

AGENDA – BOARD OF TRUSTEES MEETING

SUNY Sullivan

Thursday, September 26, 2019 3:30 pm

Farrow Board Room

1. Call to Order
2. **Consent Agenda:**
 - **Approval of Minutes of July 25, 2019**
 - **Approval of Policy 3.31 Contract Procedures and Authorized Signature Policy**
 - **Approval of Policy 4.22.1 Sexual Harassment Response and Prevention Policy**
 - **Approval of Policy 4.28 Consensual Relationship Policy**
 - **Approval of Amended Policy 3.03 Animals on Campus**
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 Presentation- Bridges to Baccalaureate Program, Kathryn Scullion
5. Faculty Council Representative to the Board Report
6. Chairman's Report
 - Comments/Questions – Executive Committee Reports
7. Trustee's Reports
 - Finance and Development Committee Report
 - Operations/ Facilities Management Report
 - Community Partnerships/ Workforce Development Report
 - Academic Strategic Planning Report
8. President's Report to the Board
9. Feedback to the President
10. Executive Session
Executive sessions are held for purposes of discussing proposed or pending current litigation, the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.
11. Adjournment

**MINUTES
MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
July 25, 2019**

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

ABSENT WAS: G. Helper

ALSO PRESENT: J. Quaintance, K. Pomakoy, C. Kashan, D. Raynor, P. Laroche, C. Depew, F. Deming

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

REORGANIZATION OF THE BOARD OF TRUSTEES

Susan Jaffe assumed the role of Chair of the meeting and presented the following slate of nominations:

S. Drobysh- Chair
T. Hamlin- Vice Chair
S. Jaffe- Treasurer
P. Adams- Secretary

P. Guenther made a motion to approve the slate of officers presented and have the positions voted on concurrently, seconded by P. Coombe and passed.

Vote

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

T. Hamlin thanked the board for their support the past three years while serving as Chair.
S. Drobysh thanked T. Hamlin for her leadership and role in moving the college forward.

Approval of Resolution #468-19—Approval of Promotions for 2018- 2019

RESOLUTION #468-19

**RE: APPROVAL OF PROMOTIONS
FOR 2018- 2019**

WHEREAS: Chana Epstein has demonstrated exemplary teaching, student advocacy, scholarship, and extra-curricular service to the College and service to the community; and

WHEREAS: the PSA has endorsed the process for recognizing excellent performance through promotion in professorial and staff rank; and

WHEREAS: the Committee for the Promotion of Teaching Faculty and the Vice President for Academic and Student Affairs have recommended Assistant Professor Epstein for promotion to the President; and

WHEREAS: the President has reviewed the recommendations and supporting documents and concurs with the recommendations.

THEREFORE, BE IT RESOLVED the Board of Trustees of Sullivan County Community College approves the agreement between the PSA and the College, which outlines the promotion process; and

THEREFORE, BE IT FURTHER RESOLVED that the Board approves the promotion of Chana Epstein to the rank of Associate Professor.

BE IT FURTHER RESOLVED: that the Board of Trustees of Sullivan County Community College expresses its congratulations to Associate Professor Epstein on a job well done.

Motion by S. Jaffe to approve Resolution #468-19- Approval of Promotions for 2018- 2019, seconded by P. Coombe and passed.

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

APPROVAL OF CONSENT AGENDA:

The consent agenda included approval of the following resolutions,

- 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

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.

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 Drobysh, *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.

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.

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.

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

Motion by T. Hamlin to approve the consent agenda as presented, seconded by S. Jaffe and passed.

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

S. Drobysh introduced Faith Deming, Controller.

COMMUNITY/PUBLIC FEEDBACK

- One community member spoke.

FACULTY COUNCIL REPRESENTATIVE TO THE BOARD REPORT

- Anne Ruskiewicz
 - Reported
 - Congratulations to Chana Epstein on her promotion.

