



SUNY SULLIVAN

AGENDA – BOARD OF TRUSTEES MEETING

SUNY Sullivan

Thursday, November 17, 2022 3:30pm

Farrow Family Foundation Board and Conference Room

1. Call to Order
2. **Action Items:**
 - **Approval of September 15, 2022 Minutes**
 - **Approval of Resolution #507-22 Re: Intention to Place Positions in the Unclassified Professional Service**
 - **Approval of Resolution # 508-22 Re: Approval of Change in Construction Technology AOS Program**
 - **Approval of Board Policy Revisions**
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. SUNY Sullivan Food Pantry- Debra Waller-Frederick, Associate Dean of Student Engagement
5. Faculty Council Representative to the Board Report
6. Chairman's Report
7. Trustee Reports
 - Finance Committee
 - Health Science Studies
 - Sustainability
 - Workforce Development and Community Partnerships
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
FARROW FAMILY FOUNDATION BOARD ROOM
September 15, 2022

TUSTEES PRESENT: T. Hamlin, Vice Chair, P. Guenther, Treasurer, P. Adams, Board Secretary, S. Jaffe, A. Kane, P. Coombe, S. Drobysh, L. Holmes (via video conference at a private location), C. Villareal, Student Trustee

ABSENT: N. Hackett, Chair

ALSO PRESENT: J. Quaintance, E. Davis, J. Wrage, R. Hanofee, M. Singer, C. DePew

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

ACTION ITEMS:

Approval of Resolution #506-22 Re: Adoption of Chapter 56 of Open Meetings Law

Resolution #506-22

RE: ADOPTION OF CHAPTER 56 OF OPEN MEETINGS LAW

WHEREAS, by passing Chapter 56 of the Laws of 2022 (“Chapter 56”), the New York State Legislature amended Section 103 of the Open Meetings Law; and
WHEREAS, Chapter 56 adds Section 103-a of the Open Meetings Law, permitting SUNY Sullivan to authorize its members to attend meetings by videoconferencing under extraordinary circumstances; and
WHEREAS, Section 103-a(2)(a) requires SUNY Sullivan to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances; and
WHEREAS, Section 103-a(2) allows for hybrid meetings by requiring “that a minimum number of members are present to fulfill the public body’s quorum requirement in the same physical location or locations where the public can attend”; and
WHEREAS, Section 103-a(2)(c) requires that members be physically present at any such meeting “unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances . . . including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting”; and
WHEREAS, in accordance with Section 103-a(2)(d), any members attending by videoconference must, excerpt during executive session, be “heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon”; and
WHEREAS, Section 103-a(2)(g) requires that any meeting where a member attends by videoconference be recorded, posted to the SUNY Sullivan webpage within five business days, and transcribed upon request; and
WHEREAS, Section 103-a(2)(h) requires that members of the public be permitted to attend and participate, if authorized, in any meeting by videoconference when a member attends by videoconference.

BE IT RESOLVED, that the SUNY Sullivan authorizes its members who experience an extraordinary circumstance, as described above and further defined by any rules or written procedures later adopted, to attend meetings by videoconference: (i) as long as a quorum of the members attend

in-person at one or more locations open to the public; (ii) as long as the member can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the Laws of 2022; and be it further

RESOLVED, that the SUNY Sullivan shall create written procedures further governing its use of videoconferencing by its members in compliance with Chapter 56 of the Laws of 2022.

Motion by S. Drobysh to approve Resolution #506-22 Re: Adoption of Chapter 56 of Open Meetings Law, 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	yes	Anthony Kane	yes
Nancy Hackett	absent	Clara Villareal	yes

T. Hamlin introduced new Student Trustee, Clara Villareal to the Board. Clara is a second year student at SUNY Sullivan and is studying Liberal Arts.

T. Hamlin presented the following action items the board to approve as a block.

- **Approval of July 21, 2022 Meeting Minutes**
- **Approval of Policy #1.05 Restroom and Locker Room Use Policy**
- **Approval of Policy #1.-6 Pronoun and Chosen Name Policy**
- **Approval of Policy #3.03.1 Accommodations for Service and Support Animal Policy**

S.Drobysh made a motion to approve the presented items as a block, seconded by P. Guenther seconded. There was no discussion, the block was voted on and approved.

