



BOARD OF TRUSTEES
March 21, 2024

- ITEM 1** **RESOLUTION NO. 2024.18 – Approving Monthly Sponsor Services for Suffolk County Community College**

- ITEM 2** **RESOLUTION NO. 2024.19 – Accepting a Grant Subaward from the Research Foundation for the State University of New York (SUNY) for a project entitled, “Internship Support for the Suffolk County Community College Baking and Pastry Arts A.A.S. Degree Students”**

- ITEM 3** **RESOLUTION NO. 2024.20 – Accepting a Grant Award from the State University of New York (SUNY) System Administration for a Brightway ASAP Student-Parent Support Program**

- ITEM 4** **RESOLUTION NO. 2024.21 – Accepting a Grant Award from Philadelphia Press for a Scientific Authorship Grant**

- ITEM 5** **RESOLUTION NO. 2024.22 – Accepting a Grant Subaward from the Research Foundation for the State University of New York (Farmingdale State College) for the NYS Pollution Prevention Institute (NYSP2I)’s Community Grant Program**

- ITEM 6** **RESOLUTION NO. 2024.23 – Amending the Timeframe for the Board of Trustees’ Annual Self-Assessment for 2024**

- ITEM 7** **RESOLUTION NO. 2024.24 – Approving a Memorandum of Agreement with the Faculty Association of Suffolk Community College to Provide a One-Time Retirement Incentive**

- ITEM 8** **RESOLUTION NO. 2024.25 – Approving a Memorandum of Agreement with the Guild of Administrative Officers to Provide a One-Time Retirement Incentive**

ITEM 1

RESOLUTION NO. 2024.18 – Approving Monthly Sponsor Services for Suffolk County Community College

WHEREAS, the State University of New York Regulation No. 602.7 requires 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 \$2,997,051.55 for the month of December 2023; \$3,432,957.18 for the month of January 2024; and \$3,133,112.54 for the month of February 2024 (*Attachment I*) is hereby approved by the Board of Trustees.

INVOICE

Suffolk County Employee Medical Health Plan

County of Suffolk

H. Lee Dennison Building, 11th Floor
100 Veterans Memorial Highway
Hauppauge, NY 11788

DATE: December 26, 2023

INVOICE No.: 23-013

FOR: EMHP of Suffolk County
SCCC Insurance Premium Due
Fund 818

Bill To:

Jamie Hahn
Suffolk County Community College - Business & Financial Affairs
FML Rm. 232, College Road
Selden, NY 11784

Health Insurance Coverage	Premium	# Employees	Total
EMHP Individual Coverage	\$978.67	576 554	\$563,713.92
EMHP Family Coverage	\$2,305.74	1103 1126	\$2,543,231.22
Emblem/HIP HMO Individual Coverage	\$1,553.45	1	\$1,553.45
Emblem/Hip Family Coverage	\$3,805.95	1	\$3,805.95
Surviving Spouse Coverage	\$978.67	6 5	\$5,872.02
		1	
December 2023 Premium Due:		1,687	\$3,118,176.56
EMPLOYEE HEALTH INSURANCE CONTRIBUTIONS			
2023 Payroll 2, Time Period: 1/9/23 - 1/22/23			\$75,002.13
2023 Payroll 23, Time Period: 10/30/23 - 11/12/23			<i>pending</i>
2023 Payroll 24, Time Period: 11/13/23 - 11/26/23			\$72,896.88
2023 Payroll 25, Time Period: 11/27/23 - 12/10/23			\$71,917.20
Employee Insurance Contributions Due:			\$219,816.21
Total Due:			\$3,337,992.77

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 @ 631-759-5788 or e-mail brooke.deere@suffolkcountyny.gov.

