

AGENDA – BOARD OF TRUSTEES MEETING

SUNY Sullivan

Thursday, April 21, 2016 4:00 pm

Farrow Board Room

Commencement Reminder: *Please remember to mark your calendars with the date of Commencement: Saturday, May 14th.*

- *Nursing Program/Respiratory Care Program Pinning Ceremony – 10:00 am Seelig Theater.*
- *SUNY Sullivan Commencement Ceremony – 1:00 pm Paul Gerry Field House (**meet in Farrow Board Room at 12:20 pm to pick up gowns**).*

1. Call to Order

2. **Recognition of Student Academic and Athletic Award Recipients**

- Congratulations to **Johnathan Murphy**, 2016 Chancellor’s Award for Student Excellence
- Congratulations to **Andrew Martinez**, 2016 Chancellor’s Award for Student Excellence (Accepting on behalf of Andrew: Ms. Terry Depaoll)
- Congratulations to **Miranda Yoli**, Phi Theta Kappa All-American Community College Academic Award
- Congratulations to **Sean Cruz**, Phi Theta Kappa All-American Community College Academic Award
- Congratulations to **Naim Thomas**, 2016 NJCAA DIII Men’s Basketball 1st Team All-American
- Congratulations to **Kyla Given**, 2016 NJCAA DIII Women’s Basketball Honorable Mention All-American

3. **Action Items**

- **Approval of Minutes of March 17, 2016**
- **Resolution #412-16 – Approval to Change the Title of Vice President for Advancement, Partnerships and Community Learning to Dean of Community Outreach**
- **Resolution #413-16 – Approval to Place the Position of Technical and Systems Adjunct in the Unclassified Professional Service**
- **Resolution #414-16 – Approval to Place the Position of Coordinator of Student Support Services in the Unclassified Professional Service**
- **Resolution #415-16 – Approval to Place the Position of Instructional Assistant – Learning Commons in the Unclassified Professional Service**
- **Resolution #416-16 – Approval to Place the Position of Assistant Coordinator – College for Educational Enrichment in the Unclassified Professional Service**
- **Resolution #417-16 – Approval to Place the Position of Administrative Associate to the Associate Vice President of Planning, Human Resources and Facilities and to the Dean of Community Outreach in the Unclassified Professional Service**

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. Faculty Council Liaison to the Board of Trustees Report

6. Chairman's Report

7. Trustee's Reports

- SPIA Update
- Landscape Committee Update
- Finance Committee Update
- Dorm Corp Update
- Student Trustee Report

8. President's Report to the Board

Discussion Items:

- Reorganization

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.

**MINUTES
MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
MARCH 17, 2016**

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

ALSO PRESENT: K. Hilgersom, R. Schultz, C. Kashan, S. Mitchell, C. DePew, S. Horton

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

Approval of Minutes of February 18, 2016

Motion by S. Drobysh to approve the minutes of February 18, 2016, seconded by S. Jaffe and passed.

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

COMMUNITY/PUBLIC FEEDBACK

None provided

FACULTY PRESENTATION: HONORS PROGRAM

G. Rikard provided an overview of SUNY Sullivan's Honors Program (17 students are currently in the program) and their community efforts. G. Rikard covered the mission of the program and outlined their activities, with emphasis on their philanthropic efforts such as donating food to organizations including the Coalition for the Homeless and Stop Hunger Now.

FACULTY COUNCIL LIAISON TO THE BOARD OF TRUSTEES REPORT

P. Reifenhiser updated the Board on current Faculty Council matters including altering the block schedule. Some classes have been lengthened, some will begin earlier than normal, night classes will begin later and a block was added in the middle of the day from 11:30am to 12:30pm for students to meet with their advisors, for Student Activities to hold events and/or for additional activities to occur (clubs, guest speakers, etc). This also prohibits students from taking four classes in a row. These changes were made in an attempt to increase student retention and overall campus participation.

