

AGENDA – BOARD OF TRUSTEES MEETING

SUNY Sullivan

Thursday, December 15, 2016 3:30 pm

Farrow Board Room

1. Call to Order
2. **Action Items**
 - **Approval of Minutes of November 17, 2016**
 - **Resolution #432-16 – Recognition of Russ Heyman**
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. Faculty Department Presentation – Counseling Services
6. Chairman’s Report
 - Comments/Questions – Executive Committee Reports
 - Spring 2017 Business Community Cocktail Party - Date
7. Trustee’s Reports
 - SPIA Report
 - Landscape Committee Report
 - Finance Committee Report
 - Dorm Corp Report
 - Student Trustee 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
November 17, 2016**

MEMBERS PRESENT: T. Hamlin, Chair, P. Adams (via phone), P. Coombe, S. Drobysh, N. Hackett, L. Holmes, P. Guenther, S. Jaffe, F. March

ALSO PRESENT: J. Quaintance, S. Mitchell, P. Reifenheiser, S. Horton, C. DePew

T. Hamlin called the meeting to order at 3:30pm with the *Pledge of Allegiance*.

T. Hamlin introduced Nancy Hackett as SUNY Sullivan's new Board of Trustees member.

Approval of Minutes of October 20, 2016

Motion by S. Drobysh to approve the minutes of October 20, 2016, seconded by P. Guenther and passed.

Vote:	Patricia Adams	absent	Nancy Hackett	yes
	Phyllis Coombe	yes	Theresa Hamlin	yes
	Steven Drobysh	yes	Lyman Holmes	yes
	Larysa Dyrszka	absent	Susan Jaffe	absent
	Paul Guenther	yes	Forbes March	yes

Resolution #430-16

RE: Approval to Accept a Donation of Massage Therapy Equipment from Hudson Valley Community College

Whereas the Sullivan County Community College Division of Health, Safety and Wellness has been working towards establishing a Massage Therapy Program; and

Whereas the Massage Therapy Program will need to obtain massage therapy equipment in order to teach classes under a certifiable program; and

Whereas Hudson Valley Community College has agreed to donate items to Sullivan County Community College for the Massage Therapy Program as follows:

- PFT Computer #1
- PFT Laptop P111
- PFT Computer #2
- PFT Computer Stand
- HP Printer for PFT
- Body Box
- PB 740 Ventilator
- Servo 900C (2)
- Bird VIP Partner Module
- Computer Monitor
- Hans Rudolph 3L Calibration Plunger

- Hans Rudolph 3l Calibration Plunger
- Dell P355 Laptop Computer
- Bipap S
- Respiroics Remstar
- 7200 Ventilator

Now Therefore Be It Resolved that the Board of Trustees of Sullivan County Community College hereby accepts the donation of equipment from Hudson Valley Community College and extends its gratitude to Hudson Valley Community College.

Motion by S. Drobysch to approve Resolution #430-16, seconded by P. Coombe and passed.

Vote:	Patricia Adams	absent	Nancy Hackett	yes
	Phyllis Coombe	yes	Theresa Hamlin	yes
	Steven Drobysch	yes	Lyman Holmes	yes
	Larysa Dyrszka	absent	Susan Jaffe	absent
	Paul Guenther	yes	Forbes March	yes

Resolution #431-16

RE: Approval of On-Premise Security Guard Services

Whereas a Request for Proposals for on-premise security guard services was issued in accordance with the Procurement Policy; and

Whereas proposals were received and opened on Friday, October 21, 2016 at 3 p.m.; and

Whereas Allied Universal, New York, NY, submitted the lowest qualified proposal in the annual amount of One Hundred Seventy-Six Thousand, Five Hundred Sixty-Seven Dollars and Four Cents (\$176,567.04); and

Whereas the qualified proposal presented represents a three-year contract; and

Whereas the Bid Committee recommends the Board of Trustees of Sullivan County Community College award Allied Universal with a three-year contract in the annual amount of One Hundred Seventy-Six Thousand, Five Hundred Sixty-Seven Dollars and Four Cents (\$176,567.04); and

Whereas the Interim President of Sullivan County Community College also recommends this award.

Now Therefore Be It Resolved that the Board of Trustees of Sullivan County Community College hereby awards this three-year professional services contract to the firm of Allied Universal, New York, NY in the annual amount of One Hundred Seventy-Six Thousand, Five Hundred Sixty-Seven Dollars and Four Cents (\$176,567.04).

