

AGENDA – BOARD OF TRUSTEES MEETING

SUNY Sullivan

Thursday, June 16, 2016 4:00 pm

Farrow Board Room

1. Call to Order
2. **Action Items**
 - **Approval of Minutes of May 19, 2016**
 - **Resolution #424-16 – Approval of Executive Assistant to the President and Administrative Associate to the Board of Trustees**
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. Executive Director to the Foundation Presentation
5. Chairman's Report – Discussion: Board Retreat
6. Trustee's Reports
 - SPIA Update
 - Landscape Committee Update
 - Finance Committee Update
 - Dorm Corp Update
 - Student Trustee Report
7. Officer in Charge - Report to the Board
8. Correspondence
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.

**MINUTES
MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
MAY 19, 2016**

MEMBERS PRESENT: R. Heyman, Chair, P. Adams, P. Coombe, S. Drobysh, L. Dyrszka,
P. Guenther, T. Hamlin, L. Holmes, S. Jaffe, M. Carcamo

ALSO PRESENT: R. Schultz, S. Mitchell, C. DePew, S. Horton

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

Approval of Minutes of April 21, 2016

Motion by S. Drobysh to approve the minutes of April 21, 2016, seconded by L. Holmes and passed.

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

RESOLUTION #418-16

PROFESSOR EMERITUS STATUS FOR THOMAS LAMBERT

WHEREAS, Professor Thomas Lambert served SUNY Sullivan with dedication, commitment, and distinction for forty-three years, beginning in the fall of 1973, and retiring from the college on August 31, 2016; and

WHEREAS, during his forty-three years at SUNY Sullivan he served as a faculty member and Chair of the Social and Behavioral Sciences Division, as well as Professor of Sociology in the Social Sciences and Sustainability Studies Division, and the college received numerous heartfelt letters and messages in support of this honor; and

WHEREAS, in their correspondence, former colleagues invariably portrayed him as a professor who met his responsibilities with a complete dedication of mind and heart, and a reverence and respect for his students, and as a role model, who held the full support of the faculty in the Social Sciences and Sustainability Studies Division; and

WHEREAS, Professor Lambert received numerous awards over the years including the Sullivan County Community College Foundation Legacy Award in 2006, and the State University of New York Chancellors Award for Excellence in Teaching in 1976; and

WHEREAS, Professor Lambert received a 1972 National Science Foundation grant to study anthropology and archeology at the University of Colorado, and in 1974, another National Science Foundation grant to study advanced statistics at the University of Maryland. and was the subject of a documentary entitled "The Marginal Man", produced in 2001 by one of his former Sullivan County Community College students; and

WHEREAS, Professor Lambert participated in innumerable committees for the purpose of advancing the work and mission of the college and served as the Faculty Representative on the Foundation Board for many years, and was a ceaseless advocate for faculty support of the Foundation; and

WHEREAS, Professor Lambert participated in numerous campus panel discussions and other programs including Issues in the Ukraine, the Newton Shootings and Rock the Vote; and

WHEREAS, Professor Lambert spent countless hours educating community members, including important patrons and donors, about SUNY Sullivan and obtaining their support; and

WHEREAS, over the years Professor Lambert has housed, transported, fed, counseled, mentored and advised the students of SUNY Sullivan, and countless numbers of them have credited him with transforming their lives; and

WHEREAS, Professor Lambert has perfected the art of teaching to the point where he can stand facing the class during a lecture and write on the board with his hand behind his back; and

WHEREAS, the President, the Vice President for Academic and Student Affairs, the Division Chairpersons, and highly esteemed members of the community recommend this public recognition of Professor Thomas Lambert for his many contributions to the College; and

THEREFORE, BE IT RESOLVED that Professor Thomas Lambert is awarded the recognition of his distinguished service, and as an expression of gratitude for his exceptional dedication and professional commitment to further the goals of the College, Professor Thomas Lambert be granted the status of Professor Emeritus and that he be accorded such recognition and honors as may be appropriate to persons holding this rank.

