

AGENDA – BOARD OF TRUSTEES MEETING

SUNY Sullivan

Thursday, May 16, 2019 3:30 pm

Farrow Board Room

1. Call to Order
2. **Action Items:**
 - **Approval of Minutes of March 14, 2019**
 - **Resolution #464-19 Approval of the 2019-2020 Tuition and Fee Schedule**
 - **Resolution #465-19 Adoption of Fiscal Year 2019-2020 Operating Budget**
 - **Resolution #466-19 Sponsor Services Included in the Fiscal year 2019- 2020 Operating Budget**
 - **Resolution #467-19 Professor Emeritus Status for Mary Sudol**
 - **Adoption of the Diversity and Inclusion Mission Statement**
 - **Swearing in of new Assistant Director of Public Safety/ Peace Officer**
 - **Presentation of Chancellor’s Awards**
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
 - Comments/Questions – Executive Committee Reports
6. Trustee’s Reports
 - Finance and Development Committee Report
 - Operations/ Facilities Management Report
 - Community Partnerships/ Workforce Development Report
 - Academic Strategic Planning Report
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
March 14, 2019

TUSTEES PRESENT: T. Hamlin, Chair, S. Drobysh, Vice Chair, P. Coombe, N. Hackett, G. Helper, Student Trustee, S. Jaffe, Board Treasurer, A. Kane (via phone)

ABSENT WAS: P. Adams, P. Guenther, S. Jaffe

ALSO PRESENT: J. Quaintance, K. Pomakoy, C. Depew, D. Raynor

T. Hamlin, Chair called the meeting to order at 3:31 pm with the *Pledge of Allegiance*.

The board had a moment of silence in remembrance of Professor Scott Healy and former Dean of Students, Dave Thomson.

APPROVAL OF MINUTES OF February 7, 2019

Motion by S. Drobysh to approve the minutes of February 7, 2019 meeting, seconded by P. Coombe and passed.

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

APPROVAL OF RESOLUTION #463-19 APPROVAL OF MEMORANDUM OF AGREEMENT WITH THE STUDENT CONSERVATION ASSOCIATION, INC. AND A MEMORANDUM OF UNDERSTANDING WITH EACH OF NEW YORK STATE OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION AND THE NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Motion by S. Drobysh to approve Resolution 463-19, seconded by P. Coombe and passed.

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

J. Quaintance thanked Andy Ford with Sullivan County, for all of his assistance with drafting the MOU.

SUNY Sullivan and the Board of Trustees are very proud of all of the athletic accomplishments during the winter season. The following students and coaches were honored for their Athletic Accomplishments,

- Jhavon Innocent, 2019 NJCAA Wrestling All American & SUNY Sullivan's First All-American in program history!
- Traynise Delaney, 2019 NJCAA Region XV's Women's Basketball Player of the Year
- Coach Daniel Lang, 2019 NJCAA Region XV's Women's Basketball Coach of the Year
- Coach Brent Wilson, 2019 NJCAA Region XV's Men's Basketball Coach of the Year

C. Depew reported both Men's and Women's Basketball teams won the 2019 Region XV Division II Championship. This is an astounding accomplishment as first year competitors in Division II Basketball! Congratulations to both team's players, coaches and support staff for all of their hard work!

COMMUNITY/PUBLIC FEEDBACK

- There was no public feedback.

FACULTY PRESENTATIONS

Professor Thomas Martin presented on International Students, Hudson Link and College Clubs. International Student, Ken Lee accompanied him and reported on his experience here at SUNY Sullivan.

FACULTY COUNCIL REPRESENTATIVE TO THE BOARD REPORT

- Anne Ruszkiewicz
 - Reported
 - Faculty Council approved changes to the Nursing and Criminal Justice Programs
 - Adjustments were made to the 2021-2022 Academic Calendar
 - Artforce 5 event coordinated by Lorriane Lopez- Janove was a great success! A mosaic of Dr. Emmett Basset was created and will be displayed on campus and in Harlem for the summer.

STUDENT TRUSTEE REPORT

- Gem Helper, Student Trustee
 - Reported
 - The residence halls are safe and secure. Campus is well lit and there are several activities in the dorms and on campus for students to enjoy.
 - Class sizes are small, teachers are always available to meet students and free tutoring is available.
 - There are several clubs and activities throughout campus to be a part of.
 - Athletic Facilities are great, especially the new outdoor courts.

