

NOTICE OF THE MEETING OF THE BOARD OF TRUSTEES
SUNY Ulster

April 15, 2025

Regular Meeting – 3:00 p.m.

LOCATION: Howard C. St. John Business Seminar Room

AGENDA

Call to Order

Pledge of Allegiance

President's Report & Presentation - President Alison Buckley, Ed.D.

1. Review of April 2025 Personnel Action Memo: President Alison Buckley, Ed.D.

Consent Agenda (Items A through C)

Note: Consent Agenda items held for discussion will be moved to Item D

- a. Approval of Meeting Minutes:
 1. Unapproved Meeting Minutes March 18, 2025
 - b. Approval of Personnel Action Memo
 1. April 2025 Personnel Action Memo
 2. Ratification of March 2025 Personnel Action Memo and Unapproved Meeting Minutes February 18, 2025
 - c. **Consent Agenda items held for discussion**
2. Board of Trustees' Report
 - a. Chair's Report
Commencement – Saturday, May 24, 2025 – 8:30 a.m. arrival/ 10:00 a.m. ceremony
NYCCT Annual Conference – Saratoga Springs, September 10-12, 2025
ACCT Leadership Congress – New Orleans, October 22-25, 2025
 - b. Student Trustee Report
 3. Old Business
 4. New Business
 - Resolution #25-04-13 2025-2026 Tuition & Fee Schedule**
 - Resolution #25-04-14** Amendment of Board Policy 10.1.2 Facilities Use Fee Schedule & 10.1.4 Permit Agreement for Use of College Facilities for Outside Organizations and Facilities Use Fee Schedule
 - Resolution #25-04-15** Rescind Board Policy 10.1.3 Non-for-Profit Facilities Use at the Business Resource Center
 5. Executive Session



VISION STATEMENT

SUNY Ulster transforms lives by inspiring a community of lifelong learners.

MISSION STATEMENT

SUNY Ulster educates the individual and elevates the community.

VALUES

1. Equity
2. Excellence
3. Integrity
4. Innovation
5. Collaboration
6. Respect

UNAPPROVED Minutes of the Meeting of the Board of Trustees of SUNY Ulster March
18, 2025

A regular meeting of the Board of Trustees of SUNY Ulster was held on March 18, 2025, in the Howard C. St. John Business Seminar Room, in George Clinton Hall, on SUNY Ulster's Stone Ridge Campus.

The following Trustees were in attendance:

Deborah Briggs	Chair
Victoria St. John-Gilligan	Secretary
Anna Brett	Trustee
Robert Jacobsen, Esq.	Trustee
Deli Smith	Student Trustee
Dr. Alison Buckley	President

Excused: Timothy Sweeney, Vice-Chair, Drew Andrews, Trustee, Gregory Simpson, Trustee

Also in attendance were: Jennifer Zell, Chief of Staff & Secretary to the Board of Trustees; Christopher Marx, VP for Workforce, Economic Development, and Community Partnerships; Candice Van Dyke, Interim VP for Academic Affairs; Mark Longtoe, General Counsel; Kari Mack, Co-Chair of the Staff Assembly, Dr. Mark Stewart, Chair of the Academic Senate, Rudy Breedy, Executive Director of Institutional Advancement and External Relations, Douglas McNabb, Associate Vice President for Enrollment Management & Student Affairs.

Call to Order

Chair Briggs called the meeting to order at 3:00 p.m. The pledge of allegiance was recited. A quorum was not present.

President's Report and Presentation

President Buckley thanked the Trustees for their approval of her travel to attend the ASPEN Institute's Presidential Fellow retreat earlier in the month and gave a [PowerPoint presentation](#) highlighting the [President's Report](#).

Vice President Schreiber reviewed the financials, informing the Board of a recent development that we do not have Hudson Link prison program classes running due to the statewide strike of corrections officers, impacting our entry at Shawangunk Correctional Facility. He also indicated that we are requesting the Foundation's support of moving a technology funding request to the 2025-2026 budget so we can leverage a state match totaling \$300,000. Vice President Schreiber reiterated our anticipated budget deficit of \$169,000 which has been projected and strategically planned.

President Buckley noted we are watching our federal grants very closely, including a TRIO grant that we have submitted and not yet received a response on continued funding. She reiterated that our Congressional representatives and national organizations (ACCT and AACC) have asked us to keep them updated on any changes to our federal funding.

President Buckley announced that the One House Bill has enhanced support for community colleges and Governor Hochul's proposal in the New York State budget for free community college for adult learners 25-55. She noted our establishment of workgroups to prepare in advance on how SUNY Ulster will be ready to launch this initiative. Discussion ensued.

President Buckley updated the Board on the College's progress on our KPIs approved by the Board of Trustees two years ago through the [PowerPoint presentation](#), including the work the Board started with ACCT consultant Dr. Bruce Leslie in June 2024 during the SUNY Ulster Board of Trustees retreat. Chair Briggs asked about Math and English labs to support students' success. President Buckley noted that more than ½ of our students complete English through mandatory placement in SWW. Discussion ensued. Trustee Jacobsen asked what is hindering students in math. President Buckley indicated that we have seen improvement as per the data from Director of Institutional Research Laura Foss. VP Van Dyke noted that the College didn't have a platform for DEISJ issues to be brought to the forefront previously and indicated that our KPIs have enabled us to build a foundation to increase our efforts and supporting student success, including the Math Department looking at their own reforms to assist students. President Buckley reiterated that a small action impacts long term effects, i.e. required tutoring that is inescapable and noted that one year of data analysis is not a trend. However, it is progress, and we are on the right path. Discussion ensued.