- A meeting was held to discuss the Honors Program, Faculty still feel that a course reduction is necessary for the Coordinator position.
- Understaffed in Full Time Faculty

WORKING GROUPS REPORTS

Finance and Development Committee Report

- S. Jaffe, Treasurer
 - Reported
 - The committee met prior to the BOT meeting today.
 - The fiscal year ends at the end of August. We have been in touch with auditors to schedule the 18/19 Audit.

PRESIDENT'S REPORT TO THE BOARD

- Jay Quaintance, President
 - Introduced Laura Northrup, Director of the Nursing Program
 - Reported
 - Enrollment is up 8% from this time last year. Current gains in Full Time students. We are 15% away from our 2019 Fall Goal.
 - Discover SUNY Sullivan Day will be held August 7th. A bus will transport students and student athletes from NYC to register for classes.
 - Athletics move to Division II- we are expecting 150 athletes this year which is a 20% increase from last year.
 - 44 Retirees/ Dependents enrolled in the Aetna Medicare Advantage Plan, which saves the college about 70k per month. Outreach efforts will continue, especially during open enrollment.
 - New website homepage launched! Improvements to the website continue.
 - Work continues with the Catskill Creamery lease agreement.
 - Dorm Usage has increased this summer which has increased revenue for the Dorms. Additional groups will be renting rooms during Woodstock Weekend.
 - Work on the campus masterplan continues. Envision is working on the final presentation which will be scheduled for some time in September.
 - We will be hosting a Staff Development Day on Thursday, August 8th.
 - The Executive Committee will be reporting the board with a new format that is specific to goals created for each which will bring a new level of accountability for EC staff.
 - The college received a grant in the amount of 35k from The Community Foundation of Orange and Sullivan County to support the reopening of a daycare on campus.

FEEDBACK TO THE PRESIDENT

There was no feedback.

EXECUTIVE SESSION

Motion by P. Coombe to enter into executive session to discuss a personnel matter at 4:06pm, seconded by S. Jaffe and passed.

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

Motion by L. Holmes to resume regular session at 4:21pm, seconded by P. Guenther and passed.

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

ADJOURNMENT

Motion by S. Jaffe to adjourn the meeting at 4:22pm, seconded by T. Hamlin and passed.

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

Respectfully submitted,

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

Policy:	Contract Procedures and Authorized Signature Policy
Policy No:	3.31
Approved:	Board of Trustees: September 2019

Scope of this Policy:

SUNY Sullivan enters into a wide variety of contracts including but not limited to contracts for the purchase of goods and services, construction contracts, software license agreements, rental agreements, lease agreements, clinical and other student placement agreements, transfer and articulation agreements, event contracts, contracts to provide educational training, programs, and services to third parties, grant agreements, scholarships agreements, and numerous other forms of agreements.

For purposes of this policy, a Contract is any document that contains an agreement between the College and an outside party which imposes any kind of obligation on the College, entitles the College to a benefit, or otherwise affects the College's rights, whether or not there is an exchange of funds between the College and the outside party. A contract which meets this definition is subject to this policy regardless of how it is titled (e.g., a contract may also be called an agreement, memorandum of understanding, memorandum of agreement, letter of intent, letter of agreement, license, lease, etc.) This policy also applies to any amendment, addendum, modification, correction, renewal, or extension of a contract.

Procedures:

All contracts should be initiated well in advance of the start date for the applicable contract to allow time to follow the College's contract procedures and negotiate the best terms and conditions for the College. Because contracts can create various forms of liability for the College and may create other obligations for the College or impose limitations on the College, it is essential to insure that all contracts follow and comply with the following procedures to the extent applicable:

Contracts related to the purchase of goods and services and construction contracts must comply with the College's Procurement Policy, the College's other Financial Policies, and must be coordinated with the College's Purchasing Department;

All contracts must comply with the College's Ethics and Conflict of Interest Policy;

Contracts for software licenses and other information technology services must be reviewed by the Director of Information Technology or his/her designee;

Contracts which involve the purchase of goods or services over \$5000 must be reviewed by the Controller or his/her designee;

All contracts must be reviewed by the Executive Council member of the Division in which they originate.