Vote:

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

Approval of Resolution #505-22 Re: Professor Emeritus Status for Art Riegal:

RESOLUTION #505-22

RE: PROFESSOR EMERITUS STATUS FOR ART RIEGAL

WHEREAS, Professor Art Riegal served SUNY Sullivan with dedication, commitment, and distinction for 37 years, beginning in 1985, and retiring from the college on August 31, 2022; and

WHEREAS, during his thirty seven years at SUNY Sullivan he served as the Bursar, Facilities Coordinator in the Culinary Arts Department, Department Chair, Interim Dean of Students, and ultimately Full Professor; and

WHEREAS, in their correspondence, colleagues portray him as a Professor who made a difference in the lives of our students and excelled in supporting the mission of the college with grace and dignity; and

WHEREAS, in their correspondence, colleagues describe Professor Riegal as a hardworking mentor and advisor whose passion for teaching and inspiring students has not faded; and

WHEREAS, Professor Riegal attended many conferences throughout his career and returned to campus with valuable information to share and apply, including the Accreditation Council for Business Students and Programs National Conference. At one point he was named “Co-Champion” which is a volunteer nonpaid leadership role that required his constant and continuous assurance that the accreditation standards were being met; and

WHEREAS, Professor Riegal supported the local high school Academy of Finance programs for several years where he led an interactive workshop on Dining Etiquette for students from Monticello and Pine Bush and he was responsible for starting the college’s Students In Free Enterprise (SIFE) club and accompanied students to SUNY New Paltz and to the Regional SIFE Competition in New York City; and

WHEREAS, Professor Riegal has taught seated classes as well as hybrid and online throughout his career and became an expert and shared his skills using various Learning Management systems including Angel, Blackboard and Brightspace; and

WHEREAS, Professor Riegal has been a strong supporter of the college’s Business programs recruiting students and creating marketing material on his own to assist with building enrollment; and

WHEREAS, Professor Riegal has taught non-credit classes for the local community, was a member of the Livingston Manor Renaissance Committee, and a board member of the Liberty Free Methodist Church; and

WHEREAS, Professor Riegal has served on many committees including the college’s Sustainability Committee, and he also built the college’s Apiary which he partially funded and maintains and for which he worked with students and staff to name “SUNY Sully Bees;” and

WHEREAS, Professor Riegal received the SUNY Chancellor’s Award for Excellence in Faculty Service in 2011; and

WHEREAS, the President and the Vice President for Academic and Student Affairs recommend this public recognition of Professor Art Riegal for his many contributions to the College;

THEREFORE, BE IT RESOLVED that Professor Art Riegal is awarded this recognition of his distinguished service, and as an expression of gratitude for his exceptional dedication and professional commitment to further the goals of the College, Professor Art Riegal be granted the status of Professor Emeritus and that he be accorded such rights and honors as may be appropriate to persons holding this rank.

BE IT FURTHER RESOLVED, that this resolution become part of this Board of Trustees meeting, and a copy of this resolution be presented to Professor Riegal.

Motion by P. Coombe to approve Resolution #505-22 Re: Professor Emeritus Status for Art Riegal, 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	yes	Anthony Kane	yes
Nancy Hackett	absent	Clara Villareal	yes

COMMUNITY AND PUBLIC FEEDBACK

There was no public comment.

FACULTY COUNCIL REPRESENTATIVE TO THE BOARD REPORT

- Chana Epstein , reported:
 - A special Faculty Council meeting was held on September 1st an ad-hoc committee was created to address the new gen eds.
 - Next Faculty Council meeting will be on September 27th

CHAIRMAN'S REPORT

T. Hamlin, reported,

- The college was recently awarded \$700,000 for our Health Studies Programs by Speaker of the New York State Assembly, Carl Heastie and Assemblywoman Aileen Gunther Dr. Taylor did a great job showing off the program and talking about her vision and ideas for expansion.
- The Board retreat was held in August. The board met to discuss goals as board and as trustees and to ensure they are aligned with the goals and mission of the college. Discussion also included the college's strengths and needs of the future.
- The Board decided to rework the working groups, which have been established to align with the strategic plan and mission of the college. The new working groups are as follows,
 - Health Science Studies (Terry Hamlin, Paul Guenther, Anthony Kane)
 - Sustainability (Nancy Hackett, Patricia Adams, Susan Jaffe)
 - Workforce Development and Community Partnerships (Penny Coombe, Steven Drobysh, Lyman Holmes)
 - Finance Committee (Paul Guenther, Nancy Hackett, Steven Drobysh, Susan Jaffe)The working groups will establish goals for the year and invite various college employees to attend meetings based on the topics being discussed.
- The President Evaluation is complete and will be reviewed with the President and reported out on at the next meeting.