Motion by S. Drobysch to approve Resolution #431-16, seconded P. Guenther and passed.

Vote:	Patricia Adams	absent	Nancy Hackett	yes
	Phyllis Coombe	yes	Theresa Hamlin	yes
	Steven Drobysch	yes	Lyman Holmes	yes
	Larysa Dyrszka	absent	Susan Jaffe	absent
	Paul Guenther	yes	Forbes March	yes

COMMUNITY/PUBLIC FEEDBACK

G. Benson thanked the Board of Trustees for appointing Dr. Nancy Hackett to the SUNY Sullivan Board of Trustees; he stated her experience as a school administrator should be a good asset to the Board.

L. Reeger, Director of Sustainability, introduced himself to the trustees and apologized for not attending the October 2016 Board meeting during which the trustees heard a presentation from faculty related to sustainability efforts on campus.

FACULTY COUNCIL REPRESENTATIVE TO THE BOARD REPORT

A. Ruskiewicz updated the trustees on the recent trick or treating event held on campus October 28th which Christina Buckler organized. It is estimated approximately 300 families attended and feedback was positive. A. Ruskiewicz stated the event incurred no expenses to the college but was a very positive experience for the local community.

A. Ruskiewicz also spoke about recent Faculty Council activities including discussions around shared governance. A. Ruskiewicz also stated next year meetings will be held on a state level regarding the Constitution; the state would like to see inclusion of emphasis on higher education.

A. Ruskiewicz informed the trustees several of our students have been feeling concerned after the recent election regarding their status as students here at the college and their eligibility for financial aid.

FACULTY DEPARTMENT PRESENTATION

A. Kremer, L. Crockett and T. Martin provided a presentation to the trustees about our International Program. The focus was on our Chinese students. A. Kremer provided a brief description of how our International Program was developed over the past several years.

T. Martin spoke to the trustees and introduced our Chinese students to those attending the meeting. T. Martin has been hosting the students at his home for dinner several days a week and has been taking them on trips in the area. One of the students presented a power point presentation of an excursion to Rhode Island. T. Martin stated he is considering visiting China in the future to informally promote the International Program.

S. Drobysch gave his thanks and appreciation for the presentation and noted our faculty is very committed to the college.

CHAIRMAN'S REPORT

T. Hamlin spoke about the recent SUNY Sullivan Board of Trustees Retreat which was held on October 28th. T. Hamlin stated a facilitator assisted with engaging the discussions that took place including the Strategic Plan and the future direction of the college. Attendees all agreed one of the college's greatest assets is campus personnel. T. Hamlin updated the trustees on the presidential search; currently an RFP is under development.

P. Coombe updated the trustees on the current naming process; a request was recently made in this area.

T. Hamlin stated a business reception is taking place in Grossingers Dining Hall after the Board Meeting to introduce the local business community to Jay Quaintance.

TRUSTEE'S REPORTS

SPIA Report – S. Mitchell stated himself and P. Reifenheiser recently attended a meeting which discussed Student Learning Outcomes and the process moving forward. S. Mitchell also stated SPIA's role in utilizing data to assist in decision making.

Landscape Report – P. Adams stated several requests have recently been made about space utilization on campus including the development of an apiary as well as ongoing discussions about the development of a basketball court in front of the residence hall. P. Adams stated again the need for a Master Plan. T. Hamlin stated J. Quaintance will assist with developing an internal plan to determine the process around space utilization.

Finance Report – S. Drobysch stated the college is currently ahead of budget and we are only one of several campuses in the state in that position. J. Quaintance stated the college is doing a good job with accepting students for next semester and stated improvements have been made to the overall process. S. Drobysch stated our audit went well; the draft is normally ready for the December meeting, but will be presented during the January 2017 meeting instead. S. Drobysch stated the campus has been chosen for a State Audit and the process surrounding it will begin next week.

Dorm Corp Report – T. Hamlin stated the Dorm Corp's revised By-Laws are complete and will be reviewed by the college trustees shortly.

Student Trustee Report – F. March stated student morale is better this year as compared to last year. F. March stated student engagement has improved as well; approximately 80% of students surveyed stated they are involved in some form of extra-curricular activity. F. March stated several of our SGA leaders recently attended a state conference; one of our SGA members ran for a state SGA position and was elected.

