

AGENDA – BOARD OF TRUSTEES MEETING

SUNY Sullivan

Thursday, May 14, 2020 3:30 pm

Via Video Conference

1. Call to Order
2. **Action Items:**
 - **Approval of Minutes of March 25, 2020**
 - **Resolution #478-20 Re: Approval of the 2020-2021 Tuition and Fee Schedule**
 - **Presentation of the Chancellor's Awards**
 - **Athletics Recognition**
3. Faculty Council Representative to the Board Report
4. Chairman's Report
 - Comments/Questions – Executive Committee Reports
5. Trustee's Reports
 - Finance and Development Committee Report
 - Operations/ Facilities Management Report
 - Community Partnerships/ Workforce Development Report
 - Academic Strategic Planning 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
April 2, 2020

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

ABSENT WAS: S. Drobysch, Board Chair

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

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

T. Hamlin, Vice Chair stated that S. Drobysch was unable to attend the meeting and she would Chair this meeting. T. Hamlin called the meeting to order at 3:38 pm.

APPROVAL OF CONSENT AGENDA:

Approval of Minutes of the 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

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.

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.

Policy: Tobacco and Vape Free Campus Policy

Policy No: 3.04

Approved: Board of Trustees: updated April 2020

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.

Policy: Campus Wellness Program**Policy No: 3.32****Approved: Board of Trustees April 2020****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,
 - o Disease Management Resources
 - o Seminars and Classes
 - o Blood pressure screenings
 - o 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**

Motion by P. Guenther to approve the consent agenda and pass, 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	yes

TOBACCO AND VAPE FREE CAMPUS

- Pam Jones, School Nurse
 - Reported
 - SUNY Sullivan secured a grant through the Truth Initiative to transition the campus to a tobacco and vape free campus by May 1, 2020.
 - Two Students, Joseph Varallo and Jamilla Woods, were selected to assist in the efforts as ambassadors.
 - Several events have been held to promote a tobacco free campus, including cigarette butt clean up, Quit Cold Turkey, pledge to quit and several others.
 - With the move to distance learning and working remotely Online Smoking Cessation will be offered to employees and students. Additionally, tips on how to quit through text messages and a Health Blog have also been used to promote the new policy.

Enrollment Management Report

- Pierre Laroche, Dean of Enrollment Management
 - Reported
 - 695 students have been contacted since moving to distance learning and closing the campus buildings.
 - Continued efforts to retain current students & attract new students

- Virtual Workshops about studying, transferring, distance learning, etc.
- Counselors have been reaching out to students and assisting them with mental health, food insecurities, etc.
- Registration days continue. The One Stop staff have been contacting students to work through holds on their accounts.
- Reaching out to local guidance counselors and local employers to build the relationship and identify students to identify new students.

FACULTY COUNCIL REPRESENTATIVE TO THE BOARD REPORT

- Anne Ruskiewicz
 - Reported
 - Thank you to Shirley Sinacore for all of her help and training Faculty to transition their classes online.
 - No Faculty Council Meeting in March
 - There will be a curriculum meeting in April.
 - The snow day Policy is of some concern to faculty, please review the policy before it is implemented.

CHAIRMAN'S REPORT

- There was no report, Chairman Drobysh was absent.

WORKING GROUPS REPORT

Finance and Development Committee Report

- S. Jaffe, Treasurer
 - Reported
 - The committee met on 3/5.
- J. Quintance, President
 - Reported
 - Received 1.5 million in State Aid
 - Received \$800,000 in County Payments
 - Jeff Bank did not require the college to pay the Line of Credit in total for the month of March.

Operations/ Facilities Management Report:

- P. Adams
 - Reported
 - The committee meeting was cancelled due to COVID-19.

