

AGENDA – BOARD OF TRUSTEES MEETING

SUNY Sullivan

Thursday, May 17, 2018 3:30 pm

Farrow Board Room

1. Call to Order
2. **Consent Agenda:**
 - **Approval of Minutes of March 15, 2018**
 - **Resolution #450- 18 Adoption of Fiscal Year 2018-2019 Operating Budget**
 - **Resolution #451-18 Intention to Place the Position of Division Dean in the Unclassified Professional Service**
 - **Resolution #452-18 Intention to Place the Position of Director of Catskill Hospitality Institute in the Unclassified Professional Service**
 - **Resolution #453-18 Intention to Place the Positions of Athletic Trainer, Head Men’s Baseball Coach and Head Women’s Basketball Coach in the Unclassified Professional Service**
 - **Resolution #454-18 Approval of Catskill Creamery as a Start-Up NY Company**
 - **Resolution #455-18 Approval of Goodness Grainless as a Start-Up NY Company**
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. Chairman’s Report
 - Comments/Questions – Executive Committee Reports
6. Trustee’s Reports
 - Finance and Development Committee Report
 - Operations/ Facilities Management Report
 - Community Partnerships/ Workforce Development Report
 - Academic Strategic Planning Report
7. President’s Report to the Board
8. Feedback to the President
9. 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.
10. Adjournment

MINUTES
MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
March 15, 2018

TUSTEES PRESENT: T. Hamlin, Chair, S. Drobysh, Vice Chair, P. Adams, Board Secretary, P. Coombe, L. Dyrszka, P. Guenther (via phone), N. Hackett, S. Jaffe,

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

ABSENT WAS: L. Holmes, Iris Gillingham, Student Trustee

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

APPROVAL OF MINUTES OF JANUARY 18, 2018

Motion by P. Coombe to approve the minutes of January 18, 2018, seconded by S. Drobysh and passed.

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

APPROVAL OF MINUTES OF SPECIAL MEETING FEBRUARY 16, 2018

Motion by S. Drobysh to approve the minutes of February 16, 2018 seconded by N. Hackett and passed.

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

APPROVAL OF MINUTES OF SPECIAL MEETING FEBRUARY 23, 2018

Motion by S. Drobysh to approve the minutes of February 23, 2018 seconded by P. Adams and passed.

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

RESOLUTION #447-18

RE: APPROVAL OF RFP AWARD FOR COPIERS AND RELATED SERVICES AND SOFTWARE

WHEREAS: The Sullivan County Community College Board of Trustees must authorize expenses in excess of \$50,000; and

WHEREAS: A Request for Proposals was sent out on December 20, 2017 requesting bids for Copiers, and Related Services and Software

WHEREAS: Bids were received and opened on January 2, 2018 and the Bid Committee recommended Kristt K. Kelly whose bid totaled One Hundred Twenty One Thousand Six Hundred Twenty Three Dollars and Eighty Four Cents (\$121,623.84).

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Sullivan County Community College hereby approves this bid and authorizes Sullivan County Community College to contract with Kristt K. Kelly to provide Copiers and Related Services and Software, in the amount of One Hundred Twenty One Thousand Six Hundred Twenty Three Dollars and Eighty Four Cents (\$121,623.84).

Motion by S. Drobysch to approve Resolution #447-18, seconded by N. Hackett and passed.

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

RESOLUTION #448-18

RE: ADOPTION OF TUITION AND FEE SCHEDULE FOR FISCAL YEAR 2018-2019

WHEREAS: the Administration of the College has formulated a tuition and fee schedule for Fiscal Year 2018-2019 in conformance with the financial plan developed by the College; and

WHEREAS: the Board of Trustees must approve a tuition and fee schedule for Fiscal Year 2018-2019 and forward same to the State University of New York.

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of Sullivan County Community College that the tuition and fee schedule for Fiscal Year 2018-2019, a copy of which is attached hereto and made a part hereof, is hereby approved, and

BE IT FURTHER RESOLVED that a copy of this Resolution and schedule is forwarded to the State University of New York, Office of Finance and Business.

Motion by S. Drobysch to approve Resolution #448-18, seconded by P. Coombe and passed.

