

AGENDA – BOARD OF TRUSTEES MEETING

SUNY Sullivan

Thursday, January 18, 2018 3:30 pm

Farrow Board Room

1. Call to Order
2. Auditor Presentation
3. **Action Items**
 - **Approval of Minutes of November 16, 2017**
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. Marketing and Public Relations Report- Cindy Kashan
6. Faculty Council Representative to the Board Report
7. Chairman's Report
 - Comments/Questions – Executive Committee Reports
8. Trustee's Reports
 - Finance and Development Committee Report
 - Operations/ Facilities Management Report
 - Community Partnerships/ Workforce Development Report
 - Academic Strategic Planning Report
 - Dorm Corp 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
November 16, 2017**

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

ALSO PRESENT: J. Quaintance, K. Pomakoy S. Mitchell, S. Horton, C. DePew, C. Kashan

T. Hamlin called the meeting to order at 3:31 pm with the *Pledge of Allegiance*.

APPROVAL OF MINUTES OF JULY 20, 2017

Motion by S. Jaffee to approve the minutes of July 20, 2017, seconded by L. Dyrszka and passed.

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

APPROVAL OF MINUTES OF BOARD RETREAT AUGUST 17, 2017

Motion by S. Jaffee to approve the minutes of August 17, 2017 seconded by P. Coombe and passed.

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

APPROVAL OF MINUTES OF SEPTEMBER 21, 2017

Motion by S. Jaffee to approve the minutes of September 21, 2017 seconded by L. Holmes and passed.

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

RESOLUTION #445-17

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, *President*
- 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. Coombe to approve Resolution #445-17, seconded by L. Dyrszka and passed.

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

S. Drobysch joined the meeting at 3:35 pm

DISCUSSION OF IT AUDIT

J.Quaintance stated that the audit concluded in November with three findings all of which will be no issue in correcting and the college has ninety days to create corrective action plan.

S. Mitchell reported that J. Samman, Director of Information Technology, has drafted a corrective action plan and continues to work out the details, once complete it will come before the full board for acceptance. He also noted that Buildings and Grounds have been involved in the process as well.

J.Quaintance noted that there would likely be three new policies brought to the board for approval as part of the corrective action plan once complete. These policies would include cyber security, disaster and recovery, and notification alerts.

T. Hamlin suggested that a regular internal audit be conducted and it was agreed that one Board Member be present during the exit interview of any future audits conducted. T. Hamlin also pointed out that the college fared well with the audit compared to other community colleges with only having three citations.

COMMUNITY/PUBLIC FEEDBACK

During public comment, Susan Rogers reported on Metamorphosis and various projects the students have been involved in this semester.

FACULTY COUNCIL REPRESENTATIVE TO THE BOARD REPORT

There was no faculty council representative present to report.

FACULTY DEPARTMENT PRESENTATION –MEDIA ARTS: DIGITAL STORYTELLING PROGRAM

MediArts Professor, Scott Healy, presented on the Digital Storytelling Program offered at the college. The presentation highlighted the mission statement of the program, “Find your voice...tell your story.” Additionally, three current students, Jennifer Frederick, Brandon Wardon and Richie Montero spoke to the Board about their experience in the program, what they enjoy about the program and what they feel could improve the program. One student suggested utilizing the communication tv’s around campus to display the different pieces created by the students in the program and to help promote the program. Joseph Commando, Professional Tutor and graduate of the program was also present.

It was noted that SUNY Sullivan is the only college with a Digital Storytelling program.

CHAIRMAN’S REPORT

T. Hamlin discussed the working groups and stated that each group should be reporting out to the full board regarding a mission statement, goals for the group and a timeline in which the goals should be met.

J. Quaintance stated that no working group can create any policies but suggestions on policy change should come before the board.

WORKING GROUPS REPORTS

Finance and Development Committee Report –

S. Jaffee shared the mission statement and goals created by the group,

Mission Statement: The Finance and Development Committee works to ensure the ongoing fiscal stability of the College through budgetary and development policy.

Goals:

1. Reduce fund balance by \$250k by end of fiscal year
2. Propose changes to retiree health insurance
 - Work with an external resource(s) to develop a plan of action
 - Meet with appropriate faculty and PSA to discuss plan(s)
 - Propose a new plan by May of 2018
3. Work with the President to hire a Development Officer

J. Quaintance added that he has been working with Amy Hines to create a job description for the Development Officer and will bring the draft to the board.

