



SUNY SULLIVAN

AGENDA – BOARD OF TRUSTEES MEETING

SUNY Sullivan

Thursday, September 30, 2021 3:30pm

Farrow Family Foundation Board Room

1. Call to Order
2. **Action Items:**
 - **Approval of July 15, 2021 Minutes**
 - **Approval of Policy # 4.30 Faculty Teaching Credentials**
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
Upper Hermann Conference Room
July 15, 2021

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

ABSENT WAS: S. Jaffe

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

T. Hamlin chaired the meeting and called the meeting to order at 3:33 pm with the pledge of allegiance.

J. Quaintance introduced, Lawrence Weill, who is serving as the Interim VP of Academic and Student Affairs.

ACTION ITEMS:

Slate of Officers

P. Adams assumed the role as chair and presented the following slate of nominations,

Nancy Hackett, Chair
Terry Hamlin, Vice- Chair
Paul Guenther, Treasurer
Patricia Adams, Secretary

Motion by P. Coombe to approve the slate of officers presented and have the positions voted on concurrently, seconded by L. Holmes and passed.

Vote:

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

T. Hamlin resumed the role as chair.

Approval of the May 20, 2021 Minutes

Motion by S. Drobysh to approve the May 20, 2021 Meeting Minutes, seconded by L. Homes and passed.

Vote:

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

Approval of Resolution #494-21 Approval of Bank Signatories

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.

Motion by S. Drobysh to approve Resolution #494-21 Re: Approval of Bank Signatories, seconded by A. Kane and passed.

Vote:

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

Approval of Resolution #495-21 Approval of Promotions 2021-2021

RESOLUTION # 495-21

RE: Approval for Promotions 2020-2021

WHEREAS, the faculty and staff listed below have 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 Committee for the Promotion of non-Teaching Faculty and Staff, and the Vice President for Academic and Student Affairs have recommended these faculty and staff 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 following faculty and staff for 2020-2021 promotion to the ranks indicated:

Teaching Faculty:

Dianne Czahor – Full Professor
Larry Reeger – Full Professor

Non-Teaching Faculty and Staff:

Kelly Baker – 1st promotion
Simon Clement – 1st promotion
Jennifer King – 2nd promotion
Seth Lazroe – 1st promotion
Brent Wilson – 1st promotion

BE IT FURTHER RESOLVED: that the Board of Trustees of Sullivan County Community College expresses its congratulations to the selected faculty and staff on a job well done.

Motion by S. Drobysh to approve Resolution #495-21 Approval of Promotions 2020-2021, seconded by P. Coombe and passed.

Vote:

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

COMMUNITY AND PUBLIC FEEDBACK

There was no public comment.

MSCHE Self Study Update

Dr. Jeffrey Keefer presented the MSCHE Self Study update which included an overview of what it is, the timeline to complete the work and who will be part of the process. The four institution priorities were shared as well as how they will be addressed. The Board of Trustees will be a part of the Self- Study prep visit in September.

FACULTY COUNCIL REPRESENTATIVE TO THE BOARD REPORT

- Anne Ruskiewicz
 - Reported
 - Faculty are looking forward to returning to campus for face to face instruction.
 - Work on Middlestates continues.

CHAIRMAN'S REPORT

- Vice Chair Hamlin stated that N. Hackett, P. Guenther, herself and J. Quaintance met earlier in the week to review the President's Evaluation. The evaluation was positive and included goals for the upcoming year. The board has recommended an increase in the

President's salary which he declined. The board would like to revisit the salary increase in October.

Presidents Report:

- Jay Quaintance, President
 - Reported
 - Thank you to Dr. Jeffrey Keefer for his leadership and project management skills in leading the MSCHE process.
 - Reopening Plan was reviewed,
 - Masks for unvaccinated staff/ students are required as well as mandated weekly pool testing.
 - Vaccinated students and staff do not need to mask or participate in weekly testing.
 - SUNY Board of Trustees passed a resolution to mandate the COVID-19 vaccine pending full FDA approval for all SUNY students.
 - The college will host vaccine clinics to encourage unvaccinated students and staff to be vaccinated before the start of the semester.
 - Enrollment is at 74% of Goal. Promotion and marketing efforts continue.
 - Hiring a Full Time Nursing Faculty to support the 104 nursing students as well as to develop an LPN program.
 - Roscoe Nursing Home has been identified as the CNA Clinical sight. Students will be enrolled through Sullivan County Workforce development who will also handle transportation.
 - The NYPA Energy Project work continues. The County Legislature passed a resolution to fund the project using Federal Stimulus Money they received. This will cover 50% and the Capital Match will cover the other 50%. The federal stimulus money has restrictions with how it can be spent and because the county owns the college buildings and this is critical maintenance and the funds can be used for infrastructure they are committing to use these funds rather than have to finance the project.
 - Daycare is open
 - Food Pantry is in a new location and will be expanded to include refrigerated and frozen food.
 - Student Activities received a \$40,000 donation from the estate of Dave Thomson.
 - Early College High School in partnership with The Homestead is moving forward and will open in early September.
 - The county sent over a draft lease for the Creamery project through StartUp NY that will be reviewed.

EXECUTIVE SESSION

Motion by S. Drobysch to enter into executive session to discuss a personnel matter at 4:24pm, seconded by P. Guenther and passed.

Vote:	Patricia Adams	yes	Theresa Hamlin	yes
	Phyllis Coombe	yes	Lyman Holmes	yes

Steven Drobysh	yes	Susan Jaffe	absent
Paul Guenther	yes	Anthony Kane	yes
Nancy Hackett	absent		

Motion by P. Adams to resume regular session at 4:52pm, seconded by L. Holmes and passed.

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

ADJOURNMENT

Motion by S. Drobysh to adjourn the meeting at 4:53pm, seconded by L. Homes and passed.

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

Respectfully submitted,

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

Policy: Faculty Teaching Credentials

Policy No: 4.30

Approved: September 2021

SUMMARY:

In support of high-quality teaching in its curricula, Sullivan County Community College employs teaching faculty who are well qualified to teach students enrolled in credit-bearing courses. This policy defines the required credentials for teaching faculty.

POLICY STATEMENT:

Sullivan County Community College requires candidates for teaching faculty positions to possess the appropriate diploma, license, certification, prior work experience, and background for each position. The College will make every effort to ensure such requirements are reasonable and realistic qualifications and do not impose artificial barriers to employment.

Requirements

1. All regular full-time tenure-track, contract, and adjunct teaching faculty members are required to have a minimum of a Master's Degree in their related field of instruction at the time of offer of employment. Earned degrees must be awarded by a regionally-accredited U.S. institution or by a recognized non-U.S. institution, as determined by the Vice-President for Academic and Student Affairs and documented by an official transcript or the international equivalent. Discipline-specific requirements are stated in the respective position descriptions. Exceptions are listed in #2.
2. In some specialized and technical fields, individuals with discipline-specific credentials or substantial related work experience may be employed without a Master's Degree in their related field of instruction. The Vice President in the faculty member's division will approve any appropriate alternate credentials or experience, based on the College's needs.
3. Faculty who hold a license or certification that is required for the performance of their job duties must maintain current licensure or certification, and must inform Human Resources immediately of any lapse, encumbrance, or suspension thereof.
4. This policy does not supersede any existing collective bargaining agreements.

Applicability

Requirements #1 and #2 apply to all full-time and adjunct faculty teaching courses offered for credit hired after September 30, 2021. Requirement #3 applies to all full-time and adjunct faculty. Individuals who are invited to deliver a guest presentation(s) are not covered by this policy.