

BOARD OF TRUSTEES

October 20, 2022

- ITEM 1 RESOLUTION NO. 2022.55 - Confirming the Approval of Monthly Sponsor Services for Suffolk County Community College**

- ITEM 2 RESOLUTION NO. 2022.56 - Accepting a Grant Award from the State University of New York (SUNY) for a Workforce Development Training – Pathways Track Project**

- ITEM 3 RESOLUTION NO. 2022.57 - Authorizing an Amendment to the Student Records Policy**

- ITEM 4 RESOLUTION NO. 2022.58 - Approving Monthly Sponsor Services for Suffolk County Community College**

- ITEM 5 RESOLUTION NO. 2022.59 - Awarding a Contract for the Construction of the Supporting Structure for an LED Sign at the College Road Entrance of the Ammerman Campus**

- ITEM 6 RESOLUTION NO. 2022.60 - Accepting a Grant Subaward from the Research Foundation for the State University of New York, made Available through an Award from the Lumina Foundation, for a Project Entitled “SUNY REACH”**

- ITEM 7 RESOLUTION NO. 2022.61 - Amending the Operating Budget of Suffolk County Community College to Reflect an Increase in Grant Funds from the Suffolk Community College Foundation, Inc. in Support of the College’s Entrepreneurial Assistance Program**

- ITEM 8 RESOLUTION NO. 2022.62 - Authorizing an Amendment to the Chosen Name Policy**

- ITEM 9 RESOLUTION NO. 2022.63 - Adopting Class Size Proposals for MUS123, MUS127, MUS204, and MUS209**

- ITEM 10 RESOLUTION NO. 2022.64 - Approving a Major Change Order to the Contract for the Construction of the Renewable Energy and STEM Center on the Michael J. Grant Campus**

ITEM 1

RESOLUTION NO. 2022.55 - Confirming the Approval of 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 services 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, and

WHEREAS, pursuant to Article V (F) of the College Bylaws, on September 27, 2022, the Executive Committee of the Board of Trustees approved the health insurance payment to the County of Suffolk in the amount of \$3,124,187.96 for the month of July 2022, and \$2,980,033.93 for the month of August 2022, as reflected on *Attachment I*, annexed hereto, be it therefore

RESOLVED, that effective as of September 27, 2022, the conditional approval by the Executive Committee of the Board of Trustees of the health insurance payment to the County of Suffolk for July 2022 and August 2022, as reflected on *Attachment I*, is hereby confirmed in all respects.

INVOICE

Suffolk County Employee Medical Health Plan

County of Suffolk
 William J. Lindsay Complex
 725 Veterans Memorial Highway, Bldg. 158
 Hauppauge, NY 11788

DATE: August 23, 2022
INVOICE No.: 22-007
FOR: EMHP of Suffolk County
 SCCC Insurance Premium Due
 SCCC Employee Contributions Due
 Fund 818

Bill To:

Jamie Hahn
 Suffolk County Community College - Business & Financial Affairs
 FML Rm. 232, College Road
 2 North Tamiami Trail, Suite 602
 Selden, NY 11784

Health Insurance Coverage	Premium	# Employees	Total
EMHP Indiv.	\$869.47	589 574	512,117.83
EMHP Family	\$2,048.47	1120 1141	2,294,286.40
Surviving Spouse CCR	\$869.47	5 6	4,347.35
HMO's			
HIP Indiv.	\$1,442.35	1	1,442.35
HIP Family	\$3,533.76	1	3,533.76
July 2022 Premium Due:		1,716 1723	2,815,727.69
EMPLOYEE HEALTH INSURANCE CONTRIBUTIONS			
2022 Payroll 12, Time Period: 5/30/22 - 6/12/22			72,124.12
2022 Payroll 13, Time Period: 6/13/22 - 6/26/22			71,768.38
2022 Payroll 14, Time Period: 6/27/22 - 7/10/22			66,879.55
2022 Payroll 15, Time Period: 7/11/22 - 7/24/22			66,842.93
Employee Insurance Contributions Due:			277,614.98
Total Due:			\$3,093,342.67

Payments are to be remitted to Suffolk County via wire transfer within thirty (30) days of this invoice.