Community Partnerships/ Workforce Development:

- L. Holmes
 - Reported
 - The committee met on March 4th.
 - The DSP program is moving through faculty approval. The employers are in the process of registering with NYSDOL as apprenticeship sponsors.
 - CASAC should be approved soon

Academic Strategic Planning Report:

- P. Coombe
 - Reported
 - The committee met on January 25th
 - Updates on the Four Goals for the 19/20 School Year
 - Gateway Math and English courses were successful for the Fall semester.
 - The assessment committee continues their work
 - Exploring how we can expand our partnerships with BOCES

Presidents Report:

- Jay Quaintance, President
 - Reported
 - Thank you to all of the faculty and staff for making our transition to distance learning as smooth as possible.
 - Creating a survey to poll students to see how COVID-19 has impacted them and create a response to assist them.
 - SUNY will be sending laptops for us to distribute to students
 - We received a \$5,000 grant from the Community Foundation of Orange and Sullivan County to put WiFi outside of the Field House so that it can be accessed from the parking lot. The funds will also be used to purchase Chromebooks to loan to students.
 - Recruitment of athletes continues, NJCAA extended eligibility another year. SUNY Sullivan was the only school to have both Men's and Women's teams eligible to compete in the National Tournament.
 - State Budget was passed, Community Colleges will now be paid \$2947.00 per FTE. This could mean a decrease in funding for SUNY Sullivan if we do not meet our enrollment goals. Budget language now states that the Community Colleges could see a decrease in funding midyear if funding is not available. DOB can amend the budget plan if the state experiences a 1% variance in revenue or expenditure, the \$2,947 per FTE funding could be reduced up to three times throughout the year. The college will create three budget scenarios based on enrollment of a 3% increase, 3% decrease and remain flat. This will help the college plan for funding adjustments throughout the year.

FEEDBACK TO THE PRESIDENT

T. Hamlin asked for an update on the Foundation Board and the work they have been doing.

J. Quaintance stated that the Board met they recently revised their Bylaws. The board is also revising their process of awarding scholarships by developing one application and creating a committee to review and award scholarships. Additionally, guidelines for the Foundation Board members have been created. They will also be assisting in responding to the COVID-19 survey through fundraising efforts.

EXECUTIVE SESSION

Motion by P. Guenther to enter into executive session to discuss a personnel matter at 5:08pm, 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	Joseph Varallo	yes

Motion by N. Hackett to resume regular session at 5:25pm, 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	yes

ADJOURNMENT

Motion by P. Coombe to adjourn the meeting at 5:26pm, 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	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 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.

Certified as a true copy of the Resolution adopted by
the Sullivan County Community College Board of
Trustees at its meeting held on May 14, 2020

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

SUNY Sullivan Fall and Spring 2020-2021 Tuition and Fee Schedule

Tuition

I	New York State residents of the sponsorship area and non-residents of the sponsorship area who present a valid certificate of residence			
a.	Full Time (12 credits and over)	2020-2021	2019-2020	2018-2019
	Per Year	\$5,217.00	\$5,016.00	\$4,814.00
b.	Part Time (1-11 credits)			
	Per Credit	\$217.00	\$209.00	\$199.00
II	New York State residents who do not present a valid certificate of residence			
a.	Full Time	2020-2021	2019-2020	2018-2019
	Per Year	\$10,433.00	\$10,032.00	\$9,628.00
b.	Part Time			
	Per Credit	\$435.00	\$418.00	\$321.00
III	Non-New York State Residents:			
a.	Full Time	2020-2021	2019-2020	2018-2019
	Per Year	\$10,433.00	\$10,032.00	\$9,628.00
b.	Part Time			
	Per Credit	\$435.00	\$418.00	\$321.00
IV	High School Students (Courses at local high schools)			
		2020-2021	2019-2020	2018-2019
a.	New York State residents of the sponsorship area and non-residents of the sponsorship area who present a valid certificate of residence	Per Credit	\$69.00	\$66.00
b.	New York State residents do not present a valid certificate of residence	Per Credit	\$137.00	\$132.00
c.	Non-New York State Residents:	Per Credit	\$137.00	\$132.00
V.	Correctional Facility Students (Courses offered at the Sullivan Correctional Facility through Hudson Link for Higher Education in Prison)			
	Tuition Pro-rated per number of students per course as follows:			
	1. Minimum number of 15 students per course: \$84.00 per credit (or \$252 for a typical 3-credit course; \$336 for a 4-credit course)			
	2. Minimum number of 18 students per course: \$72.00 per credit (or \$216 for a typical 3-credit course; \$288 for a 4-credit course)			
	3. Minimum number of 22 students per course: \$62.00 per credit (or \$186 for a typical 3-credit course; \$248 for a 4-credit course)			