WORKING GROUPS REPORTS

Finance and Development Committee Report

- J. Quintance, President, reported on behalf of S. Jaffe, Treasurer
 - Reported
 - The committee will meet in April
 - 2019- 2020 Budget Preparation will begin soon.
 - The Operating Budget and Tuition and Fee schedule will be brought before the full board for approval at the May BOT meeting.

- The position of Controller has been posted, interviews will begin soon.

Operations/ Facilities Management Report

- Nancy Hackett, Trustee
 - Reported
 - As the next step in the campus master plan, a SWOT Analysis meeting was held on February 28th with ENVISION architects and several community stakeholders. During this meeting a great deal of information was shared and collected.
 - Thank you to everyone who took the time out to attend the meeting, their input and participation was greatly appreciated and will help with the college's vision moving forward.

Community Partnerships/ Workforce Development Report –

- Lyman Holmes, Trustee
 - Reported
 - The Generator Repair Program is being developed and discussed further. Cindy and Keith continue to discuss the cost, space and teaching needs of the program.
 - Cindy, Keith and Chris have reviewed the college's prior Golf Program and discussed possible changes to make it a Golf Course Management Program. Cindy and Hillary met with the principals of Kutshers Golf, who expressed an interest in working with the college and Golf students.
 - StartUp NY Updates
 - A lease template for the Creamery was provided by SUNY. Once finished a resolution for the lease agreement will come before the board for approval. Zoning and Construction will then follow.

Academic Strategic Planning Report –

- T. Hamlin, Chair
 - Reported
 - There are seventeen programs in stage of becoming online or partially online.
 - C. Kashan is working on a marketing plan to promote these programs
 - The new block schedule will go live March 27th which will offer evening classes and an overall schedule that will be more desirable to students.

PRESIDENT'S REPORT TO THE BOARD

- Jay Quaintance, President
 - Introduced Darrin Raynor, Vice President for Administrative Services/ Chief Operating Officer
 - Reported
 - Vinnie Cozzolino, Orange County IDA, and Turro College would like to work with SUNY Sullivan to obtain grants to build green houses on campus to raise hemp for CBD oil.
 - The Stanley Brothers would like to explore using SUNY Sullivan's license to grow hemp on rooftop gardens in NYC.

- Thank you to everyone who attended and participated in the SWOT analysis meeting. ENVISION will have a summary by next week with next steps. They anticipate being finished by June.
- We continue to have positive meetings regarding the retiree health benefit changes and continue to move forward.
- The MOU with CRMC is under review with the County. This is a great building block for SUNY Sullivan and CRMC.
- Pierre Laroche has accepted the position of the Dean of Enrollment Management and will begin April 10th.

J. Quaintance reported that he met with Jeff Bank who reported that there is a hold on the Financial Aid account due to fraudulent charges. A motion was made to close and reopen the account with Jeff Bank.

Motion by S. Drobysch to close and reopen the Financial Aid Account at Jeff Bank, seconded by N. Hackett and passed.

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

FEEDBACK TO THE PRESIDENT

There was no feedback.

G. Helper, Student Trustee left the meeting at 4:48pm

EXECUTIVE SESSION

Motion by S. Drobysch to enter into executive session to discuss a potential legal matter at 4:48pm, seconded by P.Coombe and passed.

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

Motion by L. Holmes to resume regular session at 5:02pm, seconded by N. Hackett and passed.

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

ADJOURNMENT

Motion by S. Drobysh to adjourn the meeting at 5:03pm, seconded by P. Coombe and passed.

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

Respectfully submitted,

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

DRAFT



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

Resolution Number #464-19

**RE: Adoption of Tuition and Fee Schedule
for Fiscal Year 2019- 2020**

WHEREAS: the Administration of the College has formulated a tuition and fee schedule for Fiscal Year 2019-2020 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 2019-2020 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 2019-2020, 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 16, 2019

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

TUITION SUNY SULLIVAN

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	2018-2019	2019-2020
Per Year	\$4,814.00	\$5,016.00
b. Part Time (for 1-11 credits)		
Per Credit	\$199.00	\$209.00

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

a. Full Time	2018-2019	2019-2020
Per Year	\$9,628.00	\$10,032.00
b. Part Time		
Per Credit	\$321.00	\$418.00

III Non-New York State Residents:

a. Full Time	2018-2019	2019-2020
Per Year	\$9,628.00	\$10,032.00
b. Part Time		
Per Credit	\$321.00	\$418.00

Off Semester Rates to be determined and approved in advance.

