

## AGENDA – BOARD OF TRUSTEES MEETING

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SUNY Sullivan

Thursday, July 25, 2019 3:30 pm

Farrow Board Room

1. Call to Order
2. **Action Items:**
  - **Election of the Slate Officers**
  - **Resolution #468-19 – Approval of Promotions for 2018-2019**
3. **Consent Agenda:**
  - **Approval of Minutes of May 16, 2019**
  - **Resolution #469-19 – Approval to Accept a Donation of a Pool Table**
  - **Resolution #470-19 – Approval of Bank Signatories**
  - **Resolution #471-19—Approval of Signatories for Line of Credit**
  - **Resolution #472-19- Re: Criteria for a Load Reduction for Division Chairs**
  - **Resolution #473-19- Re: Policy 2.01 Student Admission and Retention**
4. Community/Public Feedback  
*At any regular meeting of the Board, a member of the public shall be permitted to speak on any issue before the Board for a period not to exceed 2 minutes except if the Chair allots more time.*
5. Faculty Council Representative to the Board Report
6. Chairman's Report
  - Comments/Questions – Executive Committee Reports
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**  
**May 16, 2019**

**TUSTEES PRESENT:** T. Hamlin, Chair, S. Drobysh, Vice Chair, P. Adams, Board Secretary, G. Helper, Student Trustee, S. Jaffe, Board Treasurer, P. Coombe, N. Hackett (via phone), L. Holmes, A. Kane

**ABSENT WAS:** P. Guenther

**ALSO PRESENT:** J. Quaintance, K. Pomakoy, C. Kashan, D. Raynor, P. Laroche

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

**APPROVAL OF MINUTES OF MARCH 14, 2019**

**Motion by P. Coombe to approve the minutes of March 14, 2019 meeting with two corrections on the first page updating S. Jaffe as absent and L. Holmes as present, seconded by S. Drobysh and passed.**

Vote:

Patricia Adams	yes	Theresa Hamlin	yes
Phyllis Coombe	yes	Lyman Holmes	yes
Steven Drobysh	yes	Susan Jaffe	yes
Paul Guenther	absent	Anthony Kane	yes
Nancy Hackett	absent	Gem Helper	yes

**APPROVAL OF RESOLUTION #464-19 APPROVAL OF 2019- 2020 TUITION AND FEE SCHEDULE**

**Motion by S. Drobysh to approve Resolution #464-19, seconded by P. Coombe and passed.**

Vote:

Patricia Adams	yes	Theresa Hamlin	yes
Phyllis Coombe	yes	Lyman Holmes	yes
Steven Drobysh	yes	Susan Jaffe	yes
Paul Guenther	absent	Anthony Kane	yes
Nancy Hackett	absent	Gem Helper	yes

**APPROVAL OF RESOLUTION #465-19 ADOPTION OF FISCAL YEAR 2019- 2020 OPERATING BUDGET**

**Motion by S. Drobysh to approve Resolution #465-19, seconded by S. Jaffe and passed.**

Patricia Adams	yes	Theresa Hamlin	yes
Phyllis Coombe	yes	Lyman Holmes	yes
Steven Drobysh	yes	Susan Jaffe	yes
Paul Guenther	absent	Anthony Kane	yes
Nancy Hackett	absent	Gem Helper	yes

**APPROVAL OF RESOLUTION #466-19 APPROVAL OF SPONSOR SERVICES INCLUDED IN THE FISCAL YEAR 2019- 2020 OPERATING BUDGET**

**Motion by S. Jaffe to approve Resolution #466-19, seconded by S. Drobysch and passed.**

Patricia Adams	yes	Theresa Hamlin	yes
Phyllis Coombe	yes	Lyman Holmes	yes
Steven Drobysch	yes	Susan Jaffe	yes
Paul Guenther	absent	Anthony Kane	yes
Nancy Hackett	absent	Gem Helper	yes

**APPROVAL OF RESOLUTION #467-19 PROFESSOR EMERITUS STATUS FOR MARY SUDOL**

**Motion by S. Drobysch to approve Resolution #467-19, seconded by P. Coombe and passed.**

Patricia Adams	yes	Theresa Hamlin	yes
Phyllis Coombe	yes	Lyman Holmes	yes
Steven Drobysch	yes	Susan Jaffe	yes
Paul Guenther	absent	Anthony Kane	yes
Nancy Hackett	absent	Gem Helper	yes

**APPROVAL OF THE DIVERSITY AND INCLUSION MISSION STATEMENT**

SUNY Sullivan values a diverse, equitable, and inclusive campus. We are committed to intentionally providing tools and strategies for the recruitment, retention, and success of all students, faculty, and staff, including from underrepresented groups. The college supports an environment that embraces a variety of backgrounds, experiences, and identities among our students, faculty, and staff, and aspires to eliminate barriers and maximize growth and learning.