If you have any questions concerning this invoice, please call Brooke Deere @ 631-853-4777 or e-mail brooke.deere@suffolkcountyny.gov.

* (\$13,042.06)
 ** \$43,017.87
 *** 869.47
 \$3,124,187.96

THANK YOU

* Adjusting individual accounts down 15
 ** Adjusting family accounts up 21
 *** Adjusting Surviving spouse accounts up 1

Suffolk County Employee Medical Health Plan

INVOICE

County of Suffolk
 William J. Lindsay Complex
 725 Veterans Memorial Highway, Bldg. 158
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FOR: EMHP of Suffolk County
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EMHP Individ.	\$869.47	589 574	512,117.83
EMHP Family	\$2,048.47	1130 1141	2,314,771.10
Surviving Spouse CCR	\$869.47	5 6	4,347.35
HMO's			
HIP Individ.	\$1,442.35	1	1,442.35
HIP Family	\$3,533.76		3,533.76
August 2022 Premium Due:		1,726 1723	2,836,212.39
EMPLOYEE HEALTH INSURANCE CONTRIBUTIONS			
2022 Payroll 16, Time Period: 7/25/22 - 8/7/22			66,797.16
2022 Payroll 17, Time Period: 8/8/22 - 8/21/22			66,663.79
Employee Insurance Contributions Due:			133,460.95
Total Due:			\$2,969,673.34

Payments are to be remitted to Suffolk County via wire transfer within thirty (30) days of this invoice.

If you have any questions concerning this invoice, please call Brooke Deere @ 631-853-4777 or e-mail brooke.deere@suffolkcountyny.gov.

*(\$13,042.05)
 ** \$22,533.17
 *** 869.47
 \$2,980,033.93

THANK YOU

* Adjusting individual account down 15 accounts
 ** Adjusting family accounts up 11
 *** Adjusting surviving spouse accounts up 1

ITEM 2

RESOLUTION NO. 2022.56 - Accepting a Grant Award from the State University of New York (SUNY) for a Workforce Development Training – Pathways Track Project

WHEREAS, Suffolk County Community College has received a grant award in the amount of \$200,000 from the State University of New York (SUNY) for a Workforce Development Training – Pathways Track project for the period of September 1, 2022 through August 31, 2025, and

WHEREAS, funding from the Pathway Track award will provide Racial Equity for Adult Credentials in Higher Education (REACH) participants with instruction in non-credit training programs at the College that offer industry credentials, introduce them to Associate Degree programs related to the non-credit programs, and encourage them to pursue an Associate Degree after completing the non-credit courses, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that a grant award in the amount of \$200,000 from the State University of New York (SUNY) for a Workforce Development Training – Pathways Track project for the period September 1, 2022 through August 31, 2025 is hereby accepted, and the College President or his designee is authorized to execute a contract with the administering agency.

Project Director: Daphne M. Gordon, Ph.D.

Note: No full-time personnel

ITEM 3

RESOLUTION NO. 2022.57 - Authorizing an Amendment to the Student Records Policy

WHEREAS, the Student Records Policy (the "Policy") was approved by the Board of Trustees on September 13, 2012, and amended on May 12, 2022,

WHEREAS, the Policy provided that the College may disclose student education records without a student's written consent and without advance notice provided to the student, if so ordered by a court, and

WHEREAS, federal regulations implementing the Family Educational Rights and Privacy Act ("FERPA") provide that an educational institution may disclose student education records without written consent and without providing advance notice to the students in the following instances: 1) when releasing education records in compliance with a federal grand jury subpoena and the court has ordered the existence or contents of the subpoena not to be disclosed; and 2) when releasing education records in compliance with any other subpoena issued for law enforcement purpose where the court or other issuing agency has ordered that the existence or the contents of the subpoena not be disclosed.

WHEREAS, the College now wishes to ensure that its Student Records Policy is amended to include all instances where advance notice to the students may not be provided when the College is responding to subpoenas for student records, in full compliance with federal regulations, be it therefore,

RESOLVED, that the Board of Trustees hereby approves and authorizes an amendment to the Student Records Policy as reflected on Attachment II, annexed hereto.