IV High School Students (Courses at local high schools)

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

a.	2018-2019	2019-2020
Per Credit	\$66.00	\$66.00
b.	New York State residents do not present a valid certificate of residence	
Per Credit	\$132.00	\$132.00
c.	Non-New York State Residents:	
Per Credit	\$132.00	\$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

	2018-2019	2019-2020
a. Freshman Seminar	\$30.00	\$30.00
b. International Student Fee	\$500.00	\$500.00
per semester		
c. Technology Fee		
Full Time		
Per Semester	\$175.00	\$180.00
Part Time		
Per Semester	\$15.00 per Credit	\$15.00 per Credit
d. Learning Support Fee		
Full Time	\$45.00	\$48.00
Per Semester		
Part Time	\$4.00 per Credit	\$4.00 per Credit
Per Semester		
e. Student Activity Fee		
Full Time	\$155.00	\$156.00
Per Semester		
Part Time	\$13.00 per Credit	\$13.00 per Credit
Per Semester		
f. Online Courses		
Per Credit	\$15.00	\$15.00
g. 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.
h. Meal Plans		
3% increase is recommended for LILRH residents / ECO Meal Plans		
	2018-2019	2019-2020
LILRH	\$1,800.00	\$1,800.00
Commuter (Optional)	\$100.00 minimum to begin plan	\$100.00 minimum to begin plan
Staff (Optional)	\$100.00 minimum to begin plan	\$100.00 minimum to begin plan

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

	2018-2019	2019-2020
a. Returned Check Fee	\$50.00	\$50.00
b. Late Payment Fee	\$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
d. Transcript Academic 1st copy is free	\$7.50	\$7.50
e. Financial Aid	No Charge	No Charge
f. Credit by Examination or Evaluation Each	\$40 Per Credit Hour	\$40 Per Credit Hour
g. Immunization Record	\$10.00	\$10.00
h. ID Card Replacement Fee	\$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

(can opt out with proof of insurance)

LIBRARY FEES

	2018-2019	2019-2020
a. Library Card Fee for non-students	\$10.00	\$10.00
b. Lost Book Fee	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
d. Request for Information on Disc	\$5.00 Plus \$.25 per page	\$5.00 Plus \$.25 per page

OTHER FEES**2018-2019****2019-2020**

a.	Non-Student Computer Lab Fee Per Hour	\$5.00	\$5.00
b.	Parking and Transportation Fee		\$15
	Late Fee penalty raised to encourage on-time payment; not strictly for revenue purposes		
	Immunization Fee intended to cover cost; not a major revenue item		



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

Resolution #465-19

RE: Adoption of Fiscal Year 2019-2020 Operating Budget

WHEREAS: Sullivan County Community College has formulated its Fiscal Year 2019-2020 Operating Budget at a total of \$ 18,303,021 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 2019-2020 Operating Budget of \$ 18,303,021 dated May 16, 2019 delineated as follows:

REVENUE	
Tuition	5,089,104
Out of State Tuition	247,993
State Aid	3,443,881
Chargeback	2,221,733
Other Offsetting Revenue	940,310
Facility Use Fees	60,000
Sullivan County's Contribution	4,300,000
Total Unrestricted	16,303,021
Restricted Revenue	2,000,000
Total Restricted	2,000,000
Total Budget Request	18,303,021

EXPENSE	
Instructional	4,011,273
Public Service	8,270
Library & Information Technology	706,305
Student Services	1,892,432
Buildings and Grounds	1,490,500
Administration	1,776,629
General Services	1,444,120
Employee & Post Employ Benefits	4,973,492
Total Unrestricted	16,303,021
Restricted Expenses	2,000,000
Total Restricted	2,000,000
Total Budget Request	18,303,021

