

**MINUTES**  
**SCCC BOARD OF TRUSTEES MEETING**  
**Thursday, May 21, 2009**

**MEMBERS PRESENT:** P. Coombe, Chair, S. Drobysh, R. Ernst, J. Farrow, R. Heyman, L. Holmes, S. Jankiewicz, N. Speranza

**ALSO PRESENT:** M. Howard Golladay, E. Galligan, E. Kubenik, C. Kashan, S. Mitchell

P. Coombe called the meeting to order at 4 p.m. with the *Pledge of Allegiance*.

M. Howard-Golladay announced that beginning today the Board of Trustees' meetings will be videotaped. The videotapes as well as the meeting minutes will be posted on the College's website.

**Recognition of Recent Faculty/Staff Graduates**

E. Galligan introduced the following individuals who have recently obtained their degrees:

- Karin Pantel, instructor in the division of health, social and behavioral sciences division, has completed her Master's Degree in Nursing Education from Walden University.
- James Murphy, assistant professor in the division of health, social and behavioral sciences division, has completed his Master's Degree in Nursing from SUNY New Paltz.
- Kelly Baker, senior administrative associate to the vice president for academic & student affairs, has earned her Bachelor's of Technology Degree from SUNY Cobleskill.

E. Kubenik introduced the following individuals who have recently obtained their degrees:

- Dianne Loomis, senior administrative associate to the vice president for administrative services, has earned her Bachelor's of Arts degree with a concentration in Environmental Studies from SUNY Empire State College.
- John McBeath, institutional computing staff member; Carrie Schoonmaker, student billing staff member; Keri Whitehead, financial aid staff member; and Cheryl Welsch, manager of computer user services, have all received their Bachelor of Technology Degrees from SUNY Cobleskill.

Dr. M. Howard-Golladay announced:

- Kathleen Ambrosino, senior administrative associate to the president, has completed her Bachelor's Degree in Business Administration and

Economics with a concentration in Human Resources from SUNY Empire State College.

- P. Coombe recognized David Seigerman, SCCC Director of Safety and Security, and read a letter and New York State Resolution from Senator Bonacic congratulating Mr. Seigerman for being selected as one of this year's *Men at Work* honorees by the Sullivan County Democrat. The resolution was adopted by the entire Senate in recognition of Mr. Seigerman's accomplishments.

### **Video Presentation: NJCAA Tournament Bid Proposal**

C. Kashan and T. Ambrosino introduced a video presentation, which was prepared for the NJCAA Division III Tournament Bid. The script was written and narrated by C. Kashan. After viewing the CD, the Board agreed that it was very well done.

### **Consent Calendar**

**Motion by R. Ernst to approve the consent calendar including the minutes of April 16, 2009, and the disbursement reports for April 2009, seconded by N. Speranza, and passed.**

Vote:	Phyllis Coombe	yes	Russ Heyman	yes
	Steven Drobysh	yes	Lyman Holmes	yes
	Robert Ernst	yes	Sharon Jankiewicz	yes
	Joan Farrow	yes	Nick Speranza	yes
	Josephine Finn	absent	Mark Lagattuta	absent

### **Resolution #249-09 – Adoption of Fiscal Year 2009-2010 Operating Budget**

WHEREAS: Sullivan County Community College has formulated its Fiscal Year 2009-2010 Operating Budget at a total of \$ 16,914,683; 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 2009-2010 Operating Budget of \$16,914,683 dated May 21, 2009, delineated as follows:

REVENUE	
Tuition	\$ 4,721,057.00
Out of State Tuition	68,617.00
State Aid	3,669,177.00
Chargeback	2,351,236.00
Other Offsetting Revenue	1,046,584.00
Facility Use Fees	25,000.00
Sullivan County's Contribution	4,000,000.00
<b>Total Unrestricted</b>	<b>\$ 15,881,671.00</b>

EXPENSE	
Instructional	\$ 4,992,430.00
Public Service	513,245.00
Library & Information Technology	615,298.00
Student Services	1,577,730.00
Buildings and Grounds	1,665,021.00
Administration	1,663,296.00
General Services	850,356.00
Employee & Post Employ Benefits	4,004,295.00
<b>Total Unrestricted</b>	<b>\$ 15,881,671.00</b>

Grants	1,033,012.00
<b>Total Restricted</b>	<b>1,033,012.00</b>
<b>Total Budget Request</b>	<b>\$ 16,914,683.00</b>

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<b>Total Restricted</b>	<b>1,033,012.00</b>
<b>Total Budget Request</b>	<b>\$ 16,914,683.00</b>

Be It Further Resolved that certified copies of this Resolution are forwarded to the County of Sullivan and the State University of New York.

