

AGENDA – BOARD OF TRUSTEES MEETING

SUNY Sullivan

Thursday, September 24, 2020 3:30pm

Via Video Conference

1. Call to Order
2. **Action Items:**
 - **Approval of July 16, 2020 Minutes**
 - **Approval of August 28, 2020 Special Board Meeting Minutes**
 - **Approval of Resolution # 486-20 Approval of Bank Signatories**
 - **Approval of Resolution #487- 20 Approval of Online Banking Access**
 - **Approval of Resolution #488-20 Approval of 2019- 2020 Promotions**
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, September 23rd to register.
4. Faculty Presentation
 - Dr. Kenneth Luck, Assistant Professor of Media Arts
 - Jessica Lopez- Barkl, Associate Professor of Theater and Speech
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
July 16, 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, S. Greeno

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

T. Hamlin called the meeting to order at 3:36 pm.

REORGANIZATION OF THE BOARD OF TRUSTEES

P. Adams assumed the role of Chair of the meeting and presented the following slate of nominations:

N. Hackett- Chair
T. Hamlin- Vice Chair
P. Guenther- Treasurer
P. Adams- Secretary

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		

N. Hackett assumed the role as Chair of the meeting.

APPROVAL OF MINUTES OF MAY 14, 2020 AND JUNE 25, 2020 SPECIAL MEETING

Motion by T. Hamlin to approve the Minutes of the May 14, 2020 meeting to include the Tuition and Fee Schedule within the document as indicated, seconded by P. Coombe 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		

S. Drobysh joined the meeting at 3:40pm.

Motion by P. Coombe to approve the Special Meeting Minutes of the June 25 2020, seconded by T. Hamlin and passed.

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		

Approval of RESOLUTION #482-20 RE: APPROVAL OF 2020-2021 FISCAL YEAR OPERATING BUDGET
Resolution Number #482-20 RE: Approval of 2020-2021 Fiscal year 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
Total Unrestricted	15,319,331	Total Unrestricted	15,319,331
Restricted Revenue	0	Restricted Expenses	0
Total Restricted	0	Total Restricted	0
Total Budget Request	15,319,331	Total Budget Request	15,319,331

Motion by S. Jaffe to approve the Resolution # 482-20, 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		

Approval of RESOLUTION #483-20 RE: APPROVAL OF SPONSOR SERVICES INCLUDED IN THE FISCAL YEAR 2020-2021 OPERATING BUDGET

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 \$ 63,683 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.

Motion by S. Drobysch to approve the Resolution # 482-20 with a correction to the Year in the Resolution name, seconded by S. Jaffe and passed.

Vote:

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

COMMUNITY AND PUBLIC FEEDBACK

There was no public comment.

FACULTY COUNCIL REPRESENTATIVE TO THE BOARD REPORT

- Anne Ruskiewicz
 - Reported
 - Two Faculty Council Meetings were held after the semester was ended. The DSP Curriculum was approved and the program is a nice addition to the college.
 - The Faculty feel strongly about the retrenchments. There have been several full time faculty positions that have not been filled when faculty retire.
 - Congratulations to Dr. Hackett.

CHAIRMAN'S REPORT

- Chairman Hackett stated she looks forward to her role as Chair.

Presidents Report:

- Jay Quaintance, President
 - Reported
 - Thank you to Steve Drobysch and Susan Jaffe for their roles on the Board.
 - Thank you to Anne and the Faculty and Staff for all of their hard work transitioning us to a remote college. It was a tremendous amount of work and we appreciate it.
 - Budget for 2020/2021 is a 6% decrease from last year, this budget will remain as long as we can meet enrollment goals and our funding from the state stays.
 - Stephanie Greeno is our new Director of Human Resources, welcome Stephanie.
 - Enrollment:
 - Summer Enrollment was up 2% above our goal.
 - Our Fall 20 Enrollment goal is 5% decline from our goal last Fall.
 - Currently 5% down from the same time last year
 - Nursing Students are still being enrolled
 - Down in Freshman Students which may be due to the pandemic.
 - The DSP Program and CASAC Program have been approved.
 - An Articulation Agreement with Empire State College which will permit our Allied Health Students to complete Bachelor's Degrees.
 - Our Follett Bookstore is now Virtual. We continue to look for free and online open resources for students.
 - The Bookstore Space has been converted into a Daycare Space. Health Kids Program will run the daycare. We are discussing opening a pop up childcare for school age kids.
 - There is an RFP out for a new food services vendor.
 - Reopening Plan:
 - We have developed a plan in accordance with the Governor's Office, SUNY System and the Sullivan County Department of Health
 - Screening, Classroom Space, PPE, COVID-19 testing and an emergency shut down have all been included in the plan.
 - 12-14% of classes will be offered face to face this semester while all others will be offered through distance learning.
 - The Residence Hall will open at 50% capacity so that every student will have a single room in order to ensure Social Distancing.
 - Students will be asked to quarantine before they move in and after they are on campus.
 - Students will live in "family units" and will be in the dorms from the end of August until Thanksgiving Break.

- All Fall Sports with the exception of cross country have been moved to the Spring.

FEEDBACK TO THE PRESIDENT

P. Adams asked if any Freshman Classes will be taught in person. J. Quaintance stated that majority of the classes will be remote. Dr. Keith Pomakoy stated that there are several Freshman in Nursing and Culinary Arts that will be attending classes in person.