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

THE ALFORD GROUP PRESENTATION- AMY HINES

- Amy Hines, Senior Vice President of the Alford Group
 - Presented *Launching a Fundraising Program for SUNY Sullivan*
 - Upcoming fundraising efforts
 - Presidents VIP Reception, May 10th
 - Presidents Inauguration and Sustainability Symposium, May 18th

COMMUNITY/PUBLIC FEEDBACK

- One community member spoke

FACULTY COUNCIL REPRESENTATIVE TO THE BOARD REPORT

- Anne Ruskiewicz
 - Reported on faculty thoughts associated with reorganization and the Library transitioning to more digital resources and interlibrary loans.
- Dr. Theresa Hamlin, Board Chair
 - Stated that the board is committed to making the college better

FACULTY DEPARTMENT PRESENTATION –HEALTH SCIENCES: NURSING

- Nursing Professor, Dorothy Valese
 - Presented on the Nursing Program offered at the college.
 - Stated the new state law mandates nurses to earn a BSN within 10 years of initial licensure
 - Discussed renewing and updating existing articulation agreements with four-year institutes.

PRESENTATION OF STRATEGIC ENROLLMENT MANAGEMENT PLAN 18-19

- Rebecca Schiavo, Assistant Dean of Enrollment Management
 - Presented the Enrollment Management Strategic Plan for 2018-2019

CHAIRMAN'S REPORT

- Dr. Theresa Hamlin, Board Chair
 - Reported SUNY Trustee Eunice Lewin visited/toured campus, met with college staff and students, the visit went very well.
 - Reported on School Safety as a top priority
 - Advanced ALICE Training (Alert, Lockdown, Inform, Counter, Evacuate) will be held at TCFD, the college and other local school districts public safety staff invited to attend.
 - Reported on SUNY Advocacy Committee
 - Focused on redesigning SUNY'S funding formula- No change this year

WORKING GROUPS REPORTS

Finance and Development Committee Report

- Susan Jaffe, Board Treasurer
 - 2018-2019 Budget Prep is underway. Changes in budget prep to support new Division Structure
 - Cash Flow
- Susan Horton, CFO
 - Reported the college will begin to receive \$300k in County funds every 2 weeks.
 - Reported the college will receive State Aid and TAP this week and next week.
 - Finance committee will review 18/19 Budget then approve Budget at May BOT Meeting

Operations/ Facilities Management Report –

- Patricia Adams, Board Secretary
 - Reported that the legal notice for the Campus Master Plan RFP went out.
- Stephen Mitchell, Assoc VP for Planning, Human Resources and Facilities
 - Reported campus tours and meetings will be held next week for the 10-12 firms who responded to the RFP.
- Jay Quaintance, President
 - Reported the Sullivan County Renaissance is offering a Care of Public Spaces course open to the public and free for SUNY Sullivan Students. The course is fully funded through the Renaissance.

Community Partnerships/ Workforce Development Report –

- Steve Drobysh, Board Vice Chair
 - Reported that the group met on February 28th and discussed the needs of local employers and how the college can assist them.
- Jay Quaintance, President
 - Reported the Sullivan County Partnership hired a PR firm from NYC who plans to survey local employers to see where the need is which will help the college in assisting.

Academic Strategic Planning Report –

- Phyllis Coombe, Trustee
 - Reported that the group met on February 13th and discussed the Middlestates report is due June 2019. They also discussed Learning Outcomes and how to successfully measure success.

PRESIDENT'S REPORT TO THE BOARD

- Jay Quaintance, President
 - Addressed Faculty thoughts reported on by Anne Ruszkiewicz
 - Reported the NJCAA Tournament began today which the college is hosting.

- Reported the new Dean positions have been posted and applications are coming in. A search committee has been organized who will meet with the applicants.
- Reported the college will host an HVEC meeting in June.
- StartUp NY
 - Catskill Creamery submitted their application and a Community Feedback Notice was released
- Thanked Rich Butler and Buildings and Grounds staff for all of their hard work this winter season.

FEEDBACK TO THE PRESIDENT

There was no feedback.

EXECUTIVE SESSION

Motion by S. Drobysh to enter into executive session to discuss a potential legal matter at 5:34 pm, seconded by S. Jaffe and passed.

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

Motion by L. Dyrszka to resume regular session at 6:23pm, seconded by S. Jaffe and passed.

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

ADJOURNMENT

Motion by S. Drobysh to adjourn the meeting at 6:25pm, seconded by S. Jaffe and passed.

