

AGENDA – BOARD OF TRUSTEES MEETING

SUNY Sullivan

Thursday, November 17, 2016 3:30 pm

Farrow Board Room

1. Call to Order
2. **Action Items**
 - **Approval of Minutes of October 20, 2016**
 - **Resolution #430-16 – Acknowledgement and Acceptance of Donated Equipment from Hudson Valley Community College for Future Massage Therapy Program**
 - **Resolution #431-16 – Approval of On-Premise Security Guard Services**
3. 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.
4. Faculty Council Representative to the Board Report
5. Faculty Department Presentation – International Program
6. Chairman’s Report
 - Comments/Questions – Executive Committee Reports
7. Trustee’s Reports
 - SPIA Report
 - Landscape Committee Report
 - Finance Committee Report
 - Dorm Corp Report
 - Student Trustee Report
8. President’s Report to the Board
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
October 20, 2016

MEMBERS PRESENT: T. Hamlin, Chair, P. Adams, P. Coombe, R. Heyman, L. Holmes, P. Guenther (via phone) S. Jaffe, F. March

ALSO PRESENT: J. Quaintance, S. Mitchell, P. Reifenheiser, S. Horton, C. DePew

T. Hamlin called the meeting to order at 4:05 pm with the *Pledge of Allegiance*.

T. Hamlin introduced the new Student Trustee, Forbes March, to the Board of Trustees. T. Hamlin also acknowledged the presence of two of the Sullivan County Legislators in the audience; Cathy Owens and Nadia Rajsz.

J. Quaintance presented Certificates of Recognition to the following Chancellor's Award recipients:

Cindy Linden – *Chancellors Award for Excellence in Teaching*
Kathryn Scullion – *Chancellors Award for Excellence in Professional Service*
Charissa Gonzalez – *Chancellors Award for Excellence in Classified Service*

Approval of Minutes of September 15, 2016

Motion by S. Jaffe to approve the minutes of September 15, 2016, seconded by P. Adams and passed.

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

Motion by R. Heyman to approve the Information Technology Responsible Use Policy, seconded by P. Adams and passed.

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

COMMUNITY/PUBLIC FEEDBACK

Mary Magnetico, former graduate of SUNY Sullivan from the Culinary Arts Department, spoke to the Board about an agreement that was under consideration with SUNY Delhi regarding the possibility of partnering with them in offering a bachelor's degree on campus. She requested the potential agreement be given further consideration.

FACULTY COUNCIL REPRESENTATIVE TO THE BOARD REPORT

A. Ruskiewicz introduced herself as the new Faculty Council Representative to the Board and provided a few updates about Faculty Council activities. A. Ruskiewicz stated the Sullivan County Historical Society will be presenting a bench to the college in honor of Professor Thomas Lambert, who recently retired from SUNY Sullivan.

A. Ruskiewicz also spoke to the trustees about seamless transfer and the importance of speaking to the students regarding transferability of classes. She also talked about lobbying regarding increases to the maintenance of effort and the importance of recruiting efforts focused on older/non-traditional students.

FACULTY DEPARTMENT PRESENTATION

K. Scullion spoke on behalf of the Sustainability Department and provided an updated on current activities including the opening of the Hope Farm, and the High Tunnel project. K. Scullion gave a brief overview of the trustee tour that took place prior to the meeting. K. Scullion stated food is already being harvested from the High Tunnel project and students have been benefiting from classroom observations associated with the farm.

S. Rogers stated these projects are one part of our sustainability initiatives and there is also a sustainability committee on campus that assisted with these them. Further goals have been set including increasing community partnerships, bringing more community members to the campus (tours, field trips with local schools, etc.), and tracing campus energy use with the goal of further decreasing our campus footprint.

T. Hamlin stated the press should be made aware of the projects; S. Rogers stated a ribbon cutting ceremony will be taking place in the near future.

CHAIRMAN'S REPORT

T. Hamlin stated there is a request for a naming opportunity for one of the facilities at the college; criteria were previously set regarding the process. T. Hamlin requested a small committee take an accounting of the current buildings, and the process surrounding the naming process. T. Hamlin requested S. Mitchell be part of the group, and P. Coombe volunteered to assist.

T. Hamlin passed out an agenda to the trustees for the October 28, 2016 Board Retreat. T. Hamlin requested several faculty members from the SPIA Committee attend the retreat as well to discuss updates to the Strategic Plan.

T. Hamlin passed around a timeline for the upcoming Presidential Search process; several trustees will need to be on the search committee. T. Hamlin gave an overview of the timeline for the community members attending the meeting. R. Heyman, P. Guenther and S. Jaffe volunteered to be on the initial committee which will prepare the RFP. P. Reifenheiser will assist with identifying faculty members to sit on the RFP committee.

P. Coombe requested an update on the Met Opera series; J. Quaintance stated the contract with the Met has been renewed. R. Heyman stated N. Speranza, former Board of Trustees Chair, volunteered to assist the college in any way he can.