Policy 4001: STUDENT RECORDS POLICY

Policy Category: Students

Responsible Administrator: Vice President for Student Affairs

Related Procedures and Documents:

Notice of Student Privacy Rights

"Request to Prevent Disclosure of Directory Information" Form;

"Authorization to Release Education Information" Form

Related College Policies: Policy Statement on Privacy and Confidentiality

I. SCOPE

This policy applies to and is binding on all College students and on all employees who, as part of their employment duties, have access to student records.

II. POLICY STATEMENT

The Family Educational Rights and Privacy Act ("FERPA") of 1974, as amended, is a federal law designed to protect students' education records and ensure that institutions of higher education maintain the confidentiality of these education records. Students' primary rights under FERPA are the right to inspect and review their education records, to have some control over the disclosure of personally identifiable information from these records, and to have a mechanism for seeking to amend these records. Educational institutions must notify students annually of their FERPA rights in accordance with the institution's adopted procedures. Suffolk County Community College ("SCCC" or "the College") notifies students of their FERPA rights by publication in the schedule of classes, College catalog, student handbook, and on the College's website. It is the responsibility of the Office of the College Registrar to ensure that appropriate notification occurs.

III. DEFINITIONS

- A. Student – any person who attends or has attended SCCC (i.e., taking either credit or non- credit courses), and for whom SCCC maintains education records.
- B. Education Record – any record maintained by SCCC (or an agent of SCCC) that is directly related to a student, except as listed below.

Education records do not include:

- Medical treatment records¹
 - sole possession records (e.g., private notes of a faculty member)
 - records created and maintained by the College Office of Public Safety for purposes of law enforcement
 - employment records, other than records related to student employment at the College (e.g., work-study)
 - alumni records
 - financial records of students' parents
- C. Personally Identifiable Information ("PII") – this information includes, but is not limited to the student's name, the names of student's parents and other family members, social security number, student ID number, biographical information such as the student's date and place of birth, and other similar information which would allow identification of the student.
- D. College Official – a person employed by SCCC in an administrative, supervisory, academic, research or support staff position; a person or company retained as a contractor, consultant, or agent to whom the College has outsourced certain services, functions, or special tasks, such as an attorney, auditor, or a collections firm; a person serving on the Board of Trustees; a student serving in an official capacity, such as membership on a disciplinary or grievance committee, or assisting another College official in carrying out their duties.

IV. POLICY

A. STUDENTS' RIGHTS TO INSPECT AND ACCESS THEIR EDUCATION RECORDS

1. Students may review the contents of their education records by making a written request to the Chief Campus Student Affairs Officer on their home campus. A meeting will be scheduled within a reasonable period of time, not to exceed 45 days from the day the written request is received by the College, at which time the records may be reviewed.
2. Original records may not be removed from the College. Students may receive copies of their education records through established procedures. However, copies of records that did not originate at SCCC, such as high school or transcripts from other colleges, will not be provided.
3. SCCC is not required to permit students to review the following records:
 - financial information submitted by their parents
 - confidential letters and recommendations associated with admissions, employment, or job placement or honors to which students have waived their rights of inspection and review

¹ Records made or maintained by a psychiatrist, psychologist, physician or other recognized professional or paraprofessional acting in his professional or paraprofessional capacity, or assisting in that capacity, and which are made, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, expect that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

- confidential letters and recommendations placed in students' files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected
- education records containing information about more than one student, in which case SCCC will permit access only to that portion of the record which pertains to the inquiring student.

