

AGENDA – BOARD OF TRUSTEES MEETING

SUNY Sullivan

Thursday, November 19, 2020 3:30pm

Via Video Conference

1. Call to Order
2. **Action Items:**
 - **Approval of September 22, 2020 Minutes**
 - **Approval of Updated Policy 3.16 Inclement Weather Policy**
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 no later than Wednesday, November 18th to register.
4. Presentation on the Middle States Commission on Higher Education Self Study Process
 - Dr. Jeffrey Keefer, Director of Institutional Research
 - Rose Hanofee, Dean of Liberal Arts, Sciences and Health Sciences
5. Faculty Council Representative to the Board Report
6. Chairman's Report
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
September 22, 2020**

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

ABSENT WAS: T. Hamlin, Vice Chair

ALSO PRESENT: J. Quaintance, K. Pomakoy, C. Depew, E. Davis, F. Deming, S. Greeno

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

N. Hackett called the meeting to order at 3:34 pm with the pledge of allegiance.

APPROVAL OF MINUTES OF JULY 16, 2020 AND AUGUST 28, 2020 SPECIAL MEETING

Motion by S. Drobysh to approve the Minutes of the July 16, 2020 and August 28, 2020 Special Meeting, seconded by P. Guenther and passed.

Vote:

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

Approval of RESOLUTIONS #486-20 RE: APPROVAL OF BANK SIGNATORIES AND #487-20 APPROVAL OF ONLINE BANKING ACCESS

RESOLUTION #486-20

RE: APPROVAL OF BANK SIGNATORIES

WHEREAS: Sullivan County Community College maintains several accounts with Jeff Bank including Operating, Payroll, Money Market, and Financial Aid; and

WHEREAS: several officers and trustees of the college must obtain Board of Trustee approval to become official bank signatories on these accounts in order to conduct official college business; and

WHEREAS: the following Sullivan County Community College officers and trustees require this approval:

- **Dr. Nancy Hackett, Board Chair**
- **Paul Guenther, Board Treasurer**
- **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 and trustees listed above to become signatories on Sullivan County Community College Jeff Bank accounts including Operating, Payroll, Money Market and Financial Aid, in order to conduct official college business.

RESOLUTION #487-20

**RE: Online Banking Access For Sullivan
County Community College Jeff Bank Accounts**

WHEREAS: Sullivan County Community College maintains several accounts with Jeff Bank including Operating, Payroll, Money Market, and Financial Aid; and

WHEREAS: in order to conduct official business of the college, the College Controller, Faith Deming, requires full access to online banking of these accounts; and

WHEREAS: the Board of Trustees of Sullivan County Community College must grant approval for Faith Deming to be allowed to have full access online banking for Jeff Bank account numbers 4101006, 4401115, 4114108, 4101014;

NOW, THEREFORE, BE IT RESOLVED: that the Board of Trustees hereby grants approval to Faith Deming to have full online banking access to the colleges Jeff Bank accounts, in order to conduct official college business.

Resolutions #486-20 and #487-20 were presented in a block for approval.

Motion by S. Drobysh to approve the Resolutions # 486-20 and #487-20, seconded by P. Guenther and passed.

Vote:

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

APPROVAL OF RESOLUTION #488-20 APPROVAL FOR PROMOTIONS 2019- 2020

RESOLUTION #488-20

RE: Approval for Promotions 2019- 2020

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

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

WHEREAS the Committee for the Promotion of Teaching Faculty, and the Committee for the Promotion of non-Teaching Faculty and Staff, and the Vice President for Academic and Student Affairs have recommended these faculty and staff for promotion to the President; and

WHEREAS the President has reviewed the recommendations and supporting documents and concurs with the recommendations.

THEREFORE, BE IT RESOLVED the Board of Trustees of Sullivan County Community College approves the agreement between the PSA and the College, which outlines the promotion process; and

THEREFORE, BE IT FURTHER RESOLVED that the Board approves the following faculty and staff for 2019-2020 promotion to the ranks indicated:

Teaching Faculty:

Allen Kotun - Full Professor

Non-Teaching Faculty and Staff:

Ashley Weintraub (1st Promotion)

Christina Buckler (1st Promotion)

Nicholas Clark (1st Promotion)

BE IT FURTHER RESOLVED: that the Board of Trustees of Sullivan County Community College expresses its congratulations to the selected faculty and staff on a job well done.

Motion by S. Drobysch to approve the Resolution # 488-20, seconded by P. Guenther and passed.

Vote:

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

COMMUNITY AND PUBLIC FEEDBACK

There was no public comment.

L. Holmes joined the meeting at 3:55pm

FACULTY PRESENTATIONS:

Jessica Lopez Barkl, Associate Professor of Theater and Speech and Dr. Kenneth luck, Assistant Professor of Media Arts presented on their programs and the transition to remote learning.