*(21,530.74)
**\$53,032.02
***(\$978.67)
****\$(372,442.50)
\$2,997,051.55

THANK YOU

*Adjusting Individual accounts down by 22
** Adjusting the family accounts up by 23
*** Adjusting the Surviving Spouse down by 1
****Adjusting for the December Medicare reimbursements

Suffolk County Employee Medical Health Plan**INVOICE**

County of Suffolk

725 Veterans Memorial Highway, Bldg 158

PO Box 6100

Hauppauge, NY 11788

DATE: March 1, 2024**INVOICE No.:** 24-001**FOR:** EMHP of Suffolk County

SCCC Insurance Premiums

and Employee Contributions Due

Fund 818

Bill To:

Jamie Hahn

Suffolk County Community College - Business & Financial Affairs

FML Rm. 232, College Road

Selden, NY 11784

Health Insurance Coverage	Premium	# Employees	Total
EMHP Individual Coverage	\$971.67	583 558	\$566,483.61
EMHP Family Coverage	\$2,289.25	1096 1127	\$2,509,018.00
Emblem/HIP HMO Individual Coverage	\$1,763.65	1	\$1,763.65
Emblem/HIP Family Coverage	\$4,320.93	1	\$4,320.93
Surviving Spouse Coverage	\$971.67	6 5	\$5,830.02
		1	
January 2024 Premium Due:		1,687 1692	\$3,087,416.21
EMPLOYEE HEALTH INSURANCE			
2023 Payroll 23, Time Period: 10/30/23 - 11/12/23		1	\$73,220.00
2023 Payroll 26, Time Period: 12/11/23 - /23			\$70,385.75
2024 Payroll 1, Time Period: 12/25/23 - 1/7/24			\$78,338.39
2024 Payroll 2, Time Period: 1/8/24 - 1/21/24			\$77,900.50
Employee Insurance Contributions Due:			\$299,844.64
Total Due:			\$3,387,260.85

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

*(24,291.75)
**\$70,966.75
***(\$978.67)
\$3,432,957.18

If you have any questions concerning this invoice, please call Brooke Deere @ 631-759-5788 or e-mail brooke.deere@suffolkcountyny.gov.

THANK YOU

*Adjusting Individual accounts down by 25
** Adjusting the family accounts up by 31
*** Adjusting the Surviving Spouse down by 1

Suffolk County Employee Medical Health Plan**INVOICE**

County of Suffolk
725 Veterans Memorial Highway, Bldg 158
PO Box 6100
Hauppauge, NY 11788

DATE: March 1, 2024
INVOICE No.: 24-002
FOR: EMHP of Suffolk County
SCCC Insurance Premiums Due
Fund 818

Bill To:
Jamie Hahn
Suffolk County Community College - Business & Financial Affairs
FML Rm. 232, College Road
Selden, NY 11784

Health Insurance Coverage	Premium	# Employees	Total
EMHP Individual Coverage	\$971.67	582 558	\$565,511.94
EMHP Family Coverage	\$2,289.25	1,096 1127	\$2,509,018.00
Emblem/HIP HMO Individual Coverage	\$1,763.65	1	\$1,763.65
Emblem/Hip Family Coverage	\$4,320.93	1	\$4,320.93
Surviving Spouse Coverage	\$971.67	6	\$5,830.02
February 2024 Premium Due:		1,686 1693	\$3,086,444.54
Total Due:			\$3,086,444.54

*(23,320.08)
**\$70,966.75
*** (978.67)

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

\$3,133,112.54

If you have any questions concerning this invoice, please call Brooke Deere @ 631-759-5788 or e-mail brooke.deere@suffolkcountyny.gov.

THANK YOU

*Adjusting Individual accounts down by 24
** Adjusting the family accounts up by 31
*** Adjusting the Surviving Spouse down by 1

ITEM 2

RESOLUTION NO. 2024.19 – Accepting a Grant Subaward from the Research Foundation for the State University of New York for a project entitled, “Internship Support for the Suffolk County Community College Baking and Pastry Arts A.A.S. Degree Students”

WHEREAS, Suffolk County Community College has received a grant sub-award in the amount of \$422,000, from The Research Foundation for The State University of New York, for a project entitled, “Internship Support for Suffolk County Community College Baking and Pastry Arts A.A.S. Degree Students”, for the period of September 1, 2023 through August 31, 2026, and