B. STUDENTS' RIGHTS TO CHALLENGE AND CORRECT THEIR EDUCATION RECORDS

1. If a student feels that their education records contain information that is inaccurate, misleading or in violation of the student's right of privacy, a request may be made to have these records amended. The student should make a written request to the Chief Campus Student Affairs Officer, identifying the part of the record to be amended, and the reason for the request. The Student Affairs Officer will discuss the matter with the student and attempt to arrive at a mutually-acceptable resolution.
2. If an agreement cannot be reached, the student may request a hearing to challenge the contents of the record. A hearing will be conducted by a hearing panel comprised of the College Registrar or designee, a student selected by the Director of Campus Activities (preferably from the student governing body), a faculty member selected by the Chief Campus Academic Affairs Officer, and the Vice President of Academic and Student Affairs, who will serve as the non-voting chairperson. The hearing will be conducted within a reasonable amount of time after the student's request. The student may elect to be assisted by an advisor or attorney at the student's expense.
3. If the hearing panel determines that the record in question does, in fact, contain information that is misleading, inaccurate or a violation of the student's right of privacy, the panel will notify the student of such determination, in writing, within five (5) business days after the close of the hearing. If the hearing panel determines that the record does not contain information that is misleading, inaccurate or a violation of the student's right of privacy, the panel will notify the student of such determination, in writing, within five (5) business days after the close of the hearing, and advise, further, that the student may submit a written statement, disagreeing with the decision. This statement will be attached to the challenged record and maintained by SCCC as part of the student's education record.

C. STUDENTS' RIGHTS TO PROVIDE WRITTEN CONSENT BEFORE COLLEGE DISCLOSES THEIR EDUCATION RECORDS TO THIRD PARTIES

The College will not disclose personally identifiable information contained in a student's education records to any third parties without the prior written consent of the student, except in the following circumstances, as authorized by FERPA.

The following disclosures are permitted without students' written consent:

1. To College officials who have a legitimate educational interest in a student's records. A

College official has a legitimate educational interest in reviewing or assessing a student's records if the official is:

- performing a task that is specified in his or her position description or contract;
 - performing a task directly related to a student's education
 - performing a task related to student discipline;
 - providing a service or benefit relating to the student or student's family;
 - maintaining the safety and security of the campus.
2. To appropriate parties (such as law enforcement officials and SCCC Public Safety Officers, public health officials, trained medical personnel, including school nurse, physician and psychologist, and parents) in connection with a health or safety emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals;
 3. To officials of another institution in which a student seeks or intends to enroll, or with which SCCC has a joint admissions and/or articulation agreement;
 4. To certain officials of the U.S. Department of Education, Office of the Comptroller and U.S. Attorney General, and state and county educational authorities, in connection with audit or evaluation of certain state- or federally-supported education programs, or improvement in instruction;
 5. To appropriate officials in connection with a student's request for or receipt of financial aid to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
 6. To organizations conducting certain studies for or on behalf of SCCC or other educational agencies, upon the prior approval of the College Registrar, in consultation with the Office of Legal Affairs;
 7. to accrediting organizations to carry out their functions;
 8. To comply with a federal or New York State judicial order or lawfully issued subpoena² (i.e., after providing the student with written notification and a reasonable amount of time to take appropriate legal action, if warranted, and notify the College, accordingly), unless the disclosure is in compliance with a federal grand jury subpoena or any other subpoena issued for law enforcement purposes where the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed. The Office Legal Affairs should be contacted if a subpoena for student records which directs or requests that the student not be informed is received.
 9. Disclosures of Directory Information, as designated by SCCC, in accordance with the provisions outlined under paragraph (F), herein.

²NOTE: subpoenas served on SCCC for production of student records must be forwarded immediately to the Office of Legal Affairs to ensure timely compliance.

10. To the alleged victim of a crime of violence or non-forcible sex offense in connection with the final results of any disciplinary proceeding conducted by SCCC against the alleged perpetrator of said offense;
11. To the general public of the final results of a disciplinary proceeding, if the College determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College's Code of Conduct. Information which may be disclosed shall be limited to: the name of the student, the violation committed, and the sanction imposed against the student by the College. Names of any other students involved (i.e., victim or witness) may only be disclosed upon the written consent of such other students.
12. Disclosure is to the student's parent about the student's violation of any Federal, State or local law, or any policy of the College which governs the use and possession of drugs or alcohol, but only if the student is under 21 years of age.
13. To U.S. military recruiters pursuant to the Solomon Amendment;
14. to a court or legal counsel if a student or parent has initiated legal action against SCCC, or if SCCC has begun legal action against a student or parent;
15. As needed, to comply with other federal legislation passed subsequent to FERPA, which supersedes FERPA confidentiality requirements.

