

## AGENDA – BOARD OF TRUSTEES MEETING

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SUNY Sullivan

Thursday, September 15, 2016 4:00 pm

Farrow Board Room

1. Call to Order
2. **Action Items**
  - **Approval of Minutes of July 21, 2016**
  - **Approval of Minutes of September 7, 2016 Special Board Meeting**
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. BOT Recognition of faculty/staff contributions to the college
6. Chairman's Report
7. Trustee's Reports
  - SPIA Update
  - Landscape Committee Update
  - Finance Committee Update
  - Dorm Corp Update
8. President's Report to the Board
9. Correspondence
10. Feedback to the President
11. 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.*
12. Adjournment

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

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

**ALSO PRESENT:** R. Schultz, M. Sudol, S. Mitchell, S. Horton, C. Kashan, C. DePew

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

R. Heyman introduced J. Quaintance to the Board of Trustees and the other meeting attendees.

**Approval of Minutes of June 16, 2016**

**Motion by S. Jaffe to approve the minutes of June 16, 2016, seconded by L. Holmes and passed.**

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

**Resolution #426-16**

**RE: Approval to Accept a Donation of Equipment for the Respiratory Care Program**

**Whereas** the Board of Trustees of Sullivan County Community College has the authority and responsibility for adopting policies and approving curricula for Sullivan County Community College; and

**Whereas** the Division of Health Sciences offers a Respiratory Care Program; and

**Whereas** during the 2016 AARC Summer Conference, Thomas McManus, the Director of Respiratory Care, obtained a donation of a Drager acute care ventilator from the Drager Corporation to be used in the Respiratory Care Program, and valued at approximately \$20,000.00 (Twenty Thousand Dollars); and

**Whereas** Health Sciences Division Chair, Dianne Czahor, acknowledges this ventilator will be a valuable asset to the program and its students.

**Therefore, Be It Resolved** that the Board of Trustees of Sullivan County Community College accepts the donation of the Drager acute care ventilator and extends its gratitude to the Drager Corporation.

**Motion by S. Jaffe to approve Resolution #426-16, seconded by T. Hamlin and passed.**

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

**Whereas** the faculty and staff listed below have demonstrated exemplary teaching, student advocacy, scholarship, and extra-curricular service to the College and service to the community; and

**Whereas** the PSA has endorsed the process for recognizing excellent performance through promotion in professorial and staff rank; and

**Whereas** the PSA has generously agreed to pay \$9,000 for one year to assist the College in funding the faculty and staff increases in salary that result from these promotions; and

**Whereas** the Committee for the Promotion of Teaching Faculty, and the Committee for the Promotion of non-Teaching Faculty and Staff have recommended these faculty and staff for promotion to the Officer in Charge; and

**Whereas** the Officer in Charge has reviewed the recommendations and supporting documents and concurs with the recommendations.

**Therefore, Be It Resolved** the Board of Trustees of Sullivan County Community College approves the agreement between the PSA and the College, which outlines the promotion process; and

**Therefore, Be It Further Resolved** that the Board approves the following faculty and staff for 2015-2016 promotion to the ranks indicated:

**Teaching Faculty:**

- Betsy Conaty to Full Professor
- Erroyl Rolle to Full Professor
- Michael Bel to Associate Professor
- Dr. Allen Kotun to Associate Professor

**Non-Teaching Faculty and Staff:**

- Arlene Gordon (3<sup>rd</sup> Promotion)
- Eileen Howell (3<sup>rd</sup> Promotion)
- Jennifer King to Assistant Professor
- Tamara Porter (1<sup>st</sup> Promotion)

**Be It Further Resolved** that the Board of Trustees of Sullivan County Community College expresses its congratulations to the selected faculty and staff on a job well done.

**Motion by S. Jaffe to approve Resolution #427-16, seconded by P. Guenther and passed.**

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

**Whereas** the president of Sullivan County Community College resigned effective May 31, 2016; and

**Whereas** during the May 19, 2016 Board of Trustees meeting, Sullivan County Community College Board of Trustees appointed Dr. Robert Schultz, Vice President for Academic and Student Affairs, Mary Sudol, Division Chair of the Business and Culinary Arts Department, and Dr. Stephen Mitchell, Associate Vice President for Planning, Human Resources and Facilities to be members of an Interim Leadership Transition Team; and

**Whereas**, effective June 1, 2016, the Interim Leadership Transition Team was responsible for all college operations; and

**Whereas** the Sullivan County Community College Board of Trustees has interviewed and voted unanimously to appoint John Quaintance as Officer in Charge of Sullivan County Community College effective July 28, 2016, with a salary of \$150,000 per year, and with all the rights and responsibilities afforded to a president of a community college; and

**Whereas** John Quaintance shall continue as Officer in Charge for ninety (90) days or until such time as an Interim President is appointed by the Sullivan County Community College Board of Trustees and approved by the State University of New York Board of Trustees, whichever comes first; and

**Whereas** the Interim Leadership Transition Team will be dissolved effective July 28, 2016.

**Now Therefore, Be It Resolved** that the Board of Trustees of Sullivan County Community College hereby appoints John Quaintance as Officer in Charge of the college and to dissolve the current Interim Leadership Transition Team, both effective July 28, 2016.