Student Fees

		2020-2021	<i>2020-2021 Draft</i>	2019-2020	2018-2019
a.	Freshman Seminar	\$35.00		\$30.00	\$30.00

b.	International Student Fee per semester	\$500.00	\$500.00	\$500.00
c.	Broad-Based Fee (Mandatory, Non- Refundable)			
	Per Semester Full-Time	\$420.00		
	Per Credit Hour Part-Time, Summer, and Winter	\$35.00		
	Technology Fee			
	Full Time Per Semester		\$180.00	\$175.00
	Part Time Per Semester		\$15.00 per Credit	\$15.00 per Credit
d.	Learning Support Fee			
	Full Time Per Semester		\$48.00	\$45.00
	Part Time Per Semester		\$4.00 per Credit	\$4.00 per Credit
e.	General Activity Fee			
	Full Time Per Semester	\$156.00	\$156.00	\$155.00
	Part Time Per Semester	\$13.00 per Credit	\$13.00 per Credit	\$13.00 per Credit
f.	Online Courses			
	Per Credit	\$25.00	\$15.00	\$15.00
g.	Graduation Fee	\$50.00	\$0.00	\$0.00
h.	Field Trips and Other Course Fees-as indicated on the course schedule			
		Charge according to program, not per course.	Charge according to program, not per course.	Charge according to program, not per course.

NON-CREDIT CLASSES

All programs must be self-sustaining; it is recommended that all courses have a minimum rate of \$30.00 to a maximum rate of \$2,000.00 per course to allow for flexible planning and accurate costing.

There is currently no application fee

ADMINISTRATIVE FEES

	2020-2021	2019-2020	2018-2019
a. Returned Check Fee	\$50.00	\$50.00	\$50.00
b. Late Payment Fee	\$50.00	\$50.00	\$50.00
c. FACTS Tuition Payment Plan Full 1 time payment Multi Payment Plan Per Semester	(\$1.00) set by Nelnet (\$35.00) set by Nelnet	(\$1.00) set by Nelnet (\$35.00) set by Nelnet	(\$1.00) set by Nelnet (\$35.00) set by Nelnet
d. Transcript Academic 1st copy is free	\$7.50	\$7.50	\$7.50
e. Financial Aid	No Charge	No Charge	No Charge
f. Credit by Examination or Evaluation Each	\$125.00	\$40 Per Credit Hour	\$125.00
g. Immunization Record	\$10.00	\$10.00	\$10.00
h. ID Card Replacement Fee	\$10.00	\$10.00	\$10.00
i. Fee for Health Services Per Semester Resident Hall Students FT Non Resident Hall Students PT Non Resident Hall Students		\$50.00 \$50.00 \$4/ per credit	\$50.00 \$50.00 \$4/ per credit

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LIBRARY FEES

	2020-2021	2019-2020	2018-2019
a. Library Card Fee for non-students	\$10.00	\$10.00	\$10.00
b. Lost Book Fee	Cost of the replacement book	Cost of the replacement book	Cost of the replacement book
c. Request for Information Copy Per Page	\$0.25	\$0.25 statutorily permitted fee per page	\$0.25
d. Request for Information on Disc	\$5.00 Plus \$.25 per page	\$5.00 Plus \$.25 per page	\$5.00 Plus \$.25 per page