CHAIRMAN'S REPORT

R. Heyman questioned C. Kashan's report and inquired why a number of students who applied weren't accepted; C. Kashan stated GPA was the primary factor. R. Heyman questioned S. Mitchell regarding opening the pool this summer and the cost to do so. K. Hilgersom stated our pool may be used for county lifeguard certification training. C. DePew will be the primary contact on the college side and will coordinate this activity. R. Heyman stated the pool could also be useful as a community resource as there are limited number of pools in Sullivan County.

TRUSTEE'S REPORTS

Student Trustee Report – None provided

SPIA Report – None provided

Landscape Report – P. Adams stated a Landscape Committee meeting will take place next week. Primarily plans are on hold due to financial constraints. The Committee will meet to review the current landscaping plan and explore possible private donor opportunities.

Finance Report – S. Drobysh stated the Finance Committee met prior to this meeting and stated S. Horton is working with the County to open an account that would give the college access to the Sterling account. S. Drobysh commended the president and the management team on their efforts towards reducing expenses and in providing a budget that appears workable.

Dorm Corp Report – C. DePew stated a Dorm Corp meeting was held March 16th and he reported the Dorm Corp board is confident they can manage expenses through summer. Ideas were discussed regarding summer camps. Conversations took place regarding security, effective after spring break, current maintenance employees have been certified to become security guards. These employees will utilize some of their time towards security efforts.

P. Adams stated she is the liaison to the Foundation Board and spoke about the recent \$15,000.00 grant the college received from the O'Connor Foundation for Delaware County students.

PRESIDENT'S REPORT TO THE BOARD

NJCAA Tournament – K. Hilgersom stated the NJCAA Tournament took place on March 10th – 12th. Overall the tournament was a success and she congratulated C. DePew on a successful event. C. DePew stated the event was outstanding; unfortunately our men's basketball team didn't qualify due to injuries. C. DePew believes we financially broke even on this event, and stated the NJCAA Tournament will not be held here next year, but will return in 2018. C. DePew stated the SUNY Sullivan Women's basketball team did well in their tournament.

C. DePew updated the board regarding plans to construct a basketball court, tennis court and sand volleyball court in front of the Lazarus Levine Residence Hall. The hope is to provide additional activities for our students and to aid in enrollment and retention. This area could also be useful in attracting outside groups to stay on campus over the summer. P. Adams requested an update on the soccer field; K. Hilgersom stated plans have been discussed, but are on hold

due to financing. S. Drobysh stated this project could be included as a Foundation “ask”; K. Hilgersom stated this project is currently included in the Foundation’s Case for Support.

Narrowsburg Union Update – K. Hilgersom stated classes are currently being held in the Narrowsburg Union office location. They have been successful to date. The Community Learning 20th Century Art class had an enrollment of 14 students. The next class which will focus on painting and beginning on March 24th has a current enrollment of 8 students. R. Schultz provided information regarding additional art classes the college is considering offering in the Narrowsburg Union (sculpture, painting, spinning/weaving, woodworking, etc).

K. Hilgersom also updated the board on current discussions regarding cost saving measures. K. Hilgersom stated in response to these discussions, C. Welsch and L. Roffel will lead several Reorganization Discussions to brainstorm ideas. Feedback generated will be presented to the Management Team for final consideration. The goal is to provide an opportunity for all employees to offer ideas and input.

FEEDBACK TO THE PRESIDENT

None provided.

EXECUTIVE SESSION

Motion by S. Drobysh to enter Executive Session at 4:45pm to further discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation and an update on current Teamster negotiations, seconded by L. Holmes and passed.

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

Motion by P. Adams to resume Regular Session at 5:30pm pm, seconded by S. Drobysh, and passed.

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

ADJOURNMENT

Motion by P. Coombe to adjourn the meeting at 5:30pm, seconded by L. Holmes and passed.