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

Respectfully submitted,

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



Board of Trustees
 112 College Road
 Loch Sheldrake, NY 12759-5723
 845-434-5750 ext. 4261

Resolution # 450-18

RE: Adoption of Fiscal Year 2018-2019 Operating Budget

WHEREAS: Sullivan County Community College has formulated its Fiscal Year 2018-2019 Operating Budget at a total of \$ 19,171,784 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;

NOW, Therefore, Be It Resolved, that the Board of Trustees of Sullivan County Community College hereby adopts a Fiscal Year 2018-2019 Operating Budget of \$ 19,171,784 dated May 17, 2018 delineated as follows:

REVENUE	
Tuition	4,956,358
Out of State Tuition	66,820
State Aid	3,228,881
Chargeback	2,890,745
Other Offsetting Revenue	1,668,980
Facility Use Fees	60,000
Sullivan County's Contribution	4,300,000
Total Unrestricted	17,171,784
Restricted Revenue	2,000,000
Total Restricted	2,000,000
Total Budget Request	19,171,784

EXPENSE	
Instructional	4,757,650
Public Service	9,520
Library & Information Technology	623,024
Student Services	1,876,317
Buildings and Grounds	1,349,960
Administration	1,763,608
General Services	1,445,705
Employee & Post Employ Benefits	5,346,000
Total Unrestricted	17,171,784
Restricted Expenses	2,000,000
Total Restricted	2,000,000
Total Budget Request	19,171,784

Be It Further Resolved that certified copies of this Resolution are forwarded to the County of Sullivan and the State University of New York.

Certified as a true copy of the Resolution adopted by the Board of Trustees at their meeting held on the 17th day of May 2018

Patricia Adams, Secretary
 SUNY Sullivan Board of Trustees



SULLIVAN
COUNTY COMMUNITY COLLEGE
S • U • N • Y

Board of Trustees
112 College Road
Loch Sheldrake, NY 12759-5723
845-434-5750 ext. 4261

RESOLUTION #451-18

**RE: INTENTION TO PLACE THE POSITION OF DIVISION DEAN IN
THE UNCLASSIFIED PROFESSIONAL SERVICE**

WHEREAS: the President of Sullivan County Community College is undertaking a reorganization of the Academic and Student Affairs areas; and

WHEREAS: the President has presented the Board of Trustees of Sullivan County Community College with a job description for the position of Division Dean; and

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

BE IT FURTHER RESOLVED that a certified copy of this resolution and the job description for the position of Division Dean 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 May 17, 2018

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

Sullivan County Community College
Position Description
Division Dean

JOB SUMMARY

The Division Dean is responsible to ensure that the division provides quality credit and non-credit programming that meets the needs of our students, community, and workforce partners, and helps the college fulfill its mission as an economic catalyst to the service area. The Dean provides entrepreneurial leadership in the development, assessment, expansion, revision, improvement, and maintenance of multiple quality, relevant, education programs.

The Division Dean supervises the chairs and faculty in the academic departments that are a part of the division, and two division secretaries. The position reports to the Vice President for Academic and Student Affairs.

This 12-month position is classified management confidential.

QUALIFICATIONS:

- Master's degree from an accredited institution is required.
- Five-years as a full-time faculty or administrative experience, preferably at the community college level.
- A commitment to a student-centered learning environment and to the comprehensive community college mission.
- An avid supporter of cultural and ethnic differences.

DUTIES AND RESPONSIBILITIES:

Division Leadership

- Ensures the division's alignment with the college's mission, values, goals, and objectives, as well as all local, state, and federal laws and regulations. Monitors programs to ensure compliance with applicable accrediting bodies. The Division Dean provides leadership to align division priorities with the college's strategic plan.
- Provides entrepreneurial vision for the development of new programs and the evaluation of existing programs. Leads the division's operational planning and learning outcomes assessment processes, and ensures that a vibrant continuous quality improvement program exists within the division.
- Develops and implements a division comprehensive enrollment management plan that aligns with and enhances the college's integrated strategic enrollment management efforts, positioning the college to capitalize upon enrollment opportunities and market disruptions. Provide effective collaborative leadership for strategic recruitment, including expanded admissions outreach, enrollment, and retention of a diverse, multi-cultural student body.

- Leads, in collaboration with other college offices, the division's efforts to build purposeful pathways from K12 to college; increase college readiness; and support the seamless entry of secondary students into SUNY Sullivan programs.

Division Administration

- Coordinates, under the leadership of the Vice President of Academic and Student Affairs, the development of a comprehensive, coordinated, student-focused, master schedule; oversees faculty teaching assignments, schedules, and classroom assignments.
- Supervises division faculty, academic professionals, classified staff, technical/support, and/or student staff. Hires, evaluates, trains, disciplines, and recommends dismissal of staff as necessary. Evaluates and oversees the development of professional development plans and goals for assigned faculty department chairs, faculty, academic professionals, and classified staff in accordance with good management practices.
- Develops and supervises budgets for the division; reviews and approves budget requests that provide for the attainment of goals in accordance with approved plans.
- Reviews and resolves student complaints; routes complaints to other offices as appropriate; maintains records of student complaints and resolutions.