Operations/ Facilities Management Report –

N. Hackett shared the mission statement and goals created by the group,

Mission Statement: The Operations/ Facilities workgroup seeks to support the work of the Board of Trustees and the College administration in the effective use and development of the College facilities and

operations, as well as risk management. The group will be informed by the College's Strategic Planning and Institutional Assessment (SPIA) Committee and the Landscape Advisory Committee.

Goals:

1. Through an RFP process, identify and select a firm to develop a Campus Facilities Master Plan that will interact with the College Strategic Plan. RFP will be developed and issued by January 1, 2018 with contract awarded by March 1, 2018.
2. Secure local and State funds to complete the Campus Facilities Master Plan.

Community Partnerships/ Workforce Development Report –

L. Holmes shared the goals created by the group.

Goals:

1. Increase staff dedicated to workforce development to work directly with employers in the region, primarily in the Hospitality/ Tourism and Health/ Human Service industries
2. Survey major regional employers in the above industries to determine emerging employment needs
3. Work with Academic and Strategic Planning working group to review and ensure effective alignment of program offerings in both credit and non-credit areas to meet identified needs

It was decided that a mission statement and timeline would be created and presented at the next board meeting.

Academic Strategic Planning Report –

P. Coombe reported the goals created by the group.

Goals:

1. Coordinate with SPIA to update the Strategic Plan and complete Middle States interim report
2. Set up and implement a systematic program analysis and evaluation to present to the Board for discussion and decision.

It was decided that a mission statement and timeline would be created and presented at the next board meeting.

T. Hamlin added that each working group should report in on progress towards objectives after their monthly meeting so that the information can be shared at the next BOT meeting. It was also noted that the objectives can be changed to work the needs of the college.

T. Hamlin reiterated that the purpose of the working groups is to divide and conquer in order to accomplish more in a calendar year.

Dorm Corp Report –

S. Jaffee reported that they was not a formal meeting last month but shared updates. She stated that the parking lot repairs are complete. She also stated that due to boiler issues a hot water on demand system will be installed in December. It was noted that the new system will also save the Dorm Corp money.

C. Depew added that the new Sports Courts have been greatly utilized by students since the grand opening in October.

PRESIDENT’S REPORT TO THE BOARD

J.Quaintance reported on Spring Enrollment that the college has met 68.7% of the Spring on- campus goal which includes 7.8% FTE students, 7.7 % FT students and 14.4 % out of county and returning students. The number of accepted applicants is 45.3%, 180 accepted students who the college staff are working on being registered for the Spring Semester. It was noted that the college enrollment is also up 16.6% for next fall and that the Admissions team is working hard and achieving goals.

It was also reported that the Men and Women’s basketball teams will move from Division III to Division II beginning fall 2018. C. Depew stated that this will allow the college to offer scholarship programs and will bring in 50-60 new full-time athletes to the college. He added that recruiting for next fall has already begun. He stated that it is a cost effective way to grow enrollment and the projected increase in revenue after the expenses costed out is \$400k.

J. Quaintance noted that the college has had great press coverage for all of the amazing things going on and commended C. Kashan for working to get the information and events published.

J. Quaintance also reported that there new StartUp NY projects currently in the works. An International Distillery, which would bring 300- 400 jobs to the area and a kosher creamery. These two projects would potentially share infrastructure. J. Quaintance pointed out that in addition to the revenue the college would bring in from leasing the land, both projects would also be beneficial to several college programs including culinary, sustainability and green technology.

FEEDBACK TO THE PRESIDENT

P. Coombe inquired about the status of the Hemp Project. J. Quaintance informed the board that there is an issue with mildew growing on the plants but that Cornell University and The University of Kentucky are working on it. He stated that they are reassessing the current program and have two firms who are interested in the program.

S. Horton stated that Bonnadio & Co. is conducting the Financial Audit this year and will present to the board during the January BOT Meeting.

EXECUTIVE SESSION

There was no Executive Session.

ADJOURNMENT

Motion by S. Drobysh to adjourn the meeting at 5:11pm, seconded by S. Jaffe and passed.

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

Respectfully submitted,

P. Adams
Secretary to the Sullivan County Community College Board Trustees
Recorded by M. Caycho