

## AGENDA – BOARD OF TRUSTEES MEETING

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SUNY Sullivan

Thursday, April 02, 2020 3:30 pm

Via Video Conference

1. Call to Order
2. **Agenda:**
  - **Approval of Minutes of January 23, 2020 Meeting**
  - **Approval of Resolution #476-20 Re: Bank Signatories**
  - **Approval of Resolution #477-20 Re: Emergency Declaration**
  - **Approval of Revised Board Policy 3.04 Tobacco and Vape Free Campus**
  - **Approval of Board Policy 3.32 Campus Wellness Program Policy**
3. Tobacco and Vape Free Campus- Pam Jones, School Nurse
4. Enrollment Management Report, Dean Pierre Laroche
5. Faculty Council Representative to the Board Report
6. Chairman's Report
  - Comments/Questions – Executive Committee Reports
7. Trustee's Reports
  - Finance and Development Committee Report
  - Operations/ Facilities Management Report
  - Community Partnerships/ Workforce Development Report
  - Academic Strategic Planning 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**  
**January 23, 2020**

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

**ABSENT WAS:** P. Guenther, Board Treasurer

**ALSO PRESENT:** J. Quaintance, K. Pomakoy, P. Laroche, C. Depew, E. Davis

S. Drobysch, Chair called the meeting to order at 3:30 pm with the *Pledge of Allegiance*.

**APPROVAL OF CONSENT AGENDA:**

**Approval of Minutes of the November 21, 2019 meeting.**

**Approval of Resolution #475-20 Re: Resolution Supporting a Permanent Funding Floor for Community College Base State Aid Formula Fiscal Year 2020.**

**RESOLUTION #475-20**

**RE: RESOLUTION SUPPORTING A  
PERMANENT FUNDING FLOOR FOR  
COMMUNITY COLLEGE BASE STATE  
AID FORMULA FISCAL YEAR 2020**

**WHEREAS,** community colleges serve as economic engines that provide a trained workforce and educated citizenry for the State of New York and the local communities in which they're located;

**AND WHEREAS,** community colleges are anchor institutions that help keep their communities strong and vibrant by serving as major employers, community hubs, and social centers;

**AND WHEREAS,** community colleges are the primary catalyst to the middle class by serving more low-income students than any other sector of higher education;

**AND WHEREAS,** community colleges anticipate and respond to the emerging needs of their local communities and remain the most adaptable sector of higher education;

**AND WHEREAS,** community colleges serve nearly half of all undergraduates enrolled in the SUNY System along with nearly as many life-long learners through non-credit classes;

**AND WHEREAS,** a level of predictability in State funding is essential to provide community colleges the ability to plan and budget accordingly and recognizes each college's annual fixed costs;

**AND WHEREAS,** the 98% of the previous year or \$100 increase per FTE, whichever is greater, language added to the community college funding model for fiscal year 2019 was a step in the right in the direction and appreciated;

**AND WHEREAS**, the funding floor should be set in State statute at 100% of the previous year or \$100 increase per FTE, whichever is greater;

**THEREFORE BE IT RESOLVED**, that the Sullivan County Community College Board of Trustees, fully supports the proposal that New York State change the base state aid formula allocation for each community college to be permanently set at 100% of the previous year or \$100 increase per FTE, whichever is more.

**Motion by T. Hamlin to approve the consent agenda, seconded by N. Hackett and passed.**

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

P. Coombe joined the meeting at 3:38pm.

**COMMUNITY/PUBLIC FEEDBACK**

- One community member spoke.

**FUNDRAISING PRESENTATION:**

- J. Orengo, JLO Consultants Inc.

J. Orengo discussed his recent work with the SCCC Foundation Board. Which includes analyzing past giving projects, creating proposals for new asks, developing a capital campaign and unrestricting restricted scholarship funds for programs that no longer exist. One proposal has been presented to a donor and the second proposal will be ready to present to another donor soon.

