

# AGENDA – BOARD OF TRUSTEES SPECIAL MEETING

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SUNY Sullivan

Thursday, July 16, 2020 3:30pm

Via Video Conference

1. Call to Order

2. **Action Items:**

- **Election of the Slate of Officers**
- **Approval of May 14, 2020 Minutes**
- **Approval of June 25, Special Board Meeting Minutes**
- **Approval of Resolution # 482-20 Approval of 2020-2021 Fiscal Year Operating Budget**
- **Approval of Resolution #483- 20 Approval of Sponsor Services Included in 2021-2021 Operating Budget**

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.*

*\*\*Members of the public who wish to speak must email [mcaycho@sunysullivan.edu](mailto:mcaycho@sunysullivan.edu) no later than Wednesday, July 15<sup>th</sup> to register.*

4. Faculty Council Representative to the Board Report

5. Chairman's Report

6. President's Report to the Board

7. Feedback to the President

8. 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.*

9. Adjournment

**MINUTES  
MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
May 14, 2020**

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

**ABSENT WAS:** J. Varallo, Student Trustee

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

In pursuant to Governor Cuomo's Executive Order 220.1 issued on March 12, 2020, this meeting was held via video conference.

S. Drobysh called the meeting to order at 3:39 pm.

**APPROVAL OF MINUTES OF MARCH 25, 2020 MEETING**

**Motion by T. Hamlin to approve the Minutes of the March 25, 2020 meeting, 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	yes	Anthony Kane	yes
Nancy Hackett	yes	Joseph Varallo	absent

**Approval of RESOLUTION #478-20 RE: ADOPTION OF TUITION AND FEE SCHEDULE FOR FISCAL YEAR 2020-2021**

**Resolution Number #478-20 RE: Adoption of Tuition and Fee Schedule for Fiscal Year 2020- 2021**

**WHEREAS:** the Administration of the College has formulated a tuition and fee schedule for Fiscal Year 2020-2021 in conformance with the financial plan developed by the College; and

**WHEREAS:** the Board of Trustees must approve a tuition and fee schedule for Fiscal Year 2020-2021 and forward same to the State University of New York.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Trustees of Sullivan County Community College that the tuition and fee schedule for Fiscal Year 2020-2021, a copy of which is attached hereto and made a part hereof, is hereby approved, and

**BE IT FURTHER RESOLVED** that a copy of this Resolution and schedule is forwarded to the State University of New York, Office of Finance and Business.

**Motion by A. Kane to approve the Resolution # 478-20, 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	yes	Anthony Kane	yes
Nancy Hackett	yes	Joseph Varallo	absent

**PRESENTATION OF CHANCELLOR'S AWARDS:**

S. Drobysh announced this years recipients of The Chancellors Award for Excellence. Michael "Rocky" Pinicotti is the recipient of The Chancellor's Award for Excellence in Adjunct Teaching. Amy Colon is the recipient of The Chancellor's Award for Excellence in Teaching. Mark Lawrence is the recipient of The Chancellor's Award for Excellence in Faculty Service. Christine Kubis is the recipient of The Chancellor's Award for Excellence in Professional Service. Sarah Yousef is the recipient of The Chancellor's Award for Student Excellence. Dr. Lynne Crockett will be retiring at the end of this semester after 13 years at SUNY Sullivan. Congratulations to all!

**ATHLETICS RECOGNITION:**

C. Depew recognized our SUNY Sullivan Athletes for their outstanding accomplishments this year.

**Men's Basketball Team-** 2019-20 Mid-Hudson Conference, NJCAA DII Region XV and NJCAA East District Champions.

**Women's Basketball Team-** 2019-20 Mid-Hudson Conference, NJCAA DII Region XV and NJCAA East District Champions.

**Darius Lee-** 2019-2020 NJCAA Mid-Hudson Conference & NJCAA DII Region XV Most Valuable Player, 2019-2020 NJCAA DII First Team All-American

**Infinity Hammonds-** 2019-2020 NJCAA Mid-Hudson Conference & NJCAA DII Region XV Most Valuable Player, NJCAA DII 2nd Team All-American

**Kendall Robinson-** 2019-2020 NJCAA Mid-Hudson Conference 1st Team, NJCAA DII Region XV 1st Team, NJCAA 3rd Team All-American

**Brent Wilson,** Head Men's Coach, NJCAA DII Region XV & East District Coach of the Year

**Derek Marchione,** Head Women's Coach, NJCAA DII East District Coach of the Year

Congratulations to all!

