

AGENDA – BOARD OF TRUSTEES MEETING

SUNY Sullivan

Thursday, November 29, 2018 3:30 pm

Farrow Board Room

1. Call to Order
2. Jose Orengo, JLO Consultant, Presentation
3. **Action Items:**
 - **Approval of Minutes of September 20, 2018**
4. 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.
5. Faculty Presentations
 - One Stop Video, Scott Healy
 - Theater/ Performing Arts, Jessica Lopez-Barkl
6. Faculty Council Representative to the Board Report
7. Chairman's Report
 - Comments/Questions – Executive Committee Reports
8. Trustee's Working Group Reports
 - Finance and Development Committee Report
 - Operations/ Facilities Management Report
 - Community Partnerships/ Workforce Development Report
 - Academic Strategic Planning Report
 - o Learning Outcomes Assessment, Dr. Keith Pomakoy
9. President's Report to the Board
10. Feedback to the President
11. 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.
12. Adjournment

MINUTES
MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
September 20, 2018

TUSTEES PRESENT: T. Hamlin, Chair, S. Drobysh, Vice Chair, P. Adams, Board Secretary, P. Coombe, N. Hackett, S. Jaffe Board Treasurer, Anthony Kane, Gem Helper, Student Trustee

ALSO PRESENT: J. Quaintance, K. Pomakoy, S. Horton

ABSENT WAS: P. Guenther, C. Kashan

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

T. Hamlin, Chair introduced Governor appointed Trustee Honorable Anthony Kane who is completing the term held by Dr. Larysa Dyrszka, which extends through June 2021.

T. Hamlin, Chair introduced Student Trustee, Gem Helper, a freshman who is studying Liberal Arts and Humanities and is also on the college cross country and track teams and lives in the Lazarus Levine Residence Hall.

J. Quaintance, President took everyone on a tour of the Lower J Hermann Memorial Library, One Stop and Upper Hermann Memorial Library

Returned from the tour at 4:01pm.

APPROVAL OF MINUTES OF JULY 19, 2018 MEETING

Motion by S. Jaffe to approve the minutes of July 19, 2018, seconded by S. Drobysh and passed.

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

CONSENT AGENDA

The consent agenda included approval of the following resolutions,

- **Approval of Minutes of July 19, 2018**
- **Job Title Revision of Resolution #458-18 – Approval of Promotions for 2017-2018**
- **Approval of Resolution #459-18- Approval of Revised Administrative Fees of Tuition and Fee Schedule for 2018- 2019 Fiscal Year**
- **Approval of Resolution #460- 18- Approval to Accept a Donation of Camera Equipment**
- **Approval of Resolution #461- 18- Acknowledgment of Dr. Larysa Dyrszka’s service to Sullivan County Community College**

Motion by S. Drobysh to approve the consent agenda as presented, seconded by S. Jaffe and passed.

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

COMMUNITY/PUBLIC FEEDBACK

- One community member spoke and made a recommendation to the board that a Resolution Cover Memo be added to each resolution.

FACULTY COUNCIL REPRESENTATIVE TO THE BOARD REPORT

- Anne Ruskiewicz
 - Reported that Faculty have concerns with being understaffed in the Liberal Arts and Social Behavioral Divisions and the number of adjunct professors that have been hired.
 - Reported Faculty are concerned about the Title IX position and a potential conflict of interest with Chris Depew covering the position.

J. Quaintance, President, stated that Chris is the Interim Title IX coordinator and they are looking for an alternative person to take on the position.