College and Community Relations

- Develops and supports community relationships designed to enhance the mission of the college; serves as a liaison to applicable external agencies and businesses, the community, the general public, internal departments, and applicable educational institutions representing the college with respect to academic programs, processes, and procedures. Convenes advisory and related committees for vocational and technical programs and maintains related records.
- Exercises a high level of independence and good judgement in the development of campus policies and the interpretation and execution of collective bargaining agreements. Participates in the collective bargaining process, and serves on labor management committees as necessary.
- Builds a team centered, student-focused approach to college operations, and works collaboratively with other college divisions.
- Collaborate with faculty, staff, students, administrators, and campus committees to advance Sullivan's leadership in campus sustainability and environmental education.
- Performs other reasonable duties as assigned/or appropriate.



Board of Trustees
112 College Road
Loch Sheldrake, NY 12759-5723
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RESOLUTION #452-18

**RE: INTENTION TO PLACE THE POSITION OF DIRECTOR OF
CATSKILL HOSPITALITY INSTITUTE IN THE UNCLASSIFIED
PROFESSIONAL SERVICE**

WHEREAS: the President of Sullivan County Community College is undertaking a reorganization of the Academic and Student Affairs areas; and

WHEREAS: the President has presented the Board of Trustees of Sullivan County Community College with a job description for the position of Director of Catskill Hospitality Institute; 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; and

BE IT FURTHER RESOLVED that a certified copy of this resolution and the job description for the position of Director of Catskill Hospitality Institute 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 May 17, 2018

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

**Sullivan County Community College
Position Description**

Director of the Catskill Hospitality Institute

JOB SUMMARY

The Director of the Catskill Hospitality Institute is responsible for planning and directing all aspects of the Institute's programs and services. He/she ensures that the Institute provides quality credit and non-credit programming that meets the needs of our students, community, and workforce partners, and helps the college fulfill its mission as an economic catalyst to the service area.

The Director reports to the Division Dean, and supervises the Institute faculty and staff. The position is classified as Academic Support Staff and the incumbent is a member of the Professional Staff Association.

Evening and weekend hours may be required.

QUALIFICATIONS

- Bachelor's degree with a culinary arts or hospitality major; Master's degree preferred.
- Five-years as a full-time faculty or administrative experience, preferably at the community college level.
- Experience working with business to align curriculum to workforce needs.
- Ability to communicate effectively with students, staff, faculty, business, alumni, administrators and parents as well as inspire achievement and leadership among students and staff.
- A commitment to a student-centered learning environment and to the comprehensive community college mission.
- An avid supporter of cultural and ethnic differences.

DUTIES AND RESPONSIBILITIES

Institute Leadership

- Ensures the Institute's programs and services align with the college's mission, values, goals, and objectives, as well as all local, state, and federal laws and regulations.
- Oversees the design of new Institute programs and services, and the evaluation of existing programs and services.
- Directs the Institute's operational planning and learning outcomes assessment processes, and ensures that a vibrant continuous quality improvement program exists within the Institute.
- Collaborates in developing and implementing a comprehensive enrollment management plan for Institute programs that aligns with and enhances the college's integrated strategic enrollment management efforts, positioning the Institute to capitalize upon enrollment opportunities and market disruptions.
- Assists, in collaboration with other college offices, in the division's efforts to build purposeful pathways from K12 to college and to support life-long learning.

Institute Administration

- Monitors programs to ensure compliance with applicable accrediting bodies.
- Coordinates the Institute's recruitment and retention activities, facilitating the development of recruiting activities and materials for Institute programs, and ensuring that appropriate paperwork is collected each semester.

- Offers students guidance, attempt to resolve challenges, concerns, and complaints, route students to appropriate offices, keep accurate records, and generally assist students as they navigate the Institute and the College.
- Coordinates all hospitality internships and externships, and schedules and supervises work study students.
- Conducts regular department meetings during the academic year, and under the guidance of the division dean, coordinates assessment, continuous quality improvement, and planning activities.
- Coordinates the Institute's curricular process.
- Coordinates the development of a student-focused class schedule for Institute programs, overseeing faculty teaching assignments, schedules, and classroom assignments.
- Discharge supervisory responsibilities: Plan, assign, and direct the work of subordinates; conduct regular performance appraisals; makes recommendations with regard to the appointment, promotion and termination of staff; and address complaints and resolves issues.
- Develops and supervises budgets for the Institute; reviews and approves budget requests that provide for the attainment of goals in accordance with approved plans.
- Advise the Division Dean chair on space and equipment utilization, and coordinate the maintenance of all culinary supplies and equipment.
- Oversees the ordering of product and supplies: Maintains the product and pricing database, working with faculty to incorporate aspects of the College's ordering and purchasing systems into classroom instruction; Receives, inspects (for quality control) and stores all food, liquor and equipment; Issues food, liquor, supplies and equipment to classrooms and kitchens; and Prepares annual inventory reports.
- Ensures compliance with health and safety and alcohol related codes and requirements.
- Updates and maintains a procedure manual for the Culinary Steward's office.