WHEREAS, this project will provide internship course tuition, lab fees, and stipends for internships for students in the Culinary and Baking Pastry program to fulfill their internship course requirements, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that a grant subaward, in the amount of \$422,000, from The Research Foundation for The State University of New York for a project entitled, “Internship Support for Suffolk County Community College Baking and Pastry Arts A.A.S. Degree Students”, for the period of September 1, 2023 through August 31, 2026, is hereby accepted, and the College President, or his designee, is hereby authorized and empowered to execute any necessary documentation, including an agreement with the administering agency, in such form as shall be approved by the College General Counsel, and be it further

RESOLVED, that the 2023–2024 College operating budget be amended to reflect the Year 1 portion of the grant subaward.

Project Director: Diane Fabian, Academic Chair; Professor

Note: No full-time personnel

ITEM 3

RESOLUTION NO. 2024.20 – Accepting a Grant Award from the State University of New York (SUNY) System Administration for a Brightway ASAP Student-Parent Support Program

WHEREAS, Suffolk County Community College has received a grant award in the amount of \$44,650 from the State University of New York (SUNY) System Administration as the SUNY match portion of a grant in connection with a partnership between SUNY and the Brightway Education Foundation for a project entitled, "Brightway ASAP Student-Parent Support Grant," for the period of January 1, 2024 through August 31, 2026, and

WHEREAS, separate grant funds from the Brightway Education Foundation will go directly to the Suffolk Community College Foundation, and

WHEREAS, the funds being issued through SUNY System Administration will provide support for 38 eligible student-parents who join the ASAP program, and

WHEREAS, no matching funds from the College are required, be it therefore

RESOLVED, that a grant award in the amount of \$44,650 from SUNY System Administration, for a project entitled, "Brightway ASAP Student-Parent Support Grant," for the period of January 1, 2024 through August 31, 2026, is hereby accepted, and the College President, or his designee, is hereby authorized and empowered to execute any necessary documentation, including an agreement with the awarding and/or administering entity, in such form as shall be approved by the College General Counsel, and be it further

RESOLVED, that the 2023–2024 College operating budget be amended to reflect the Year 1 portion of the grant award.

Project Director: Dr. Irene Rios, Interim Vice President for Academic Affairs

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

ITEM 4

RESOLUTION NO. 2024.21 – Accepting a Grant Award from Philadelphia Press for a Scientific Authorship Grant

WHEREAS, Suffolk County Community College has received a grant award in the amount of \$1,000 from Philadelphia Press for a Scientific Authorship Grant, for the period of March 1, 2024 through December 31, 2024, and

WHEREAS, the funds being issued by Philadelphia Press will provide for the purchase of a spectrometer, fiber optic cables, emission bulbs and a power supply in order to provide students with hands-on experience observing and analyzing atomic emission spectra, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that a grant award in the amount of \$1,000 from Philadelphia Press for a Scientific Authorship Grant, for the period of March 1, 2024 through December 31, 2024, is hereby accepted, and the College President, or his designee, is hereby authorized and empowered to execute any necessary documentation, including an agreement with the awarding and/or administering entity, in such form as shall be approved by the College General Counsel, and be it further

RESOLVED, that the 2023–2024 College operating budget be amended to reflect the applicable portion of the grant award.

Project Director: Dr. Keith Baessler, Associate Professor, Chemistry

Note: No full-time positions
No in-kind contributions needed

ITEM 5

RESOLUTION NO. 2024.22 – Accepting a Grant Subaward from the Research Foundation for the State University of New York (Farmingdale State College) for the NYS Pollution Prevention Institute (NYSP2I)'s Community Grant Program

WHEREAS, Suffolk County Community College has received a grant subaward in the amount of \$3,723.17 from the Research Foundation for the State University of New York (Farmingdale State College) for the NYSP2I's Community Grant Program, for the period of October 1, 2023 through September 30, 2024, and