**Motion by S. Drobysch to approve the Diversity and Inclusion Mission Statement, seconded by S. Jaffe and passed.**

Patricia Adams	yes	Theresa Hamlin	yes
Phyllis Coombe	yes	Lyman Holmes	yes
Steven Drobysch	yes	Susan Jaffe	yes
Paul Guenther	absent	Anthony Kane	yes
Nancy Hackett	absent	Gem Helper	yes

J. Quaintance introduced James Scarpa, Assistant Director of Public Safety/ Peace Officer. J. Scarpa was sworn in by Board Chair, T. Hamlin.

**Presentation of Chancellor's Awards**

T. Hamlin presented certificates to our faculty, staff and student Chancellor's Award recipients. The recipients were Dr. Thomas Martin, Charlotte Sheehan, Timothy Redman, Kelly Baker, Linda Matrafailo. The student recipient was Marissa Gennaro. Congratulations to all!

## **COMMUNITY/PUBLIC FEEDBACK**

- There was no public feedback.

## **FACULTY COUNCIL REPRESENTATIVE TO THE BOARD REPORT**

- Anne Ruskiewicz
  - Reported
    - Discussion regarding the Honors Program continues.
    - Faculty are looking forward to more shared governance in the upcoming school year

D. Raynor joined the meeting at 4:04pm

## **WORKING GROUPS REPORTS**

### **Finance and Development Committee Report**

- S. Jaffe, Treasurer
  - Reported
    - The committee had two meetings both of which were informal due to a quorum not being present. The first meeting was on Thursday, April 25<sup>th</sup> and the second meeting was today, prior to the BOT meeting.
    - 2019- 2020 Tuition and Fee Schedule and Operating Budget were reviewed and recommended for approval by the full board.

### **Operations/ Facilities Management Report**

- P. Adams, Trustee
  - Reported
    - Envision and college staff met and did a walkthrough of the Theater, and Culinary spaces to discuss upgrades and the vision for the space.
    - Additional meetings will be scheduled in June to review the renderings of the spaces.

### **Community Partnerships/ Workforce Development Report –**

- Lyman Holmes, Trustee
  - Reported
    - The group met on April 9<sup>th</sup>.
    - The Adventure Sport Management Program is targeted for 2020
    - Green Building Maintenance program is under a redesign. The college recently secured a grant with SUNY Ulster to help with the cost of the program.
    - Upcoming MOU signing with CRMC at SUNY Sullivan
    - Dove Project is underway, the design was created by a Computer Graphic Design Student. We teamed up with BOCES and the THINC Lab to bring the design to life.
    - StartUp NY Updates
      - The Sullivan County Legislature passed a resolution to grant access to the property.
      - The lease agreement is still being drafted and DEC will review the property before the lease agreement is approved.

### Academic Strategic Planning Report –

- K. Pomakoy, VP for Student and Academic Affairs
  - Reported
    - The partnership with CRMC is moving forward.
    - We are offering a summer program in the dorms “Learn while you Earn” we have 25 students who have signed up that will take summer courses and work full time.