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

Respectfully submitted,

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

Recorded by L. Roffel

RESOLUTION #412-16

**RE: INTENTION TO CHANGE THE TITLE OF
VICE PRESIDENT FOR ADVANCEMENT,
PARTNERSHIPS AND COMMUNITY LEARNING
TO DEAN OF COMMUNITY OUTREACH**

WHEREAS: the position of Vice President for Advancement, Partnerships and Community Learning has already been placed in the unclassified professional service and approved by the Board of Trustees of Sullivan County Community College and the State University of New York; and

WHEREAS: the President of Sullivan County Community College has requested that the Board of Trustees of Sullivan County Community College approve the change of title for the attached job description for the position; and

WHEREAS: the President has recommended the change of title for this position in the 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 change the title of the Vice President for Advancement, Partnerships and Community Learning to Dean of Community Outreach.

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

Certified as a true copy of the Resolution adopted by
the Sullivan County Community College Board of Trustees
at its meeting held on April 21, 2016

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

**Sullivan County Community College
Position Description**

Dean of Community Outreach

JOB SUMMARY

The Dean of Community Outreach provides leadership to the offices and functions that communicate and/or provide data and information to the campus community and external entities. This position oversees the offices and functions for Institutional Research, Public Relations & Marketing, Recruiting, Special Events & Campus Activities, and Community Learning.

The Dean of Community Outreach provides direct supervision to: Director of Institutional Research, Director of Special Events and Campus Activities, Recruiters, and Administrative Assoc. to the Dean of Community Outreach.

This position reports to the President and participates in the President's Executive Council and Cabinet. It is classified Management Confidential.

QUALIFICATIONS

- Master's degree in Public Administration, Business Management, Higher Education Planning, Human Resources, Institutional Advancement, Education Administration, Educational Leadership or related field. Doctorate preferred.
- Superior written and oral communication skills required.
- Excellent computer skills, including experience with mainframe systems and various software packages.
- Demonstrated ability to collaborate as a team member on projects and initiatives.
- Demonstrated ability to facilitate diverse individuals to a common goal and plan of action.
- Ability to handle multiple tasks and prioritize work.
- Ability to work with faculty, staff, students, and external groups.
- An understanding of current trends in post-secondary education, including enrollment management planning.
- Experience in budget development and management, and strategic planning.
- Recent experience in committee and event management, problem-solving, critical analysis, and fundraising. Teaching experience desirable.

DUTIES AND RESPONSIBILITIES

- Supervise, direct, and evaluate the Director of Institutional Research in the planning, implementation, management and evaluation of all activities related to the collection, analysis and reporting of data on the College's operations and performance.
- Ensure the college complies with all federal and state required data collection and reporting requirements.
- Ensure IR provides other divisions, departments and/or units them with the data and information needed to support planning and continuous improvement.
- Supervise, direct, and evaluate the Director of Special Events and Campus Activities in the planning, implementation, management and evaluation of all activities related to special events, campus activities and community learning.
- Supervise, direct, and evaluate the Recruiters in the planning, implementation, management and evaluation of all activities related to the recruitment of students to College courses and programs.
- Collaborate with academic and non-credit divisions on the design and implementation of innovative recruitment and associated marketing initiatives to meet the goals of the college's enrollment management plan.

- Design and implement a communications program to enhance the college's reputation as a leader in educational attainment and economic development in order to create a favorable climate for student recruitment, fund raising, college and community relations, and alumni relations.
- Provide oversight for publications and responsive communications originating in the President's Office.
- Facilitate the establishment and analysis of department/unit measurements for Institutional Research, Public Relations & Marketing, Recruiting, Special Events & Campus Activities, and Community Learning that support continuous improvement and the accomplishment of the college's strategic goals.
- Develop and manage the annual budgets for Institutional Research, Public Relations & Marketing, Recruiting, Special Events & Campus Activities, and Community Learning.
- Sit on the President's Executive Committee and President's Cabinet.
- Participate in the collective bargaining process as a member of the College's negotiating team by assisting in the preparation of negotiation proposals, providing information and support to the chief labor negotiator and representing the College, as required, at labor management meetings.
- Perform other reasonable and appropriate duties as might be assigned from time-to-time by the President.

