



## SUNY SULLIVAN

### **AGENDA – BOARD OF TRUSTEES MEETING**

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**SUNY Sullivan**

**Thursday, November 18, 2021 3:30pm**

**Via Video Conference**

1. Call to Order
2. **Action Items:**
  - **Approval of September 30, 2021 Minutes**
  - **Approval of Resolution #496-21 Intention to Change the Title of Positions Already Classified in the Unclassified Professional Service**
  - **Approval of Resolution #497-21 Intention to Place Positions in the Unclassified Professional Service**
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. Chairman's Report
6. Trustee's Reports
  - Finance Committee Report
  - Infrastructure and Technology Management Report
  - Community Partnerships and Development Report
  - Academic and Workforce Development Report
  - Student Experience and Student Engagement
7. President's Report to the Board
8. Feedback to the President
9. 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.*
10. Adjournment

**MINUTES**  
**MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**Via Video Conference**  
**September 30, 2021**

**TUSTEES PRESENT:** N.Hackett, Chair, T. Hamlin, Vice Chair, P. Guenther, Treasurer, P.Adams, Board Secretary, L. Holmes, A. Kane, P. Coombe, S. Jaffe, N. Connal, Student Trustee

**ABSENT WAS:** S. Drobysh

**ALSO PRESENT:** J. Quaintance, L. Weill, J. Wrage, C. DePew, E. Davis, S. Greeno, R. Hanofee

This meeting was held via video conference. N. Hackett, Chair, called the meeting to order at 3:30pm with a roll call.

**ACTION ITEMS:**

**Approval of the July 15, 2021 Minutes**

**Motion by T. Hamlin to approve the July 15, 2021 Meeting Minutes, seconded by P. Guenther and passed.**

**Vote:**

Patricia Adams	yes	Theresa Hamlin	yes
Phyllis Coombe	yes	Lyman Holmes	Yes
Steven Drobysh	absent	Susan Jaffe	yes
Paul Guenther	yes	Anthony Kane	yes
Nancy Hackett	yes		

**Approval of Policy #4.30 Faculty Teaching Credentials**

**Motion by P. Coombe to approve Policy #4.30 Faculty Teaching Credentials, seconded by P. Guenther and passed.**

**Vote:**

Patricia Adams	yes	Theresa Hamlin	yes
Phyllis Coombe	yes	Lyman Holmes	Yes
Steven Drobysh	absent	Susan Jaffe	yes
Paul Guenther	yes	Anthony Kane	yes
Nancy Hackett	yes		

**COMMUNITY AND PUBLIC FEEDBACK**

There was no public comment.

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

- Anne Ruskiewicz
  - Reported
    - Faculty are happy to be back on campus and teaching face to face.
    - Work continues with Middlestates, new ILO's and assessment and the new Gen Ed Requirement
    - Faculty Council meeting on September 28<sup>th</sup>, Dr. Kenneth Luck is the new Secretary.
    - New food service company is a big improvement.

## **MSCHE Self Study Update**

Dr. Jeffrey Keefer gave an update on the MSCHE self-study. The draft self-study design was submitted to Melissa Hardin, the MSCHE liaison. Her virtual campus visit is tomorrow, she will have several meetings throughout the day that include meetings with the President, Steering Committee, Students/Faculty/Staff, and the BOT. The purpose for her visit is to get to know more about the campus and discuss the Self Study design that was submitted. The seven standard working groups have begun to identify and collect evidence.

## **CHAIRMAN'S REPORT**

- Dr. Hackett stated that angst among community colleges and their enrollment is evident in NYCCT group.
- SUNY Sullivan has done a tremendous job in finding additional ways to enrich the community and to create connections with additional organizations in the community. TSTT, Today's Students Tomorrow's Teachers is an example of this.
- Safety on campus is always at the forefront of what we do but the college has done a great job in keeping everyone safe. Thank you to Nancy McGraw at Public Health and our Faculty, Staff and Students.

## **Presidents Report:**

- Jay Quaintance, President
  - Reported
    - Introduced Nichole Connal our newly elected Student Trustee who officially join the board after she is sworn in at the county next week. Nichole is an Environmental Science Major, in the Garden Club, a Sullivan Renaissance Scholar, participated in the Bridges to Baccalaureate Program and very involved in campus activities.
    - Reopening campus has been smooth, thank you to the entire campus for all of their hard work.
    - We've had a few positive cases but 0% transmission on campus.
    - SUNY Student Vaccine mandate has gone into effect, we've been working to get everyone vaccinated. Our total unvaccinated students is down to 103 which makes up approximately 90% compliant. The grace period was extended for a short period of time, all students must be vaccinated by October 7<sup>th</sup> or they will be administratively withdrawn with no refund.
    - 90% of Employees are vaccinated.
    - Current Enrollment is at 90% of where we were this time last year. We have a new recruitment/marketing plan and a draft retention plan.

- BOCES students will return to campus on October 12<sup>th</sup>. BOCES will provide an attestation for each class that all students coming to campus are vaccinated.
- SUNY Counsel has stated that all learners must follow the vaccine mandates which includes Community Learning Classes and any professional development events we host on campus for schools.
- Energy Project Update-Three new boilers arrived and will be installed soon as well as additional upgrades that continue. Thank you to Larry Reeger and Rich Butler for all of their hard work in coordinating these efforts.
- EV Charging Stations are still in the works, they are awaiting permits through the County.
- Daycare is Open with 7 seats now available for Community Students.
- The expanded Food Pantry is open and now includes fresh produce from the Community Garden and Hope Farm. Thank you to Deb Waller-Frederick and Kathy Scullion for all of their hard work. We have a Ribbon Cutting Ceremony planned for October 22<sup>nd</sup>.
- Welcome Quazi Rahman our new Director of Institutional Technology
- Vice President for Academic and Student Affairs search is underway

President Quaintance shared one additional item for the Board to review and vote on, Policy on a Vaccine Mandate for Managerial Confidential Employees and non-union staff. The policy states that all MC and non-union staff would need to begin the vaccination process to be vaccinated against COVID-19 by October 15<sup>th</sup> with the intention of receiving a second dose depending on which vaccine they choose. This aligns with the SUNY policy that was enacted last week for MC employees.