WHEREAS, the funds will support educational event programming on pollution prevention and reduction of environmental impact (the Long Island Sustainability Series), in partnership with Farmingdale State College, and

WHEREAS, matching funds are not required, be it therefore

RESOLVED, that a grant subaward in the amount of \$3,723.17 from the Research Foundation for the State University of New York (Farmingdale State College) for the NYSP2I's Community Grant Program, for the period of October 1, 2023 through September 30, 2024, is hereby accepted, and the College President, or his designee, is hereby authorized and empowered to execute any necessary documentation, including an agreement with the awarding and/or administering entity, in such form as shall be approved by the College General Counsel, and be it further

RESOLVED, that the 2023–2024 College operating budget be amended to reflect the applicable portion of the grant award.

Project Director: Melanie Carsch, Assistant Director of Sustainability

Note: No full-time positions

Reassigned/Overload Time: Melanie Carsch – 3% paid by grant

In-kind contribution: meeting space

ITEM 6

RESOLUTION NO. 2024.23 – Amending the Timeframe for the Board of Trustees' Annual Self-Assessment for 2024

WHEREAS, the Board of Trustees' Policy on Board of Trustees Self-Assessment provides a typical timeframe for completion of an annual self-assessment from January to March, and

WHEREAS, the 2023 self-assessment was completed later than anticipated and resulted in recommendations to enhance opportunities for new Trustee orientation and Trustee development, and

WHEREAS, there are currently two vacancies on the Board to be filled by appointment by the Suffolk County Legislature, such that the Board desires to defer the 2024 self-assessment to provide an opportunity for onboarding and informed feedback from the anticipated new Trustees, be it therefore

RESOLVED, that the Board hereby waives and amends the timeframes outlined in the Policy on Board of Trustees Self-Assessment, for 2024 only, to provide for completion of the annual self-assessment by December 31, 2024.

ITEM 7

RESOLUTION NO. 2024.24 – Approving a Memorandum of Agreement with the Faculty Association of Suffolk Community College to Provide a One-Time Retirement Incentive

WHEREAS, Suffolk County Community College, with the agreement of the Faculty Association of Suffolk Community College (Faculty Association), wishes to provide a special one-time retirement incentive to eligible full-time Faculty Association members in accordance with the terms and conditions outlined in the attached Memorandum of Agreement (*Attachment II*), and

WHEREAS, this special one-time retirement incentive will be provided through funds available in the College's approved 2023–2024 operating budget, and

WHEREAS, the College President recommends approval of this Memorandum of Agreement; be it therefore

RESOLVED, that the Board of Trustees of Suffolk County Community College hereby approves the attached Memorandum of Agreement between the College and the Faculty Association to provide a one-time retirement incentive to eligible full-time Faculty Association members.

MEMORANDUM OF AGREEMENT

Except as modified herein, the collective bargaining agreement between the Faculty Association of Suffolk County Community College ("Faculty Association") and Suffolk County Community College ("College") (collectively, the "Parties"), expiring August 31, 2026, shall remain in full force and effect.

