

## AGENDA – BOARD OF TRUSTEES MEETING

---

SUNY Sullivan

Thursday, February 18, 2016 4:00pm

Farrow Board Room

1. Call to Order
2. Auditor Presentation
3. **Action Items**
  - **Approval of Minutes of January 21, 2016**
  - **Resolution #411-16 – Approval to Place the Position of Public Services Librarian in the Unclassified Professional Service**
  - **Approval of 2016-2017 Academic Calendar**
  - **Approval of 2017-2018 Academic Calendar**
  - **Approval of 2016-2017 Tuition and Fee Schedule**
4. Community/Public Feedback

*At any regular meeting of the Board, a member of the public shall be permitted to speak on any issue before the Board for a period not to exceed 2 minutes except if the Chair allots more time.*
5. Web Site Presentation – Patrick McCullough
6. Chairman’s Report
7. Trustee’s Reports
  - SPIA Update
  - Landscape Committee Update
  - Finance Update
  - Dorm Corp Update
  - Student Trustee Update
8. President’s Report to the Board

Discussion Items:

  - Links from SUNY Excels Plan to Strategic Plan  
(brief introduction for March meeting topic)
9. Feedback to the President
10. Executive Session

*Executive sessions are held for purposes of discussing proposed or pending current litigation, the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.*
11. Adjournment

**MINUTES  
MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
JANUARY 21, 2016**

**MEMBERS PRESENT:** R. Heyman, Chair, P. Adams (via phone), P. Coombe, S. Drobysh, P. Guenther, T. Hamlin, L. Holmes, M. Carcamo

**ALSO PRESENT:** K. Hilgersom, R. Schultz, C. Kashan, S. Mitchell, S. Thompson Tweedy, S. Horton

R. Heyman called the meeting to order at 4:00 pm with the *Pledge of Allegiance*.

**Approval of Minutes of December 17, 2015**

**Motion by S. Drobysh to approve the minutes of December 17, 2015, seconded by P. Guenther and passed.**

Vote:	Patricia Adams	absent	Theresa Hamlin	yes
	Phyllis Coombe	yes	Russ Heyman	yes
	Steven Drobysh	yes	Lyman Holmes	yes
	Larysa Dyrszka	absent	Susan Jaffe	absent
	Paul Guenther	yes	Michael Carcamo	yes

**Motion by P. Coombe to enter Executive Session at 4:00 pm to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation, seconded by P. Guenther and passed.**

Vote:	Patricia Adams	absent	Theresa Hamlin	yes
	Phyllis Coombe	yes	Russ Heyman	yes
	Steven Drobysh	yes	Lyman Holmes	yes
	Larysa Dyrszka	absent	Susan Jaffe	absent
	Paul Guenther	yes	Michael Carcamo	yes

**Motion by S. Drobysh to resume Regular Session at 4:17 pm, seconded by P. Coombe and passed.**

Vote:	Patricia Adams	absent	Theresa Hamlin	yes
	Phyllis Coombe	yes	Russ Heyman	yes
	Steven Drobysh	yes	Lyman Holmes	yes
	Larysa Dyrszka	absent	Susan Jaffe	absent
	Paul Guenther	yes	Michael Carcamo	yes

## **COMMUNITY/PUBLIC FEEDBACK**

K. Walters stated he likes the look of the new SUNY Sullivan web site but feels navigation needs to be improved.

R. Ernst expressed concern regarding the Critical Strategic Finance Task Force meetings and the fact they were recorded. R. Ernst spoke on behalf of the Dorm Corp board regarding its current financial situation and questioned how the college deficit issue is being addressed.

H. Diamond stated as a past board member, he is concerned about the state of the college.

R. Heyman responded the college has reached out to SUNY counsel to determine how the college may be able to assist Dorm Corp.

K. Hilgersom stated the college has a solid budget plan going into next year that includes support from the county and close collaboration with the campus associations. R. Ernst requested if he could negotiate with the County of Sullivan to seek financial assistance for Dorm Corp. P. Guenther questioned the legality of this type of meeting.

S. Kaufman stated several initiatives have already taken place to reduce expenses; occupancy is currently less than 50% (167 students). S. Kaufman stated based on current occupancy, expenses will be difficult to cover.

## **CHAIRMAN'S REPORT TO THE BOARD**

R. Heyman informed the board S. Thompson Tweedy is leaving her position of Dean of Student Development Services and stated Chris DePew, current Director of Athletics, will serve as Interim Dean of Student Development Services until a permanent replacement has been chosen.