Tobacco Policy Violation Fee

\$25-\$200 Per occurrence; does not reset with term or year
\$25 - 1st violation; \$50 - 2nd violation; \$100 - 3rd violation; \$200 - 4th and additional violations

OTHER FEES

	2020-2021	2019-2020	2018-2019
a. Non-Student Computer Lab Fee Per Hour	\$5.00	\$5.00	\$5.00
b. Parking and Transportation Fee		\$15	

SUNY Sullivan Winter & Summer 2020-2021 Tuition and Fee Schedule

Tuition

I **New York State residents of the sponsorship area and non-residents of the sponsorship area who present a valid certificate of residence**

	2020-2021	2019-2020
Winter & Summer		
a. Part Time (1-11 credits)		
Per Credit	\$163.00	\$156.00

II **New York State residents who do not present a valid certificate of residence**

	2020-2021	2019-2020
Winter & Summer		
a. Part Time		
Per Credit	\$326.00	\$313.00

III **Non-New York State Residents:**

	2020-2021	2019-2020
Winter & Summer		
a. Part Time		
Per Credit	\$326.00	\$313.00

V. **Correctional Facility Students (Courses offered at the Sullivan Correctional Facility through Hudson Link for Higher Education in Prison)**
Tuition Pro-rated per number of students per course as follows:

1. Minimum number of 15 students per course: \$84.00 per credit (or \$252 for a typical 3-credit course; \$336 for a 4-credit course)
2. Minimum number of 18 students per course: \$72.00 per credit (or \$216 for a typical 3-credit course; \$288 for a 4-credit course)
3. Minimum number of 22 students per course: \$62.00 per credit (or \$186 for a typical 3-credit course; \$248 for a 4-credit course)

Student Fees

	2020-2021	2019-2020	2018-2019
c. Broad-Based Fee (Mandatory, Non-Refundable)			
Per Credit Hour Part-Time, Summer, and Winter	\$35.00		
Technology Fee			
Full Time Per Semester		\$180.00	\$175.00
Part Time Per Semester		\$15.00 per Credit	\$15.00 per Credit
d. Learning Support Fee	<i>2020-2021 Draft</i>		
Full Time		\$48.00	\$45.00

	Per Semester		\$4.00 per Credit	\$4.00 per Credit
	Part Time			
	Per Semester			
f.	Online Courses			
	Per Credit	\$25.00	\$15.00	\$15.00
h.	Field Trips and Other Course Fees-as indicated on the course schedule			
	Charge according to program, not per course.		Charge according to program, not per course.	Charge according to program, not per course.

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All programs must be self-sustaining; it is recommended that all courses have a minimum rate of \$30.00 to a maximum rate of \$2,000.00 per course to allow for flexible planning and accurate costing.

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ADMINISTRATIVE FEES

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d. Transcript Academic 1st copy is free	\$7.50	\$7.50	\$7.50
e. Financial Aid	No Charge	No Charge	No Charge
f. Credit by Examination or Evaluation Each	\$125.00	\$40 Per Credit Hour	\$125.00
g. Immunization Record	\$10.00	\$10.00	\$10.00
h. ID Card Replacement Fee	\$10.00	\$10.00	\$10.00
i. Fee for Health Services Per Semester Resident Hall Students FT Non Resident Hall Students PT Non Resident Hall Students		\$50.00 \$50.00 \$4/ per credit	\$50.00 \$50.00 \$4/ per credit

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LIBRARY FEES

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Tobacco Policy Violation Fee

\$25-\$200 Per occurrence; does not reset with term or year
\$25 - 1st violation; \$50 - 2nd violation; \$100 - 3rd violation; \$200 - 4th and additional violations

OTHER FEES

2020-2021

2019-2020

2018-2019

a. **Non-Student Computer Lab Fee
Per Hour**

\$5.00

\$5.00

\$5.00

b. **Parking and Transportation Fee**

\$15