WORKING GROUPS:

Finance Committee:

Paul Guenther, Chair
 Susan Jaffe
 Steve Drobysh
 Dr. Nancy Hackett

Operations and Facilities Management

Patricia Adams
 Dr. Nancy Hackett

Academic and Strategic Planning

Dr. Terry Hamlin
 Phyllis Coombe

Community Partnerships and Workforce Development

Lyman Holmes
 Hon. Anthony Kane
 Steve Drobysh

EXECUTIVE SESSION

Motion by T. Hamlin to enter into executive session to discuss a personnel matter and potential litigation at 4:17pm, 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		

Motion by P. Guenther to resume regular session at 4:42pm, 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 S. Drobysch to adjourn the meeting at 4:43pm, seconded by T. Hamlin and passed.

Vote:	Patricia Adams	yes	Theresa Hamlin	yes
	Phyllis Coombe	yes	Lyman Holmes	yes
	Steven Drobysch	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

DRAFT

MINUTES
SPECIAL MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
August 28, 2020

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

ALSO PRESENT: J. Quaintance, K. Pomakoy, P. Laroche, 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.

N. Hackett, Chair, called the meeting to order at 3:40pm with the pledge of allegiance.

AGENDA:

Approval of the Resolution # 484-20 Approval of Amended Tuition and Fee Schedule for Fiscal Year 2020- 2021

Resolution Number #484-20

**RE: AMENDED 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 approved a tuition and fee schedule for Fiscal Year 2020-2021 on May 14, 2020 by Resolution #478-20 Re: Adoption of Tuition and Fee Schedule for Fiscal Year 2020-2021; and

WHEREAS: the Board of Trustees would like to amend the approved tuition and fee schedule for Fiscal Year 2020-2021 to include Meal Plans with the new contracted food services vendor American Dining; and

WHEREAS: additional changes include \$40.00 per credit exam fee and high school student per credit fee is changed from \$69.00 to \$73.00 based on the formula provided by SUNY regulation; A change in Full Time (12 credits and over Section I a. From \$5,217 to \$5,208, and Sections II a. and III a. from \$10,433 to \$10,416 due to rounding. The freshman seminar fee was reduced from \$35 to zero because there will be no freshman seminar for fiscal year 2020-21. The Broad Based Fee has been removed. A technology fee, learning support fee, health services fee, liability fee, and a parking and transportation fee have been added.

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of Sullivan County Community College that the amended 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 P. Guenther to pass Resolution # 484-20 Amended Adoption of Tuition and Fee Schedule 2020-2021, seconded by A. Kane 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	yes
	Nancy Hackett	yes		

EXECUTIVE SESSION

Motion by S. Drobysh to enter into executive session to discuss a proposed and pending legal and personnel matter at 3:45pm, 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	yes
	Nancy Hackett	yes		

P. Coombe joined the meeting at 4:09pm.

Motion by P. Coombe to resume regular session at 4:09pm, seconded by A. Kane 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		

N. Hackett stated that the board is bringing Resolution # 485-20 Abolishment of Teamster Positions forward.

Resolution Number #485-20

RE: Abolishment of Teamster Positions

WHEREAS, Sullivan County Community College, like most colleges, is facing unprecedented fiscal challenges as a result of the economic disruption resulting from the COVID-19 pandemic and expected State Aid reductions a result of the recently adopted New York State 2020-2021 budget, and

WHEREAS, For the past three years, SUNY Sullivan has successfully implemented cost savings and revenue increases across the organization, but the increase of COVID-related costs combined with unprecedented reductions projected in state funding have created an exceptional circumstance, and

WHEREAS, the Board of Trustees passed Resolution # 480-20 ONE TIME RETIREMENT INCENTIVE FOR TEAMSTERS, on June 25, 2020 in an effort to encourage eligible employees to retire, reducing the number of layoffs; and

WHEREAS, the Board of Trustees reviewed recommendations made by the President who has recommended immediate action be taken to mitigate the effects of State Aid reductions,

NOW, THEREFORE, BE IT RESOLVED that due to financial exigencies the Sullivan County Community College Board of Trustees hereby abolishes the below filled positions effective September 4, 2020:

- Division Secretary (2)
- Maintenance Worker (2)
- Secretary 1 (2)

NOW, THEREFORE, BE IT FRUTHER RESOLVED that in recognition of their committed work at SUNY Sullivan, each employee displaced by this resolution shall receive one week of pay at their current rate of compensation as a severance payment.

Motion by A. Kane to approve Resolution #485-20 Abolishment of Teamster Positions with the amendments to the second whereas to be updated to Sullivan County Community College and the spelling error of "Further," seconded by P. Adams 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, stated that though Fall Enrollment is on track, the State Department of Budget announced that State Aid to localities has been reduced by 20%. The abolishment of these positions is a result of the cut in State Aid. If the state funding returns SUNY Sullivan will consider reinstating these positions.

ADJOURNMENT

Motion by P. Guenther to adjourn the meeting at 4:19pm, seconded by L. Holmes 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		

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 #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.

Certified as a true copy of the Resolution adopted by
the Sullivan County Community College Board of Trustees
at its meeting held on September 24, 2020

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 #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.

Certified as a true copy of the Resolution adopted by
the Sullivan County Community College Board of Trustees
at its meeting held on September 24, 2020

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