DRAFT

RESOLUTION #413-16

RE: Intention to Place the Position of Technical and Systems Adjunct 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 Technical and Systems Adjunct; 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 Technical Systems Adjunct 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 April 21, 2016

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

**Sullivan County Community College
Position Description
Technical and Systems Adjunct**

Reporting to the Director of Library Services, the Technical and Systems Adjunct oversees the inventory, physical maintenance and delivery of library resources from the book, periodical, microfilm and archival collections. This person will also be responsible for the maintenance of ALEPH and other library systems. Occasional out of town travel to SUNY OLIS trainings may be required.

Qualifications:

- Bachelor's degree required, with a minimum of two years library experience;
- Strong user-centered focus;
- Effective communication and problem-solving skills;
- Ability to successfully work in a collaborative environment.

Preferred Qualifications:

- ALA-accredited MLS/MLIS with one year of full-time experience as a professional librarian (ideally working in an academic library);
- Experience working with the ExLibris Aleph500 library management system and/or using an Interlibrary Loan system such as OCLC Resource Sharing or ILLiad is strongly preferred.

Duties and Responsibilities:

- Oversees circulation (run circulation reports, overdue notices, end of semester routine (procedures) including the electronic systems, Aleph 500 and OCLC Resource Sharing, supporting these services.
- Execute the physical processing, shelving and rebinding of library materials.
- Implements system upgrades and migrations to new systems in collaboration with SUNY's Office of Library and Information Services (OLIS).
- Manages the inventory of the monographic and periodical collections including discarding weeded materials, deleting bibliographic records, and creating item records.
- Assists with reference duties, training library staff and with formulating circulation policies and procedures.
- Maintain, monitor, and troubleshoot the computer workstations, printers, fax, Scannex and initiate service requests when needed.
- Collect and report appropriate statistics.
- Other relevant duties, as assigned.

Schedule:

Librarian will work a total of 25 hours per week. Hours will vary based on the needs of the department.

RESOLUTION #414-16

RE: Intention to Place the Position of Coordinator of Student Support Services 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 Coordinator of Student Support Services; 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 Coordinator of Student Support Services 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 April 21, 2016

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

Sullivan County Community College
Position Description
Coordinator of Student Support Services

JOB SUMMARY:

The Coordinator of Student Support Services coordinates accommodations for students who self-identify learning and/or physical disabilities, oversees placement testing for all new students, and coordinates tutoring services in the Learning Commons. This position works with students, campus professional and peer tutors, and other staff supporting the activities of the department.

This position reports to the Director of the Department of Learning and Student Development Services (Learning Center), and supervises the Instructional Assistant (for Math). It is classified as Academic Support Staff and the incumbent is a member of the Professional Staff Association.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree required, Masters in education, counseling or related field preferred.
- Three years of experience in higher education in a student services capacity, disability services and tutoring services preferred.
- A solid understanding of student diversity and retention issues and working with underprepared students.
- Excellent communication and interpersonal skills, as necessary for working closely with faculty and staff from a variety of disciplines, as well as with a diverse student population.