## **TRUSTEE'S REPORTS**

Student Trustee Report – M. Carcamo thanked everyone for attending the meeting. He stated he has had a very positive experience at the college and has encouraged local students to attend SUNY Sullivan. He encouraged greater focus on the student experience on campus, especially through the Student Government Association.

R. Davis, President of the SGA, addressed the Board and stated although a number of SGA requests have been satisfied, there are additional requests that need to be addressed in order for the SGA to function properly and promote the college.

SPIA Report – T. Hamlin stated SPIA should revisit the Strategic Plan in order to ensure focus and alignment. Board needs to focus on specific, doable items. For example, journey mapping requires work from a number of different departments and collaboration amongst them is complex. K. Hilgersom suggested the trustees revisit the plan on at least an annual basis.

Landscape Report – P. Adams joined via phone and stated due to financial concerns at the college, landscape plans are postponed until spring 2016.

Finance Report – S. Drobysch stated the Finance Committee met on January 19<sup>th</sup>. Enrollment targets need to be determined carefully. S. Drobysch stated discussions have taken place regarding holding a Board budget workshop in the near future.

Dorm Corp Report – none provided.

### **PRESIDENT’S REPORT TO THE BOARD**

SUNY Updates – K. Hilgersom spoke about a recent SUNY initiative entitled “Stand with SUNY”; SUNY is encouraging advocacy from campuses. K. Hilgersom also stated a regional council is under development. K. Hilgersom updated the Board regarding current SUNY match efforts and stated SUNY has approved the Energy Savings Project; receipts will be submitted to DASNY to obtain a match on recent roof work. K. Hilgersom requested feedback from the Finance Committee regarding how to process/manage matching funds.

Recruitment/Enrollment Updates – K. Hilgersom distributed a handout outlining current high school recruiting efforts. T. Hamlin requested a consistent report regarding enrollment numbers; suggested utilizing a template. J. Halprin provided current enrollment figures to the Board; current anticipated AAFTE is 1,089 (*including summer, winter, high school and prison program enrollment numbers*). Further discussion took place regarding recruitment efforts and the college’s prison program.

Catskill Hospitality Certificate – K. Hilgersom stated the college has received a workforce grant to develop a Catskills Hospitality Certificate which will train individuals in the hospitality industry. The grant allows faculty to develop curriculum towards the certificate which will focus on industry-specific training. The college has been working with the casino to determine their needs.

### **FEEDBACK TO THE PRESIDENT**

None provided.

### **EXECUTIVE SESSION**

**Motion by P. Coombe to enter Executive Session at 5:45 pm to further discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation, seconded by S. Drobysch and passed.**

Vote:	Patricia Adams	absent	Theresa Hamlin	yes
	Phyllis Coombe	yes	Russ Heyman	yes
	Steven Drobysch	yes	Lyman Holmes	yes
	Larysa Dyrszka	absent	Susan Jaffe	absent
	Paul Guenther	yes	Michael Carcamo	yes

**Motion by L. Holmes to resume Regular Session at 6:15 pm, seconded by P. Coombe, and passed.**

Vote:	Patricia Adams	absent	Theresa Hamlin	yes
	Phyllis Coombe	yes	Russ Heyman	yes
	Steven Drobysh	yes	Lyman Holmes	yes
	Larysa Dyrszka	absent	Susan Jaffe	absent
	Paul Guenther	yes	Michael Carcamo	yes

**ADJOURNMENT**

**Motion by P. Coombe to adjourn the meeting at 6:15 pm, seconded by S. Drobysh and passed.**

Vote:	Patricia Adams	absent	Theresa Hamlin	yes
	Phyllis Coombe	yes	Russ Heyman	yes
	Steven Drobysh	yes	Lyman Holmes	yes
	Larysa Dyrszka	yes	Susan Jaffe	absent
	Paul Guenther	yes	Michael Carcamo	yes

Respectfully submitted,

P. Adams  
Secretary to the Sullivan County Community College Board of Trustees

Recorded by L. Roffel

**RESOLUTION #411-16**

**RE: Intention to Place the Position of Public  
Services Librarian in the Unclassified  
Professional Service**

**WHEREAS:** the President of Sullivan County Community College has presented the Board of Trustees of Sullivan County Community College with a job description for the position of Public Services Librarian; and

**WHEREAS:** the President has recommended the placement of this position in the unclassified Professional Service as defined in Section 6306 of the Education Law in accordance with Section 35 of the Civil Service Law.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Sullivan County Community College hereby states its intention to place this position in the unclassified Professional Service; and

**BE IT FURTHER RESOLVED** that a certified copy of this resolution and the job description for the position of Public Services Librarian be forwarded to the Chancellor of the State University of New York for the purpose of requesting approval of this new position.