BE IT FURTHER RESOLVED that this resolution become part of this Board of Trustees meeting, and a copy of this resolution be presented to Professor Lambert.

Motion by S. Drobysh to approve Resolution #418-16, seconded by P. Coombe and passed.

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

Luis Alvarez, Chairman of the Sullivan County Legislature, and Legislator Nadia Rajs presented Tom Lambert with a Resolution from the Sullivan County Legislature. Russ Heyman presented T. Lambert with a resolution from Senator Bonacic's office and a legislative resolution from Aileen Gunther's office.

T. Lambert addressed the Board of Trustees and the members in attendance and thanked everyone, including the trustees, for their work and support of the college

RESOLUTION #419-16

RESOLUTION RE: Adoption of Fiscal Year 2016-2017 Operating Budget

WHEREAS: Sullivan County Community College has formulated its Fiscal Year 2016-2017 Operating Budget at a total of \$ 17,426,850; and

WHEREAS: said Operating Budget must be adopted by the Board of Trustees and forwarded to the County of Sullivan and the State of New York; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Sullivan County Community College hereby adopts a Fiscal Year 2016-2017 Operating Budget of \$ 17,426,850 dated May 19, 2016 delineated as follows:

REVENUE		EXPENSE	
Tuition	4,677,044	Instructional	4,347,407
Out of State Tuition	115,154	Public Service	10,465
State Aid	3,302,217	Library & Information Technology	700,072
Chargeback	2,026,099	Student Services	1,373,820
Other Offsetting Revenue	971,336	Buildings and Grounds	1,427,971
Facility Use Fees	35,000	Administration	1,606,469
Sullivan County's Contribution	4,300,000	General Services	1,201,046
		Employee & Post Employ Benefits	4,759,600
Total Unrestricted	15,426,850	Total Unrestricted	15,426,850
Restricted Revenue	2,000,000	Restricted Expenses	2,000,000
Total Restricted	2,000,000	Total Restricted	2,000,000
Total Budget Request	17,426,850	Total Budget Request	17,426,850

BE IT FURTHER RESOLVED that certified copies of this Resolution are forwarded to the County of Sullivan and the State University of New York.

Motion by S. Drobysch to approve Resolution #419-16, seconded by S. Jaffe and passed.

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

RESOLUTION #420-16

RESOLUTION RE: Sponsor Services Included in the Fiscal Year 2016-2017 Operating Budget

WHEREAS: the Fiscal Year 2016-2017 Operating Budget Request of Sullivan County Community College includes appropriations totaling \$ 141,000 for services rendered on behalf of Sullivan County

Community College by its sponsor, the County of Sullivan; and

WHEREAS: the Board of Trustees of Sullivan County Community College must provide the State University of New York with a valuation and listing of said sponsor services;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Sullivan County Community College hereby approves the following list and valuation of services to be provided by the County of Sullivan during Fiscal Year 2016-2017:

Snow Removal	50,000
Workers' Compensation	85,000
Short Term Disability for Teamster Staff	6,000
TOTAL	141,000

BE IT FURTHER RESOLVED that certified copies of this Resolution be forwarded to the County of Sullivan and the State University of New York.

Motion by S. Drobysh to approve Resolution #420-16, seconded by P. Coombe and passed.