TRUSTEES REPORTS:

Finance Committee:

P. Guenther reported,

- Fall enrollment is 70% of Fall Goal
- There are 145 applications for the Sullivan Promise Scholarship
- Expenses are in line with Revenue
- We will receive state, federal and county funds after January 1st
- Additional funding was enacted into the state budget this year. This included \$100,000 to hire a faculty member which will be permanent and \$508, 000 to recruit minority and nontraditional students.

Health Science Studies:

T. Hamlin reported,

- Membership includes T. Hamlin, A. Kane, P. Guenther, M. Singer, J. Quaintance
- The goal of this committee will be to build on the Health care needs in the community.
- Develop a plan for the \$700,000
- Look for additional partnerships

P. Guenther added that this has the potential to be the biggest area of growth for the college

Sustainability:

P. Adams reported,

- Membership includes, Nancy Hackett, Patricia Adams, Susan Jaffe, Maura Caycho, Jay Quaintance.

P. Adams, reported,

Membership includes P. Adams, N. Hackett, S. Jaffe, M. Caycho and J. Quaintance.

- Strategic Goal #1 Lead Environmental Sustainability across higher education
 - a. Engage local communities by demonstrating sustainable infrastructure

Plan A:

1. Expand the Earth Day event to include local high school Earth Science students.
2. Work with the High School Earth Science teachers to include a project that students complete and present on campus during the Earth Day event.

Plan B:

1. Earth Guardians: Engage former student trustee Iris Gillingham to help restart this program.
 2. Work with a community organization to underwrite the cost of a new part time position “Sustainability Ambassador” that works with students and the Sustainability committee.
 3. Develop a Recycling Program across campus that is led by students—Earth Guardians
 4. Implement policies that reduce waste across campus
- Strategic Goal # 5 Expand Community/ Cultural Partnerships
 - a. Become the center of community resources and engagement

Plan A:

1. Host a Sustainability Symposium in Spring 2023
2. Invite community members, school districts, organizations
3. Include Heather Brown, NYPA, Livingston Energy—information on how to make their campus/ business more energy efficient, grant opportunities, etc.

Plan B:

1. Increase community partnerships and internship opportunities for students.
- Strategic Goal #7 Expand into additional student markets

Plan:

1. Develop a Sustainable Agriculture Program
2. Articulation Agreement with Cornell University
3. Engage Future Farmers of America Programs at Sullivan West and Tri Valley
4. Partner with Hope Farm and our Community Garden on campus

Next Steps:

- Reach out to Iris Gillingham and gauge her interest and availability.

- Invite Kathy Scullion and Larry Reeger to next meeting to discuss Earth Day and Sustainable Ag program
- Begin discussions with local school districts regarding Earth Day event
- Begin to review policies

Workforce Development and Community Partnerships

P. Coombe reported,

- Membership includes P. Coombe, S. Drobysh, L. Holmes, E. Davis and J. Quaintance
- Jennifer Wrage attended the meeting and shared she is developing a Work Force Development plan for the college
- An Advising, Career and Enrollment Center has been proposed
- Discussion of Goals for the Committee include,
 - On-Campus Career Fair
 - Develop “Soft Skills Training” for job seeking students, i.e. interviewing and resume development. Invite community groups to assist with this. “Mock Interviews”

This working group will focus on the following goals within the Strategic Plan,

3. Cultivate a workforce development program for the Catskills Region
4. Determine a college-wide development strategy
5. Expand community/cultural partnerships

- College staff will identify 3-4 initiatives.