**FACULTY COUNCIL REPRESENTATIVE TO THE BOARD REPORT**

- Anne Ruskiewicz
  - Reported
    - Allen Kotun is the chair of the Institutional Assessment Committee and presented at Faculty Development Day
    - Besty Connaty is the chair of the Curriculum Committee
    - A group of theater students have been nominated to participate in a competition
    - Chana Epstein and Anne Ruskiewicz recently attended Faculty Council committee meetings in Albany.

**CHAIRMAN'S REPORT**

- There was no report from the Chairman.

## **WORKING GROUPS REPORT**

### **Finance and Development Committee Report**

- S. Jaffe, Treasurer
  - Reported
    - The committee met on 1/21.
    - Spring enrollment is up from this time last year
    - The auditors are on campus, they will present their findings at a Special BOT meeting in April.
    - There are 74 Nursing Students up from 49 last year

### **Operations/ Facilities Management Report:**

- P. Adams
  - Reported
    - The committee did not meet in person but did exchange updates via email.
    - Discussed inviting Sullivan Renaissance to the next working group meeting to continue our partnership.
  - J. Quaintance reported that the Excelsior Conservation Corp will be assisting with building trails on campus, building benches and removing the smoking huts outside.
  - C. Depew reported that we are converting a space on campus for Esports. Esports is the fastest growing intercollegiate sport in the country. The space will be ready in the Fall and could be a good recruitment tool for the college.
  - J. Quaintance reported that we will be opening a daycare on campus. We received a grant through the Rowley Foundation last year that will be used to fund renovations. Additionally he has spoken to Assemblywoman Gunther's office to see about other funding opportunities.

### **Community Partnerships/ Workforce Development:**

- L. Holmes
  - Reported
    - The committee did not meet in person but exchanged updates via email.
    - The Catskill Creamery project is moving ahead. The survey has been completed and the developer is requesting an expansion of the site from 18 acres to 24 acres to accommodate wetlands, this is still being negotiated.
    - The DSP curriculum has been finalized and is moving through faculty approval. The college has met with TCFD, New Hope, ARC and Crystal Run Village to begin the process of registering with NYSDOL as apprenticeship sponsors.
    - Discussions with a gentleman about an Aviation Maintenance Program continues.
    - The CHI in partnership with the North Branch Inn will host a dinner on campus to raise money towards the WSUL Heart-a-thon. The dinner is February 13<sup>th</sup>.
    - We are working on the summer program, "Earn While you Learn." The college met with several employers in the county to develop a plan for employing students through the summer while they live on campus and take summer courses.

### Academic Strategic Planning Report:

- T. Hamlin
  - Reported
    - The committee did not meet in person but exchanged updates via email.
    - Updates on the Four Goals for the 19/20 School Year
      - Increase the number/ percentage of students who are successful in gateway Math and English courses by the end of the first semester of enrollment.
        - IR will gather student success data from the Fall semester and we will work with faculty to identify opportunities for continuing reform efforts.
        - Meetings with the math faculty will be held to develop
      - Ensure that the College's academic assessment process is compliant with MSCHE Standard V: Educational Effectiveness Assessment.
        - Allen Kotun held an assessment planning event on Faculty Development Day.
        - Faculty will assess courses this spring using the new assessment process and the Learning Assessment Committee will receive and review the results in May.
      - Joint the Spring 2020 SUNY Guided Pathways Cohort
        - A working group will meet this spring and will begin the pathway reform project.
      - Develop academic programs and partnerships that will support the economic growth of the county.
        - Medical Assistant is at NYSED
        - The CASAC program has been sent to OASIS for approval.
        - The DSP certificate will be sent to the curriculum committee in February.
        - The EMT program will start on January 23<sup>rd</sup> and has 29 people enrolled.