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

RESOLUTION #421-16

RE: APPROVAL OF INTERIM LEADERSHIP TRANSITION TEAM

WHEREAS: The current president of SUNY Sullivan is resigning effective May 31, 2016; and

WHEREAS: SUNY Sullivan will require leadership during an interim period and will not be able to secure another president in the short term; and

WHEREAS: Dr. Robert Schultz, Vice President for Academic and Student Affairs, Mary Sudol, Division Chair of the Business and Culinary Arts Department, and Dr. Stephen Mitchell, Associate Vice President for Planning, Human Resources and Facilities have been identified as three individuals who have agreed to assume responsibility for college operations during the interim in the form of a Leadership Transition Team, effective June 1, 2016; and

WHEREAS: Dr. Robert Schultz will assume the role of Officer in Charge during the interim period, with all the rights and responsibilities afforded to a president of a community college; and

WHEREAS: The Leadership Transition Team has agreed to accept the responsibility of day-to-day operations of the college until another president is selected.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of SUNY Sullivan hereby state their intention to appoint Dr. Robert Schultz, Mary Sudol and Dr. Stephen Mitchell as interim leaders of the

college in the form of a Leadership Transition Team, effective June 1, 2016, for an interim period until another president is selected; and

BE IT FURTHER RESOLVED the Board of Trustees state their intention to appoint Dr. Robert Schultz as Office in Charge, effective June 1, 2016, during this interim period.

Motion by P. Coombe to approve Resolution #421-16, seconded by S. Drobysh and passed.

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

RESOLUTION #422-16

RE: APPROVAL OF TEAMSTER CONTRACT

WHEREAS: The Board of Trustees of SUNY Sullivan has empowered the college president to enter into contracts on behalf of the college; and

WHEREAS: The current contract between Sullivan County Community College and the Teamsters Local 445, International Brotherhood of Teamsters expired December 31, 2015; and

WHEREAS: Designated college management and representatives from Teamsters Local 445 met and bargained in good faith and agreed to a 1%, 2%, 2% raise for college employees in the Teamsters Local 445 union for years 2016, 2017 and 2018, respectively; and

WHEREAS: Other terms were discussed and agreed upon; and

WHEREAS: The term of the new contract is January 1, 2016 to December 31, 2018; and

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of SUNY Sullivan hereby approve of the contract between Sullivan County Community College and the Teamsters Local 445, International Brotherhood of Teamsters, and direct the president or appropriate management representative to sign and execute the contract on behalf of the college.

Motion by S. Drobysh to approve Resolution #422-16, seconded by P. Guenther and passed.

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

RESOLUTION 423-16

RE: APPROVAL TO REDUCE THE MINIMUM GRADE POINT AVERAGE FOR OUT OF COUNTY STUDENTS

WHEREAS the Board of Trustees of SUNY Sullivan can approve adjustments to the minimum required grade point average for out-of-county freshman and transfer students who wish to enroll in SUNY Sullivan; and

WHEREAS the current minimum grade point average for out-of-county students is 69; and

WHEREAS a request has been made to lower this requirement to 65 in an effort to assist with enrollment; and

WHEREAS additional details will be determined by the SUNY Sullivan Faculty Council.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of SUNY Sullivan hereby approve the adjustment of the minimum grade point average for out-of-county freshman and transfer students from 69 to 65 and empower the SUNY Sullivan Faculty Council to determine additional parameters related to this grade point average adjustment.

Motion by S. Drobysh to approve Resolution #423-16, seconded by P. Guenther and passed.

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

COMMUNITY/PUBLIC FEEDBACK

S. Rogers informed the Board and attendees a new class will be offered in the fall 2016 semester entitled the Agriculture of Sustainability; an explanation of the class was provided.

FACULTY COUNCIL LIAISON TO THE BOARD OF TRUSTEES REPORT

P. Reifenheiser thanked the Board members who attended the April Faculty Council meeting and asked if any members of the board would like to attend future Faculty Council meetings as ex-officio non-voting members.

P. Reifenheiser spoke about a current resolution which was approved by Faculty Council during their recent meeting and explained the purpose behind it. He stated Faculty Council feels an internal candidate would best be utilized as an interim president. P. Reifenheiser also suggested a new president should be hired for the 2017/2018 school year as opposed to the 2016/2017 school year.

