

## AGENDA – BOARD OF TRUSTEES MEETING

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SUNY Sullivan

Thursday, February 16, 2017 3:30 pm

Farrow Board Room

1. Call to Order
2. Auditor Presentation
3. **Action Items**
  - **Approval of Minutes of January 19, 2017**
  - **Approval of Special Meeting Minutes of January 23, 2017**
  - **Resolution #434-17 – Approval of Bank Signatories**
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
7. Chairman's Report
  - Comments/Questions – Executive Committee Reports
  - Determination of March 2017 BOT Meeting Date
8. Trustee's Reports
  - SPIA Report
  - Landscape Committee Report
  - Finance Committee Report
  - Dorm Corp Report
  - Student Trustee Report
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**  
**January 19, 2017**

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

**ALSO PRESENT:** J. Quaintance, S. Mitchell, P. Reifenheiser, J. Agnelli, S. Horton, C. Kashan

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

**Approval of Minutes of December 15, 2016**

**Motion by P. Coombe to approve the minutes of December 15, 2016, seconded by L. Dyrszka and passed.**

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

**COMMUNITY/PUBLIC FEEDBACK**

No community/public feedback was provided.

**FACULTY COUNCIL REPRESENTATIVE TO THE BOARD REPORT**

A. Ruszkiewicz provided a brief Faculty Council update to the trustees and stated faculty are looking forward to the new semester, and stated there may be a Faculty Council meeting on the 26<sup>th</sup>.

**CHAIRMAN'S REPORT**

T. Hamlin requested additional information from several management team members regarding their Action Reports. P. Guenther questioned the status of Casino Certificate programs; P. Reifenheiser stated the college will begin offering an 8-week certificate program later in the spring 2017 semester; the college wants to ensure the certificate aligns with the casino's employment needs. J. Agnelli, Dean of Student Development Services stated his office is currently focusing on two areas; admissions and enrollment management. J. Agnelli stated on the spot acceptance dates are ongoing, and updated the Board of Trustees on spring 2017 recruitment events.

T. Hamlin stated the upcoming Business Community Cocktail Party will be held on April 27<sup>th</sup>; invitees will be local businesses who will donate ahead of time to the Foundation Gala (minimum donation levels will be established).

T. Hamlin stated the RFP for the Presidential Search is prepared and will be presented to a number of search firms tomorrow. The RFP Committee will select the firm and a committee similar to the previous Presidential Search Committee will be formed which will include both internal and external individuals.

### **TRUSTEE'S REPORTS**

SPIA Report – S. Mitchell stated SPIA has not met recently. T. Hamlin requested S. Mitchell provide a brief summary of the BOT's three focus areas regarding the Strategic Plan to the trustees so they will have them readily available when speaking to community members.

Landscape Report – J. Quaintance provided a brief update regarding a grant that may provide funding for creating a bike path that would connect the campus to Hurleyville.

Finance Report – S. Jaffe stated the auditors will be presenting the audit in February. S. Jaffe stated the current budget numbers are a bit lower due to low winter intersession enrollment. J. Quaintance stated we are down approximately 4% currently but other schools are experiencing larger declines. Recruitment and enrollment initiatives are ongoing. J. Quaintance stated the Governor's free tuition plan may be affecting current enrollment figures.

S. Jaffe thanked the County of Sullivan for their (soon to be received) payment which normally is received in February.

Dorm Corp Report – S. Jaffe stated the Dorm Corp met in December 2016 and approved their updated By-Laws. S. Jaffe also stated the Dorm Corp voted to extend the in-county rate for students living in Sullivan County. This is approved for fall 2017 and spring 2018.

S. Jaffe stated current spring 2017 Lazarus Levine occupancy is 212 and ECO Green is 18. Breakeven for Lazarus Levine is @250. S. Horton stated students are continuing to enroll and register and the occupancy number may increase.

Student Trustee Report – F. March stated Dean Agnelli held a meeting recently with a number of campus individuals; it was informative for all. SGA has been active; the current Vice President has been doing good work regarding student engagement. F. March stated an issue recently arose with the current SGA President but he will defer details to the President / Dean of Student Development Services.

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

J. Quaintance stated work is ongoing regarding recruiting and enrollment management. Additional remarks included:

- A new program named Digital Storytelling was recently approved by the SED, it will be offered in fall 2017.
- Governor's State of the State Address was followed by the Governor's budget. There appears to be a renewed focus on Higher Education; J. Quaintance isn't sure what will emerge, especially in terms of the proposed "free tuition" initiative. J. Quaintance provided additional details regarding the Governor's plan.

- Veterans Upward Bound grant opportunity – this will be pursued to provide additional funds for our veteran students.
- New MOU is being drafted between the college and the Dorm Corp; one item will be the establishment of a Residence Life Committee. The Foundation is in the process of revising their By-Laws and an MOU will be drafted to determine how college staff will be utilized for Foundation activities.

P. Reifenhiser spoke about the upcoming Boys and Girls Club Celebrity Dinner; he requested Board of Trustee members donate tickets to be raffled to the campus community.

**FEEDBACK TO THE PRESIDENT**

No feedback to the Interim President was provided.

**EXECUTIVE SESSION**

**Motion by S. Drobysh to enter Executive Session at 4:40pm to discuss potential personnel and financial matters, 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	yes	Susan Jaffe	yes
	Paul Guenther	yes	Forbes March	yes

**Motion by S. Drobysh to resume Regular Session at 5:30pm seconded by L. Dyrszka and passed.**

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

**ADJOURNMENT**

**Motion by P. Guenther to adjourn the meeting at 5:30pm seconded by S. Jaffe and passed.**

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

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

Recorded by L. Roffel

**MINUTES**  
**SPECIAL MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**January 23, 2017**

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

S. Drobysh called the special meeting to order at 9:10am.

**Resolution #433-17**

**Approval of Acting President**

**Whereas** on June 16, 2016 the Sullivan County Community College Board of Trustees appointed John Quaintance as Interim President of Sullivan County Community College; and

**Whereas** the Sullivan County Community College Board of Trustees now wishes to appoint John Quaintance as Acting President of the college.

**Now, Therefore Be It Resolved** that the Board of Trustees hereby appoints John Quaintance as Acting President of Sullivan County Community College at a salary of \$150,000, effective upon the approval of the State University of New York Board of Trustees.

**Motion by L. Holmes to approve Resolution #433-17, seconded by P. Coombe, subject to a change of name in the resolution from Jay Quaintance to John Quaintance, and passed.**

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

**ADJOURNMENT**

**Motion by F. March to adjourn the meeting at 9:20am seconded by S. Jaffe and passed.**

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

Respectfully submitted,  
P. Adams

Secretary to the Sullivan County Community College Board of Trustees

Recorded by L. Roffel

**RESOLUTION #434-17**

**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. Theresa Hamlin, *Board Chair*
- Susan Jaffe, *Board Treasurer*
- John Quaintance, *Acting President*
- Dr. Paul Reifenheiser, *Interim Vice President for Academics and Student Affairs*
- Dr. Stephen Mitchell, *Associate Vice President for Planning, HR & Facilities*

**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 February 16, 2017.

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