### PRESIDENT’S REPORT TO THE BOARD

- Jay Quaintance, President
  - Introduced Pierre Laroche, Dean of Enrollment Management
  - Reported
    - We have 241 Graduates this year (206 last year), 171 Graduates Walking in Commencement (143 last year) and 73 students who are graduating with honors.
    - We held several meetings regarding Retiree Health Insurance in which we decided to change the proposal to allow retirees to elect in the Aetna plan. We currently have 33 Retirees who have elected to enroll in the Aetna plan which will become effective June 1<sup>st</sup> and will save the college around 150k per year.
    - The Dove will be located in the courtyard and a reveal is planned once the project is complete. Thank you to BOCES and The THINC Lab for their assistance, as well as Mark Lawrence, Rocky Pinnicotti and Cindy Kashan.
    - We are expecting about 110 Staff from Mountain Jam who will be staying in the dorms which will help the dorms generate revenue.
    - Fall Enrollment is at 56.2% of our goal which is a significant increase to this time last year.
    - The Sullivan County Legislature designated May as SUNY Sullivan Month.
    - SUNY Chancellor, Kristina Johnson, visited the college on April 25<sup>th</sup>. The visit went very well, she liked the sustainability efforts the college makes as well as the green building program and discussed a new opportunity for funding to support initiatives such as these.
    - The foundation will host “Women Who Make a Difference” on July 13<sup>th</sup> at YO1 and our very own Nancy Hackett is being recognized for all of her work in Education.
    - Congratulations to Gem Helper who will again serve as Student Trustee for the upcoming school year!

**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 4:24pm, seconded by P.Coombe and passed.**

Vote:	Patricia Adams	yes	Theresa Hamlin	yes
	Phyllis Coombe	yes	Lyman Holmes	yes
	Steven Drobysh	yes	Susan Jaffe	yes
	Paul Guenther	absent	Anthony Kane	yes
	Nancy Hackett	absent	Gem Helper	yes

**Motion by L. Holmes to resume regular session at 5:07pm, seconded by S. Drobysh and passed.**

Vote:	Patricia Adams	yes	Theresa Hamlin	yes
	Phyllis Coombe	yes	Lyman Holmes	yes
	Steven Drobysh	yes	Susan Jaffe	yes
	Paul Guenther	absent	Anthony Kane	yes
	Nancy Hackett	absent	Gem Helper	yes

**ADJOURNMENT**

**Motion by S. Jaffe to adjourn the meeting at 5:08pm, seconded by P. Coombe and passed.**

Vote:	Patricia Adams	yes	Theresa Hamlin	yes
	Phyllis Coombe	yes	Lyman Holmes	yes
	Steven Drobysh	yes	Susan Jaffe	yes
	Paul Guenther	absent	Anthony Kane	yes
	Nancy Hackett	absent	Gem Helper	yes

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  
Tel: 845-434-5750 ext. 4261

**RESOLUTION #469-19**

**RE: APPROVAL TO ACCEPT A  
DONATION OF A POOL TABLE**

**WHEREAS:** Mr. John Kiefer, President of the Alumni Association and member of the Sullivan County Community College Foundation Board, contacted Ms. Maura Caycho, Director of Executive Operations, regarding the donation of Pool Table to the College;

**WHEREAS:** Ms. Maura Caycho received photographs, and reports the pool table is in good condition;

**WHEREAS:** President Jay Quaintance, received confirmation in writing that Mr. John Kiefer wishes to donate the pool table to the College;

**NOW, THEREFORE, BE IT RESOLVED:** that the Board of Trustees of Sullivan County Community College accepts the donation of the Pool Table and extends its gratitude to Mr. John Kiefer.

Certified as a true copy of the Resolution adopted by  
the Sullivan County Community College Board of Trustees  
at its meeting held on July 25, 2019.

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Patricia Adams  
Secretary to the Board of Trustees



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

**RESOLUTION #470-19**

**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:

- Steven Drobysch, *Board Chair*
- Susan Jaffe, *Board Treasurer*
- John Quaintance, *President*
- Dr. Keith Pomakoy, *Vice President of Academic and Student Affairs*

**NOW, BE IT RESOLVED:** that the Board of Trustees hereby grants approval to the officers and trustees listed above to become signatories on Sullivan County Community College Jeff Bank accounts including Operating, Payroll, Money Market and Financial Aid, in order to conduct official college business.

Certified as a true copy of the Resolution adopted by  
the Sullivan County Community College Board of Trustees  
at its meeting held on July 25, 2019

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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 #471-19**

**RE: APPROVAL OF SIGNATORIES ON LINE OF CREDIT**

**WHEREAS**, SUNY Sullivan obtained a line of credit with Jeff Bank in an amount not to exceed Six Hundred Thousand (\$ 600,000.00) Dollars in order to address potential, current cash flow issues; and

**WHEREAS**, the President and the CFO were authorized signatories to request and sign for advances on the line of credit; and

**WHEREAS**, the CFO retired from the college in January 2019; and

**WHEREAS**, the President and the Vice President for Academic and Student Affairs of SUNY Sullivan are now jointly authorized to request and sign for advances on the line of credit.

