

## AGENDA – BOARD OF TRUSTEES MEETING

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SUNY Sullivan

Thursday, October 20, 2016 4:00 pm

Farrow Board Room

**3:30pm: Trustee's Tour of Hope Farm and the High Tunnel (please wear appropriate footwear)**

1. Call to Order
2. Congratulations to Chancellor's Awards Recipients:
  - Cindy Linden** – *Chancellors Award for Excellence in Teaching*
  - Ron Bernthal** – *Chancellors Award for Excellence in Scholarship and Creative Activities*
  - Kathryn Scullion** – *Chancellors Award for Excellence in Professional Service*
  - Anne-Marie Kremer** – *Chancellors Award for Excellence in Adjunct Teaching*
  - Charissa Gonzalez** – *Chancellors Award for Excellence in Classified Service*
3. **Action Items**
  - **Approval of Minutes of September 15, 2016**
  - **Approval of Information Technology Responsible Use Policy**
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 Council Representative to the Board Report
6. Faculty Department Presentation – *See Tour Information Above*
7. Chairman's Report
  - Discussion Items:
    - *Requests for Naming Opportunities*
    - *Board Retreat*
  - Comments/Questions – Executive Committee Reports
8. Trustee's Reports
  - SPIA Update
  - Landscape Committee Update
  - Finance Committee Update
  - Dorm Corp Update
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 15, 2016**

**MEMBERS PRESENT:** T. Hamlin, Chair, P. Adams, P. Coombe, S. Drobysh, P. Guenther, L. Holmes, S. Jaffe

**ALSO PRESENT:** J. Quaintance, C. DePew, C. Kashan, S. Mitchell, S. Horton, P. Reifenheiser, M. McCarthy (*Sullivan County Legislature Liaison*)

T. Hamlin called the meeting to order at 4:00 pm with the *Pledge of Allegiance*.

**Approval of Minutes of July 21, 2016**

**Motion by S. Drobysh to approve the minutes of July 21, 2016, seconded by P. Coombe and passed.**

Vote:	Patricia Adams	yes	Theresa Hamlin	yes
	Phyllis Coombe	yes	Russ Heyman	absent
	Steven Drobysh	yes	Lyman Holmes	yes
	Larysa Dyrszka	absent	Susan Jaffe	yes
	Paul Guenther	yes		

**Approval of Minutes of September 7, 2016**

**Motion by S. Drobysh to approve the minutes of September 7, 2016, seconded by P. Coombe and passed.**

Vote:	Patricia Adams	yes	Theresa Hamlin	yes
	Phyllis Coombe	yes	Russ Heyman	absent
	Steven Drobysh	yes	Lyman Holmes	yes
	Larysa Dyrszka	absent	Susan Jaffe	yes
	Paul Guenther	yes		

**COMMUNITY/PUBLIC FEEDBACK**

T. Hamlin opened the floor for community members' contributions, none were made.

**FACULTY COUNCIL REPRESENTATIVE TO THE BOARD REPORT**

A. Ruskiewicz introduced herself as the new chair of the Humanities Division. She encouraged the board to attend faculty meetings, and to be actively involved with the teaching community. A. Ruskiewicz updated the Board on the Help for Hunger project, which raised over \$3,000 for local food agencies. 55 volunteers and 40 major sponsors were involved.

## **CHAIRMAN'S REPORT**

T. Hamlin reported that the College was recently ranked in the top 10 for community colleges in NY state, enrollment targets for the semester have been met, and encouraged staff to continue and intensify their efforts, especially related to funding.

T. Hamlin also informed the Board J. Quaintance was formally approved as Interim President on September 14, 2016.

T. Hamlin announced that the search for a new President will begin within the next few months. The search committee's core group will be made up of Board of Trustees and SUNY System administrators, but will engage staff and students as well.

T. Hamlin informed the Board that Forbes March had been elected as the Student Trustee.

The Board was asked to consider dates for the fall Board retreat.

## **FACULTY/STAFF PRESENTATIONS**

Criminal Justice professor Rob Eiler gave a presentation about the Criminal Justice program and faculty at the College, describing the uniqueness of our forensic science courses, exhibiting equipment used in the classes. R. Eiler also shared program enrollment numbers (currently 100+ students) and information regarding the developing Veterans initiatives at SUNY Sullivan.

## **TRUSTEE'S REPORTS**

SPIA Report – S. Mitchell reported that new members have been appointed to the committee, which already held its first meeting for the academic year, and are in the process of setting priorities, preparing for the Middle States Annual Report, and will be attending Learning Assessment workshops.