College and Community Relations

- Develops and supports community relationships designed to enhance the mission of the College and the Institute's programs and services.
- Continue to develop and support relationships with the high schools, BOCES, and the trade.
- Act as liaison between the Institute and the entire college community, as well as between the Institute department and the external community.
- Collaborate with faculty, staff, students, administrators, and campus committees to advance Sullivan's leadership in campus sustainability and environmental education.
- Performs other reasonable duties as assigned/or appropriate.



SULLIVAN
COUNTY COMMUNITY COLLEGE
S · U · N · Y

Board of Trustees
112 College Road
Loch Sheldrake, NY 12759-5723
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RESOLUTION #453-18

**RE: INTENTION TO PLACE THE POSITIONS OF ATHLETIC
TRAINER, HEAD MEN'S BASEBALL COACH AND HEAD
WOMEN'S BASKETBALL COACH IN THE UNCLASSIFIED
PROFESSIONAL SERVICE**

WHEREAS: Sullivan County Community College men's and women's basketball is moving from NJCAA Division III to NJCAA Division II; and

WHEREAS: Sullivan County Community College men's and women's baseball teams already compete at the NJCAA Division II level; and

WHEREAS: the President has presented the Board of Trustees of Sullivan County Community College with a job description for the positions of Athletic Trainer, Head Men's Baseball Coach and Head Women's Basketball Coach; and

WHEREAS: the President has recommended the placement of these positions in the unclassified Professional Service as defined in Section 6306 of the Education Law in accordance with Section 35 of the Civil Service Law; and

BE IT FURTHER RESOLVED that a certified copy of this resolution and the job descriptions for these positions of Athletic Trainer, Head Men's Baseball Coach and Head Women's Basketball Coach be forwarded to the Chancellor of the State University of New York for the purpose of requesting approval of these new positions.

Certified as a true copy of the Resolution adopted by
the Sullivan County Community College Board of Trustees
at its meeting held on May 17, 2018

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

**Position Description
SUNY Sullivan**

Athletic Trainer

DEPARTMENT MISSION

The Department of Athletics, as a partner in the mission of SUNY Sullivan, provides an effective learning experience for student-athletes through competitive NJCAA Division I, II & III Athletics. We are committed to cultivating an environment of excellence that fosters personal growth, leadership development, responsible citizenship, and team work. The department promotes pride, loyalty and unity within the SUNY Sullivan community and creates opportunities for life-long relationships.

JOB SUMMARY:

The Athletic Trainer acts as a liaison between the athlete, the coaches, and the medical staff. He/she provides patient care in the college athletic facility by: (1) managing athletic injuries, and (e) providing instruction to coaches, athletes, medical personnel and communities in the area of care and prevention of athletic injuries. The Athletic Trainer may also perform non-clinical tasks such as teaching, professional mentoring, supportive personnel supervision, and general cleaning and maintenance of treatment areas.

This position reports to the Director of Athletics and works hours as assigned by the Director of Athletics and as needed to meet athletic programming and department schedule requirements. Weekend and evening hours are required, as needed. An in-season and out-of-season work schedule will be created as per the needs of the program and department.

The position is classified as Academic Support Staff and the incumbent is a member of the Professional Staff association.

QUALIFICATIONS:

- Bachelor's Degree (Master's degree is preferred)
- NYS Certification, BOC Certification and current CPR and AED Certification
- Outpatient orthopedic experience is desirable
- Proficiency using MS Office software.
- Ability to communicate effectively with students, athletes, staff, faculty, alumni, administrators and parents.
- Ability to inspire achievement and leadership among students, athletes and staff.

DUTIES AND RESPONSIBILITIES:

Manage Athletic Injuries

- Apply protective or injury preventive devices such as tape, bandages, or braces to body parts such as ankles, fingers, or wrists, but not limited to such.
- Conduct an initial assessment of an athlete's injury or illness to provide emergency or continued care, and to determine whether they should be referred to physicians for definitive diagnosis and treatment.
- Review physician's referral and patient's medical records to help determine diagnosis and physical therapy treatment required.
- Confer with the patient, physical therapists, and medical practitioners and appropriate others to plan, implement and assess the intervention program.

