



## SUNY SULLIVAN

### **AGENDA – BOARD OF TRUSTEES MEETING**

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**SUNY Sullivan**

**Thursday, May 20, 2021 3:30pm**

**Upper Hermann Conference Room**

1. Call to Order
2. **Action Items:**
  - **Election of the Slate of Officers**
  - **Approval of May 20, 2021 Minutes**
  - **Approval of Resolution #494-21 Approval of Bank Signatories**
  - **Approval of Resolution # 495-21 Approval of Promotions 2020-2021**
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. MSCHE Self Study Update- Dr. Jeffrey Keefer
6. Chairman's 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  
May 20, 2021**

**TUSTEES PRESENT:** Nancy Hackett, Chair (via phone) , T. Hamlin, Vice Chair, P. Guenther, Treasurer, Patricia Adams, Board Secretary , L. Holmes, A. Kane, P. Coombe, S. Jaffe, S. Drobysh (via phone) M. Miralle, Student Trustee

**ALSO PRESENT:** J. Quaintance, J. Wrage, C. DePew, E. Davis, S. Greeno, R. Hanofee

In pursuant to Governor Cuomo's Executive Order 220.1 issued on March 12, 2020, this meeting was held via video conference.

T. Hamlin chaired the meeting and called the meeting to order at 3:32 pm.

T. Hamlin introduced Dr. Jennifer Wrage, Dean of Student Success and Workforce Development.

P. Guenther and S. Drobysh joined the meeting at 3:35pm.

**ACTION ITEMS:**

A consent agenda was presented to the Board and included approval of the following items,

- Approval of March 18, 2021 Meeting Minutes
- Approval of Resolution #490-21 Re: Proposal for Name Change of Media Arts: Digital Storytelling, AS Degree Program
- Approval of Resolution #491-21 Re: Proposal for Name Change of Green Building Maintenance and Management, AAS Degree Program

**RESOLUTION NUMBER #490-21**

**RE: PROPOSAL FOR NAME CHANGE OF MEDIA ARTS:  
DIGITAL STORYTELLING, AS DEGREE PROGRAM**

**WHEREAS:** The Board of Trustees has the authority and responsibility of adopting policies and approving curriculum for Sullivan County Community College; and

**WHEREAS:** the Division of Liberal Arts, Sciences and Health Sciences recommends the name change of the Media Arts: Digital Storytelling, AS program to Media Arts, AS.

**WHEREAS:** the Curriculum Committee and the Faculty Council endorsed such name change of the Media Arts: Digital Storytelling, AS program to Media Arts, AS.

**NOW, THEREFORE, BE IT RESOLVED** that the Sullivan County Community College Board of Trustees approves the recommendation of the name change to Media Arts, AS.

**BE IT FURTHER RESOLVED** that a copy of this Resolution be forwarded for approval by the State University of New York Board of Trustees.

**RESOLUTION NUMBER #491-21**

**RE: PROPOSAL FOR NAME CHANGE OF  
GREEN BUILDING MAINTENANCE AND  
MANAGEMENT, AAS DEGREE PROGRAM**

**WHEREAS:** The Board of Trustees has the authority and responsibility of adopting policies and approving curriculum for Sullivan County Community College; and

**WHEREAS:** the Division of Liberal Arts, Sciences and Health Sciences recommends the name change of the Green Building Maintenance and Management, AAS program to Green Building Technology, AAS.

**WHEREAS:** the Curriculum Committee and the Faculty Council endorsed such name change of the Green Building Maintenance and Management, AAS program to Green Building Technology, AAS.

**NOW, THEREFORE BE IT RESOLVED,** that the Sullivan County Community College Board of Trustees approves the recommendation of the name change to Green Building Technology, AAS.

**BE IT FURTHER RESOLVED** that a copy of this Resolution be forwarded for approval by the State University of New York Board of Trustees.