F. March stated SGA is busy with plans such as a Music Festival in the spring; several committees have been formed to discuss these plans further. F. March stated one common problem with our students is lack of transportation; F. March suggested providing Student Activities with a large /van shuttle to bring students to a variety of places in the County.

F. March updated the Board of Trustees on current theater program offerings and stated the program has extremely limited funds compared to the ambitious theater events. Jessica Lopez Barkl, Theater Director, has requested approximately \$5,000 in financial assistance from the SGA. J. Quaintance stated discussions have been taking place to seek assistance from outside organizations/groups with that focus. F. March stated he recently took an informal tour of the residence hall and stated one complaint was outside visitors in the dorms which made several students feel unsafe.

INTERIM PRESIDENT’S REPORT TO THE BOARD

J. Quaintance stated he has been out in the community and recently gave a presentation to a Sullivan County Leadership Program at BOCES. J. Quaintance has been working on revising our Start UP NY plan and also stated he recently saw one of our theater offerings and commended the Theater Program’s efforts. J. Quaintance also stated the campus recently held a meeting on campus which included seven local school districts to discuss ELA and Math standards; several campus faculty members attended.

C. DePew provided an update on the current Homecoming Weekend; several activities were tied into the weekend including athletic events and a financial aid workshop. Many community members attended and several games took place in the Field House.

FEEDBACK TO THE PRESIDENT

No feedback to the Interim President was provided.

EXECUTIVE SESSION

Motion by S. Drobysh to enter Executive Session at 5:00pm to discuss personnel matters, seconded by P. Guenther and passed.

Vote:	Patricia Adams	absent	Nancy Hackett	yes
	Phyllis Coombe	yes	Theresa Hamlin	yes
	Steven Drobysh	yes	Lyman Holmes	yes
	Larysa Dyrszka	absent	Susan Jaffe	absent
	Paul Guenther	yes	Forbes March	yes

Motion by P. Coombe to resume Regular Session at 5:20pm, seconded by L. Holmes, and passed.

Vote:	Patricia Adams	absent	Nancy Hackett	yes
	Phyllis Coombe	yes	Theresa Hamlin	yes
	Steven Drobysh	yes	Lyman Holmes	yes
	Larysa Dyrszka	absent	Susan Jaffe	absent
	Paul Guenther	yes	Forbes March	yes

ADJOURNMENT

Motion by P. Guenther to adjourn the meeting at 5:20pm, seconded by P. Coombe and passed.

Vote:	Patricia Adams	absent	Nancy Hackett	yes
	Phyllis Coombe	yes	Theresa Hamlin	yes
	Steven Drobysh	yes	Lyman Holmes	yes
	Larysa Dyrszka	absent	Susan Jaffe	absent
	Paul Guenther	yes	Forbes March	yes

Respectfully submitted,
P. Adams
Secretary to the Sullivan County Community College Board of Trustees
Recorded by L. Roffel

RESOLUTION #432-16

**ACKNOWLEDGMENT OF RUSS HEYMAN'S SERVICE TO
SULLIVAN COUNTY COMMUNITY COLLEGE**

Whereas, Russ Heyman has served as a member of the Sullivan County Community College Board of Trustees from 2007 to 2016; and

Whereas, during his tenure as a board member, he served as Chairman for two years, from July 2014 to July 2016; and

Whereas, Russ also dedicated himself to the successful operation of the Sullivan County Community College Dormitory Corporation, as a member from 2008 to 2014, and as Chairman for three years, from March 2009 to July 2012; and

Whereas, in addition to the formal duties outlined as a trustee and Sullivan County Community College Dormitory Corporation member, he went above and beyond on occasions too numerous to mention, serving on the Management Association Committee, as well as the most recent Negotiating Team for College Management; and

Whereas, Russ enthusiastically advocated for the students, faculty and staff of the College, as well as the College as a whole; to community members; county legislators; state representatives; and donors; and

Whereas, he regularly represented the College at Foundation fundraising events including the Gala and Golf Tournament, having served as a sponsor for these functions, as well as for the NJCAA National Men's Basketball Tournament.

Now Therefore Be It Resolved that through this resolution the Board of Trustees of Sullivan County Community College officially recognize the contributions Russ Heyman has made to Sullivan County Community College and its affiliate organizations over the past ten years; and

Be It Further Resolved that a copy of this resolution be presented to Russ Heyman during the Board of Trustees's December 2016 meeting.

Certified as a true copy of the Resolution adopted by
the Sullivan County Community College Board of Trustees
at its meeting held on December 15, 2016

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