**Motion by J. Farrow to approve Resolution #249-09, seconded by R. Ernst, and passed.**

Vote:	Phyllis Coombe	yes	Russ Heyman	yes
	Steven Drobysh	yes	Lyman Holmes	yes
	Robert Ernst	yes	Sharon Jankiewicz	yes
	Joan Farrow	yes	Nick Speranza	yes
	Josephine Finn	absent	Mark Lagattuta	absent

**Resolution #250-09 – Sponsor Services Included Within the Fiscal Year 2009-2010 Budget**

WHEREAS: the Fiscal Year 2009-2010 Operating Budget Request of Sullivan County Community College includes appropriations totaling \$85,500 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 2009-2010:

Snow Removal	\$ 45,000.00
Workers' Compensation	35,000.00
Short Term Disability for Teamster Staff	5,500.00
<b>TOTAL</b>	<b>\$85,500.00</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 S. Jankiewicz to approve Resolution #250-09, seconded by R. Ernst, and passed.**

Vote:	Phyllis Coombe	yes	Russ Heyman	yes
	Steven Drobysh	yes	Lyman Holmes	yes
	Robert Ernst	yes	Sharon Jankiewicz	yes

Joan Farrow	yes	Nick Speranza	yes
Josephine Finn	absent	Mark Lagattuta	absent

**Resolution #251-09 – Support for the Revision of the College’s Mission Statement**

Whereas: The College has taken a leadership role in its commitment to sustainability, and

Whereas: The Faculty have determined that a commitment to sustainability is an overarching theme in our programs and practices, and

Whereas: The SCCC Faculty Council is charged with responsibility to review the College’s Mission and Goals annually and to make recommendations to the College President, and

Whereas: The Faculty Council, in consultation with Dr. M Howard-Golladay, has crafted and voted to approve a new Mission Statement for consideration by the Board of Trustees, and

Whereas: Dr. M Howard Golladay has reviewed and approved the recommended Mission Statement,

Now, Therefore, Be It Resolved: that the Board of Trustees of Sullivan County Community College supports the adoption of a revised Mission Statement for Sullivan County Community College.

**Motion by R. Ernst to approve Resolution #251-09, seconded by S. Jankiewicz, and passed.**

P. Coombe read the revised mission statement for the record.

Vote:	Phyllis Coombe	yes	Russ Heyman	yes
	Steven Drobysch	yes	Lyman Holmes	yes
	Robert Ernst	yes	Sharon Jankiewicz	yes
	Joan Farrow	yes	Nick Speranza	yes
	Josephine Finn	absent	Mark Lagattuta	absent

**Resolution #252-09 – Proposal for Wind Turbine Technology, AAS**

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

WHEREAS: The Division of Professional Studies recommended establishing a new AAS program in Wind Turbine Technology; and

WHEREAS: the Curriculum Committee and the Faculty Council endorsed the Wind Turbine Technology AAS curriculum;

WHEREAS, the President of the College has determined that the program reflects the mission and direction of the College, and can be funded in the 2009-2010 budget; and

BE IT RESOLVED that this Board approve the recommendation of the Administration that a new curriculum in Wind Turbine Technology be offered as soon as feasible; and

**Motion by R. Ernst to approve Resolution #252-09, seconded by J. Farrow, and passed.**

Vote:	Phyllis Coombe	yes	Russ Heyman	yes
	Steven Drobysch	yes	Lyman Holmes	yes
	Robert Ernst	yes	Sharon Jankiewicz	yes
	Joan Farrow	yes	Nick Speranza	yes
	Josephine Finn	absent	Mark Lagattuta	absent

### **Approval of SCCC Inventory Policy and Procedure**

## **SULLIVAN COUNTY COMMUNITY COLLEGE INVENTORY POLICY AND PROCEDURE**

### **Policy**

The Inventory Policy establishes a process for the recording, identification, and accountability of all College owned furnishings and movable equipment items (Equipment) having a minimum cost of \$200 each and a life expectancy of over two years. The President of the College shall appoint a Property Manager and assign to the Property Manager the responsibility to maintain a system of equipment control to provide a safeguard against loss and to facilitate effective utilization.