### Presidents Report:

- Jay Quaintance, President
  - Reported
    - Rose Hanofee who has been promoted and will now oversee Health Sciences in addition to Liberal Arts & Sciences.
    - Introduced the new Dean of Communications, Eleanor Davis.
    - Spring Enrollment is up 9.2 % from this time last year without High school and Prison enrollment
    - Spring Goal has been reached we are up in full time students for both in and out of county.
    - We are working on launching a campus wide Wellness Program that will include our updated Tobacco Free Campus Policy, which will be on the Agenda for approval at the March meeting.

- Presidents Cocktail Reception and the Service Awards will be held on March 19<sup>th</sup> after the BOT meeting.
- Athletics:
  - Mens Varsity Basketball is currently ranked 7<sup>th</sup> in the Nation
  - Women’s Varsity Basketball is currently ranked 21<sup>st</sup> in the Nation
  - SUNY Sullivan is hosting the regional tournaments February 29<sup>th</sup>- March 1<sup>st</sup>.
  - 57 Baseball Players both Varsity and JV
    - NJCAA Sport
    - Competitive Video Games

**FEEDBACK TO THE PRESIDENT**

There was no feedback.

**EXECUTIVE SESSION**

**Motion by P. Coombe to enter into executive session to discuss a personnel matter at 4:40pm, seconded by S. Jaffe and passed.**

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

**Motion by N. Hackett to resume regular session at 4:52pm, seconded by P. Guenther and passed.**

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

**ADJOURNMENT**

**Motion by P. Coombe to adjourn the meeting at 4:53pm, seconded by T. Hamlin and passed.**

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

Respectfully submitted,

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



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

**RESOLUTION #476-20**

**RE: APPROVAL OF BANK SIGNATORIES**

**Whereas** Sullivan County Community College maintains an account with Bank of America for Federal Funds; and

**Whereas** officers of the college must obtain Board of Trustee approval to become official bank signatories on this account in order to conduct official college business; and

**Whereas** the following Sullivan County Community College officers require this approval:

- John Quaintance, *President*
- Dr. Keith Pomakoy, *Vice President of Academic and Student Affairs*

**Now, Be It Resolved** that the Board of Trustees hereby grants approval to the officers listed above to become signatories on Sullivan County Community College Bank of America account, in order to conduct official college business.

Certified as a true copy of the Resolution adopted by  
the Sullivan County Community College Board of Trustees  
at its meeting held on April 2, 2020

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



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

**RESOLUTION #477-20**

**RE: EMERGENCY DECLARATION**

**Whereas** the global pandemic of COVID-19 presents significant threats to public health; and

**Whereas** on March 11, 2020 Governor Andrew Cuomo announced that all SUNY schools move to distance learning by March 19, 2020 due to the COVID-19 pandemic; and

**Whereas** in an effort to ensure the safety of our students and employees at these uncertain times and to protect the health and welfare of the entire campus community and in recognition of the state of emergency that exists at the national, state, and county levels;

**Now, Therefore Be It Resolved** that the Board of Trustees of Sullivan County Community College hereby declares a state of emergency at Sullivan County Community College, and

**Be it Further Resolved** that the President of the college shall have all needed authority to,

1. Move instruction to a distance format, in accordance with guidance from SUNY and NYSED;
2. In accordance with guidance from the Executive Chamber, to require essential employees to report to campus, to direct non-essential employees to work from home, to change employees designation of essential or non-essential at any time, and to assign employees work outside of their normal duties;
3. Adjust college policy and to make provisional adjustments to curricula to meet the needs of SUNY Sullivan's students;
4. Secure campus buildings and property for the duration of the emergency; and
5. Enact such other emergency measures as are deemed appropriate.

Certified as a true copy of the Resolution adopted by  
the Sullivan County Community College Board of Trustees  
at its meeting held on April 2, 2020

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



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## Policy: Tobacco and Vape Free Campus Policy

Policy No: 3.04

Approved: Board of Trustees: updated April 2020

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In 2006, Sullivan County Community College passed a Campus Smoking Policy which established Phase I of more stringent guidelines for students, faculty and staff smoking on campus. The next Phase of this policy, Phase II, is to move to a 100% Tobacco and Vape Free Campus. This new policy, Tobacco and Vape Free Campus Policy, is effective May 1, 2020.