Certified as a true copy of the Resolution adopted by  
the Sullivan County Community College Board of Trustees  
at its meeting held on February 18, 2016

---

Patricia Adams  
Secretary to the Board of Trustees of  
Sullivan County Community College

**Sullivan County Community College  
Position Description**

**Public Services Librarian**

**JOB SUMMARY:**

The Public Services Librarian position includes participation in all modes of reference, library instruction, reserves, web development, outreach, and collection development/maintenance duties. The position also maintains current knowledge of numerous print and electronic resources, as well as procedures related to circulation and other library services.

Weekend and evening hours may be required.

The Public Services Librarian reports to the Director of Library Services, and may provide supervision to part-time and student library staff. This position is classified as Non-Teaching Faculty and the incumbent is a member of the Professional Staff Association.

**QUALIFICATIONS:**

- ALA-accredited MLS/MLIS
- 2 years of experience of working in public services in an academic library
- Experience with library instruction and experience in the preparation of instructional materials or tutorials
- Experience or knowledge of current reference practices and technologies
- Experience working with the ExLibris Aleph library management system and/or using an Interlibrary Loan system such as OCLC Resource Sharing or ILLiad is strongly preferred
- Initiative, flexibility, and creativity in the creation or adaption of services
- Strong user-centered focus
- Effective communication and problem-solving skills
- Ability to work collaboratively and cooperatively with colleagues
- Demonstrated commitment to professional development and growth
- Supervisory experience preferred

**DUTIES AND RESPONSIBILITIES:**

- Identify and apply new technologies that enhance research and instruction
- Coordinate, develop, and teach research instruction sessions
- Conduct research workshops and orientations
- Design and produce print and online instructional materials
- Develop research guides, videos and other instructional resources and services
- Assists with collection development, collection assessment, and purging activities
- Actively participate in library assessment and improvement of library services
- Collect, analyze, and report reference and research instruction statistics
- Oversee circulation and reserve functions
- Provide leadership and oversee the functions of public services

- Participate in a variety of library responsibilities such as assessment planning, supervision, evaluation and training of library staff
- Work as a team member to assist in developing general library policy and other activities designed to evaluate, develop, and promote library service
- Demonstrate continuing professional development
- Performs other reasonable and appropriate duties as assigned

DRAFT



# 2016 -2017 ~ Academic Calendar

	Fall 2016	Spring 2017
Residence hall move-in - New Students	August 26	January 23
Residence hall move-in - Returning Students	August 27	January 24
Last day to submit immunization records		
Professional Development Days		
<b><u>Semester Begins</u></b>	<b>Monday, August 29</b>	<b>Wednesday, January 25</b>
Last day to pay tuition & fees	8/1/16	1/21/17
Last day to ADD a course or switch sections	September 2	February 1
Convocation		
Last day to DROP a course	September 16	February 15
Third week attendance report due	September 16	February 15
Fifth week failing/withdrawal report due	September 30	March 1
Midterm progress/grade reports	October 21	March 22 or 29
Last Day to WITHDRAW and receive a "W"	November 4	April 5 or 12
Registration for students with 30+ credits opens	November 1	March 29
Registration day for next semester (no classes before 4:00 p.m. At the discretion of the professor, classes may resume at 4:00 p.m.)	Tuesday, November 8	April 5
Last Day of Classes	Friday, December 9	Wednesday, May 10
Reading/Make up Day	None	May 11 & 12
Final exam week	December 12-16	May 15-19
Final grades due in Registrar's Office	December 19	May 22
<b><u>Semester Ends</u></b>	<b>Friday, Dec 16</b>	<b>Friday, May 19</b>

\*Flex start date for a limited number of offerings and programs may be added at a later date.

Approved by Faculty Council—January 26, 2016  
 Approved by Executive Committee—January 27, 2016  
 Approved BOT -

Culinary Modules For Fall 2016					
Module #-Name	Begin Date	End Date	Days	Last day Withdraw	Final Grades Due
<b>1</b> Seated					
<b>2</b> Seated					
<b>3</b> Seated					

Winter					
Module #-Name	Begin Date	End Date	Days	Last day Withdraw	Grades Due
<b>1</b> Online	Jan 2	Jan 20	n/a	Jan 13	Jan 23
<b>2</b> Seated	Jan 2	Jan 20	M,T,W,R	Jan 13	Jan 23
<b>Winter Holidays:</b> Jan 16					