**Motion by S. Jaffe to approve Resolution #428-16, seconded by P. Guenther and passed.**

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

**Motion by P. Guenther to approve Revisions to the Student Code of Conduct, seconded by S. Jaffe and passed.**

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

**Motion by T. Hamlin to approve the Sexual Violence Response Policy, seconded by L. Dyrszka and passed.**

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

#### **REORGANIZATION OF THE BOARD OF TRUSTEES**

L. Dyrszka assumed the role of Chair of the meeting and presented the following slate of nominations:

T. Hamlin – Chair  
S. Drobysh – Vice Chair  
S. Jaffe – Treasurer  
P. Adams – Secretary

**S. Jaffe made a motion to approve the slate of officers presented and have the positions voted on concurrently, seconded by P. Guenther and passed. There being no other nominations, R. Heyman moved the nominations be closed and the Secretary to cast one vote.**

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

The Board unanimously thanked R. Heyman for his service to both the Board and the college during his term as Board Chair.

#### **COMMUNITY/PUBLIC FEEDBACK**

S. Rogers thanked the Leadership Transition Team for their service over the summer. Legislator Rajsz welcomed J. Quaintance and thanked the Leadership Team as well for their efforts.

T. Lambert addressed the Board of Trustees and expressed concern regarding the recent appointment of the Officer in Charge. T. Lambert welcomed J. Quaintance to the college. T. Lambert commended R. Schultz for his term as Officer in Charge and emphasized the importance of shared governance.

#### **FACULTY COUNCIL REPRESENTATIVE TO THE BOARD REPORT**

P. Reifenheiser stated he is currently organizing the August 25<sup>th</sup> Faculty Development Day; a forum where people can state their concerns will be established. P. Reifenheiser invited the Board members to attend and take part in the discussions.

#### **CHAIRMAN'S REPORT**

T. Hamlin stated a Board Retreat will be discussed soon. Trustees and key members of the college and community will be invited

T. Hamlin questioned the need for a trustees meeting in August; Board members stated at the very least the Finance Committee should meet. The trustees decided the next regular Board of Trustees meeting will take place in September.

### **TRUSTEE'S REPORTS**

SPIA Report – None provided

Landscape Report – No landscape report was given.

Finance Report – S. Jaffe gave an update on the college's budget; expenses are being managed. S. Jaffe stated the college needs to focus efforts toward raising revenue through grants; J. Quaintance will be a welcome addition in this aspect.

S. Jaffe requested M. Sudol provide an enrollment update. M. Sudol stated current fall 2016 enrollment is 622 full-time students (goal 814) and 190 part-time students (goal 292). M. Sudol also provided information regarding current recruiting efforts.

S. Jaffe also reported on vendor fees for the Craft Fair in the fall. Current vendor fees are \$50 per participant. An idea was presented to increase the fee to \$60. S. Jaffe stated this should be an item of discussion with the Foundation Board.

Dorm Corp Report – S. Jaffe stated the common spaces in the residence hall have been decorated recently in an effort to make them more inviting. S. Jaffe stated discussions are taking place regarding faculty and staff touring the residence hall next month. S. Jaffe stated summer revenues have enabled the Dorm Corp to reduce their projected net loss.

C. DePew stated there are currently 140 students registered in Lazarus Levine Residence Hall; there are still approximately 40 athletes who still need to register. Current occupancy in ECO Green is 22.

R. Heyman requested C. DePew provide an update on the search process for a new Dean of Student Development Services. C. DePew stated the previous search didn't result in hiring a Dean of Students. C. DePew stated a new search will be opened soon.

### **PRESIDENT/OFFICER-IN-CHARGE'S REPORT TO THE BOARD**

J. Quaintance thanked the Board of Trustees for their confidence in him. J. Quaintance provided a brief history of his experience, including his work in the Governor's Office and in SUNY Administration.

R. Schultz thanked his colleagues, both faculty and staff, for their hard work and support. He acknowledged his successes were because of them. R. Schultz reported his current focus has been on SUNY related policies, in particularly the SUNY Diversity initiative; a shared position has been proposed and sent to SUNY. R. Schultz stated the classes in Narrowsburg did not do well financially. Discussions are taking place regarding how to proceed. S. Horton stated she will compile the numbers; they will be available shortly.

Grant Update

S. Mitchell stated the college is working on reapplying for the Community College Community Schools grant. The college is also reapplying for the GIGP grant. S. Mitchell's office is also continuing to work on the Labor 17 initiative. S. Horton stated a \$7,000 grant was recently received for the high tunnel, the college will obtain match monies for the project.

**CORRESPONDENCE**

No correspondence was read.

**FEEDBACK TO THE PRESIDENT**

None provided.

**EXECUTIVE SESSION**

**Motion by S. Jaffe to enter Executive Session at 5:25pm to further discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation, seconded by R. Heyman and passed.**

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

**Motion by S. Jaffe to resume Regular Session at 6:30pm, seconded by T. Hamlin, and passed.**

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

**ADJOURNMENT**

**Motion by P. Guenther to adjourn the meeting at 6:30pm, seconded by L. Dryszka and passed.**

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

Respectfully submitted,

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

**MINUTES**  
**SPECIAL MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**September 7, 2016**

**MEMBERS PRESENT:** T. Hamlin, Chair, P. Adams, P. Coombe, S. Drobysh, R. Heyman,  
L. Holmes, S. Jaffe

**ALSO PRESENT:** J. Quaintance

T. Hamlin called the meeting to order at 10:30 am with the *Pledge of Allegiance*.

**Motion by R. Heyman to enter Executive Session at 10:30 am to discuss a particular person's employment, seconded by S. Drobysh and passed**

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

**Motion by S. Jaffe to resume Regular Session at 10:40 am, seconded by R. Heyman and passed**

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

**ADJOURNMENT**

**Motion by R. Heyman to adjourn the meeting at 10:40 am, seconded by S. Drobysh and passed.**

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

Respectfully submitted,

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

Recorded by L. Roffel