be increased, be it therefore

**RESOLVED**, that the hourly wage rate for certain employees of the Suffolk Community College Association shall be increased as reflected on *Attachment A-II*, annexed hereto, effective December 31, 2020.

\*\*\*\*\*

**Board of Directors Meeting  
Attachment A-II  
December 3, 2020**

**HOURLY RATES FOR PART-TIME ASSOCIATION TITLES BELOW \$15**

| HOURLY RATE TITLES  | CURRENT RATES | PROPOSED MINIMUM WAGE RATE |
|---|---------------|----------------------------|
| ASSOCIATION STUDENT WORKER/ PEER MENTOR/ USHERS*            | 13.00         | 14.00                      |
| STAGE TECHNICIAN/STAGE HAND                                 | 13.00         | 14.00                      |
| ASSOCIATION CLERICAL SUPPORT/ PRODUCTION ASST               | 13.00         | 14.00                      |
| ASSISTANT TEACHER I   | 13.00         | 14.00                      |
| ASSISTANT TEACHER II  | 13.00         | 14.00                      |
| FOOD SERVICES WORKER (CASHIER, BUS PERSON / COUNTER SERVER) | 13.75         | 14.00                      |
| COOKS   | 13.75         | 14.00                      |
| BOOKKEEPER  | 13.93         | 14.00                      |
| ASSISTANT TEACHER III                                       | 14.06         |                            |
| ASSISTANT FOOD SERVICE MANAGER/CATERING SERVICE WORKER      | 15.00         |                            |

*\* Position description remains the same, title change to distinguish between Association and College employees.*

**ITEM 3**

**RESOLUTION NO. 2020.A8 - Amending the Association Procurement Policy**

**WHEREAS**, the Associate Campus Deans of Student Affairs have reviewed the *Association Procurement Policy* and recommend that certain revisions be made in order to enhance operational and purchasing efficiencies, and

**WHEREAS**, the Vice President, Academic and Student Affairs, and the Association Director of Business Affairs concur with these recommendations, be it therefore

**RESOLVED**, that the *Association Procurement Policy*, as amended (*see, Attachment A-III*), be, and the same is, hereby, adopted and approved.

\*\*\*\*\*

## **SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.**

### **PROCUREMENT POLICY**

#### **A. INTRODUCTION**

Article 5-A of the New York State General Municipal 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.

The primary purpose of Suffolk Community College Association, Inc. ("Association") is to provide co-curricular programs and services which directly benefit the students of Suffolk County Community College. As such, it is appropriate that the Association promulgate a procurement policy in accordance with the provisions of the General Municipal Law. Such policy shall be reviewed annually by the Board of Directors.

#### **B. PURCHASE CONTRACTS IN EXCESS OF \$20,000**

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 and clothing.
2. All purchase contracts which are reasonably anticipated to involve an expenditure of more than \$20,000 over the course of a 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 Association. 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. All such public bidding as required pursuant to this subsection shall be coordinated by the Association Director of Business Affairs together with the College's Administrative Director of Business Operations.

#### **C. POLICY AND PROCEDURES FOR PURCHASES OF \$20,000 AND UNDER**

1. Purchases authorized by this subsection may be made by the following Association personnel:
  - a. Association Director of Business Affairs
  - b. the Campus Associate Deans of Student Affairs

- c. the Association Directors of Campus Activities, Theatre, Athletics, and Child Care
- d. Manager of Dining Services, and Coordinator of Grant Campus Theatre
- e. Holders of Exchange Accounts

## 2. Purchasing Thresholds

- a. If the monetary threshold for the purchase of commodities is *not* reasonably anticipated to exceed \$20,000 over the course of a fiscal year, the following procedures shall be followed:
  - i. **\$0.01 - \$300.00.** Direct purchase at the discretion of the individuals enumerated in paragraph C(1).
  - ii. **\$300.01 - \$1,000.00.** Purchases may be made at the discretion of the individuals enumerated in paragraph C(1)(b-e), upon the written approval of the Association Director of Business Affairs. Purchases may be made by the Association Director of Business Affairs upon the written approval of the Vice President.
  - iii. **\$1,000.01 – \$20,000.00.** Purchases may be made by the individuals enumerated in paragraph C(1)(b)(e), after obtaining written quotes from at least three (3) vendors and upon the written approval of the Association Director of Business Affairs. Purchases may be made by the Association Director of Business Affairs after obtaining written quotes from at least three (3) vendors and upon the written approval of the Vice President. A good faith effort shall be made to obtain the required number of quotations. If, for any reason, the authorized individual is unable to obtain the requisite number of quotations, such authorized individual shall properly document, on the *Price Quotation Form*, the reasons why such quotes could not be obtained, and the efforts made to acquire the required quotes.

## 3. Payment Procedures

- a. **\$0.01 - \$3,000.00.** Check requests should be submitted to the Association Business Director for approval.

- b. **Over \$3,000.00.** A check request should be submitted directly to the Director of Campus Activities, who, thereafter, forwards such request to the Campus Executive Dean. The Campus Executive Dean then forwards the request to the Association Director of Business Affairs, who provides it to the Vice President for approval.

**D. THE PROCUREMENT OF PROFESSIONAL SERVICES**

Contracts for services that involve specialized skill, training, knowledge, expertise, a high degree of creativity, technical skill or the use of professional judgment should be procured in such a manner so as to assure the prudent and economical use of Association monies, and to facilitate the acquisition of such services of maximum quality at the lowest possible cost under the circumstances. Accordingly, such professional services shall be procured in accordance with the following guidelines:

**1. Entertainment and Speaker Programs**

- a. In accordance with customary and accepted collegiate practices, entertainment and speakers may be procured from the following sources, including, but not limited to:
  - i. Higher education-sponsored regional and national conventions that showcase and sell entertainment and speaker programs to college students;
  - ii. Higher education online and hard-copy publications that sell entertainment and speaker programs to the college market;
  - iii. Cooperative "bloc booking" arrangements with other institutions of higher education;
  - iv. Other colleges or universities.
- b. Once students assess options for entertainment and speaker programs, considering available budget monies and the quality of the proposed services, students may make a final selection. Any such selection shall be based upon the general consensus of the members of the student committee or board charged with procuring such entertainment and speaker programs, in accordance with any applicable student organization constitutions or bylaws.

c. Any entertainment and speaker program contracts are subject to the review of the Association Campus Activities Directors, Association Director of Business Affairs and, when appropriate, the College's Office of Legal Affairs.

**2. Other Professional Services**

Provision of other professional services, including, but not limited to, accounting, auditing and insurance-related services, shall be procured in accordance with College Request for Proposal (RFP) policies and procedures.

3. Under no circumstances may students obligate Association funds or execute contracts on behalf of the Association.

**E. EXCHANGE ACCOUNTS**

Exchange accounts are non-interest bearing accounts managed by the Suffolk Community College Association which promote the purposes of the Association, are self-funding in nature, typically hold funds for specifically designated purposes with a time-limited duration, and would generally not be appropriate for inclusion in the College's operating budget. Specific policies and procedures for managing these accounts are listed below.

1. Funds must be deposited in the account before checks can be written.
2. All check requests and checks must be approved according to established Board policies.
3. Up to five (5) business days will be required for check requests to be processed and checks to be issued.
4. Accounts which are inactive for twelve (12) months will be closed, and any remaining funds in such accounts will be transferred to the Association Business Office Miscellaneous Account.

**F. SHIPMENT OF ASSOCIATION PURCHASES**

All Association purchases must be shipped to the Association/College address. The Association will not authorize payment or reimbursement to employees for purchases made and delivered to personal addresses.