CHAIRMAN'S REPORT

R. Heyman informed board members the college was selected to participate in the U.S. DoE Experimental Sites Initiative whereas SUNY Sullivan will be able to offer Pell grants to dually enrolled, local high school students

TRUSTEE'S REPORTS

Student Trustee Report – M. Carcamo congratulated the class of 2016 and thanked the Board members who attended the Commencement ceremony on May 14th.

SPIA Report – S. Mitchell stated Customer Journey Mapping reviews have been completed and a report of results is being generated. T. Hamlin recommended the Board of Trustees review the Strategic Plan during upcoming meetings.

Landscape Report – P. Adams stated the college will be reapplying for a GIGP grant. Sullivan Renaissance has delayed a gift of trees to the college; P. Adams will follow-up and report back. S. Mitchell stated there are several walkways in the courtyard which require maintenance; S. Drobysh stated the County of Sullivan should be contacted to discuss collaborating work on this project.

Finance Report – S. Drobysh stated the Finance Committee met prior to this meeting and reviewed financial reports. Cash flow was reviewed; there are concerns. S. Drobysh stated the county has opened an account which will allow the college to access the \$500,000 in Sterling National Bank. R. Heyman stated both he and R. Schultz met with county representatives to discuss the timeline of sponsor payments.

Dorm Corp Report – S. Jaffe reported Dorm Corp held a meeting in April and heard a presentation from the auditors; no major issues were identified. Dorm Corp board reduced the housing fee for in-county students; S. Jaffe will bring more information on this effort to the next Board meeting. S. Jaffe stated both herself and Joan Farrow visited the residence hall and are moving forward with a number of recommendations. The board discussed a variety of options regarding placing art on the walls of the residence halls in an effort to beautify. R. Schultz made several suggestions including creating two or more lounge areas.

PRESIDENT’S REPORT TO THE BOARD

R. Schultz stated he met with the Sullivan County Legislature and requested assistance with grant applications. R. Schultz stated the college will be submitting Middle States reports over the next several years, which will be address questions that came up during the Middle States Periodical Review.

CORRESPONDENCE

R. Heyman read a letter from Second Nature which thanked the college for their efforts towards sustainability as well as a letter from K. Hilgersom thanking the board for her time at the college.

FEEDBACK TO THE PRESIDENT

None provided.

EXECUTIVE SESSION

Motion by S. Drobysh to enter Executive Session at 5:00 pm to further discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation, seconded by S. Jaffe and passed.

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

Motion by S. Drobysh to resume Regular Session at 6:30 pm, seconded by P. Coombe, and passed.

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

ADJOURNMENT

Motion by S. Drobysh to adjourn the meeting at 6:30 pm, seconded by P. Coombe and passed.

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

Respectfully submitted,

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

Recorded by L. Roffel

RESOLUTION #424-16

RE: Intention to Place the Position of Executive Assistant to the President and Administrative Associate to the Board of Trustees in the Unclassified Professional Service

WHEREAS: the President of Sullivan County Community College has presented the Board of Trustees of Sullivan County Community College with a job description for the position of Executive Assistant to the President and Administrative Associate to the Board of Trustees; and

WHEREAS: the President has recommended the placement of this position in the unclassified Professional Service as defined in Section 6306 of the Education Law in accordance with Section 35 of the Civil Service Law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Sullivan County Community College hereby states its intention to place this position in the unclassified Professional Service; and

BE IT FURTHER RESOLVED that a certified copy of this resolution and the job description for the position of Executive Assistant to the President and Administrative Associate to the Board of Trustees be forwarded to the Chancellor of the State University of New York for the purpose of requesting approval of this new position.

Certified as a true copy of the Resolution adopted by
the Sullivan County Community College Board of Trustees
at its meeting held on June 16, 2016

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

**SUNY Sullivan
Position Description**

Executive Assistant to the President and Administrative Associate to the Board of Trustees

JOB SUMMARY:

The Executive Assistant to the President and Administrative Associate to the Board of Trustees provides office management and administrative services to the President, and administrative services to the Board of Trustees. The incumbent performs complex, confidential, administrative support functions for the President, and has considerable leeway in the exercise of independent judgment when planning and carrying out assignments. He/she works in a strictly confidential relationship with senior management.