**NOW THEREFORE BE IT RESOLVED** that the SUNY Sullivan Board of Trustees approves the above listed signatories to jointly request and sign for advances on the line of credit college obtaining a line of credit in an amount not to exceed Six Hundred Thousand (\$ 600,000.00) Dollars.

Certified as a true copy of the Resolution adopted by the  
Sullivan County Community College Board of Trustees on  
July 25, 2019

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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 #472-19**

**RE: CRITERIA FOR A LOAD REDUCTION  
FOR DIVISION CHAIRS**

**WHEREAS:** The Board of Trustees adopted an Academic Affairs policy titled Criteria for a Load Reduction for Division Chairs; and

**WHEREAS:** the recent College reorganization has resulted in the elimination of the academic divisions and division chairs; and

**WHEREAS:** the criteria for load reductions is addressed in the collective bargaining agreement with the Professional Staff Association.

**NOW, THEREFORE BE IT RESOLVED:** that the Board of Trustees of Sullivan County Community College hereby withdraws the Academic Affairs policy titled Criteria for a Load Reduction for Division Chairs.

Certified as a true copy of the Resolution adopted by  
the Sullivan County Community College Board of Trustees  
at its meeting held on July 25, 2019

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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 #473-19**

**RE: POLICY 2.01 STUDENT  
ADMISSION AND RETENTION**

**WHEREAS:** SUNY Sullivan is an open enrollment institution; and

**WHEREAS:** enrolling students, irrespective of ability, is central to the mission of the college; and

**WHEREAS:** educating, mentoring, and supporting students until they achieve their desired outcomes is essential to achieving the mission of the college; and

**WHEREAS:** Sullivan County will greatly benefit from enhanced efforts to admit and retain students at SUNY Sullivan.

**THEREFORE, BE IT RESOLVED:** the Board of Trustees of Sullivan County Community College adopts Board Policy 2.01, Admission and Retention

Certified as a true copy of the Resolution adopted by the  
Sullivan County Community College Board of Trustees at  
its meeting held on July 25, 2019.

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Patricia Adams  
Secretary to the Board of Trustees

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Policy: Student Admission and Retention  
Policy No: 2.01  
Approved: Board of Trustees: July 2019

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SUNY Sullivan maintains an open admissions policy. While graduation from a New York recognized high school, or equivalent, is a requirement for graduation from SUNY Sullivan, graduation from high school is not an admission requirement. The college allows academic matriculation when the applicant has one or more of the following:

- A standard high school diploma from a regionally accredited high school or SED registered non-public high school;
- Completed the substantial equivalent of a four-year high school course of study, as certified by the Superintendent of Schools or comparable local chief school administrator;
- A high school equivalency diploma (GED or TASC);
- Demonstrated competency in college credit postsecondary coursework, defined as any student who is applying for admission and who has received an associate's degree (A.A., A.S., A.A.S.) or higher from a regionally accredited institution of higher education;
- Passed and completed all requirements for the following five NYS Regents Examinations: English, Mathematics, United States History and Government, Science, and Global History and Geography;
- Been approved for Early Admission/High School Dual Enrollment;
- Been approved for study in a 24-hour high school equivalency program; or has
- An approved Individualized Home Instruction Plan that includes study at a college.

Individuals who do not satisfy one of the above criteria, and prospective students who are 15 years of age or younger, must receive the permission of the Vice President of Academic and Student Affairs before they will be admitted to the college. However, it is the express intention of this policy to admit students who have the intellectual and emotional capacity to benefit from SUNY Sullivan's programs.

Some academic programs have restrictive enrollment practices that will be reviewed by the Executive Committee and published in the College catalog on an annual basis.

It is the policy of the College to provide appropriate support to students, and the Vice President for Academic and Student affairs is responsible for developing procedures to implement this board policy. These procedures shall be designed to support academic quality, student achievement, and progression toward student goals, but they shall not include efforts to remove, penalize, or fail students arbitrarily. In all cases students shall have the right to substantive due process.

It remains the policy of the college to void the contracts of students who do not participate by the never attend deadline.