Sullivan County Community College is a tobacco and vape free institution committed to providing its students, employees, and visitors with a safe and healthy environment. No consumption of tobacco, tobacco products, or marijuana is allowed on any college property or in any college facility; this includes all buildings, residence halls, grounds, sidewalks, personal vehicles on campus, SUNY Sullivan vehicles, roads or anywhere else within the 405 acre campus. The ban includes cigarettes, e- cigarettes, vaping, cigars, chewing tobacco, pipes, hookah, snus, dip, marijuana and all other tobacco related products.

A task force of volunteers from the campus community which includes students, faculty and staff, will assist to facilitate this transition and ensure that education and cessation resources are available to help those who wish to stop the use of tobacco and other related products.

The college is committed to helping students and employees quit smoking and/or the use of tobacco. Free cessation products and additional support are available through New York Quits. For more information please contact the Health Services Office at (845)-434-5750 ext 4419 or on campus located at H016.

Students and College employees who fail to comply with this policy will be subject to appropriate disciplinary action.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.

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## Policy: Campus Wellness Program

Policy No: 3.32

Approved: Board of Trustees April 2020

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### **Purpose**

The purpose of the SUNY Sullivan Wellness Program is to enhance the physical, emotional, and intellectual health of our employees and students by developing awareness through education and voluntary onsite health related programming, as well as by connecting employees/students to external resources through our benefits programs out of Human Resources and Student Activities. Our goal is to create a culture of health that increases individual self-efficacy around personal wellness. This will ultimately improve employee/student morale, well-being and happiness, while concurrently lowering overall health care costs and improving productivity for our entire college community. Studies have shown that institutions that offer a wellness program have many benefits which may include,

- Bolster employees' and students' morale and commitment to the college by showing administration cares about their well-being
- Help employees/students better manage their time and stress
- Assist in employee recruitment and retention
- Improved productivity
- Decreased absenteeism and healthcare costs

### **Goals and Objectives**

The SUNY Sullivan Wellness Program has several goals,

- To increase Health Awareness and Education through,
  - Disease Management Resources
  - Seminars and Classes
  - Blood pressure screenings
  - Biometric screenings
- To increase nutritional knowledge through cooking and nutrition classes and by providing information on healthy eating options in the school cafeteria as well as nearby restaurants and through the promotion of our community gardens.
- To provide wellness and fitness classes that encourage employees and students to be active
- To promote a Tobacco-free Campus

Our wellness program objectives are to increase health and wellness, boost morale, decrease absenteeism among students and employees and promote a sustainable lifestyle. We will measure these objectives for employees by collaborating with HR to measure progress through claims experience data provided through our health insurance, as well as through employee surveys. We will measure these objectives for students through data provided by the Health Services office and by collaborating with Student Activities to create data through student surveys.

### **Participation**

- Participation is voluntary; employees and students may pick and choose activities as desired.
- We encourage employee/student participation in offering wellness activities to the campus community.
- Some programs and activities could have nominal costs associated with participation.
- Activities will be offered primarily during non-work hours such as lunch or before or after business hours. Participation in activities offered during business hours must have the approval of supervisor and time spent participating in the activity must be made up with working hours. Participation in an activity may not be in lieu of work.
- Incentives will be offered to reward participation in wellness activities when available. All incentives will be offered in accordance with NY state ethics guidelines. No incentive should include additional benefit time or monetary reward and should not be contrary to a Collective Bargaining Agreement.

### **Liability**

Participation in wellness activities is voluntary and the College is not liable for injuries sustained to employees or students during their participation in these activities. **Please note that before embarking on any physical activity program at the College employees should receive medical clearance from their physician. Health Waiver forms may be required for certain activities.**