D. DIRECTORY INFORMATION

Certain information, known as "Directory Information," may be released by SCCC without the prior consent of the student, if considered appropriate by College officials. Directory Information is information which is generally not considered harmful or an invasion of privacy if it is released.

1. Suffolk County Community College designates the following items relating to students as Directory Information:
 - Student's name
 - Address (permanent, local and email)
 - Telephone number (permanent and local)
 - Photograph
 - Dates and status of enrollment
 - Major field of study
 - Honors, awards or special recognition
 - Weight and height, if a member of an athletic team
 - Prior schools attended and degrees awarded
 - Participation in officially-recognized activities and sports
2. Only staff members in the Office of the Registrar, the Office of Student Affairs or the Office of Legal Affairs, who have received appropriate FERPA training, may respond to requests for student Directory Information.

3. Requests for Directory Information must be submitted in writing, to the Office of the Registrar.
4. **Opting Out of Directory Information:** A student may request that the College not release their Directory Information under any circumstances by completing the "Request to Prevent Disclosure of Directory Information" form. This form must be submitted to the campus Registrar's Office, and will be in effect until the student revokes the request in writing.

E. PROCEDURES FOR DISCLOSURE OF EDUCATIONAL RECORDS

1. The Registrar's Office on each campus will maintain a record of all requests for and/or disclosures of information from a student's education record. The record will indicate the name of the party making the request, any additional parties, if any, to whom such information may be re-disclosed, and the party's reason for requesting the information.
2. Any requests for non-directory information (e.g., student's grades or GPA) require a signed release from the student, unless they fall into one of the FERPA recognized permissible disclosures, as listed in section E of this Policy.
3. Requests for letters of recommendation that will contain protected information (grades, GPA, etc.) made by students to College officials require a signed "Authorization to Release Education Information" form.
4. GPAs are not to be included in letters or other printed material, or discussed in public, without a student's written consent.
5. Under no circumstance may any part of a student's social security number be displayed, including on rosters, computer-generated reports and final grade-posting by faculty. It is also impermissible for the student I.D. number to be used for grade-posting.
6. While SCCC allows student workers to be placed in the Registrar and Dean of Student Services Offices, students will not be involved in any aspect of the Directory Information release process. Student workers in all College offices are required to sign a confidentiality statement upon assignment.

F. RIGHT TO FILE A COMPLAINT

A student who believes that Suffolk County Community College has not complied with the requirements of FERPA may file a complaint with the United States Department of Education's Family Policy Compliance Office:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202-4605

V. POLICY APPROVAL AND REVISION DATES:

Board of Trustees Approval: 9/13/2012; Revised: 5/12/2022; _____

ITEM 4

RESOLUTION NO. 2022.58 - 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 services 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 \$2,845,789.98 for the month of September 2022 (Attachment III) is hereby approved by the Board of Trustees.

INVOICE

Suffolk County Employee Medical Health Plan

County of Suffolk
 William J. Lindsay Complex
 725 Veterans Memorial Highway, Bldg. 158
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DATE: September 6, 2022
INVOICE No.: 22-009
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Jamie Hahn
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 FML Rm. 232, College Road
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Health Insurance Coverage	Premium	# Employees		Total
EMHP Indiv.	\$869.47	585	575	508,639.95
EMHP Family	\$2,048.47	1125	ii4n	2,304,528.75
Surviving Spouse		6		
HMD's				
HIP Indiv.	\$1,442.35	1		1,442.35
HIP Family	\$3,533.76	1		3,533.76
September 2022 Premium Due:		1,712	1716	2,818,144.81
Total Due:				\$2,818,144.81

Payments are to be remitted to Suffolk County via wire transfer within thirty (30) days of this invoice.

If you have any questions concerning this invoice, please call Brooke Deere @ 631-853-4777 or e-mail brooke.deere@suffolkcountyny.gov.