Summer					
Module #-Name	Begin Date	End Date	Days	Last day Withdraw	Grades Due
<b>1</b> Seated					
<b>2</b> Seated					
<b>3</b> Seated					
<b>4</b> Seated					
<b>5</b> Seated					
<b>note: Dates are set based on the dates when Regent's Exams are completed</b>					
<b>Summer Holidays:</b> May 29 & July 4					

Other Important Dates		
<b>Commencement Ceremony</b>	N/A	May 20
<b>Student Holidays</b> No classes & offices OPEN	November 23	Spring Break March 20-24
<b>College Holidays</b> No classes & offices CLOSED	September 5 November 24 & 25	TBD
<b>Residence Halls Closed</b> (unless prior approval has been granted)	November 23-27 & December Dec 19	March 17- March 26 Saturday, May 20

# 2017 -2018 ~ Academic Calendar

	Fall 2017	Spring 2018
Residence hall move-in - New Students	Friday, Aug 25	Saturday, Jan 20
Residence hall move-in - Returning Students	Saturday, Aug 26	Saturday, Jan 20
Last day to submit immunization records	8/28/17	1/22/18
Professional Development Days		
<b><u>Semester Begins</u></b>	<b>Monday, August 28</b>	<b>Monday, January 22</b>
Last day to pay tuition & fees	7/31/17	1/2/18
Last day to ADD a course or switch sections	September 5	January 29
Convocation		
Last day to DROP a course	September 18	February 12
Third week attendance report due	September 18	February 12
Fifth week failing/withdrawal report due	October 2	February 26
Midterm progress/grade reports	October 23	March 23
Last Day to WITHDRAW and receive a "W"	November 6	April 9
Registration for students with 30+ credits opens	October 30	April 3
Registration day for next semester (no classes before 4:00 p.m. At the discretion of the professor, classes may resume at 4:00 p.m.)	Nov 7	April 10
Last Day of Classes	Friday, Dec 8	Tuesday, May 8
Reading/Make up Day	none	May 9-11
Final exam week	Dec 11-15	May 14-18
Final grades due in Registrar's Office	December 18	May 21
<b><u>Semester Ends</u></b>	<b>Friday, Dec 15</b>	<b>Friday, May 18</b>

\*Flex start date for a limited number of offerings and programs may be added at a later date.

Culinary Modules For Fall 2017					
Module #-Name	Begin Date	End Date	Days	Last day Withdraw	Final Grades Due
<b>1</b> Seated					
<b>2</b> Seated					
<b>3</b> Seated					

Winter					
Module #-Name	Begin Date	End Date	Days	Last day Withdraw	Grades Due
<b>1</b> Online	Tues, Jan 2	Sat, Jan 20	N/A	Jan 12	Jan 22
<b>2</b> Seated	Tues, Jan 2	Thur, Jan 18	M, T, W, R	Jan 12	Jan 22
<b>Winter Holidays: January 15</b>					

Summer					
Module #-Name	Begin Date	End Date	Days	Last day Withdraw	Grades Due
<b>1</b> Seated	note: Dates are set based on the dates when Regent's Exams are completed				
<b>2</b> Seated					
<b>3</b> Seated					
<b>4</b> Seated					
<b>5</b> Seated					
<b>Summer Holidays: May 28 &amp; July 4</b>					

Other Important Dates		
Commencement Ceremony	N/A	Saturday, May 19
Student Holidays No classes & offices OPEN	Nov 22	February 19 March 26-30
College Holidays No classes & offices CLOSED	Sept 4 Nov 23-24	HR
Residence Halls Closed (unless prior approval has been granted)	Nov 22 Dec 18	March 23-Apr 1 May 19

**TUITION**

**I New York State residents of the sponsorship area and non-residents of the sponsorship area who present a valid certificate of residence**

a. Full Time		2015-2016	<b>2016-2017</b>
	Per Year	\$4,674.00	<b>\$4,674.00</b>
b. Part Time			
	Per Credit	\$195.00	<b>\$195.00</b>

**II New York State residents who do not present a valid certificate of residence**

a. Full Time		2015-2016	<b>2015-2016</b>
	Per Year	\$9,348.00	<b>\$9,348.00</b>
b. Part Time			
	Per Credit	\$312.00	<b>\$312.00</b>

**III Non-New York State Residents:**

a. Full Time		2015-2016	<b>2015-2016</b>
	Per Year	\$9,348.00	<b>\$9,348.00</b>
b. Part Time			
	Per Credit	\$312.00	<b>\$312.00</b>