The College shall utilize an appropriate property and equipment control system to meet the need for detailed information as to particular identification of the property or equipment and the costs, the depreciation, the assignment and the location of the equipment. The Property Manager, or an appointed designee, who is not responsible for the day-to-day custody of equipment, shall conduct the annual inventory of all equipment assigned to each divisional/unit location. The responsibility for equipment accountability is assigned to the appropriate division/unit head. This policy requires:

- a) All items of equipment to be brought under control shall be identified by a serial number affixed to each item.
- b) Equipment control records shall be maintained for each item of equipment identified by a serial number.

- c) Periodic physical inventories, at least once annually, shall be taken of all items of equipment placed under serial number control.
- d) Equipment utilization controls shall be maintained for significant items, whether they are in the form of daily usage records or simple periodic observations to provide a safeguard against loss and to facilitate effective utilization.
- e) No item of equipment should be permitted to leave the premises without a pass signed by the proper authority.
- f) Unit heads shall be administratively responsible for the equipment assigned to the unit. The equipment assigned should not be permanently transferred without written approval of this individual and the Property Manager.

### **Procedure**

- 1) What is to be included in the property and equipment inventory?  
To be included in the inventory an item must meet the following criteria:
  - a) Be Sullivan County Community College property, including gifts to the College.
  - b) Include items of furniture, electronic equipment, machinery, vehicles and apparatus which may be used repeatedly without any material impairment of physical condition and which have a probable life of more than two years.
  - c) Include items Sullivan County Community College is leasing or renting, if the lease is applied towards the purchase of the item and is determined to be a capital lease.

The following do not meet the above criteria – do not include them:

- a) Items furnished by a grant or contract for which Sullivan County Community College does not hold title.
- b) Personally owned items.
- c) Draperies and other expendable items.
- d) Items permanently attached to buildings. Examples of items would be laboratory benches with service connections, fume hoods, light fixtures, built-in cabinets, permanently installed heating and cooling apparatus and carpeting.

Generally, all equipment purchased must be placed under control. However, different levels of equipment control can be established. For the larger, more cumbersome equipment, such as desks and file cabinets, the item should be identified with a tag showing that it belongs to the facility. The records may show the total number of items in particular units.

For the more sensitive items, such as those susceptible to theft, tags with individual serial numbers should be affixed to the equipment and detailed records should be maintained.

## 2) Receipt of New Equipment

a) When received by the College, the Receiving Office will verify that the item description is identical to the item as described on the purchase order issued to the supplier, tag the equipment and arrange for the equipment to be delivered to the location requested.

Or

b) The Receiving Office will contact the requesting unit to verify that the item meets the specification of the purchase order issued to the supplier before tagging the item. Once verified by the requesting unit, the Receiving Office will tag the equipment and arrange for the equipment to be delivered to the location.

c) The following information must be entered in the AssetWin inventory system:

Description

Serial or manufacturer identification number

Original cost

Purchase order number (if applicable)

Acquisition date

Disposition date

Category

Unit to which equipment is assigned

Person assigned responsibility for the equipment

Location: Building and room

## 3) Equipment Records Maintained by the Property Manager

a) The tag number assigned to a piece of equipment serves as the central mechanism for establishing a unit record in the inventory control system. The Property Manager will be responsible to ensure that each record contains information on the item including:

Description

Serial or manufacturer identification number

Original cost

Purchase order number (if applicable)

Acquisition date

Disposition date

Category

Unit to which equipment is assigned

Person responsible for equipment assigned

Location: Building and room.

## 4) Annual Verification of Inventory by Units

Each year, the Property Manager will furnish each unit with a detailed listing of equipment assigned to that area, as soon as possible after March 31st. The list should be verified by the unit and any corrections reported to the Property Manager.