DUTIES AND RESPONSIBILITIES:

- Coordinate services for students with disabilities:
 - ✓ Upon self-disclosure request required documentation & explain process
 - ✓ Review IEP's & applicable documentation to determine eligibility/type of accommodations
 - ✓ Orient students to process of requesting accommodations
 - ✓ Proctor or coordinate coverage for exams taken in the department
 - ✓ Educate students, faculty and staff on process, including legal responsibilities
 - ✓ Order supplies necessary to accommodate students
- Coordinate placement testing for new students, including training staff on use of online and written tests, inputting/tracking placement results, and ordering tests
- Oversee the administration of the tutoring program
 - ✓ Assist with hiring professional tutors and peer tutors
 - ✓ Coordinate tutor schedule and process time cards
 - ✓ Coordinate with Division Chairs for training of tutors
 - ✓ Supervise Instructional Assistant (for Math), coordinate his/her tutor schedule, and complete an annual evaluation of his/her performance.
 - ✓ Maintain database of tutorial sessions, placement tests and other testing held in the department, this includes reporting "referred tutoring" data to the Director of Institutional Research
- Assist Learning Center Office Manager with making appointments for testing/advising/registration
- Serve as one of two Certifying Officials for Veteran students
- Maintain and protect the confidentiality of all student documentation according to HIPAA, FERPA, ADA, 504, and Gramm-Leach-Bliley Act (GLBA) guidelines. Facilitate an environment of confidentiality and professionalism for student's best interests at all times.
- Perform other duties as assigned by the Director

RESOLUTION #415-16

RE: Intention to Place the Position of Instructional Assistant – Learning Commons 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 Instructional Assistant – Learning Commons; 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 Instructional Assistant – Learning Commons 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 April 21, 2016

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

Sullivan County Community College
Position Description
Instructional Assistant – Learning Commons

JOB SUMMARY:

The Instructional Assistant in the Learning Commons assists students in applying and practicing concepts and operations learned in math classes. The Instructional Assistant must be able to communicate effectively with faculty in the division so that effective tutorials and practice sessions support student learning.

Some evening hours may be required.

The Instructional Assistant – Learning Commons reports to the Coordinator of Student Support Services. This position is classified as Academic Support and the incumbent is a member of the Professional Staff Association.

QUALIFICATIONS:

- Bachelor's Degree in mathematics or equivalent curriculum;
- At least two (2) years laboratory, teaching or tutoring experience;
- Excellent written, verbal, interpersonal and organizational skills;
- Ability to interact well with people of diverse backgrounds and abilities;
- Proficiency using Microsoft Office and PLATO software.

DUTIES AND RESPONSIBILITIES:

- Provide individual and group tutoring in Math, developmental math and other courses using mathematical concepts.
- Assist students in the use of MyMathLab software and Hawkes Learning software.
- Maintain the open lab format in the schedule determined by the Learning Center.
- Maintain records and data regarding math competency including administering math competency exams and entering math competency data into the students' records.
- Provide assistance to the Division of Science, Mathematics and Technology by proctoring exams, conducting research, and working on the development of course materials.
- Keep all appropriate student records, including attendance, and grades.
- Maintain the inventory of instructional materials, software, hand outs and reference materials used in the tutoring.
- Perform other duties assigned by the Coordinator of Student Development Services.

RESOLUTION #416-16

**RE: Intention to Place the Position of Assistant
Coordinator – College for Educational
Enrichment 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 Assistant Coordinator – College for Educational Enrichment; 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 Assistant Coordinator – College for Educational Enrichment 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
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at its meeting held on April 21, 2016

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

Sullivan County Community Collee
Position Description
Assistant Coordinator - College for Educational Enrichment

JOB SUMMARY:

The Assistant Coordinator - College for Educational Enrichment provides administrative, logistic and program support to the administration and operation of the College for Educational Enrichment program.

Evening hours may be required.

The Assistant Coordinator - College for Educational Enrichment reports to the Associate Vice President for Planning, Human Resources and Facilities, provides support to the Coordinator -- College for Educational Enrichment, and may supervise and/or provide direction to work-study, part-time and/or volunteer staff.

This is a temporary, part-time position. The hours required vary depending upon the time of the year, as follows (estimated): July (10 hours); August (50 hours); September (30 hours); October (17 hours); November (5 hours); December (5 hours); January (8 hours); February (40 hours); March (35 hours); April (15 hours); May (40 hours); and June (32 hours).