- Care for athletic injuries using therapeutic exercise and modalities at the direction of the treating physician.
- Collaborate with physicians to develop and implement comprehensive rehabilitation programs for athletic injuries.
- Assess and report the progress of recovering athletes to coaches and physicians.
- Record prognosis, treatment, response, and progress in patient's chart or enter information into computer.
- Instruct patient and family in treatment procedures to be continued at home.

Provide Instruction

- Advise athletes on the proper use of equipment.
- Plan and implement comprehensive athletic injury and illness prevention programs.
- Develop training programs and routines designed to improve athletic performance.

Other Duties and/or Non-Clinical Tasks

- Perform general cleaning and maintenance of treatment areas.
- Travel with athletic teams to be available at sporting events.
- At the request of immediate supervisor, provide coverage at a location other than the college athletic facility.
- Participate in community and community agency activities.
- Maintain confidentiality of all written and electronic information, and observes patient rights.
- Maintain a positive work atmosphere by behaving and communicating in a manner that gets along with co-workers, patients, physicians and management.
- Interacts professionally and effectively with patients, family, physicians, providers, employees community, news media, agencies and various other organizations

I have received a copy of this job description on _____

Employee Signature

Date

Position Description
SUNY Sullivan
Head Men's Baseball Coach
FULL-TIME

DEPARTMENT MISSION

The Department of Athletics, as a partner in the mission of SUNY Sullivan, provides an effective learning experience for student-athletes through competitive NJCAA Division I, II & III Athletics. We are committed to cultivating an environment of excellence that fosters personal growth, leadership development, responsible citizenship, and team work. The department promotes pride, loyalty and unity within the SUNY Sullivan community and creates opportunities for life-long relationships.

JOB SUMMARY:

The Head Men's Baseball Coach is responsible for the overall operation of our nationally known NJCAA Division II Men's Baseball program. This person will also assist with student retention and the operation and administration of the Department of Athletics.

This position reports to the Director of Athletics and works hours as assigned by the Director of Athletics and as needed to meet athletic programming and department schedule requirements. Weekend and evening hours are required, as needed. An in-season and out-of-season work schedule will be created as per the needs of the program and department.

The position is classified as Academic Support Staff and the incumbent is a member of the Professional Staff association.

QUALIFICATIONS:

- Bachelor's Degree (Master's degree is preferred) in Physical Education, Sports Management or Recreation or related field is required.
- At least three (3) years experience coaching basketball and athletic administration, preferably on the collegiate level, is required.
- Proficiency using MS Office software.
- Ability to communicate effectively with students, athletes, staff, faculty, alumni, administrators and parents.
- Ability to inspire achievement and leadership among students, athletes and staff.

DUTIES AND RESPONSIBILITIES:

Head Coach

- Direct and coordinate the planning, organizing, and coaching of the SUNY Sullivan Men's Baseball program including the Junior Varsity Team. Coordinate all baseball related duties to include recruitment of players, team practice and game management at the scholarship level.
- Direct and coordinate the activities of the Men's Baseball staff to include planning, organizing and coaching of the Men's Baseball team; ensure compliance with College, NJCAA, Region XV and Mid-Hudson Conference policies and regulations.
- Direct the baseball staff in preparation and analyses of opponent teams; analyze game statistics tactical data of opponents and prepare game plans accordingly.
- Assign and supervise the Baseball staff in the recruitment of new players; in conjunction with the Director of Athletics, determine recipients of baseball scholarships.

- Provide leadership and instruction in the personal and athletic development of student/athletes at SUNY Sullivan.
- Counsel team members in academic, disciplinary, and personal matters; consult with College administration and faculty for resolution of problems as required.
- Work closely with the Athletic Trainer and School Nurse for the care and prevention of athletic injuries and support the overall drug and alcohol education program for student-athletes.
- Determine fiscal requirements and prepare budgetary recommendations; monitor, verify and reconcile expenditures of budgeted funds.
- Direct various personnel functions including, but not limited to, hiring, performance appraisals, promotions, and schedules of the Men's PT Baseball Staff. Make recommendations to the Athletic Director for assistant baseball coaches and managers. Supervise coaching and managerial staff of Men's Baseball team to include a full JV program.
- Study, evaluate and implement innovations in Baseball strategy and equipment.
- Represent SUNY Sullivan Department of Athletics in professional, civic, charity and alumni events.
- Assist in the implementation and management a summer sports camp program.