**Motion by P. Coombe to accept and approve the consent agenda as presented, seconded by P. Adams and passed.**

Vote:

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

**N. Hackett joined the meeting via phone at 3:38pm.**

**Approval of Resolution #492-21 Re: 2021/2022 Operating Budget and Resolution # 493-21 Re: Sponsor Services**

J. Quaintance presented the 21/22 Operating Budget and Sponsor Services to the Board. The budget is based on 1,025 AAFTE, which is a flat enrollment projection from the year prior. The restricted revenue of \$4 million dollars is based off of \$3.8 million dollars we will receive in Federal Stimulus money.

**RESOLUTION NUMBER #492-21 RE: APPROVAL OF FISCAL YEARS 2021-2022 OPERATING BUDGET**

**WHEREAS:** Sullivan County Community College has formulated its Fiscal Year 2021-2022 Operating Budget at a total of \$ 19,425,875 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 2021- 2022 Operating Budget of \$19,425,875 dated May 20, 2021 delineated as follows:

REVENUE		EXPENSE	
Tuition	5,341,012	Instructional	3,847,204
Out of State Tuition	187,488	Public Service	16,500
State Aid	3,225,950	Library & Information Technology	496,489
Chargeback	1,495,935	Student Services	1,870,419
Other Offsetting Revenue	815,490	Buildings and Grounds	1,512,186
Facility Use Fees	60,000	Administration	1,921,879

Sullivan County's Contribution	4,300,000	General Services	858,698
Employee Benefits		3,505,000	
Post Employee Benefits		1,397,500	
<b>Total Unrestricted</b>	<b>15,425,875</b>	<b>Total Unrestricted</b>	<b>15,425,875</b>
Restricted Revenue	4,000,000	Restricted Expenses	4,000,000
<b>Total Restricted</b>	<b>4,000,000</b>	<b>Total Restricted</b>	<b>4,000,000</b>
<b>Total Budget Request</b>	<b>19,425,875</b>	<b>Total Budget Request</b>	<b>19,425,875</b>

**RESOLUTION NUMBER #493-21 RE: Sponsor Services Included in the Fiscal Year 2021-2022**

**Operating Budget**

**WHEREAS:** the Fiscal Year 2021-2022 Operating Budget Request of Sullivan County Community College includes appropriations totaling \$ 57, 743 for services rendered on behalf of Sullivan County Community College by its sponsor, the County of Sullivan; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Sullivan County Community College hereby approves the following list and valuation of services to be provided by the County of Sullivan during Fiscal Year 2021-2022:

Workers' Compensation	57, 743
<b>TOTAL</b>	<b>57, 743</b>

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

**Motion by P. Guenther to approve Resolution #492-21 Re: 2021/2022 Operating Budget and Resolution # 493-21 Re: Sponsor Services Included in the Fiscal Year 2021-2022 Operating Budget seconded, by Lyman Holmes and passed.**

Vote:

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

**Approval of the 2021- 2025 SUNY Sullivan Strategic Plan**

**J. Keefer presented the 2021- 2025 SUNY Sullivan Strategic Plan to the Board.**

**Motion by P. Coombe to approve the 2021- 2025 SUNY Sullivan Strategic Plan, seconded by L. Holmes and passed.**

Vote:

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

### **Approval of Student Code of Conduct**

C. DePew, Dean of Student Development Services, presented the updated Student Code of Conduct to the Board.

Motion by P. Adams to approve the updated Student Code of Conduct seconded by P. Guenther and passed.

Vote:

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

### **Approval of updated Institutional Learning Outcomes**

R. Hanofee, Dean of LA, Sciences and Health Sciences presented the updated Institutional Learning Outcomes to the Board.

Motion by P. Guenther to adopt the Institutional Learning Outcomes, seconded by L. Holmes and passed.

Vote:

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

### **Presentation of the 2021 Chancellor's Awards for Excellence:**

T. Hamlin presented the following awards,

- 2021 Chancellor Award for Excellence in Professional Service, Jennifer King
- 2021 Chancellor Award for Excellence in Teaching, Allen Kotun
- 2021 Chancellor Award for Excellence in Adjunct Teaching, Kathena Degrossi
- 2021 Chancellor Award for Student Excellence, Michelle Miralle
- 2021 Chancellor Award for Student Excellence, Omar Gai

Congratulations to all of our Chancellor Award Recipients!