Landscape Report – P. Adams informed the Board that the grounds staff has done a good job with landscape watering and maintenance. One tree donated by Sullivan County Renaissance (SCR) did not survive, and had to be replaced. The GIGP grant has been resubmitted. P. Adams anticipates that the College's funding relationship with SCR and the Gerry Foundation will continue.

Finance Report – S. Jaffe gave an update on the college's budget; the College's cash flow has been eased by increased enrollment – goal of 453 TFE has been surpassed, and stands at 474 before the drop-add period. Staff is working with 75 students who need to provide certificates of residency to secure chargebacks. Auditors from O'Conner Davies will begin work on campus on October, 10, 2016, and will report to the Board during the December meeting. J. Quaintance has been asked to prepare a presentation on the College's Financial status to faculty, staff, legislators and other community stakeholders.

Dorm Corp Report – S. Jaffe stated that the redecorated common spaces in the residence hall have created a more inviting atmosphere for the students. Faculty and staff toured the residence hall on staff development day. Increased enrollment, approximately 240 residents at Lazarus Levine, and 29 at Eco Green, resulted in a more positive financial standing for the

Dormitory Corporation. Jaycee DeGrout assumed the role of Resident Director, replacing former Director Amy Porter.

#### **QUESTIONS ON DEPARTMENTAL REPORTS TO THE BOARD**

P. Adams asked for clarifications on several Board Report items. The following answers were provided:

- **International students:** C. Kashan confirmed that there are 6 new Chinese students attending SUNY Sullivan. Their Advisor, faculty member Thomas Martin has been very actively engaged with the students, and accompanied them on many cultural and recreational excursions in NY state.
- **PLC lab equipment:** S. Mitchell explained that the PLC lab equipment is to be donated to the Maker's Lab in Hurleyville. The equipment has only been used on our campus three times, and usage is more likely to increase if it is moved to a location where it can be more easily accessible to the community and local businesses.
- **SUNY Sullivan information sessions with Pinebush schools and Montreign:** C. Cashan confirmed that discussions have taken place with Pinebush schools' administration, with the intention of arranging information sessions regarding upcoming employment opportunities at Montreign, and College degrees/certificates that would prepare HS graduates with the appropriate qualifications.
- **Community Schools Grant:** S. Mitchell confirmed that a Community Schools Grant Proposal has been submitted. The focus is providing a hub for a chosen community cohort: the local Latino population. J. Quaintance reported that two grants in the amount of \$500,000 over a period of three years will be awarded this fall, but that recipients have not yet been chosen.
- **Improved transportation options for students:** Chris DePew shared that he is working with local transportation providers to increase affordable and accessible transportation for SUNY Sullivan students.
- **Status of the SUNY Sullivan fine arts offerings in Narrowsburg:** C. Kashan explained that out of 23 courses offered, only 4 drew enough attendees for classes to be held. Discussions regarding possible reorganization of the program and renegotiation of terms are in progress.

#### **PRESIDENT REPORT TO THE BOARD**

J. Quaintance presented the following priorities and projects as priorities: continued good work of staff and faculty to continue enrollment boost and top ten ranking; striving for fiscal stability; hiring a NYC based recruiter and securing NYC office space; increase retention; reinforce seamless transfer agreements with four-year colleges; negotiate 2+2 programs; create a facilities master plan; SUNY System level marketing plan; and meetings with local superintendents to assess common goals.

P. Coombe suggested considering Driver Education offerings at SUNY Sullivan, due to the limited availability in the county, and the potential revenue generation. J. Quaintance will look into a possible tie-in to workforce development projects.

**CORRESPONDENCE**

No correspondence was read.

**FEEDBACK TO THE PRESIDENT**

P. Adams summarized the presentations and activities surrounding the August 25<sup>th</sup> Staff Development Day.

**EXECUTIVE SESSION**

**Motion by S. Drobysh to enter Executive Session at 5:12pm to discuss matters that could potentially lead to litigation, seconded by P. Guenther and passed.**

Vote:	Patricia Adams	yes	Theresa Hamlin	yes
	Phyllis Coombe	yes	Russ Heyman	absent
	Steven Drobysh	yes	Lyman Holmes	yes
	Larysa Dyrszka	absent	Susan Jaffe	yes
	Paul Guenther	yes		