QUALIFICATIONS:

- Associates Degree in business or office management or related field preferred.
- A minimum of three years of clerical/administrative experience in community college administration, office management, business management, or related field.
- Ability to work independently and to supervise assigned activities and projects.
- Excellent written, verbal, interpersonal and organizational skills.
- Ability to interact well with people at all levels.
- Proficiency in various software packages is required, including, but not limited to Microsoft Office, Internet, and e-mail

DUTIES AND RESPONSIBILITIES:

Course Administration and Operations

- Assist program coordinator with scheduling courses, verifying class dates, sending out all start of semester paperwork to agency representatives via email
- Coordinate and schedule all classroom assignments by course needs
- Coordinate student registrations with program coordinator
- Collect, verify and record all registrations and payments for students/agencies
- Process and forward all change of program forms
- Create all purchase orders and check requests for class supplies
- Maintain budget for all course supplies

Graduation Administration and Operations

- Verify attendance and create certificates of completion for all program who meet the programs' attendance requirement.
- Verify potential program graduates, order caps, gowns and diploma folders, create diplomas
- Supervise CEE program graduates at commencement

Recognition Ceremony – Administration and Operations

- Plan, budget (including researching price quotations and submitting purchase orders and check requests), coordinate and supervise annual College for Educational Enrichment Recognition Ceremony for students, staff, community and family members
- Create programs for distribution at Recognition Ceremony
- Prepare facility for Recognition Ceremony and break it down afterward, including: arranging for large silver serving platters, washing and drying them before use and after use, and returning them; arranging for Queen Mary carts, wiping them down before use, washing and drying them after use, and returning them; submitting the room set up including floor plans with the number of tables and chairs clearly shown; setting up food and beverage service area; covering tables with rolled table cloths and setting out programs on tables before event, clearing all tables (and stripping off the table cloths) after the event; volunteering as a food server and coordinating and directing all other food service volunteers from the four agencies; ordering and picking up drinks for event

Program Administration

- Create annual end of year program budget for agencies and campus
- Collect and maintain all program records (student and staff attendance, student registrations and payments, student evaluations, staff payroll)
- Calculate staff payroll, submit request for paychecks
- Coordinate, schedule and take minutes for CEE Board meetings (4-5 x year)

RESOLUTION #417-16

RE: Intention to Place the Position of Administrative Associate to the Associate Vice President of Planning, Human Resources and Facilities and to the Dean of Community Outreach 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 Administrative Associate to the Associate Vice President of Planning, Human Resources and Facilities and to the Dean of Community Outreach; 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 Administrative Associate to the Associate Vice President of Planning, Human Resources and Facilities and to the Dean of Community Outreach 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 April 21, 2016

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

SUNY Sullivan
Position Description

**Administrative Associate to the Associate Vice President of Planning, Human Resources and Facilities and
to the Dean of Community Outreach**

JOB SUMMARY:

The Administrative Associate to the Associate Vice President of Planning, Human Resources and Facilities and to the Dean of Community Outreach provides office management, administrative services and development support to the following departments, units and/or functions: Planning, Human Resources, Workforce Development, Facilities, Public Relations & Marketing, Institutional Research, and Special Events & Campus Activities.

The incumbent trains and supervises work study students assigned to the Associate Vice President and Dean's offices.

This position reports to both the Associate Vice President for Planning, Human Resources and Facilities and to the Dean of Community Outreach. It is classified as Management Confidential.

QUALIFICATIONS:

- Associates Degree in business or office management or related field and a minimum of five years of progressively responsible clerical/administrative experience in community college administration, office management, business management, or related field or the equivalent experience. Bachelor's degree with at least three years of clerical/administrative experience in office or business management, working for a senior administrative officer preferred.
- Knowledge of and experience in human resources highly desirable.
- Ability to work independently and to supervise assigned activities and projects.
- Excellent written, verbal, interpersonal and organizational skills.
- Ability to interact well with people at all levels.
- Ability to handle confidential matters with a professional level of discretion.
- Proficiency in various software packages is required, including, but not limited to Microsoft Office, Jenzabar EX, Internet, and e-mail.
- Experience in an educational setting is preferred.