CHAIRMAN'S REPORT

- Dr. Theresa Hamlin, Board Chair
 - Reported she and other trustees attended the Catskill Hospitality Institute luncheon hosted by the Culinary and Pastry Arts students which was great. She commended Chef Bel, Mark Sanock and students for an excellent job.
 - Reported the Foundation Golf Tournament is September 21, 2018
 - Working Groups Reorganization
 - Executive Committee
 - Theresa Hamlin, Chair
 - Steve Drobysh, Vice Chair
 - Susan Jaffe, Treasurer
 - Patricia Adams, Secretary
 - Jay Quaintance, President
 - Finance Committee
 - Susan Jaffe, Chair
 - Steve Drobysh
 - Theresa Hamlin
 - Paul Guenther

College Staff

- Jay Quaintance, President
- Susan Horton, CFO

- Operations / Facilities Management
 - Patricia Adams
 - Nancy Hackett

College Staff

- Jay Quaintance, President
- Steve Mitchell, Associate VP, Planning, HR & Facilities
- Chris Depew, Dean of Student Development Services

- Community Partnerships/ Workforce Development Committee
 - Lyman Holmes
 - Steve Drobysh
 - Anthony Kane
- College Staff**
 - Jay Quaintance, President
 - Cindy Kashan, Dean of Community Outreach
- Academic and Strategic Planning
 - Penny Coombe
 - Theresa Hamlin
- College Staff**
 - Jay Quaintance, President
 - Keith Pomakoy, VP for Student and Academic Affairs

Gem Helper, Student Trustee, will report back on which working group she would like to join.

- T. Hamlin asked Ruta Cole to report on Liberty Partnership Program
 - Ruta Cole, LPP Director
 - 1st Year of the program concluded, served over 225 students
 - 4 week Summer Program was very successful and included
 - Service Learning groups
 - Internships
 - College Courses of which 10 students successfully completed their courses
 - Workforce Development Partnerships
 - 24 Credit Hour Program
 - My Brother's Keeper
 - Bethel Woods Center for the Arts
- T. Hamlin asked S. Jaffe to report on the Finance Committee
 - Susan Jaffe, Treasurer
 - Reported the committee met prior to the BOT meeting and reviewed the financial statements, which showed a decrease in Fund Balance.
 - The Bonadio Group will begin the 2017- 2018 Financial Audit in October
 - 2018- 2019 Finance Committee Goals
 - Increase grants for capital and infrastructure projects
 - Increase Fund Balance
 - Decrease the cost of Health Insurance

PRESIDENT'S REPORT TO THE BOARD

- Jay Quaintance, President

- Reported that Susan Horton, CFO will be retiring in January as well as Stephen Mitchell, Associate Vice President Planning, HR and Facilities.
The goal is to hire a Vice President of Administrative and Operational Service to oversee the Business Office, IT, B&G, HR and Workforce Development. A job description will be circulated soon.
- Reported that the reorganization is going well and is a work in progress. If a need for more full time faculty arises, it will be addressed.
- Reported that reducing the cost of Employee Health Insurance is a priority for the college. Preliminary reports show potential savings of 11%
- Reported that internal policies have been changed to increase enrollment and retention
 - Admission requirements for out of county students have been updated to reflect the same requirements for in county students. In the past, this differential has cost the college nearly 10 million dollars
 - Changes have been made to the Standard of Academic Progress. SUNY Sullivan's have been out of the norm and it has negatively impacted students Financial Aid
- Excelsior Conversation Corp would like to move their program to SUNY Sullivan campus to live in Lazarus Levine Residence Hall and use classroom space. This is a great opportunity for SUNY Sullivan, it will bring revenue to the Dorm Corp, the College and Chartwells.
 - MOU is being drafted and will be circulated
- Sullivan County BOCES will have a ribbon cutting ceremony to celebrate the Public Safety Program now taught in a classroom here on campus. The ceremony will be held October 17th at 9am. This has been a very successful partnership and we are exploring ways to expand the partnership.

Terry Hamlin, Board Chair thanked Jay and the executive committee for their work with college policies and noted this will help with the financial state of the college.

FEEDBACK TO THE PRESIDENT

There was no feedback.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

Motion by N. Hackett to adjourn the meeting at 5:07pm, seconded by S. Drobysch and passed.

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

Respectfully submitted,

P. Adams
Secretary to the Sullivan County Community College Board Trustees