### **COMMUNITY AND PUBLIC FEEDBACK**

There was no public comment.

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

- Anne Ruszkiewicz
  - Reported

- Dr. Kenneth Luck will join Faculty Council as Secretary.
- Looking forward to welcoming new Full Time Faculty in vacancies we are gaining due to retirements.
- Middlestates work will continue through the summer.

#### **CHAIRMAN'S REPORT**

- Chairman Hackett reported on the process of the Strategic Planning Meetings as well as the Sustainability Committee Meetings.

#### **TRUSTEE REPORTS:**

##### Finance and Development Committee:

- P. Guenther, Treasurer
  - Reported
    - Committee met on Tuesday, 05/18/2021
    - The committee reviewed the 21/22 Operating Budget

J. Quaintance stated that current enrollment for the Fall is at 65% of where we were this time last year. We are waiting to see how the mandatory vaccinations for students will play out.

##### Operations and Facilities Management:

- P. Adams
  - Reported
    - The Sustainability Committee hosted Earth Day events on campus in which students, BOCES Students and staff attended.
    - Jeffrey Keefer presented an idea to the committee to build a Labyrinth on campus which the committee will begin to explore.
    - Trail mapping and signage continues as well as efforts to increase land usage across campus.

J. Quaintance stated the Energy Project with NYPA and the County is moving forward. The project list has been provided and the county authorized the \$9.8 million in repairs and upgrades through a resolution.

##### Community Partnerships and Workforce Development:

- L. Holmes
  - Reported
    - The college is assembling an advising committee for the Catskill Hospitality Institute.
    - There is a new federal program, Continuing Education Tax Program to cover educational expenses for employees. Opening a new space on campus for Community Partners

##### Academic and Strategic Planning:

- P. Coombe
  - Reported
    - The work on the Strategic Plan has concluded.
    - We will continue work on Middlestates

#### **Presidents Report:**

- Jay Quaintance, President
  - Reported
    - Two graduation ceremonies were held at Bethel Woods last Saturday. SUNY Sullivan graduated a total of 246 students.
    - Recently met with Arkadium, a computer game developer, who is interested in working with the college on our gaming program and esports program.
    - Working on developing an LPN program funded through a \$200,000 donation from the Roscoe Nursing Home. We are also working on developing a CNA program.
    - Tech 101 will be converted into an Admissions and Welcome Center space.
    - We will offer a full slate of classes at the Narrowsburg Union this Fall.

### **EXECUTIVE SESSION**

**Motion by S. Jaffe to enter into executive session to discuss a personnel matter at 5:01pm, seconded by L. Holmes and passed.**

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

**Motion by P. Adams to resume regular session at 5:32pm, seconded by L. Holmes and passed.**

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

Nancy joined via phone and thanked Faculty and Staff for all of their hard work in getting us through this school year.

### **ADJOURNMENT**

**Motion by P. Adams to adjourn the meeting at 5:31pm, seconded by S. Jaffe 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	Michelle Miralle	yes

Respectfully submitted,

P. Adams

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

DRAFT





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

**RESOLUTION #494-21**

**RE: APPROVAL OF BANK SIGNATORIES**

**WHEREAS:** Sullivan County Community College maintains several accounts with Jeff Bank including Operating, Payroll, Money Market, and Financial Aid; and

**WHEREAS:** several officers and trustees of the college must obtain Board of Trustee approval to become official bank signatories on these accounts in order to conduct official college business; and

**WHEREAS:** the following Sullivan County Community College officers and trustees require this approval:

- Dr. Nancy Hackett, *Board Chair*
- Paul Guenther, *Board Treasurer*
- John Quaintance, *President*
- Eleanor Davis, *Dean of Communications and Admissions*

**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 15, 2021

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