THANK YOU

* Adjusting Individual accounts down by 10
 ** Adjusting the family accounts up by 15
 *** Adding in surviving spouses that they complete left out

ITEM 5

RESOLUTION NO. 2022.59 - Awarding a Contract for the Construction of the Supporting Structure for an LED Sign at the College Road Entrance of the Ammerman Campus

WHEREAS, Suffolk County Community College has determined that there is a need for a new, updated LED sign to be installed at the College Road entrance of the Ammerman Campus, and

WHEREAS, the new LED sign will provide critical and timely information to students, community residents and travelers on College Road, and

WHEREAS, the LED sign must be mounted on a supporting structure with surround static signage, and

WHEREAS, this construction project will be funded by a donation made by the Suffolk Federal Credit Union (SFCU) in accordance with the Naming Rights Agreement between and among the College, SFCU and the Suffolk Community College Foundation, Inc., and

WHEREAS, pursuant to Suffolk County Resolution No.1056-2022, the Suffolk County Legislature authorized the College to seek matching funds of eligible project costs from the State of New York, and

WHEREAS, public bids for the construction of the supporting structure for the LED sign were solicited and the one bid was received and opened on August 11, 2022, and

WHEREAS, the bid was reviewed and the qualifications of the bidder were evaluated by the College's Office of Central Facilities, be it therefore

RESOLVED, that the College President or his designee is authorized to enter into a contract with Grafton Data Systems, Inc. in the amount of \$92,420 for the construction of the supporting structure for an LED sign at the College Road entrance of the Ammerman Campus, upon such terms and conditions as shall be approved by the College's Office of Legal Affairs.

ITEM 6

RESOLUTION NO. 2022.60 - Accepting a Grant Subaward from the Research Foundation for the State University of New York, made Available through an Award from the Lumina Foundation, for a Project Entitled "SUNY REACH"

WHEREAS, Suffolk County Community College has received a grant subaward in the amount of \$15,000 from the Research Foundation for the State University of New York, made available through an award from the Lumina Foundation, for a project entitled "SUNY REACH," for the period March 30, 2022 through June 1, 2023, and

WHEREAS, the Lumina Foundation's Racial Equity for Adult Credentials in Higher Education (REACH) grant initiative seeks to increase attainment of non-degree credentials and associate degrees for adults of color, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that a grant subaward in the amount of \$15,000 from the Research Foundation for the State University of New York, made available through an award from the Lumina Foundation, for a project entitled "SUNY REACH" for the period March 30, 2022 through June 1, 2023 is hereby accepted, and the College President or his designee is authorized to execute a contract with the administering agency, upon such terms and conditions as shall be approved by the College's Office of Legal Affairs.

Project Director: Daphne M. Gordon, Ph.D.

Note: No full-time personnel

ITEM 7

RESOLUTION NO. 2022.61 - Amending the Operating Budget of Suffolk County Community College to Reflect an Increase in Grant Funds from the Suffolk Community College Foundation, Inc. in Support of the College's Entrepreneurial Assistance Program

WHEREAS, during the 2021 – 2022 academic year, the Suffolk Community College Foundation, Inc. (Foundation) received a grant award in the amount of \$500,000 from the Citi Foundation to provide minority businesses impacted by the COVID-19 pandemic with technical assistance and to offer training programs through the Suffolk County Community College's Entrepreneurial Assistance Center (EAC), and

WHEREAS, by Resolution No. 2021.68, the Board of Trustees authorized the acceptance of a portion of this grant award in amount up to \$100,000 from the Foundation to fund EAC staff positions, and

WHEREAS, the College's 2022-2023 operating budget reflects an amount of \$41,809 remaining from this transfer of funds, and

WHEREAS, the Foundation has authorized an additional portion of this grant award in an amount up to \$200,000 to be transferred to the College to fund EAC staff positions for the period September 1, 2022 through August 31, 2023, be it therefore

RESOLVED, that the 2022-2023 College operating budget be amended to reflect an increase in an amount up to \$200,000 from the Suffolk Community College Foundation, Inc., which constitutes a portion of the grant award received by the Foundation from the Citi Foundation, to fund staff positions in the Entrepreneurial Assistance Center at Suffolk County Community College for the period September 1, 2022 through August 31, 2023.

Project Director: Daphne M. Gordon, Ph.D.