#### 5) Reporting Changes in Status of Equipment

- a) Status changes are to be reported by the accountable unit as they occur. The Property Manager will update the inventory to reflect the change
- b) Whenever an equipment item is temporarily (less than 6 months) transferred between locations, the unit initiating the transfer must keep a record of its new location.
- c) Whenever an item of equipment is to be permanently transferred to another location, form INV-1 is sent to the Property Manager.
- d) Whenever an item of equipment is found missing or believed to be stolen, this must be reported immediately to the Security Office and the Property Manager. Form INV-1 is to be used for this purpose.
- e) Equipment owned by the College may not be removed from campus without the permission of the unit head and the Property Manager. Equipment taken off campus must be under the supervision of an employee of the College. Form INV-2 "Request to Take Equipment Off-Campus" must be filled out and approved by the unit head and the Property Manager prior to taking equipment off campus. Form INV-2 must be updated when the equipment is returned.

**Note:** Form INV-1 "Inventory Change Worksheet" and Form INV- 2 "Request to Take Equipment Off-Campus" are available on the "S" drive in the "Inventory Forms" folder for this purpose.

#### 6) Annual Verification of Inventory by Property Manager

- a) Annually, the Property Manager, or his/her designated representative will complete a physical inventory of the equipment assigned to each unit. Inventories will be scheduled on a rotating basis with inventory being completed at each unit once during a twelve-month period during the months of May, June, July and August.
- b) The inventory for each unit is reconciled by the Property Manager and unit head with the prior physical Inventory of equipment. All material difference will be reconciled.
- c) A record of lost or unaccounted for items will be submitted by the Property Manager to the President for approval to remove such items from the equipment records.
- d) Those items which are authorized by the President to be removed from the records should be entered in inventory records by the Property Manager.

#### 7) Equipment Utilization

One of the most significant aspects of the equipment control system is equipment utilization

- a) It is the responsibility of the Property Manager and the unit heads to:
    - (1) Keep control over stand-by equipment
    - (2) Ensure the continuing need for such stand-by equipment
    - (3) Detect underutilized equipment; and
    - (4) Make arrangements for the disposal of any equipment which exceeds foreseeable future needs.
  - b) Certain units will find it necessary to maintain continuing records of equipment utilization. The unit head and/or Property Manager will make a periodic review of unutilized and underutilized equipment to determine the extent to which such equipment should be reported as surplus.
  - c) These reviews will not be limited to the equipment items placed under inventory control, but will cover all equipment belonging to the College including office and classroom furniture.
- 8) Surplus Property Disposal
- a) The accountable unit head designates item(s) for surplus.
  - b) INV-1 Form shall be completed by the unit head and submitted to the Property Manager.
  - c) The Property Manager will evaluate condition of the item(s), and assign condition as obsolete, poor or scrap.
  - d) The Property Manager will determine the method of local disposition (local sale, donated, dumped/recycled).
  - e) If local disposition includes selling of scrap, the campus must ensure that the proceeds from the sale are received and deposited in the appropriate College account by the College Controller.
  - f) The Property Manager will be responsible for the removal of the College's Inventory Identification Tag and the final disposition of the surplus item.
  - g) The method of disposition will then be noted in the Inventory Control system.
  - h) Property Manager shall retire asset(s) from the Inventory Control system.

**Motion by S. Jankiewicz to approve the SCCC Inventory Policy and Procedure, seconded by R. Ernst, and passed.**

Vote:	Phyllis Coombe	yes	Russ Heyman	yes
	Steven Drobysh	yes	Lyman Holmes	yes
	Robert Ernst	yes	Sharon Jankiewicz	yes
	Joan Farrow	yes	Nick Speranza	yes
	Josephine Finn	absent	Mark Lagattuta	absent

**Approval of Recommendations for the Criminal Justice Program Advisory Board**

**Motion by J. Farrow to approve the recommendations for the Criminal Justice Program Advisory Board, seconded by R. Ernst, and passed.**

Vote:	Phyllis Coombe	yes	Russ Heyman	yes
	Steven Drobysch	yes	Lyman Holmes	yes
	Robert Ernst	yes	Sharon Jankiewicz	yes
	Joan Farrow	yes	Nick Speranza	yes
	Josephine Finn	absent	Mark Lagattuta	absent

**Community/Public Feedback**

K. Walter made comments to the Board regarding his interpretation of open meeting and Foil laws.

**Incidental Information**

**President's Report**

Dr. M. Howard-Golladay and members of her administration updated the board on recent College activities, programs, and events.

**Review Board Performance in Relation to Board Policy**

It is the consensus of the Board that they are functioning in an appropriate manner in relation to policy.