All contracts must be approved by the President of the College or his/her designee.

Contract Review and Authorized Signatures:

Contracts must be made in accordance with the established policies and procedures of the College and may only be executed by the President of the College or his/her designee.

Final Contracts:

The Division which originated the contract is responsible for retaining the fully executed version of the Contract. An electronic version of all contracts for the purchase of goods and services and/or construction contracts must be shared with the Purchasing Department.

Policy: Sexual Harassment Response and Prevention Policy

Policy No: 4.22.1

Approved: Board of Trustees: September 2019

Sexual harassment is a form of sex discrimination which is unlawful in the workplace under Title VII of the Civil Rights Act of 1964, as amended, and the New York State Human Rights Law. Under Title IX of the Educational Amendments of 1972, sexual harassment also is prohibited in the provision of educational services and protects students and employees from sexual harassment.

Sexual harassment is prohibited and will not be tolerated at SUNY Sullivan. The College has implemented measures to address and prevent sexual harassment and is taking additional affirmative steps to increase awareness of, and sensitivity to, all forms of sexual harassment in order to maintain a workplace and learning environment free of its harmful effects.

Sexual harassment is a form of workplace discrimination and employee misconduct, as well as a form of discrimination in the academic setting, and all employees and students are entitled to work and learn in a campus environment that prevents sexual harassment. All employees and students have a legal right to a workplace and a campus free from sexual harassment, and employees and students can enforce this right by filing a complaint internally with the College, or with a government agency, or in court under federal or state anti-discrimination laws, as detailed in the College's Discrimination and Sexual Harassment Complaint Procedure.

In accordance with applicable law, sexual harassment is generally described as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic benefit; or
- Submission to or rejection of the conduct is used as the basis for an employment or academic decision affecting the person rejecting or submitting to the conduct; or
- The conduct has the purpose or effect of unreasonably interfering with an affected person's work or academic performance, or creating an intimidating, hostile or offensive work or learning environment.

Sexual harassment can include physical touching, verbal comments, non-verbal conduct such as leering or inappropriate written or electronic communications, or a combination of these things. Examples of sexual harassment may include, but are not limited to:

- Seeking sexual favors or a sexual relationship in return for the promise of a favorable grade or academic opportunity;
- Conditioning an employment-related action (such as hiring, promotion, salary increase, or performance appraisal) on a sexual favor or relationship; or
- Intentional and undesired physical contact, sexually explicit language or writing, lewd pictures or notes, and other forms of sexually offensive conduct by individuals in positions of authority, co-workers or student peers, that unreasonably interferes with the ability of a person to perform their employment or academic responsibilities.

Physical acts of a sexual nature, such as:

- Touching, pinching, patting, kissing, hugging, grabbing, brushing against, or poking another person's body;
- Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning a target's job performance evaluation, a promotion or other job benefits or detriments, or an educational benefit or detriment;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile environment.
 - Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on computers or cell phones and sharing such displays while in the workplace or classroom.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform his or her employment or academic duties;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Such behavior can constitute sexual harassment regardless of the sex, gender, sexual orientation, self-identified or perceived sex, gender expression, status of being transgender, or gender identity of any of the persons involved. Sexual harassment is considered a form of employee and student misconduct

which may lead to disciplinary action. Further, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue. Employees and students who believe they have been subjected to sexual harassment may use the College's Discrimination and Sexual Harassment Complaint Procedure for more details on how to have their allegations reviewed, including a link to a complaint form.