**Off Semester Rates to be determined and approved in advance.**

---

**IV High School Students (Courses at local high schools)**

**New York State residents of the sponsorship area and non-residents of the sponsorship area who present a valid certificate of residence**

a.		2015-2016	<b>2016-2017</b>
	Per Credit	\$65.00	<b>\$65.00</b>
b.	<b>New York State residents do not present a valid certificate of residence</b>		
	Per Credit	\$130.00	<b>\$130.00</b>
c.	<b>Non-New York State Residents:</b>		
	Per Credit	\$130.00	<b>\$130.00</b>

---

**V. Correctional Facility Students (Courses offered at the Sullivan Correctional Facility through Hudson Link for Higher Education in Prison)  
Tuition Pro-rated per number of students per course as follows:**

1. Minimum number of 15 students per course: \$84.00 per credit (or \$252 for a typical 3-credit course; \$336 for a 4-credit course)
2. Minimum number of 18 students per course: \$72.00 per credit (or \$216 for a typical 3-credit course; \$288 for a 4-credit course)
3. Minimum number of 22 students per course: \$62.00 per credit (or \$186 for a typical 3-credit course; \$248 for a 4-credit course)

**STUDENT FEES**

	2015-2016	2016-2017
a. Tuition Deposits	\$50.00	\$50.00
b. Freshman Seminar	\$30.00	\$30.00
c. International Student Fee - per semester	\$500.00	\$500.00
d. Technology Fee		
Full Time		
Per Semester	\$175.00	\$175.00
Part Time		
Per Semester	\$15.00 per Credit	\$15.00 per Credit
e. Learning Support Fee		
Full Time		
Per Semester	\$45.00	\$45.00
Part Time		
Per Semester	\$4.00 per Credit	\$4.00 per Credit
f. Online Courses		
Per Credit	\$10.00	\$10.00
g. Field Trips and Other Course Fees-as indicated on the course schedule	Charge according to program,	Charge according to program,
	not per course.	not per course.
h. Meal Plans		
3% increase is recommended for LILRH residents / ECO Meal Plans		
	2015-2016	2016-2017
LILRH	\$1,650.00	\$1,700.00
Commuter (Optional)	\$100.00 minimum to begin plan	\$100.00 minimum to begin plan
Staff (Optional)	\$100.00 minimum to begin plan	\$100.00 minimum to begin plan

**NON-CREDIT CLASSES**

All programs must be self-sustaining; it is recommended that all courses have a minimum rate of \$30.00 to a maximum rate of \$2,000.00 per course to allow for flexible planning and accurate costing.

There is currently no application fee

**ADMINISTRATIVE FEES**

a.	<b>Late Registration - After 1st day of semester start date</b>		
		2015-2016	2016-2017
	Full Time	\$50.00	\$50.00
	Part Time	\$15.00	\$15.00
	<b>Per Semester</b>		
b.	<b>Returned Check Fee</b>	\$50.00	\$50.00
c.	<b>Late Payment Fee</b>	\$50.00	\$50.00
d.	<b>FACTS Tuition Payment Plan</b>		
	Full 1 time payment	(\$1.00) set by Nelnet	(\$1.00) set by Nelnet
	Multi Payment Plan Per Semester	(\$35.00) set by Nelnet	(\$35.00) set by Nelnet
e.	<b>Transcript</b>		
	Academic	\$5.00	\$5.00
	1st copy is free		
f.	<b>Financial Aid</b>	No Charge	No Charge
g.	<b>Credit by Examination or Evaluation</b>		
	Each	\$125.00	\$125.00
h.	<b>Immunization Record</b>	\$10.00	\$10.00
i.	<b>Fee for Health Services</b>		
	Per Semester		
	Resident Hall Students	\$50.00	\$50.00
	FT Non Resident Hall Students	\$50.00	\$50.00
	PT Non Resident Hall Students	\$4/ per credit	\$4/ per credit

(can opt out with proof of insurance)

**LIBRARY FEES**

a.	<b>Library Card Fee for non-students</b>		
		2015-2016	2016-2017
		\$10.00	\$10.00
b.	<b>Lost Book Fee</b>	Cost of the replacement book	Cost of the replacement book
c.	<b>Request for Information Copy</b>		
	Per Page	\$0.25	\$0.25
			statutorily permitted fee per page
d.	<b>Request for Information on Disc</b>	\$5.00 Plus \$.25 per page	\$5.00 Plus \$.25 per page

**OTHER FEES**

2015-2016

2016-2017

a.	<b>Non-Student Computer Lab Fee Per Hour</b>	\$5.00	<b>\$5.00</b>
----	--	--------	---------------

**Late Fee penalty raised to encourage on-time payment; not strictly for revenue purposes**

**Immunization Fee intended to cover cost; not a major revenue item**

**There is currently no parking fee**