**Feedback to the President**

None

**Correspondence**

P. Coombe read the following:

- A letter to Dr. M. Howard-Golladay from Assemblywoman Gunther in response to a letter from Dr. Howard-Golladay agreeing with the Partnership's opposition to the pending IDA legislation (A-3659/S-1241).
- A letter to Dr. M. Howard-Golladay from Dr. A. M. Murray the new President of Herkimer CC, thanking Dr. Howard-Golladay for the information provided to her when she visited SCCC in April. She was most impressed with Dr. Howard-Golladay's presentation outlining SCCC's work in sustainability, the efforts of the knowledgeable staff, and the tour of the facilities.
- A letter to Dr. M. Howard-Golladay from Dr. D. Hayes, interim President of Broome Community College, regarding BCC's offering a building analyst training course through Hudson Valley Community College within Sullivan County. The course is co-sponsored by the Sullivan County BOCES. Dr. Hayes apologized for not informing Dr. Howard-Golladay of BCC's participation in this project and assured her that BCC has no intention of teaching any other courses within the service area.
- An email from Dr. Tim Russell announcing the Winners of the Sullivan Honors Annual Writing Competition:
  - Category I: Poetry*
  - Valerie Zeppelin

*Category 2: Fiction and Creative Nonfiction*

Tie: Thomas Olton and Rebecca Rodriguez

*Category 3: Academic Writing*

Thomas Olton

The judges felt that this was the strongest batch of submissions they have seen since the competition began five years ago. The scores were very close in all three categories, and in Category 2, they were a dead heat, leading to our first co-winners.

- An email from Ivan Katz, Fallsburg Superintendent of Schools, sent to County administrators regarding the cost of repairing their swimming pool. Dr. Katz asked the County administrators for any ideas or suggestions regarding the pool in an effort to keep it from closing.
- An email from Athletic Director, Chris DePew, announcing that SCCC men's basketball player, Kyle Humphrey, was selected as a recipient of the SUNY Chancellor's Scholar-Athlete Award. This marks the third consecutive year that an SCCC student athlete has been selected.
- An email to Dr. M. Howard-Golladay from Prof. Bentley Whitfield, Director of College Prep Programs at Farmingdale State College. Professor Whitfield wrote that he and his students visited SCCC on Kite Day and had a wonderful experience. He offered special thanks to S. Rosenheck and her staff stating that they made their visit an excellent learning experience.
- An email to R. Hanofee, director of SCCC's Center for Learning and Student Development Services, from parent, C. Walsh. Mr. Walsh stated that the Center for Learning proved invaluable to his daughter, and regardless of her grades, her experiences at SCCC have been extremely positive. Her parents have seen a great deal of growth that can only be attributed to the College.
- A letter to P. Coombe from T. Healy, Sullivan County Diabetes Outreach Coordinator, inviting the public to Diabetes Awareness Day, to be held on May 30, at the College's Seelig Theatre.

**Executive Session**

**Motion by J. Farrow to enter Executive Session at 5:20 p.m. to discuss personnel and contractual issues, seconded by S. Jankiewicz, and passed.**

Vote:	Phyllis Coombe	yes	Russ Heyman	yes
	Steven Drobysh	yes	Lyman Holmes	yes
	Robert Ernst	yes	Sharon Jankiewicz	yes
	Joan Farrow	yes	Nick Speranza	yes
	Josephine Finn	absent	Mark Lagattuta	absent

**Motion by R. Heyman to resume regular session at 6:10 p.m., seconded by R. Ernst, and passed.**

Vote:	Phyllis Coombe	yes	Russ Heyman	yes
	Steven Drobysh	yes	Lyman Holmes	yes
	Robert Ernst	yes	Sharon Jankiewicz	yes

Joan Farrow	yes	Nick Speranza	yes
Josephine Finn	absent	Mark Lagattuta	absent

**Motion by J. Farrow to adjourn the meeting 6:10 p.m., seconded by S. Jankiewicz, and passed.**

Vote:	Phyllis Coombe	yes	Russ Heyman	yes
	Steven Drobysch	yes	Lyman Holmes	yes
	Robert Ernst	yes	Sharon Jankiewicz	yes
	Joan Farrow	yes	Nick Speranza	yes
	Josephine Finn	absent	Mark Lagattuta	absent

Respectfully submitted,

M. Howard-Golladay  
Secretary to the SCCC Board of Trustees

Recorded by K. Ambrosino  
**Draft – June 4, 2009**