

AGENDA – BOARD OF TRUSTEES MEETING

SUNY Sullivan

Thursday, March 23, 2017 3:30 pm

Farrow Board Room

1. Call to Order
2. **Action Items**
 - **Approval of Minutes of February 16, 2017**
 - **Approval of Revisions to the 2017-2018 Academic Calendar – see page 2 of Faculty Council Minutes, Section V “NEW BUSINESS”**
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 – Theater Program
6. Chairman’s Report
 - Comments/Questions – Executive Committee Reports
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
February 16, 2017

MEMBERS PRESENT: T. Hamlin, Chair, P. Adams, S. Drobish, L. Dyrszka, P. Guenther, N. Lockett, S. Jaffe, F. March

ALSO PRESENT: J. Quaintance, P. Reifenheiser S. Mitchell, S. Horton, J. Agnelli, C. Kashan, M. McCarthy (Legislative Liaison)

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

AUDITORS' REPORT

T. Hamlin invited O'Connor Davies auditors Lawrence Feldman and Tom Kennedy to present the results of their audit. An unmodified opinion was rendered. Internal control and compliance audit results were both favorable. A management letter and presentation were distributed to attendees. T. Hamlin and S. Horton both thanked the finance staff for their excellent work.

APPROVAL OF MINUTES OF JANUARY 19, 2017

Motion by L. Dyrszka to approve the minutes of January 19, 2017 seconded by P. Guenther and passed.

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

APPROVAL OF SPECIAL MEETING MINUTES OF JANUARY 23, 2017

Motion by S. Drobysch to approve the minutes of January 23, 2017 seconded by P. Guenther and passed.

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

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.

Motion by P. Adams to approve the minutes of January 23, 2017 seconded by L. Dyrszka and passed.

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|-------|-----------------|--------|----------------|--------|
| Vote: | Patricia Adams | yes | Theresa Hamlin | yes |
| | Phyllis Coombe | absent | Nancy Hackett | yes |
| | Steven Drobysch | yes | Lyman Holmes | absent |
| | Larysa Dyrszka | yes | Susan Jaffe | yes |
| | Paul Guenther | yes | Forbes March | 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 invited Board members to attend the upcoming SUNY Voices Conference on April 27-28 in Suffern, NY. She had nothing new to report since the Faculty Council had not yet had their February meeting.

CHAIRMAN'S REPORT

T. Hamlin reported that the Board will be engaging a firm to assist with the Presidential search. A search timeline was distributed.

FACULTY/STAFF PRESENTATIONS

Chef Michael Bel gave a presentation about the Culinary Program and faculty at the College, and the three areas of study; Pro Chef, Culinary and Pastry Arts. A student from each major answered questions for the Board. Chef Bel invited the Board to attend an Italian Buffet Dinner fundraiser for the Sullivan County veterans Coalition hosted by the SUNY Sullivan Culinary & Pastry Arts Banquet & Catering class on Thursday, March 16, 2017 at the Neversink Fire Hall.

EXECUTIVE COMMITTEE REPORTS

VP of Academic Affairs Report – P. Reifenheiser summarized the activities from the first Faculty Development Day, which focused on the facilitation of student centered teaching methods. An

upcoming follow-up session will focus on recommendations for SPIA and the Curriculum Committee. The VP's office has begun its assessment of current status for the college Diversity Plan. P. Reifenhiser, Dean Agnelli and Brandon Gilliland, the Director of Financial Aid, all attended the SUNY Senior Staff Orientation in Albany on February 13-14. The new promotion and staff Chancellor's Award cycles have both been initiated.

Student Development Services Report – Dean Agnelli reported that Dorm disciplinary incidents were down significantly in comparison to last year, and that student acceptances were up 68% year-on-year. The Dean's office is also working on new acceptance packages that will consolidate all necessary information into one mailing. The Dean passed on an important statistic from the Provost, that today's students are historically the most economically disadvantaged. 38 of 64 SUNY colleges operate food pantries for students, and the SUNY Sullivan pantries are depleted on a regular basis. T. Hamlin requested updates on pantry expansion and any changes to the Chartwells food plans.

SPIA Report – S. Mitchell reported that negotiations and budgeting are both in progress, and that grievances have been settled.

TRUSTEE'S REPORTS

Landscape Report – P. Adams informed the Board that the committee is in the process of gathering quotes for the resurfacing of the existing outdoor basketball courts. Diana Weiner from Sullivan Renaissance offered help with parts of the trail landscaping project. J. Quaintance has taken on the oversight of the college/community path master plan. The Landscaping committee will continue to seek individual donors for funding, and will continue to work with Sullivan Renaissance to secure additional grants. The \$50,000 path grant from Sen. Bonacic has been received.

Finance Report – S. Jaffe thanked J. Quaintance, S. Horton and the college finance team for their work with the auditors, and their work year-round. She encouraged continued vigilance with cost reduction and enrollment management.

Dorm Corp Report – S. Jaffe reported that Lazarus Levine Residence Hall has 204 residents, with 22 students living in Eco Green. 226 students currently live on campus. Headcount needed to break even is 230. The Dorm Corp is counting on summer programming income to meet their annual budgeting needs. Residence Hall activities have been well attended. Resident Assistants were all trained in the administration of NARCAN. J. Quaintance commented that the newly formed Residence Life Committee will fall under the new Assistant Dean once that appointment is made.

Student Life Report – F. March shared his own and other students' concerns about student services, academic services, food service, clubs, SGA and FSA budgets, and the inclusion of students on college committees. T. Hamlin advised Mr. Forbes that those issues are best referred to the FSA and the college President.

PRESIDENT'S REPORT TO THE BOARD

J. Quaintance Informed the Board that the recent SUNY Presidents' Meeting topics included budget advocacy, concerns about flat funding by FTE proposals, Excelsior scholarships, and proposed hold harmless clauses. An announcement from the Governor is expected to be made soon. The President

described the financial impact that final decisions would have on SUNY Sullivan and private colleges in the state of New York.

The President is optimistic that SUNY Sullivan year-on-year enrollment will increase, despite state college enrollment being down overall. Reduced High School graduation rates are one of the primary indicators, and are projected to increase 5-7 years from now, creating a boost in enrollment rates.

CORRESPONDENCE

No correspondence was read.

PROPOSED CHANGE IN MARCH 2017 BOARD MEETING DATE

Due to a number of conflicts, the Board Chair proposed that the March 16, 2017 Board meeting and the Finance Committee be postponed to Thursday, March 23rd. All Board members were in agreement.

EXECUTIVE SESSION

Motion by L. Dyrszka to enter Executive Session at 5:00pm to discuss potential personnel and financial matters, seconded by S. Jaffe and passed.

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|-------|----------------|--------|----------------|--------|
| Vote: | Patricia Adams | yes | Nancy Hackett | yes |
| | Phyllis Coombe | absent | Theresa Hamlin | yes |
| | Steven Drobysh | yes | Lyman Holmes | absent |
| | 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 | yes | Nancy Hackett | yes |
| | Phyllis Coombe | absent | Theresa Hamlin | yes |
| | Steven Drobysh | yes | Lyman Holmes | absent |
| | 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.

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|-------|----------------|--------|----------------|--------|
| Vote: | Patricia Adams | yes | Nancy Hackett | yes |
| | Phyllis Coombe | absent | Theresa Hamlin | yes |
| | Steven Drobysh | yes | Lyman Holmes | absent |
| | 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 R. Cole