Retention:

- Function as a coordinating liaison with the employees of the Admissions Office, Dormitory Corporation, Learning Center, Financial Aid Office and other offices on campus to facilitate each student-athletes' transition to college life.
- Assist the Athletic Director in the implementation of an academic monitoring program for all student athletes and assist part-time coaching staff by supervising mandatory study hall programs for all SUNY Sullivan student-athletes.

Operations and Administration:

- Assist in the operation and management of the Paul Gerry Fieldhouse including, but not limited to: Building supervision responsibilities and coverage which will include evenings and/or weekends.
- Assist in events in the Field House as assigned by the Director of Athletics and/or the Dean of Student Development Services, that are hosted or sponsored by the College
- Represent, as assigned by the Athletic Director and in consultation with the Public Relations Office, the College's sports programs to the media and at public functions in accordance with College policy regarding contacting members of the media.
- Participate and coordinate the participation of varsity athletes and coaches in the fundraising ventures of the department including, but not limited to, the operations of The General Store and The Generals' Club.
- Assist in the supervision of the work-study program.
- Perform other duties as directed by the Athletic Director and/or the Dean of Student Development Services.

I have received a copy of this job description on _____

Employee Signature

Date

**Position Description
SUNY Sullivan
Head Women's Basketball Coach**

DEPARTMENT MISSION

The Department of Athletics, as a partner in the mission of SUNY Sullivan, provides an effective learning experience for student-athletes through competitive NJCAA Division I, II & III Athletics. We are committed to cultivating an environment of excellence that fosters personal growth, leadership development, responsible citizenship, and teamwork. The department promotes pride, loyalty and unity within the SUNY Sullivan community and creates opportunities for life-long relationships.

JOB SUMMARY:

The Head Women's Basketball Coach is responsible for the overall operation of our nationally known NJCAA Division II Women's Basketball program. This person will also assist with student retention and the operation and administration of the Department of Athletics.

This position reports to the Director of Athletics and works hours as assigned by the Director of Athletics and as needed to meet athletic programming and department schedule requirements. Weekend and evening hours are required, as needed. An in-season and out-of-season work schedule will be created as per the needs of the program and department.

The position is classified as Academic Support Staff and the incumbent is a member of the Professional Staff association.

QUALIFICATIONS

- Bachelor's Degree (Master's degree is preferred) in Physical Education, Sports Management or Recreation or related field is required.
- At least three (3) years experience coaching basketball and athletic administration, preferably on the collegiate level, is required.
- Proficiency using MS Office software.
- Ability to communicate effectively with students, athletes, staff, faculty, alumni, administrators and parents.
- Ability to inspire achievement and leadership among students, athletes and staff.

DUTIES AND RESPONSIBILITIES:

Head Coach

- Direct and coordinate the planning, organizing, and coaching of the SUNY Sullivan's women's basketball program including the Junior Varsity Team. Coordinate all basketball related duties to include recruitment of players, team practice and game management at the scholarship level.
- Direct and coordinate the activities of the Women's basketball staff to include planning, organizing and coaching of the women's basketball team; ensure compliance with College, NJCAA, Region XV and Mid-Hudson Conference policies and regulations.
- Direct the basketball staff in preparation and analyses of opponent teams; analyze game statistics tactical data of opponents and prepare game plans accordingly.
- Assign and supervise the basketball staff in the recruitment of new players; in conjunction with the Director of Athletics, determine recipients of basketball scholarships.

- Provide leadership and instruction in the personal and athletic development of student/athletes at SUNY Sullivan.
- Counsel team members in academic, disciplinary, and personal matters; consult with College administration and faculty for resolution of problems as required.
- Work closely with the Athletic Trainer and School Nurse for the care and prevention of athletic injuries and support the overall drug and alcohol education program for student-athletes.
- Determine fiscal requirements and prepare budgetary recommendations; monitor, verify and reconcile expenditures of budgeted funds.
- Direct various personnel functions including, but not limited to, hiring, performance appraisals, promotions, and schedules of the Women's PT Basketball Staff. Make recommendations to the Athletic Director for assistant basketball coaches and managers. Supervise coaching and managerial staff of Women's basketball team to include a full JV program.
- Study, evaluate and implement innovations in basketball strategy and equipment.
- Represent SUNY Sullivan Department of Athletics in professional, civic, charity and alumni events.
- Assist in the implementation and management a summer sports camp program.