Retaliation against a person who files a complaint, serves as a witness, or assists or participates in any manner in this procedure, is unlawful, is strictly prohibited and may result in disciplinary action. Retaliation is an adverse action taken against an individual as a result of complaining about or provides information regarding unlawful discrimination or harassment, exercising a legal right, and/or participating in a complaint investigation as a third-party witness. Adverse action includes being discharged, disciplined, discriminated against, or otherwise subject to adverse action because the individual reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Participants who experience retaliation should contact the campus AAO, and may file a complaint pursuant to these procedures.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.

Policy: Consensual Relationship Policy

Policy No: 4.28

Approved: Board of Trustees: September 2019

SUNY Sullivan faculty and staff are prohibited from entering into romantic, intimate, and/or sexual relationships with students if there is an existing supervisory, evaluative or instructional relationship, unless the relationship is disclosed and supervision, evaluation or instruction is terminated in accordance with the policy. Entering into or continuing in such a relationship can subject the faculty or staff member to discipline up to and including termination.

SUNY Sullivan faculty and staff are prohibited from supervising any employee with whom they are engaged in a romantic, intimate, and/or sexual relationship. Faculty and staff who seek to enter into a romantic, intimate, and/or sexual relationship with any employee for whom they provide supervision must notify their direct supervisor or unit head, The Office of Human Resources. The Office of Human Resources or shall notify the Vice President, or equivalent, overseeing the relevant division. Initial disclosure must occur within two (2) business days of commencement of the romantic, intimate, and/or sexual relationships. The employees supervisor, in concert with The Office of Human Resources or designee, and divisional Vice President or equivalent shall determine whether an alternative supervisory structure is possible and, if so, shall direct the employees to the alternative supervisory structure. Even if the relationship concludes (whether amicably or not), the covered employee may never supervise the other employee. Entering into or continuing in such a relationship can subject the faculty or staff member to discipline up to and including termination.

Relationships between faculty or staff and a student, or supervised employee that pre-date enrollment as a student or hire as staff are permissible provided that the relationship is disclosed to the faculty or staff members direct supervisor or unit head and The Office of Human Resources. Disclosure must occur within two (2) business days of enrollment or hire. Failure to timely notify appropriate staff can subject the faculty or staff member to discipline up to and including termination.

Students also serving as employees are prohibited from entering into romantic, intimate, and/or sexual relationships with students over whom they have a current academic or other supervisory relationship. Relationships between student-employees and students over whom they have a current academic or other supervisory relationship that pre-date the supervisory relationship are permissible provided that the relationship is disclosed to the faculty or staff members direct supervisor or unit head and The Office of Human Resources. Disclosure must occur within two (2) business days of enrollment or hire.

Reports of violations of this policy may be brought to the campus Title IX Coordinator, The Office of Human Resources, or the Office of the President.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.

Policy: Animals on Campus
Policy No: 3.03
Approved: Board of Trustees: March 2006
Revised: September 2019

ANIMALS ON CAMPUS POLICY

Animals brought on campus may be unpredictable, cause a nuisance, have the potential to be a safety hazard, have uncontrollable behavior and may contribute to accidents.

With the exception of those animals that are specifically exempted by this policy, animals are not allowed on campus. Exempted Animals:

- Service animals while performing their duties
- Fish in containers of ten gallons or less
- On-duty police dogs
- SCCCDC approved Emotional Support Animals

When exceptions are made, animals that are allowed on campus must be on a leash or caged and under the direct control of the individual responsible. Such individuals will be liable for any accident or damage caused by the animal while on campus.

Due to the risk of injury from animals to persons on campus, owners of non-exempt animals found on campus will be asked to remove them. If an unrestrained animal is sighted on campus, Security should be notified. Security staff will request the owner to remove the animal or will call the local authorities for the animal to be impounded. When appropriate, other disciplinary measures may be invoked.

Exceptions may be granted for events involving animals; exceptions for events must be requested through the Campus Events office.

Exceptions for animals in the Child Care Center or in support of a credit or non-credit course must be approved by the office of the Vice President for Academic and Student Affairs.