Note: No full-time positions

ITEM 8

RESOLUTION NO. 2022.62 - Authorizing an Amendment to the Chosen Name Policy

WHEREAS, the Chosen Name Policy (the "Policy") was approved by the Board of Trustees on May 16, 2019, and

WHEREAS, the Policy provided that an individual's chosen name would be utilized whenever possible, including within the Blackboard learning management system, and

WHEREAS, the College has transitioned away from Blackboard, and is currently utilizing the D2L/Brightspace learning management system, and

WHEREAS, the College wishes to amend the Chosen Name Policy to reflect that an individual's chosen name will be reflected in any student learning management utilized by the College, including, but not limited to D2L/Brightspace, be it therefore,

RESOLVED, that the Board of Trustees hereby approves and authorizes an amendment to the Chosen Name Policy, as reflected on Attachment IV, annexed hereto.



Policy 3002/4002 (formerly E.32/F.20): CHOSEN NAME POLICY

Policy Category: Human Resources/Students

Responsible Administrator: Assistant Vice President for Human Resources/College Associate Dean for Master Schedule/Registrar

Related Procedures and Documents:

- [Chosen Name Request](#)
- [Records Change Information](#)
- [Request to Prevent Disclosure of Directory Information](#)
- [Discrimination/Harassment/Retaliation Complaint Form](#)
- [Non-Discrimination Notice](#)
- [Title IX Webpage](#)

Related College Policies:

- [Equal Opportunity and Anti-Discrimination Policy](#)
- [Sexual Harassment Policy and Grievance Procedure for Employees](#)
- [Sexual Harassment Policy and Grievance Procedure for Students](#)
- [Student Records Policy](#)

I. SCOPE

This policy applies to and is binding on all current College employees and students.

II. POLICY STATEMENT

Suffolk County Community College (College) seeks to create an environment respectful of personal and social expression in the spirit of representing our diverse community. Students and employees alike may wish to be accurately represented and identified by a first name that differs from their legal name because this is an important part of their identity and expression. The College values and supports students' and employees' decision to wish to be addressed by their chosen first name. This Policy is consistent with current law and regulation prohibiting discrimination based on gender identity and expression, and is a best practice for supporting transgender and gender non-conforming members of the College community. However, all members of the College community are free to use this Policy to request that they be addressed by their chosen first name.

III. DEFINITIONS

- A. Legal Name:** A name that appears on an individual's passport, driver's license, birth certificate, visa, military identification, or U.S. social security card.

- B. *Chosen Name:*** A name that an individual wishes to be known or identified by in the College community that is different from their legal name; this can include nicknames, aliases, and/or chosen names. The use of profane, obscene, hate-speech-derived, offensive or derogatory names will not be permitted as a chosen name.

IV. POLICY

- A.** All members of the College community will have an option to identify their chosen name as their preferred first name. An individual's last name will be recognized as their legal name in all cases. Unless the use of the individual's legal name is required, the chosen name will be utilized when reasonably possible, including in the following areas: student learning management system such as D2L/Brightspace, College email, degree audit programs such as Degree Works, identification cards, student roster, and locations within MySCCC where one's name appears, as technology becomes available to support chosen names. The College will honor only one request for use of a chosen name per academic year, absent extenuating circumstances.
- B.** The College cannot utilize an individual's chosen name in documents and records that require the use of the individual's legal name, including but not limited to: admissions records, discipline records, certain employment and personnel records, enrollment verification, financial aid records, law enforcement records, medical records, official transcripts, paychecks and tax documents, contracts, and Public Safety records.
- C.** Under the Family Educational Rights and Privacy Act (FERPA), a student's name, including one's chosen name, may be disclosed to the public as "directory information," unless the student elects to opt out of permitting such disclosure. Please see the "Related Procedures and Documents" listing at the top of this Policy for a link to information on how to opt out of such disclosure.
- D.** The College will make a good faith effort to update reports, documents, and systems that are designated to use one's chosen name. This will be a continuing process as technology evolves, advances, and adapts.
- E.** Students, faculty, and staff are encouraged to give serious consideration to their choice of a chosen name. This choice may be permanently reflected in documentation furnished to others by the College in the future.
- F.** The College reserves the right to remove any chosen name from College records without prior notice to the individual due to the misuse or abuse of this Policy, including but not limited to, fraud, misrepresentation, or attempting to avoid legal obligations. Under these circumstances, the individual will be informed, in writing, after such removal.

