

## AGENDA – BOARD OF TRUSTEES MEETING

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SUNY Sullivan

Thursday, November 21, 2019 3:30 pm

Farrow Board Room

1. Call to Order
2. **Agenda:**
  - **Approval of Minutes of September 26, 2019**
  - **Approval of Resolution #474-19 Re: Approval of Payroll Authorization**
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 Presentations-
  - New Media Programs: Graphic Design, Mark Lawrence, Associate Professor Dr. Kenneth Luck, Assistant Professor
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  
September 26, 2019**

**TUSTEES PRESENT:** S. Drobysch, Chair, T. Hamlin, Vice Chair, P. Adams, Board Secretary, S. Jaffe, Board Treasurer, P. Guenther, N. Hackett (via phone), L. Holmes, J. Varallo, Student Trustee

**ABSENT WAS:** P. Coombe, A. Kane

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

S. Drobysch, Chair called the meeting to order at 3:35 pm with the *Pledge of Allegiance*.

**APPROVAL OF CONSENT AGENDA:**

The consent agenda included approval of the following items,

- **Approval of Minutes of July 25, 2019**
- **Approval of Policy 3.31 Contract Procedures and Authorized Signature Policy**
- **Approval of Policy 4.22.1 Sexual Harassment Response and Prevention Policy**
- **Approval of Policy 4.28 Consensual Relationship Policy**
- **Approval of Amended Policy 3.03 Animals on Campus**
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**Motion by S. Jaffe to approve the consent agenda as presented, seconded by T. Hamlin and passed.**

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

S. Drobysch introduced Joseph Varallo, Student Trustee. Joseph is also the President of the Student Government Association and a Residential Associate in the ECO Townhouses.

**COMMUNITY/PUBLIC FEEDBACK**

- One community member spoke.

**FACUTLY PRESENTATION:**

- Bridges to Baccalaureate Program presented by Kathryn Scullion, Instructional Assistant
  - Summer Program with SUNY Purchase for full time community college students with a GPA of 2.8 or higher that come from backgrounds underrepresented in the biomedical and behavioral science
  - 6- week paid research experience with on campus reduced housing and a stipend
  - Two students, Natalia Bayron and Sarah Yousef, who completed the program over the summer, presented their work to the Board and discussed their experiences in the program.

## **FACULTY COUNCIL REPRESENTATIVE TO THE BOARD REPORT**

- Anne Ruskiewicz
  - Reported
    - Enrollment numbers are encouraging
    - Understaffed in Full Time Faculty
    - Faculty have concerns regarding the changes to tutoring. Pierre and Keith offered to have a meeting to discuss these concerns.

## **WORKING GROUPS REPORTS**

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

- S. Jaffe, Treasurer
  - Reported
    - The committee met prior to the BOT meeting today.
    - Enrollment is up 4% specific increases are in in-county students, nursing students and student athletes
    - Reviewed Draft End of Year Financial Statements and Revenues
      - Shortfall in revenue from enrollment & chargeback rates

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

- P. Adams
  - Reported
    - The ENVISION Masterplan Presentation on September 24<sup>th</sup> was excellent.
    - Excited to have a plan in place to help move the college forward. Inclusive of upgrades, landscape, academic programs as well as expanding athletics.

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

- L. Holmes
  - Reported
    - Met on September 9, 2019
    - The Foundation and the Catskill Hospitality Institute hosted a Terrain and Table dinner with The Farmhouse Project in Hope Farm on 9/21.
    - The college is excited to partner with New Hope Community and our nursing program to include clinical rotations at their location. A formal signing will be held at the college on October 16<sup>th</sup> at 10:30am outside the Nursing Lab.
    - The college partnered with Visit Hurleyville on a billboard on Rt 17W near exit 110.
    - Work on the lease agreement for Catskill Creamery continues.

## **PRESIDENT'S REPORT TO THE BOARD**

- Jay Quaintance, President
  - Reported
    - Enrollment is up 4.4 % which is a result of changes in admission practices.
    - Tutoring:
      - Walk in service as well as Scheduled Workshops

- 243 students have been served so far this fall compared to 129 total students all of last year.
- ENVISION Campus Masterplan Presentation went very well. We had a good turn out from community stakeholders and college employees. We will work closely with the Foundation to raise funds for some of the Projects as well as the county to secure funds for campus improvements.
- We recently received a very generous donation of \$1,000.00 from a community member for the Food Pantry.
- Vacancies
  - Looking to hire a Director of HR or explore using an outside consulting company
  - Dean of Facilities Management to oversee IT & B&G
  - New IR Director; Janet Halprin is retiring the end of November
  - Associate Dean of Student Engagement
    - Debra Waller- Fredrick has accepted the position and will begin in early October. She will oversee the Dorms and Student Activities.
  - Graduation Date
    - Proposed new date for Graduation and the Nurses/Respiratory Care Pinning Ceremony is Thursday, May 14<sup>th</sup> which would give more time in between the spring semester ending and the summer courses beginning.
      - S. Drobysh stated that students should be surveyed to ensure families will be able to attend before a change is made.
    - The college is hosting a Retiree Luncheon on November 7<sup>th</sup> which is the same day as the Benefits Fair.
    - The college is working with SUNY System Administration and New Paltz as well as BOCES to address the teacher shortage in the Hudson Valley. Talk includes placing students in Sullivan County and housing them in our dorms to introduce them to the county with hopes they will stay after they graduate.

**FEEDBACK TO THE PRESIDENT**

There was no feedback.

Cindy Kashan, Dean of Community Outreach, gave a presentation on Communication and Community Outreach Efforts.

**EXECUTIVE SESSION**

**Motion by P. Adams to enter into executive session to discuss a personnel matter at 5:09pm, seconded by S. Jaffe and passed.**

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

**Motion by L. Holmes to resume regular session at 5:36pm, seconded by P. Guenther and passed.**

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

**ADJOURNMENT**

**Motion by S. Jaffe to adjourn the meeting at 5:37pm, seconded by T. Hamlin and passed.**

Vote:	Patricia Adams	yes	Theresa Hamlin	yes
	Phyllis Coombe	absent	Lyman Holmes	yes
	Steven Drobysh	yes	Susan Jaffe	yes
	Paul Guenther	yes	Anthony Kane	absent
	Nancy Hackett	absent	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 #474-19**

**RE: APPROVAL OF PAYROLL  
AUTHORIZATION**

**WHEREAS:** Sullivan County Community College maintains a payroll account with Jeff Bank; and

**WHEREAS:** several officers of the college must obtain Board of Trustee approval to be authorized to use/ initiate ACH files for payroll on this account; 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*
- Kelly Baker, *Assistant Controller*
- Kim Phillips, *Principal Account Clerk*

**NOW, BE IT RESOLVED:** that the Board of Trustees hereby grants approval to the officers listed above to become official authorized users on the Sullivan County Community College Jeff Bank Payroll 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 November 21, 2019.

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