**FACULTY COUNCIL REPRESENTATIVE TO THE BOARD REPORT**

- Anne Ruskiewicz
  - Reported
    - Congratulations to this years Chancellor Award Recipients and to Dr. Lynne Crockett.
    - Faculty Council met last week and will meet one more time. The DSP program will be approved at the upcoming meeting.
    - Transitioning to online learning has had its challenges and the Faculty have worked very hard
    - Lisa Caloro has been recognized as Sullivan County's Poet Laureate
    - A special thanks to Shirley Sinacore, the Division Secretaries and the Constable Cleaning crew.
    - The Faculty care viscerally about the college and hopes to play an active role in helping the college to move forward.

## **CHAIRMAN'S REPORT**

- Chairman Drobysh wanted to thank all of the Faculty, Staff and Administration for all of the hard work in transitioning to distance learning and working remotely.

## **WORKING GROUPS REPORT**

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

- S. Jaffe, Treasurer
  - Reported
    - The committee met on 5/12
    - Reviewed the 20/21 Tuition and Fee Schedule
    - Reviewed the Financial Statements
    - Faith is in possession of the 2018-2019 Draft Financial Statements and the auditors should be ready to present at the next Board Meeting.

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

- P. Adams
  - Reported
    - C. Depew has been in conversation with a potential donor.
    - Work on the E-Sports program and the space continues and is expected to be complete by Fall 2020.
    - Development of the on-site Daycare Facility is on-going and is expected to open for the Fall Semester.

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

- L. Holmes
  - Reported
    - Community learning classes have shifted to online learning. New classes will be offered such as resume writing to assist the needs in the county during this crisis.
    - SUNY Sullivan has partnered with Sullivan 180 to offer free online health based classes created by Community Health Champions that are open to the community
    - Community Conversations has launched
    - A college Newsletter has been created and distributed.

### **Academic Strategic Planning Report:**

- T. Hamlin
  - Reported
    - Updates on the Four Goals for the 19/20 School Year
      - *Increase the number of students successful in gateway Math and English courses.* Year one has been a tremendous success with major reforms in both areas. The catalog is under extensive revisions to reflect the changes.
      - *Ensure that the College's academic assessment process is compliant with MSCHE standard V: Educational Effectiveness Assessment.* Faculty are preparing to complete an assessment cycle this spring, the COVID-19 emergency has

disrupted the progress but data collection will continue to assess a number of academic programs this coming year.

- *Join the Spring 2020 SUNY Guided Pathways Cohort.* The most notable successes came with the development of the three mathematics pathways.
- *Develop academic programs and partnerships that will support the economic growth of the county.* Medical Assistant new certificate and AAS changes have been approved. The CASAC program is close to final OASAS approval. The DSP certificate is on schedule for approval. We have negotiated an umbrella articulation agreement with Empire State College that includes specific articulation agreements for Nursing, Respiratory Care, and Health Science AS, and a general agreement for all other programs. Students will be able to transfer 79 credits from SUNY Sullivan, and may complete 15 of those credits post-acceptance to SUNY Empire State. The agreements are at Empire State for signatures.

#### **Presidents Report:**

- Jay Quaintance, President
  - Reported
    - Thank you to all of the faculty, staff and students for making our transition to distance learning as smooth as possible.
    - Congratulations and thank you to Joseph Varallo our Student Trustee who will be transferring to John Jay College in the Fall.
    - A new brand identity has been created which reflects our values, our community, our geographic location and our vision for the future.
    - Excelsior Conservation Corps would like to return to campus in the Fall
    - Working on a lease agreement with BOCES to move additional programs on campus
    - Received and distributed 170 laptops to students to use to finish out the semester remotely. The laptops were provided by SUNY.
    - The Foundation Board has created a Food Insecurity Fund to assist students who are experiencing Food Insecurity related to the COVID-19 pandemic. The Foundation donated \$10,000 to the fund and received a grant for an additional \$5,000 from The Community Foundation of Orange and Sullivan.
    - Submitted plans to SUNY for approval for the CARES Act Funds. Once approved by SUNY and the NYS DOB we can submit the grant.