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
 the 16th day of May 2019

Patricia Adams, Secretary
 SUNY Sullivan Board of Trustees



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

Resolution #466-19

RE: Sponsor Services Included in the Fiscal Year 2019-2020 Operating Budget

WHEREAS: the Fiscal Year 2019-2020 Operating Budget Request of Sullivan County Community College includes appropriations totaling \$ 60,000 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 2019-2020:

Workers' Compensation	60,000
TOTAL	60,000

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 Board of Trustees at their meeting held on the 16th day of May, 2019

Patricia Adams, Secretary
 SUNY Sullivan Board of Trustees



Board of Trustees
112 College Road
Loch Sheldrake, NY 12759-5723

RESOLUTION #467-19

RE: PROFESSOR EMERITUS STATUS FOR MARY SUDOL

WHEREAS, Professor Mary Sudol served SUNY Sullivan with dedication, commitment, and distinction for forty years, beginning in 1978, and retiring from the college on December 15, 2018; and

WHEREAS, during her forty years at SUNY Sullivan she served as the Bursar, Assistant Controller, Acting Director of the Learning Center, tenured professor on the faculty, Chairperson of the Division of Business and Culinary Arts, Chairperson of the Division of Business and Information Technology, Chairperson of the Division of Business and Social Sciences, and Chairperson of the Division of Business and Culinary Arts; and

WHEREAS, in their correspondence, former colleagues invariably portrayed her as a professor who met her responsibilities with a complete dedication of mind and heart, and a reverence and respect for her students, and as a role model, who held the full support of the faculty of the college; and

WHEREAS, this respect and support resulted in Professor Sudol's selection and service as Acting Co-Vice President of Academic and Student Affairs in 2012, and as a member of the 2016 Leadership Transition Team; and

WHEREAS, Professor Sudol was named one of Sullivan County's Outstanding Business and Professional Women, has received the Chancellor's Award for Excellence in Teaching, the Chancellor's Award for Excellence in Faculty Service, the American Council for Business Schools and Programs National Teaching Excellence Award, and was inducted into the American Council for Business Schools and Programs Hall of Fame for her years of service to the organization; and

WHEREAS, Professor Sudol participated in innumerable committees for the purpose of advancing the work and mission of the college, served on the SUNY Business Faculty Council, served on the board of the Academy of Finance, and stayed active in numerous professional organizations including the New York State Business Teachers Association, the National Education Association, and the American Council for Business Schools and Programs; and

WHEREAS, Professor Sudol remained an active researcher and teacher throughout her career, presenting and publishing her work in scholarly forums, and developing courses for the Small Business Training Center at SUNY Sullivan and at the Business Institute at SUNY Orange; and

WHEREAS, Professor Sudol spent countless hours educating community members, including important patrons and donors, about SUNY Sullivan and obtaining their support; and

WHEREAS, Professor Sudol enjoys the broad support of the college faculty and academic support staff who have sent numerous heartfelt letters and messages in support of this honor; and

WHEREAS, the President, the Vice President for Academic and Student Affairs, and the Director of the Catskill Hospitality Institute recommend this public recognition of Professor Mary Sudol for her many contributions to the College; and

THEREFORE, BE IT RESOLVED that Professor Mary Sudol is awarded this recognition of her distinguished service, and as an expression of gratitude for her exceptional dedication and professional commitment to further the goals of the College, Professor Mary Sudol be granted the status of Professor Emerita and that she be accorded such rights and honors as may be appropriate to persons holding this rank.

BE IT FURTHER RESOLVED, that this resolution become part of this Board of Trustees meeting, and a copy of this resolution be presented to Professor Sudol.

Certified as a true copy of the Resolution adopted by
the Sullivan County Community College Board of Trustees
at its meeting held on May 16, 2019

Patricia Adams, Secretary
Board of Trustees
Sullivan County Community College

A Unit of the State University of New York

Affirmative Action/Equal Opportunity College



Board of Trustees

112 College Road

Loch Sheldrake, NY 12759-5723

Tel: 845-434-5750 ext. 4261

Diversity and Inclusion Mission Statement

SUNY Sullivan values a diverse, equitable, and inclusive campus. We are committed to intentionally providing tools and strategies for the recruitment, retention, and success of all students, faculty, and staff, including from underrepresented groups. The college supports an environment that embraces a variety of backgrounds, experiences, and identities among our students, faculty, and staff, and aspires to eliminate barriers and maximize growth and learning.