Retention:

- Function as a coordinating liaison with the employees of the Admissions Office, Dormitory Corporation, Learning Center, Financial Aid Office and other offices on campus to facilitate each student-athletes' transition to college life.
- Assist the Athletic Director in the implementation of an academic monitoring program for all student athletes and assist part-time coaching staff by supervising mandatory study hall programs for all SUNY Sullivan student-athletes.

Operations and Administration:

- Assist in the operation and management of the Paul Gerry Fieldhouse including, but not limited to: Building supervision responsibilities and coverage which will include evenings and/or weekends.
- Assist in events in the Field House as assigned by the Director of Athletics and/or the Dean of Student Development Services, that are hosted or sponsored by the College
- Represent, as assigned by the Athletic Director and in consultation with the Public Relations Office, the College's sports programs to the media and at public functions in accordance with College policy regarding contacting members of the media.
- Participate and coordinate the participation of varsity athletes and coaches in the fundraising ventures of the department including, but not limited to, the operations of The General Store and The Generals' Club.
- Assist in the supervision of the work-study program.
- Perform other duties as directed by the Athletic Director and/or the Dean of Student Development Services.

I have received a copy of this job description on _____

Employee Signature

Date



Board of Trustees
112 College Road
Loch Sheldrake, NY 12759-5723
Tel: 845-434-5750 ext. 4261

RESOLUTION #454-18

**RE: APPROVAL OF CATSKILL CREAMERY AS A
START-UP NY COMPANY**

WHEREAS: The Sullivan County Community College Board of Trustees must authorize the sponsorship of companies participating in the START-UP NY program; and

WHEREAS: Catskill Creamery has submitted a draft application to utilize the campus' 18-acre START-UP NY approved site;

WHEREAS: Catskill Creamery seeks to create a modern dairy facility whose primary manufacturing activity will be the pasteurization, separation, and homogenization of raw milk purchased from milk cooperatives for the production of cheeses, yogurts and assorted traditional and innovative dairy and non-dairy related products.

WHEREAS: Catskill Creamery will have a close working relationship with SUNY Sullivan; the creamery will serve as a living laboratory for academic development and internships, leading to potential employment, with an anticipated 36 jobs its first year of operation;

WHEREAS: In accordance with START-UP NY regulations the college has conducted a 30-day comment period with required constituencies, both internal and external to the college, and having received no negative comments pertaining to the project;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Sullivan County Community College hereby approves the sponsorship of Catskill Creamery as a START-UP NY company on its Loch Sheldrake campus, allowing Catskill Creamery to submit an official business application for approval by the New York State Empire Development Corporation.

Certified as a true copy of the Resolution adopted by
the Sullivan County Community College Board of Trustees
at its meeting held on May 17, 2018.

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



Board of Trustees
112 College Road
Loch Sheldrake, NY 12759-5723
Tel: 845-434-5750 ext. 4261

RESOLUTION #455-18

**RE: APPROVAL OF GOODNESS GRAINLESS
AS A START-UP NY COMPANY**

WHEREAS: The Sullivan County Community College Board of Trustees must authorize the sponsorship of companies participating in the START-UP NY program; and

WHEREAS: Goodness Grainless LLC has submitted a draft application to utilize the Narrowsburg Union at 7 Erie Avenue in Narrowsburg, a START-UP NY approved site;

WHEREAS: Goodness Grainless LLC seeks to establish bakery facilities for the production of pure, healthy, gluten-, grain- and allergen-free foods for distribution to grocery stores including Whole Foods, airports, arenas, specialty food stores, amusement parks and more.

WHEREAS: Goodness Grainless LLC will have a close working relationship with SUNY Sullivan; the bakeries will provide internships to SUNY Sullivan students as well as offer workshops and other programs to teach students about gluten- and allergen-free products, as well as about food as a catalyst of health and wellness and as an alternative to pharmaceutical solutions to health issues.

WHEREAS: Goodness Grainless LLC estimates that it will employ 5 full-time employees during its first year of operation and will seek employees primarily through the recruitment of graduates of SUNY Sullivan's Culinary Arts and Pastry Arts programs, as well as participation in SUNY Sullivan-sponsored job fairs.

WHEREAS: In accordance with START-UP NY regulations the college has conducted a 30-day comment period with required constituencies, both internal and external to the college, and having received no negative comments pertaining to the project;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Sullivan County Community College hereby approves the sponsorship of Goodness Grainless LLC as a START-UP NY company at the Narrowsburg Union, allowing Goodness Grainless LLC to submit an official business application for approval by the New York State Empire Development Corporation.

Certified as a true copy of the Resolution adopted by
the Sullivan County Community College Board of Trustees
at its meeting held on May 17, 2018.

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