TRUSTEE'S REPORTS

SPIA Report – S. Mitchell stated SPIA has been discussing new processes around Middle States reporting requirements; particularly around student achievement and financial health. S. Mitchell also reported on the Data Dashboard and its alignment with the SUNY Performance Improvement Plan.

Landscape Report – P. Adams stated a Landscape Committee meeting took place on October 3, 2016. Items discussed included the site of the donated bench, the proposed basketball court, the proposed apiary (and the necessity of a fence), the new Earth Guardians club on campus which involves our students, and the need for discussions regarding further landscaping plans.

Finance Report – S. Jaffe gave an update on the college's budget. S. Jaffe stated our audit is in progress; it should be available for the December 2016 BOT meeting. S. Jaffe also stated expenses have been managed well to-date and we are on target to meet our 2016-2017 budget goal. One potential issue is an increase in NYSHIP costs; they may be higher than originally predicted. S. Jaffe also stated S. Horton will be preparing a request for qualifications regarding our current collection service agencies.

Dorm Corp Report – S. Jaffe stated on October 5, 2016 the residence hall was inspected by Marshall and Sterling and the findings were submitted to the Dorm Corp Board; minor issues were identified and are being addressed. S. Jaffe also stated a wing of the residence hall has been closed due to less than capacity status; savings of expenses have been realized. S. Jaffe also stated Wi-Fi in the residence hall has been slow, potentially due to hardware issues. S. Jaffe also stated several discipline issues are being addressed in collaboration with college staff. The following data was provided: 235 students currently reside in Lazarus Levine Residence Hall and 27 in ECO Green.

INTERIM PRESIDENT'S REPORT TO THE BOARD

J. Quaintance presented a power point to the trustees regarding the funding structure for community colleges.

FEEDBACK TO THE PRESIDENT

The trustees thanked J. Quaintance for his power point presentation and requested copies.

S. Jaffe and R. Heyman left the meeting at 5:35pm.

EXECUTIVE SESSION

Executive Session was held for discussion purposes only as no quorum was present. Meeting adjourned at 6:30pm.

Respectfully submitted,

P. Adams
Secretary to the Sullivan County Community College Board of Trustees
Recorded by L. Roffel

Resolution #430-16

**RE: Approval to Accept a Donation of Massage
Therapy Equipment from Hudson Valley
Community College**

Whereas the Sullivan County Community College Division of Health, Safety and Wellness has been working towards establishing a Massage Therapy Program; and

Whereas the Massage Therapy Program will need to obtain massage therapy equipment in order to teach classes under a certifiable program; and

Whereas Hudson Valley Community College has agreed to donate items to Sullivan County Community College for the Massage Therapy Program as follows:

- PFT Computer #1
- PFT Laptop P111
- PFT Computer #2
- PFT Computer Stand
- HP Printer for PFT
- Body Box
- PB 740 Ventilator
- Servo 900C (2)
- Bird VIP Partner Module
- Computer Monitor
- Hans Rudolph 3L Calibration Plunger
- Hans Rudolph 3I Calibration Plunger
- Dell P355 Laptop Computer
- Bipap S
- Respiroics Remstar
- 7200 Ventilator

Now Therefore Be It Resolved that the Board of Trustees of Sullivan County Community College hereby accepts the donation of equipment from Hudson Valley Community College and extends its gratitude to Hudson Valley Community College.

Certified as a true copy of the Resolution adopted by
the Sullivan County Community College Board of Trustees
at its regular meeting held on November 17, 2016

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

Resolution #431-16

RE: Approval of On-Premise Security Guard Services

Whereas a Request for Proposals for on-premise security guard services was issued in accordance with the Procurement Policy; and

Whereas proposals were received and opened on Friday, October 21, 2016 at 3 p.m.; and

Whereas Allied Universal, New York, NY, submitted the lowest qualified proposal in the annual amount of One Hundred Seventy-Six Thousand, Five Hundred Sixty-Seven Dollars and Four Cents (\$176,567.04); and

Whereas the qualified proposal presented represents a three-year contract; and

Whereas the Bid Committee recommends the Board of Trustees of Sullivan County Community College award Allied Universal with a three-year contract in the annual amount of One Hundred Seventy-Six Thousand, Five Hundred Sixty-Seven Dollars and Four Cents (\$176,567.04); and

Whereas the Interim President of Sullivan County Community College also recommends this award.

Now Therefore Be It Resolved that the Board of Trustees of Sullivan County Community College hereby awards this three year professional services contract to the firm of Allied Universal, New York, NY in the annual amount of One Hundred Seventy-Six Thousand, Five Hundred Sixty-Seven Dollars and Four Cents (\$176,567.04)

Certified as a true copy of the Resolution adopted by
the Sullivan County Community College Board of Trustees
at its regular meeting held on November 17, 2016

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