FACULTY COUNCIL REPRESENTATIVE TO THE BOARD REPORT

- Anne Ruskiewicz
 - Reported
 - The first Faculty Council meeting will be held next week.
 - FC will vote to endorse FCCC's resolution on a vote of no confidence of members of the SUNY Board of Trustees who bypassed the regular procedure of appointing a new Chancellor.
 - Shared governance will continue to be pursued in many ways.
 - Student Government elections are coming up. The board should consider having the newly appointed Student Trustee give a report at the BOT meetings.

CHAIRMAN'S REPORT

- Chairman Hackett reported the council for trustees have not yet met.

TRUSTEE REPORTS:

Finance and Development Committee:

- P. Guenther, Treasurer
 - Reported
 - Committee met on Tuesday, 9/20
 - The 19/20 fiscal year has been closed out. We had a net gain of \$84,000.
 - 20/21 Audit will begin in October
 - Three important outstanding bills we have:
 1. NYSHIP, we owe \$3.2 million dollars and we continue to make payments
 2. \$600,000 line of credit with Jeff Bank
 3. \$1.2 million dollars for retirement owed to Sullivan County and we continue to make payments towards this debt.

Operations and Facilities Management:

- N. Hackett
 - Reported
 - The committee met and reviewed the energy audit that was conducted by Labella.

J. Quaintance

- Reported
 - A work flow will be created outlining the necessary repairs.
 - The county will finance a loan through NYPA, New York Power Authority, which will be eligible for Capital Match Funds through NY State.
 - The work identified is critical to the college buildings.

Community Partnerships and Workforce Development:

- E. Davis
 - Reported
 - College representatives met with Sullivan County Workforce Development to discuss specific workforce needs in the County.
 - We are looking for data on how COVID-19 has impacted employment and SUNY Sullivan enrollment numbers and what programs we can

J. Quaintance

- Reported
 - The Catskill Creamery is still interested in moving forward, a meeting with the SC Attorney's office is scheduled for next week to discuss the lease agreement.

Academic and Strategic Planning:

- P. Coombe
 - Reported
 - Three main areas to work on this year,
 1. Grow Enrollment
 2. Prepare for the MSCHE site visit
 3. Build and Strengthen partnerships that will support the economic growth of the county.
 - The college will continue efforts in College in the High school and homeschoolers.
 - The college is in discussions to create an Early College with the Homestead School.

Presidents Report:

- Jay Quaintance, President
 - Reported
 - Thank you to Faculty and Staff and all of the hard work put in to the reopening plan.
 - SUNY System administration mandated all colleges to develop a testing plan for students. SUNY approved a testing plan for the college, all students taking classes on campus will be tested and faculty and staff are highly recommended to test. The college will conduct pool testing through Upstate Medical.
 - Late Start term is currently enrolling students, 159 currently enrolled, up from last year.
 - SUNY Board of Trustees will not approve any college budgets until November. It is expected that we will only see 80% of State Aid, 20% will be withheld and TAP will be reduced by 20%. The funding is expected to be delayed which will cause a cash flow issue.
 - PSA passed a Resolution, a response was provided however much of what was included are shared governance issues, not PSA issues.
 - Enrollment:
 - Currently 2.2% increase from the same time last year
 - Current enrollment figures do not include High school or Prison enrollment
 - These figures do not include the “no show” reports but the late start term will help.
 - We have grown in returning students which shows our work on keeping students engaged has been beneficial.

FEEDBACK TO THE PRESIDENT

There was no feedback.

EXECUTIVE SESSION

Motion by P. Guenther to enter into executive session to discuss a personnel matter and potential litigation at 5:05pm, seconded by A. Kane and passed.

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

T. Hamlin joined the meeting during executive session.

Motion by P. Guenther to resume regular session at 5:52pm, 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		

ADJOURNMENT

Motion by L. Holmes to adjourn the meeting at 5:52pm, seconded by A. Kane and passed.

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

Respectfully submitted,

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

Policy: Inclement Weather Policy
Policy No: 3.16
Approved: March 2006
Updated: November 2020

INCLEMENT WEATHER POLICY

It is the policy of the College to remain open during inclement weather periods except under extremely rare conditions, i.e. directive from local and/or state authorities. Inclement weather conditions prompting the suspension of classes for students shall not affect non-instructional work schedules for faculty and staff members with regularly scheduled hours during an inclement weather period. The College recognizes that some faculty and staff members may wish to absent themselves, with their supervisors' approval, during an inclement weather period because of concern for personal safety. Such faculty and staff members are required to use paid leave or leave without pay to account for the period of absence.

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