V. RESPONSIBLE OFFICES

Individuals who have questions about this Policy or who wish to exercise their option to indicate a chosen name should contact the responsible office indicated below:

If you are a student, please contact the Registrar:

College Associate Dean for Master Schedule/Registrar
533 College Road – NFL Building Ste. 120
Selden, NY 11784-2899
(631) 451-4008

If you are an employee, please contact the Office of Human Resources:

Assistant Vice President, Human Resources
533 College Road – NFL Building Ste. 124
Selden, New York 11784
(631) 451-4239

Individuals who wish to appeal a denial of their request to use a chosen name by one of the offices identified above may submit a written request for reconsideration to:

If you are a student, please submit your written request for reconsideration to:

Vice President for Student Affairs
533 College Road – NFL Building Ste. 120
Selden, NY 11784-2899
(631) 451-4118

If you are an employee, please submit your written request for reconsideration to:

Chief Diversity Officer / Title IX Coordinator
533 College Road – NFL Building, Ste. 230
Selden, New York 11784
(631) 451-4950

VI. REFERENCES

- Title IX, Education Amendments of 1972, 20 U.S.C. § 1681 *et seq.* (nondiscrimination based on sex in education programs and activities)
- Title VII, Civil Rights Act of 1964, 42 U.S.C. § 2000e *et seq.* (nondiscrimination based on sex in employment)
- NYS Executive Law Article 15 (New York State Human Rights Law)
- NYS Labor Law § 201-g (sexual harassment prevention policy requirements for employers)
- 9 NYCRR § 466.13 (discrimination on the basis of gender identity)

VII. POLICY APPROVAL AND REVISION DATES

Board of Trustees Approval: 5/16/19; Revised: _____

ITEM 9

RESOLUTION NO. 2022.63 - Adopting Class Size Proposals for MUS123, MUS127, MUS204, and MUS209

WHEREAS, there are specific class size provisions as set forth in Appendix H of the collective bargaining agreement between the County of Suffolk, Suffolk County Community College and the Faculty Association that charges the Class Size Committee to review and propose class sizes, and

WHEREAS, the Class Size Committee convened, reviewed, and has recommended a reduction in the seat limits for the following courses, as outlined below:

Course	Current Seat Limit	Revised Seat Limit
MUS123: Aural Skills I	26	18
MUS127: Aural Skills II	29	18
MUS204: Aural Skills III	29	18
MUS209: Aural Skills IV	26	18

, and

WHEREAS, the recommendations of the Class Size Committee were submitted to the Vice President for Academic Affairs, who accepted the recommendations, and

WHEREAS, in accordance with the class size provisions of Appendix H of the Faculty Association collective bargaining agreement, the recommendations of the Class Size Committee must thereafter be submitted to the College's Board of Trustees for approval, be it therefore

RESOLVED, that the Board of Trustees hereby adopts the Class Size proposals to take effect in Fall 2022.

ITEM 10

RESOLUTION NO. 2022.64 - Approving a Major Change Order to the Contract for the Construction of the Renewable Energy and STEM Center on the Michael J. Grant Campus

WHEREAS, V.R.D. Contracting, Inc. was awarded a contract ("Contract") to construct the Renewable Energy and STEM Center on the Michael J. Grant Campus, and

WHEREAS, work which was not anticipated under the terms of the Contract or shown on the design drawings is required, consisting of door and lighting modifications; additional power for the water flow meter; additional soffits to conceal piping; and curtain wall changes, and

WHEREAS, at this stage of the construction the College estimates that sufficient contingency funding remains in the project budget for the unanticipated work, and

WHEREAS, the additional work described herein increases the contract with V.R.D. 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 \$40,021.14 to the Contract with V.R.D. Contracting, Inc. for additional work to be performed for the construction of the Renewable Energy and STEM Center on the Michael J. 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's Office of Legal Affairs, reflecting the change order and the nature of the additional work so authorized.