1. The Parties hereby agree that the College will provide a special one-time retirement incentive to up to a maximum of ten (10) full-time Faculty Association members who are eligible as set forth below, unless such maximum is waived by the College in accordance with Paragraph 4 of this Agreement, for retirements effective July 31, 2024, only.
2. In order to qualify for this special incentive:
 - a. The full-time Faculty Association member must be eligible for regular service retirement with or without reduction in pension from the employee's respective tier under the New York State Teachers Retirement System, the New York State Employees Retirement System, or the SUNY Optional Retirement Program, whichever is applicable; and
 - b. The full-time Faculty Association member must submit an irrevocable letter of resignation to the College President, via College email with a CC to the Vice President for Human Resources, after the date of ratification of this Agreement and prior to 2:00 p.m. on Monday, April 29, 2024 for retirement effective close of business on July 31, 2024, and the letter must note that it is being submitted to utilize the retirement incentive herein; and
 - c. The full-time Faculty Association member must actually and permanently retire from the College into the New York State Teachers Retirement System, the New York State Employees Retirement System, or the SUNY Optional Retirement Program, whichever is applicable, effective July 31, 2024.
3. Eligible full-time Faculty Association members shall be entitled to a special one-time retirement incentive of a payment of \$1,000 per year of full-time service with the College, up to a maximum payment of \$20,000. This shall be in addition to any payment the employee may be eligible for in accordance with Article V(D) of the CBA for a portion of accumulated sick leave upon retirement. Payment of this special one-time retirement incentive shall be made within sixty (60) days after the effective date of the employee's retirement as compensation directly to the employee.
4. In the event the College receives more than the maximum of ten (10) letters of resignation for retirement purposes prior to 2:00 p.m. on Monday, April 29, 2024, the Parties agree that only the first ten (10) resignations received will be eligible for this incentive, unless the College exercises its discretion to waive this maximum as set forth below.
 - a. The Parties agree that the College may, in its sole and unreviewable discretion, elect to waive the maximum of ten (10) resignations, if available funds permit, on or before close of business on Thursday, May 9, 2024; such waiver shall be

in the form of written notification to the Faculty Association President and shall set forth the number of additional resignations which will be eligible for this incentive, with identification of the Faculty Association members eligible for this incentive, in the order received.

- b. Any Faculty Association members who submitted letters of resignation in accordance with this Agreement who, by virtue of the order in which resignations were received are beyond the maximum number of resignations eligible to receive the incentive outlined herein shall have the option of rescinding, in writing via College email, to the College President with a CC to the Vice President for Human Resources on or before 2:00 p.m. on Friday, May 17, 2024, their letter of resignation. Should the Faculty Association member not rescind their resignation on or before 2:00 p.m. on Friday, May 17, 2024, the resignation shall be deemed irrevocable, and the Faculty Association member will not be eligible for the separation incentive referenced in Paragraph 3.
5. Nothing herein shall constitute a practice, policy or procedure on the part of the College or establish a precedent between the Parties.
6. This Agreement is the complete and exclusive statement of the agreement between the parties, and supersedes all prior or contemporaneous, oral or written: agreements, proposals, understandings, representations, conditions or covenants between the parties relating to the subject matter of the Agreement.
7. This Agreement may not be amended or modified orally; this Agreement can only be amended or modified by written agreement, signed by authorized representatives of both parties.
8. This Agreement shall be subject to ratification by the Board of Trustees.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

SUFFOLK COUNTY COMMUNITY COLLEGE

Dated: _____

By: _____
Dr. Edward T. Bonahue, President

Dated: _____

By: _____
Angelica Rivera,
Vice President, Human Resources

FACULTY ASSOCIATION

Dated: _____

By: _____
Dante E. Morelli, President

ITEM 8

RESOLUTION NO. 2024.25 – Approving a Memorandum of Agreement with the Guild of Administrative Officers to Provide a One-Time Retirement Incentive

WHEREAS, Suffolk County Community College, with the agreement of the Guild of Administrative Officers (Guild), wishes to provide a special one-time retirement incentive to eligible full-time Guild members in accordance with the terms and conditions outlined in the attached Memorandum of Agreement (*Attachment III*), and

WHEREAS, this special one-time retirement incentive will be provided through funds available in the College's approved 2023–2024 operating budget, and

WHEREAS, the College President recommends approval of this Memorandum of Agreement; be it therefore

RESOLVED, that the Board of Trustees of Suffolk County Community College hereby approves the attached Memorandum of Agreement between the College and the Guild to provide a one-time retirement incentive to eligible full-time Guild members.