Duties and Responsibilities:

OFFICE MANAGEMENT

- Acts as liaison with administrative and academic officers at the college, as well as faculty, staff, students and community members, including the media.
- Coordinates telephone and mail inquiries for the Associate Vice President of Planning, Human Resources and Facilities, the Dean of Community Outreach, and other office(s) staff, determines the nature of the inquiry and refers to appropriate person or office for action.
- Manages calendar and schedule for Associate Vice President of Planning, Human Resources and Facilities and the Dean of Community Outreach.
- Schedules meetings, engagements, and business trips for the Associate Vice President of Planning, Human Resources and Facilities and the Dean of Community Outreach, and other office(s) staff, as required.
- Coordinate activities across the two offices functions by acting as liaison with division staff, answering questions, exchanging information, providing assistance and advice, and clarifying policies and procedures.
- Provides orientation and training for new departmental support staff employees.

- Schedules meetings and/or conferences and if required, briefs appropriate staff on subject matter before meetings.
- Manages departmental files and inventory of supplies and equipment.
- Clarifies and interprets policies and procedures and assures policies and procedures are available for and sent to affected individuals and programs.

ADMINISTRATIVE SERVICES

- Prepares and maintains reports that are necessary to carry out the functions of the department(s), and prepares periodic reports for management, as requested.
- Administers communications by preparing, distributing and keeping track of correspondence and answering questions from administrative and academic officers at the college, as well as faculty, staff, students and community members, including the media.
- Updates and supervises publication of policy and other materials produced by the Offices of the Associate Vice President of Planning, Human Resources and Facilities and the Dean of Community Outreach, and maintains records for all such publications
- Provide administrative support for Continuing Education and Professional Development by:
 - Helping to develop and track courses and distance learning offerings.
 - Assisting in recruitment activities, registering and verifying students, arranging for classrooms, processing requests for educational supplies and interacting with faculty, students and other parties.
 - Handling scheduling, contracts, and the preparation of necessary reports.
 - Compiling pertinent information to present in College brochures and acting as a liaison with other departments and to agencies.
 - Conducting training needs-assessments and workforce skills surveys for existing and new businesses.
- Provides administrative support to human resources, including preparation and processing of benefit billing, preparing documents and candidate communications for employee searches, monitoring and problem solving if retiree benefits payments are in arrears, processing of PSA timesheets, and ensuring new employees are entered into the administrative system and obtain necessary supports (e.g., e-mail address, keys).
- Assists Coordinator of Web Development to upload information to the online Calendar of Events.
- Assists in preparing grant applications and administering approved grants.
- Assists Director of Institutional Research with preparation, delivery, and analysis of student satisfaction surveys each semester.
- Assists the Associate Vice President and/or Dean and other office staff with committees and at meetings, as requested.
- Coordinates and directs volunteers to assist with mailings.
- Attends labor/management contractual negotiation sessions and meetings, and takes and transcribes detailed minutes, as requested.

DEVELOPMENT OF THE OFFICE(S)

- Participates in developing department(s) goals, objectives, and systems.
- Assists in establishing, maintain and monitoring departmental measurements that support the accomplishment of the college's strategic goals.
- Assists in preparing and administering the annual budgets.
- Reviews and recommends work methods and procedures to improve the department(s) efficiency and effectiveness.
- Participates in administrative staff meetings and attends other meetings and seminars as necessary and to represent the department(s).
- Maintains and updates departmental information on the Jenazbar system.
- Assists in the development and updating of the department(s) sections of the Web site.
- Performs other reasonable and appropriate duties as might be assigned by the Associate Vice President of Planning, Human Resources and Facilities and/or the Dean of Community Outreach.