T. Hamlin asked how many people are not currently vaccinated. J.Quaintance shared that 9 people will fall under this mandate, 3 of which are MC's.

J. Quaintance stated that this is being presented to the board as a policy rather than a resolution because we do not know how long this mandate will need to be in place.

**Motion by J. Kane to support the policy "COVID-19 Vaccination Requirement for Managerial Confidential Employees and Employees Not Covered by a Collective Bargaining Agreement," through a board vote, seconded by P. Guenther and passed.**

**Vote:**

Patricia Adams	yes	Theresa Hamlin	yes
Phyllis Coombe	yes	Lyman Holmes	Yes
Steven Drobysh	absent	Susan Jaffe	yes
Paul Guenther	yes	Anthony Kane	yes
Nancy Hackett	yes		

**FEEDBACK TO THE PRESIDENT:**

T.Hamlin asked if the college qualifies for any support due to the loss of funds related to enrollment. J. Quaintance stated that the stimulus funds, HEERF Funds, made up for lost revenue due to the decrease in enrollment.

T. Hamlin asked about COVID-19 Testing

J. Quaintance stated that we are participating in pool testing in pool testing through Upstate Medical.

P. Adams asked about the Dorm Population.

J. Quaintance stated there are a total of 117 students residing in the dorms. 109 of the students are athletes.

P. Coombe asked who is paying for the pool testing. J. Quaintance shared that the college is paying for the testing but is tracking it for a FEMA application.

**EXECUTIVE SESSION**

**Motion by T. Hamlin to enter into executive session to discuss ongoing litigation at 4:17pm, seconded by P. Guenther and passed.**

Vote:	Patricia Adams	yes	Theresa Hamlin	yes
	Phyllis Coombe	yes	Lyman Holmes	yes
	Steven Drobysh	absent	Susan Jaffe	yes
	Paul Guenther	yes	Anthony Kane	yes
	Nancy Hackett	yes		

**Motion by T. Hamlin to resume regular session at 4:57pm, seconded by S. Jaffe and passed.**

Vote:	Patricia Adams	yes	Theresa Hamlin	yes
	Phyllis Coombe	yes	Lyman Holmes	yes
	Steven Drobysh	absent	Susan Jaffe	yes
	Paul Guenther	yes	Anthony Kane	yes
	Nancy Hackett	yes		

**ADJOURNMENT**

**Motion by L. Holmes to adjourn the meeting at 4:58pm, seconded by P. Adams and passed.**

Vote:	Patricia Adams	yes	Theresa Hamlin	yes
	Phyllis Coombe	yes	Lyman Holmes	yes
	Steven Drobysh	absent	Susan Jaffe	yes
	Paul Guenther	yes	Anthony Kane	yes
	Nancy Hackett	yes		

Respectfully submitted,

P. Adams  
Secretary to the Sullivan County Community College Board Trustees  
Recorded by M. Caycho



**Sullivan County Community College**  
**Board of Trustees**  
 112 College Road  
 Loch Sheldrake, NY 12759-5723  
 Tel: 845-434-5750 ext. 4261

**RESOLUTION #496-21**

**RE: INTENTION TO CHANGE THE TITLE OF  
 POSITIONS ALREADY CLASSIFIED IN THE  
 UNCLASSIFIED PROFESSIONAL SERVICE**

**WHEREAS**, the following positions have already been classified in the 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 descriptions for the following positions; and

**WHEREAS**, the President has recommended the change of title for these positions 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 change the titles of the following positions:

<u>Old Title</u>	<u>New Title</u>
Academic & Personal Success Advocate	Retention Coordinator
Recruiter	Enrollment Specialist
Director of Institutional Computing	Director of Institutional Technology

**BE IT FURTHER RESOLVED** that a certified copy of this resolution and the job descriptions for these positions 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 November 18, 2021

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



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**RESOLUTION #497-21**

**RE: INTENTION TO PLACE POSITIONS IN THE  
UNCLASSIFIED PROFESSIONAL SERVICE**

**WHEREAS:** Sullivan County Community College has recently created updated job titles and job descriptions to align with the mission and goals of the college; and

**WHEREAS:** the President has presented the Board of Trustees of Sullivan County Community College with a job description for the positions of Associate Dean for Student Engagement, Dean of Communications and Admissions, Counselor- ADA, Director of Executive Operations and Administrative Associate to the Board of Trustees, Technical Assistant Library Support Staff, Assistant Director of Communications, Human Resources Specialist, Dean of Student Success and Workforce Development, College Affiliate Accountant, Administrative Associate for Communications, Coordinator of Tutorial and Student Success Services, Part Time Fieldhouse Operations Assistant, Coordinator of E-Sports and Administrative Associate for the Dean of Liberal Arts, Sciences, and Health Sciences; and

**WHEREAS:** the President has recommended the placement of these positions in the unclassified Professional Service as defined in Section 6306 of the Education Law in accordance with Section 35 of the Civil Service Law; and

**BE IT FURTHER RESOLVED** that a certified copy of this resolution and the job descriptions for these positions be forwarded to the Chancellor of the State University of New York for the purpose of requesting approval of these new positions.

Certified as a true copy of the Resolution adopted by  
the Sullivan County Community College Board of Trustees  
at its meeting held on November 18, 2021

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