MEMORANDUM OF AGREEMENT

When signed below, this shall constitute an Agreement between the Guild of Administrative Officers of Suffolk County Community College ("Guild") and Suffolk County Community College ("College") (collectively, the "Parties"), to provide a special one-time retirement incentive:

WHEREAS, the College and the Guild are parties to a collective bargaining agreement (CBA) with a term of September 1, 2019 through August 31, 2023; and

WHEREAS, the College wishes to provide a one-time retirement incentive for up to five (5) full-time Guild members who are eligible for retirement as set forth below, for retirements effective July 31, 2024, only; and

WHEREAS, the Guild leadership has evidenced its willingness to enter into an agreement to that effect;

NOW, THEREFORE, the Parties mutually agree as follows:

1. The Parties hereby agree that the College will provide a special one-time retirement incentive to up to a maximum of five (5) full-time Guild members who are eligible as set forth below, unless such maximum is waived by the College in accordance with Paragraph 4 of this Agreement, for retirements effective July 31, 2024, only.
2. In order to qualify for this special incentive:
 - a. The full-time Guild member must be eligible for regular service retirement with or without reduction in pension from the employee's respective tier under the New York State Teachers Retirement System, the New York State Employees Retirement System, or the SUNY Optional Retirement Program, whichever is applicable; and
 - b. The full-time Guild member must submit an irrevocable letter of retirement to the College President, via College email with a CC to the Vice President for Human Resources, after the date of ratification of this Agreement and prior to 2:00 p.m. on Monday, April 29, 2024 for retirement effective close of business on July 31, 2024, and the letter must note that it is being submitted to utilize the retirement incentive herein; and
 - c. The full-time Guild member must actually and permanently retire from the College into the New York State Teachers Retirement System, the New York State Employees Retirement System, or the SUNY Optional Retirement Program, whichever is applicable, effective July 31, 2024.
3. Eligible full-time Guild members shall be entitled to a special one-time retirement incentive of a payment of \$1,000 per year of full-time service with the College, up to a maximum payment of \$20,000. This shall be in addition to any payment the employee

may be eligible for in accordance with Article VII(1)(a) of the CBA for a portion of accumulated sick leave upon retirement. Payment of this special one-time retirement incentive shall be made within sixty (60) days after the effective date of the employee's retirement as compensation directly to the employee.

4. In the event the College receives more than the maximum of five (5) letters of retirement prior to 2:00 p.m. on Monday, April 29, 2024, the Parties agree that only the first five (5) retirements received will be eligible for this incentive, unless the College exercises its discretion to waive this maximum as set forth below.
 - a. The Parties agree that the College may, in its sole and unreviewable discretion, elect to waive the maximum of five (5) retirements, if available funds permit, on or before close of business on Thursday, May 9, 2024; such waiver shall be in the form of written notification to the Guild President and shall set forth the number of additional retirements which will be eligible for this incentive, with identification of the Guild members eligible for this incentive, in the order received.
 - b. Any Guild members who submitted letters of retirement in accordance with this Agreement who, by virtue of the order in which retirements were received are beyond the maximum number of retirements eligible to receive the incentive outlined herein shall have the option of rescinding, in writing via College email to the College President with a CC to the Vice President for Human Resources on or before 2:00 p.m. on Friday, May 17, 2024, their letter of retirement. Should the Guild member not rescind their retirement on or before 2:00 p.m. on Friday, May 17, 2024, the retirement shall be deemed irrevocable, and the Guild member will not be eligible for the separation incentive referenced in Paragraph 3.
5. Nothing herein shall constitute a practice, policy or procedure on the part of the College or establish a precedent between the Parties.
6. This Agreement is the complete and exclusive statement of the agreement between the parties, and supersedes all prior or contemporaneous, oral or written: agreements, proposals, understandings, representations, conditions or covenants between the parties relating to the subject matter of the Agreement.
7. This Agreement may not be amended or modified orally; this Agreement can only be amended or modified by written agreement, signed by authorized representatives of both parties.
8. This Agreement shall be subject to ratification by the Board of Trustees.

Signature page follows

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

SUFFOLK COUNTY COMMUNITY COLLEGE

Dated: _____

By: _____
Dr. Edward T. Bonahue, President

Dated: _____

By: _____
Angelica Rivera,
Vice President, Human Resources

GUILD OF ADMINISTRATIVE OFFICERS

Dated: _____

By: _____
Sean Tvelia, President