Presidents Report:

- Jay Quaintance, President
 - Reported
 - Preliminary Fall Enrollment: Currently at 70% of our goal but does not include prison and HS enrollment. We do believe the Promise Scholarship has been driving an increase in enrollment with the 145 applicants. The Promise Scholarship is a last dollar scholarship, so many students did not need it after Financial Aid, but they may not have applied and enrolled without the scholarship.
 - There is \$500,000 in this year’s NYS Budget through SUNY which is to be used to attract and retain students of color and nontraditional students.
 - We received \$700,000 from the Assembly to invest in Health Studies programs. Upgrades to lab and simulations.
 - SUNY annual investment 100k in new faculty to cover salary and benefits. This has never happened before and we are only 1 of 3 community colleges in SUNY to receive this.
 - Liberty Partnerships Program was funded for another 5 years. The grant allows us to provide academic support for Liberty, Monticello, Fallsburg. The grant is for 1.6 million dollars and is for a duration of 5 years. The funding comes from the State Education Department.
 - The county put out a RFQ, Request for Qualifications, to identify a firm to site selection work, scope of work, operational costs, to help us plan the Aquatic Center and impact on enrollment.
 - There are currently 145 students living in the residence halls.
 - Policy updates will continue to come to the board for approval. President’s Cabinet will do a periodic review of all Board Policies to make sure they are up to date to reflect cultural changes.

- Richard Midcap, Team Chair for our MSCHE Self Study, will visit our campus on October 24th. The Self-Study Draft document will go to the board, faculty, staff for review and then to the Richard Midcap. During the preliminary visit on October 24th, Richard will meet with members of the BOT from 2-2:30pm.
- We continue to work on effective governance through Faculty Council and we welcome Chana Epstein to her new role.

FEEDBACK TO THE PRESIDENT:

T. Hamlin asked how we feel the college is doing with regards to the self-study. J. Quaintance shared that we are in good shape. There have been some gaps identified but we are coming up with a plan to address them.

A. Kane asked about the 145 Promise Scholarships, what would our normal enrollment be? J. Quaintance shared its 100- 125 in years past. These are first year full time students.

EXECUTIVE SESSION

Motion by S. Drobysh to enter into executive session to discuss a legal matter at 4:29pm, seconded by P. Guenther and passed.

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

Motion by S.Jaffe to resume regular session at 4:35pm, seconded by P. Guenther and passed.

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

ADJOURNMENT

Motion by P. Guenther to adjourn the meeting at 4:36pm, seconded by P. Coombe and passed.

Vote:	Patricia Adams	yes	Theresa Hamlin	yes
	Phyllis Coombe	yes	Lyman Holmes	absent
	Steven Drobysh	yes	Susan Jaffe	yes
	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

DRAFT



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

RESOLUTION #507-22

**RE: INTENTION TO PLACE POSITIONS IN THE
UNCLASSIFIED PROFESSIONAL SERVICE**

WHEREAS: Sullivan County Community College has recently created updated job titles and job descriptions to align with the mission and goals of the college; and

WHEREAS: the President has presented the Board of Trustees of Sullivan County Community College with a job description for the positions of Associate Director of Benefits, Instructional Designer, Library Operations Manager, Events, Alumni Relations and Scholarship Manager, and Coordinator of Network Support.

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 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 November 17, 2022

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



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

RESOLUTION #508-22

**RE: APPROVAL OF CHANGE IN CONSTRUCTION
TECHNOLOGY AOS PROGRAM**

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

WHEREAS: Sullivan County Community College offers a Construction Technology AOS Degree; and

WHEREAS: this program was recently modified to meet growing state-wide needs for a skilled labor force in construction; and

WHEREAS: Sullivan County Community College in collaboration with the North Atlantic States Regional Council of Carpenters, created an articulation agreement whereby apprentices who have successfully completed the North Atlantic States Carpenters Training Fund Pathways Curriculum, will qualify for work-based experience credit, for the required CAR coursework; and

WHEREAS: the Curriculum Committee and the Faculty Council endorsed this program change; and

WHEREAS: the Board of Trustees must approve changes in program content that is one-third or more of the minimum credits required for the award; and

THEREFORE, BE IT RESOLVED: that this Board approves the program changes to the Construction Technology AOS Degree,

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the State University of New York.

Certified as a true copy of the Resolution adopted by
the Sullivan County Community College Board of Trustees
at its meeting held on November 17, 2022

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