President Quaintance gave an overview of the funding and the financial state of the college. He reported that the college funding comes from three sources, NY State, Sullivan County and Chargebacks from other counties and tuition and fees from students. The vast majority of funding we get comes from public sources and our greatest fixed expense goes to the cost of personnel which includes salaries and fringe benefits. Public funding for Higher Education has not kept pace with the cost of Higher Education. The cost of healthcare cannot be controlled or predicted. The cost of the retirement system is expected to rise 30%. In addition to increasing operating costs, we are also facing cuts in State Aid. SUNY had requested several budget scenarios that included a 5%, 12% and 25% reduction in State Aid. The college could be facing a 2.5 million dollar deficit if State Aid is reduced. Due to this, we will need to entertain the potential for retrenchments.

President Quaintance asked Chairman Drobysh to call for the formation of the Labor Management Layoff Committee. The board unanimously voted to form the Labor Management Layoff Committee. The priority of the committee will be to find alternative savings that will help the college financially long term.

#### **FEEDBACK TO THE PRESIDENT**

S. Drobysh announced with a heavy heart that he will step down as Chairman of the Board of Trustees. Terry Hamlin and Paul Guenther have agreed to step in as co-chairs temporarily. Steve will continue to serve on the Finance Committee.

#### **EXECUTIVE SESSION**

**Motion by T. Hamlin to enter into executive session to discuss a personnel matter and potential litigation at 4:48pm, seconded by P. Coombe and passed.**

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

**Motion by N. Hackett to resume regular session at 5:24pm, 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	yes	Anthony Kane	yes
	Nancy Hackett	yes	Joseph Varallo	absent

**Motion by P. Adams to form the Labor Management Layoff Committee, the trustees who will serve on this committee are Phyllis Coombe, Paul Guenther and Anthony Kane, 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	yes	Anthony Kane	yes
	Nancy Hackett	yes	Joseph Varallo	absent

#### **ADJOURNMENT**

**Motion by T. Hamlin to adjourn the meeting at 5:26pm, 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	Joseph Varallo	absent

Respectfully submitted,

P. Adams

DRAFT

**MINUTES**  
**SPECIAL MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**June 25, 2020**

**TUSTEES PRESENT:** T. Hamlin, Co-Chair, P. Guenther, Co-Chair, P. Adams, Board Secretary, S. Jaffe, Board Treasurer, N. Hackett, L. Holmes, A. Kane, P. Coombe, S. Drobysh

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

In pursuant to Governor Cuomo's Executive Order 220.1 issued on March 12, 2020, this meeting was held via video conference.

T. Hamlin, Co-Chair called the meeting to order at 3:32 pm with the pledge of allegiance.

**2018- 2019 Financial Audit Presentation:**

Joseph Heroux, The Bonadio Group presented the 2018-2019 Financial Audit.

T. Hamlin and J. Quaintance thanked Faith Deming and the team for all of their hard work.

**CONSENT AGENDA:**

**The consent agenda included approval of the following items,**

- **Approval of the 2018-2019 Financial Audit prepared by The Bonadio Group.**
- **Approval of Resolution #479-20 Approval of PSA One- Time Retirement Incentive**
- **Approval of Resolution #480-20 Approval of Teamster One- Time Retirement Incentive**
- **Approval of Revised Policy 3.20 Media Policy**

**Motion by S. Drobysh to accept and pass the consent agenda, seconded by P. Coombe and passed.**

Vote:

Patricia Adams	yes
Phyllis Coombe	yes
Steven Drobysh	yes
Paul Guenther	yes
Nancy Hackett	yes

Theresa Hamlin	yes
Lyman Holmes	yes
Susan Jaffe	yes
Anthony Kane	yes

**EXECUTIVE SESSION**

**Motion by S. Drobysh to enter into executive session to discuss a legal and personnel matter at 3:48pm, seconded by S. Jaffe and passed.**

Vote:

Patricia Adams	yes
Phyllis Coombe	yes
Steven Drobysh	yes
Paul Guenther	yes
Nancy Hackett	yes

Theresa Hamlin	yes
Lyman Holmes	yes
Susan Jaffe	yes
Anthony Kane	yes



**Motion by P. Guenther to resume regular session at 4:37pm, seconded by N. Hackett and passed.**

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

**Motion by S. Drobysh that after review of recommendations made by the SUNY Sullivan Executive Leadership team and the Labor Management Layoff Committee, the following positions are regrettably retrenched,**

- **Director of Special Events & Campus Activities**
- **Coordinator of Web Development**
- **Assistant Director of Public Safety**
- **Director of Student Activities**
- 

**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	yes	Anthony Kane	yes
	Nancy Hackett	yes		

J. Quaintance, President, thanked for the PSA for their hard work. The college administration accepted several proposals from the PSA that will help reduce costs and reduced the number of retrenched positions. The proposals accepted are changes are Comp I with Studio, Basic English with Workshops models, and the Basic Arithmetic structure as well as eliminating the Freshman Seminar course and offering specific courses on a rotating basis. The college will continue to make changes to move forward and to save money. It is unfortunate to take this action but is necessary for the fiscal health of the college.

#### **ADJOURNMENT**

**Motion by S. Drobysh to adjourn the meeting at 4:41pm, 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		

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 NUMBER #482-20**

**RE: APPROVAL OF FISCAL YEARS 2020-2021  
OPERATING BUDGET**

**WHEREAS:** Sullivan County Community College has formulated its Fiscal Year 2020-21 Operating Budget at a total of \$ 15,319,331 and

**WHEREAS:** said Operating Budget must be adopted by the Board of Trustees and forwarded to the County of Sullivan and the State of New York;

**NOW, THEREFORE BE IT RESOLVED,** that the Board of Trustees of Sullivan County Community College hereby adopts a Fiscal Year 2020-2021 Operating Budget of \$ 15,319,331 dated July 16, 2020 delineated as follows:

REVENUE		EXPENSE	
Tuition	5,246,863	Instructional	4,011,273
Out of State Tuition	220,826	Public Service	8,269
State Aid	3,291,786	Library & Information Technology	706,304
Chargeback	1,308,944	Student Services	1,892,432
Other Offsetting Revenue	896,782	Buildings and Grounds	1,449,358
Facility Use Fees	54,130	Administration	1,076,351
Sullivan County's Contribution	4,300,000	General Services	1,433,043
		Employee & Post Employ Benefits	4,742,301
<b>Total Unrestricted</b>	<b>15,319,331</b>	<b>Total Unrestricted</b>	<b>15,319,330</b>
Restricted Revenue	0	Restricted Expenses	0
<b>Total Restricted</b>	<b>0</b>	<b>Total Restricted</b>	<b>0</b>
<b>Total Budget Request</b>	<b>15,319,331</b>	<b>Total Budget Request</b>	<b>15,319,331</b>

**BE IT FURTHER RESOLVED** that certified copies of this Resolution are forwarded to the County of Sullivan and the State University of New York.

Certified as a true copy of the Resolution adopted by  
the Sullivan County Community College Board of Trustees  
at its meeting held on July 16, 2020

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



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

**RESOLUTION NUMBER #483-20**

**RE: Sponsor Services Included in the Fiscal  
Year 2020-2021 Operating Budget**

**WHEREAS:** the Fiscal Year 2020-2021 Operating Budget Request of Sullivan County Community College includes appropriations totaling \$ 66,683 for services rendered on behalf of Sullivan County Community College by its sponsor, the County of Sullivan; and

**WHEREAS:** the Board of Trustees of Sullivan County Community College must provide the State University of New York with a valuation and listing of said sponsor services;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Sullivan County Community College hereby approves the following list and valuation of services to be provided by the County of Sullivan during Fiscal Year 2020-2021:

Workers' Compensation

63,683
63,683

TOTAL

**BE IT FURTHER RESOLVED** that certified copies of this Resolution be forwarded to the County of Sullivan and the State University of New York.

Certified as a true copy of the Resolution adopted by  
the Sullivan County Community College Board of Trustees  
at its meeting held on July 16, 2020

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