**Motion by S. Jaffe to resume Regular Session at 6:00pm, seconded by T. Hamlin, and passed.**

Vote:	Patricia Adams	yes	Theresa Hamlin	yes
	Phyllis Coombe	yes	Russ Heyman	absent
	Steven Drobysh	yes	Lyman Holmes	yes
	Larysa Dyrszka	absent	Susan Jaffe	yes
	Paul Guenther	yes		

**ADJOURNMENT**

**Motion by P. Guenther to adjourn the meeting at 6:00pm, seconded by P. Adams and passed.**

Vote:	Patricia Adams	yes	Theresa Hamlin	yes
	Phyllis Coombe	yes	Russ Heyman	absent
	Steven Drobysh	yes	Lyman Holmes	yes
	Larysa Dyrszka	absent	Susan Jaffe	yes
	Paul Guenther	yes		

Respectfully submitted,

P. Adams  
Secretary to the Sullivan County Community College Board of Trustees  
Recorded by R. Cole

## **SUNY SULLIVAN INFORMATION TECHNOLOGY RESPONSIBLE USE POLICY**

1. In support of its educational mission, SUNY Sullivan owns and maintains a number of information technology resources. These resources include wired and wireless local area network, access to shared network software and storage space, public computing facilities, support services, on-line Library databases and access to the Internet. Access to these resources is granted to all Sullivan faculty, staff and currently-enrolled students, as well as affiliates, guests and visitors. By sharing and using these resources, users accept full responsibility for their actions and agree that they will use these resources in an ethical manner. Individuals are also subject to federal, state, and local laws governing many interactions that occur on the Internet.
2. Because we are an academic community, the faculty, students and staff of SUNY Sullivan honor intellectual property, respect the privacy of data, and respect the rights of others. As a carrier of information, SUNY Sullivan does not subject users' files to constant review. However, the College does make its best effort to educate the community in responsible use and respond when violations are pointed out.
3. College resources are provided solely for the education and research mission of Sullivan and may not be used for commercial or for-profit purposes. Users who express opinions and positions through the College's IT resources must make clear that these opinions and positions are those of the individual who posts them, not of the College. College resources should not be used for personal activities not related to appropriate College functions, except in a purely incidental manner. Employees should consult their supervisor or manager to determine reasonableness of personal use. Because the College is the owner of all IT resources granted to users, the College reserves the right to deny use to those who have used them in an irresponsible manner. Offenders may also be subject to disciplinary action through existing structures for faculty, students and staff of the College, as laid out in the relevant College Handbooks.
4. People who use both on-campus and external network media (including any communication performed on the network for any purpose) must do so responsibly, in a manner that constitutes respectful behavior as laid out in the Faculty, Student and Staff Handbooks. It is unethical not to adhere to this type of behavior, even when communicating with people outside

the Sullivan community. For example, no form of harassment, as defined in the Student, Faculty and Staff Handbooks, will be tolerated within any media. In addition, all communications must include the sender's complete network address, unless the service explicitly invites anonymous communication. If someone requests you stop communicating electronically with him/her, you are required to do so immediately.

5. Students accessing "social networking services" such as Facebook, Instagram, Twitter, and others should carefully read the terms and conditions set forth by such services. Students are solely responsible for the content of their accounts. Neither IT nor SUNY Sullivan assume any responsibility for what students place there. Inappropriate material placed on social networking sites is subject to SUNY Sullivan's Responsible Use policy, the Student Conduct Process and the College's Harassment and Grievance Procedures.
6. People who use personally owned computers and mobile devices on the college network or wifi are responsible for ensuring that their devices are fully updated and protected against viruses, malware and other threats.
7. Each information technology resource - those existing on campus as well as external ones to which we are connected - has an owner. Attempts, even unsuccessful ones, to use or access any resource without the permission of the owner is a violation of this policy. All accessors must respect conditions of access and use stipulated by the owner. Although individuals are not the owners of accounts assigned to them (the College is the owner), they are the owners of the files they create, and have rights to privacy and responsibilities to control access by others - you must respect others' rights when you communicate with them over networks.
8. Accounts and passwords must not be shared with anyone including family members, friends, and other members of the SUNY Sullivan community. You will never be asked for your password by SUNY Sullivan Information Technology staff and you should be suspicious of anyone that requests it.
9. Anything less than adherence to the letter and spirit of copyright laws and regulations is unethical and possibly illegal. Users must abide by license agreements controlling copying and use of software and data.
10. Violations of this policy should be reported to the Director of Institutional Computing.  
Individuals found to be in violation of any portion of this Responsible Use Policy will face

disciplinary action including, but not limited to, the restriction and possible loss of network and other information technology resource privileges.