The position reports directly to the President and the Chair of the Board of Trustees and is classified Management Confidential

QUALIFICATIONS:

- Bachelor's degree in Business Management. Master's preferred.
- Operational, financial and management experience desired.
- Ability to work independently and to supervise assigned activities and projects when required.
- Ability to collaborate as a team member on projects and initiatives.
- Ability to handle multiple tasks and prioritize work.
- Excellent written, verbal, interpersonal and organizational skills.
- Ability to interact well with people at all levels.
- Ability to handle confidential matters with a professional level of discretion.
- Proficiency in various software packages is required, including, but not limited to Microsoft Office, Jenzabar EX, Internet, and e-mail.
- Experience in an educational setting is strongly preferred.

DUTIES AND RESPONSIBILITIES:

President's Office: Management and Administration

- Responsible for the day-to-day operations of the President's Office, including setting priorities for projects, and coordination/implementation of information and special report data from various offices for submittal to the President
- Manages President's calendar, coordinates and arranges President's travel, arranges meetings on behalf of the President
- Reviews correspondence to President and drafts responses
- Liaison between President's office and county legislature; college and legal offices; and local state governmental offices
- Maintains confidential office environment
- Communicates with faculty, students, staff and visitors in securing information and answers to questions, provides information and/or routes inquiries to appropriate person, and defuses situations requiring immediate attention.
- Records minutes, and participates in meetings such as President's Cabinet
- Prepares agendas as needed for Executive Committee meetings and President's Cabinet meetings
- Coordinates additional meetings as required

- Assists with and coordinates annual Executive Committee Retreat
- Assists with Convocation and Commencement Ceremonies, as required
- Helps ensure the president has accurate and timely information related to campus activities, issues, and policies and procedures, and represents the President when requested
- Upon request, undertakes research and offers related counsel to the President
- Supports College's Middle States Liaison before, during and following the Evaluation Team Visit. This includes coordinating schedules, providing support services and booking lodging and transportation
- Oversees SUNY capital match requests: generates resolutions (BOT and county), obtains SUNY approval of new capital projects, processes DASNY reimbursement requests
- Assists with annual college budget preparation and evaluation, when needed
- Assists directly in the preparation for, and execution of, collective bargaining negotiation.
- Records minutes of confidential labor/management discussions, negotiations, budget planning and implementation, and personnel administration issues, if requested
- Coordinates annual college insurance renewals (applications) and maintains certificates of insurance
- Obtains annual Department of Health Certificates for the college and the field house
- Renews college liquor license
- Assists with contracts/agreements/MOUs as required
- Assists with grant writing as required

Board of Trustees: Management and Administration

- Coordinates Board of Trustee meetings and Sub-Committee meetings, collects pertinent documents/information, publishes/submits prior to meetings
- Assists with preparation of Board of Trustee meeting agendas and sub-committee agendas
- Prepares board resolutions and ensures approved resolutions are disbursed to relevant individuals
- Records minutes of Trustee meetings, Sub-Committee meetings where appropriate and during executive sessions, when requested
- Helps ensure the Board Chair has accurate and timely information related to campus activities, issues, and policies and procedures
- Upon request, undertakes research and offers related counsel to the Board Chair
- Maintains confidential office environment
- Executes special projects on behalf of the board when directed
- Assists in the review, formulation and drafting of BOT policies and procedures
- Reviews correspondence to the Board and drafts responses
- Assists with and coordinates annual Board of Trustees Retreat
- Coordinates and arranges travel to board-related conferences including AACC and ACCT
- Performs other reasonable and appropriate duties as might be assigned from time-to-time by the President or the Chair of the Board of trustees.