President Buckley announced an embargoed \$2M gift to the College has been left from a benefactor who has impacted faculty in our math department significantly as a mentor. More formal communications and announcements will be shared.

Vice President Shreiber shared a 2025-2026 Budget summary overview, noting that the 2025-2026 Budget totals \$27,368,810 in total operating expenses, an increase of six percent from the prior year. This increase is due, in large part, to salary costs from contractual obligations as well as additional staffing to respond to increased enrollment. The 2025-2026 Budget includes a full-time tuition increase of \$100 per semester, and a \$8 increase per part-time credit, generating an additional \$329,395 in tuition revenue. In addition, the Budget anticipates a slight increase in enrollment of approximately three percent, generating an additional \$430,516 in tuition revenue. The tuition rate is also below Federal Pell awards of \$7,395 per year. Discussion ensued.

President Buckley reviewed the [March 2025 Personnel Action memo](#).

Chair Report

Chair Briggs encouraged Trustee participation at the October 2025 ACCT Leadership Congress in New Orleans, October 22-25, 2025, and the NYCCT annual conference in Saratoga, September 10-12, 2025.

Chair Briggs reminded the Trustees of the College's 61st Commencement Ceremony on Saturday, May 24, 2025, at 10 a.m.

Chair Briggs also updated the Board on the progress of Governor's Appointments, indicated that the State has reached out to potential board members and has moved on. Please contact Chair Briggs with any potential board member recommendations as soon as possible.

Student Trustee Report

Student Trustee Smith shared a report on student engagement and leadership, including activities and events. Access Trustee Smith's report [here](#), where our recent Alumni in Residence event featuring Brennan Lee Mulligan was highlighted. Trustee Smith also reported on the Student Listening Session, Club Fair, Spirit week, new Dungeons and Dragons Club approval and the upcoming SUNY Student Assembly Conference, April 25-27.

Old Business

None.

New Business

President Buckley reviewed Resolutions #25-03-07 Disposal of Surplus, Resolution #25-03-08 Approval of the College's 2025-2026 Budget and Resolution #5-03-09 Maintenance Facility (Salt Barn Phase I). Discussion ensued.

Resolution #25-03-10 Increase in Funding (Capital Project: Water Service Line Replacement) and Resolution #25-03-11 (Capital Project: Campus Roof Project) were also reviewed and discussed.

Executive Session

At 4:08 p.m., there being no further business to come before the Board, Chair Briggs asked for a motion to enter into Executive Session pursuant to section 105(1) of the Public Officers Law for the purpose of real estate and personnel. Trustee Jacobsen made a motion to enter Executive Session, seconded by Secretary St. John-Gilligan.

At 5:18 p.m. Trustee Brett moved to end executive session, Trustee Smith and seconded.

At 5:18 p.m., there being no further business to come before the Board, Secretary St. John-Gilligan made a motion to adjourn the meeting. Trustee Jacobson seconded the motion, and the meeting was unanimously adjourned.

Respectfully submitted,

A handwritten signature in cursive script, reading "Jennifer Zell". The signature is written in dark ink on a white background.

Jennifer Zell, Chief of Staff & Secretary to the

Board of Trustees



PRESIDENT'S REPORT ALISON BUCKLEY, ED.D.

April 9, 2025

As our Middle States work continues, I am appreciative of our college community's efforts. I completed a site visit at an institution the week of March 25. Serving as the Chair of the visiting team was invaluable as the College continues our progress on the Self-Study.

On March 26, the Mid-Hudson Regional Business Plan Competition (MHRBPC) was held at SUNY New Paltz. In a field that included Bard, Iona, Marist, SUNY New Paltz, Rockland CC and the US Military Academy at West Point, two SUNY Ulster students pitched their ideas. **David Garzon** is an AS Business Administration major and proposed fulfilling the need for a full-service bakery in Rhinebeck featuring specialty recipes. **Denise Augustus** is completing her General Management Certificate. and proposed a plan for a transitional housing program for women aging out of foster care called "Renewed Life House." The judges awarded Denise with second place in the "Learn, Work, Live" category. She won a cash prize and now moves on to the first round of the state competition. My thanks to our Business Department Faculty: **Dr. Christie Cruse, Afia Eugene, Erika Finch, Dan Boice** and program assistant **Vlad Perry** who serves as the Business Club advisor.

As announced by GI Jobs.com, SUNY Ulster has been named a SILVER Military Friendly® School and a DESIGNATED Military Spouse Friendly School for the small community college categories. Produced by Viqtory Media, the Military Friendly® designation evaluates institutions using both public data sources and proprietary survey responses from over 1,800 participating schools. Rankings consider factors critical to veteran success including student retention, graduation rates, job placement, and support services specifically for the military community. SUNY Ulster was among just 830 institutions nationwide to earn special recognition for exceeding standard criteria. The complete 2025-2026 Military Friendly® Schools list will be published in the May and October issues of G.I. Jobs magazine and at www.militaryfriendly.com. Please join me in congratulating **Associate Vice President McNabb** and the team in the **Enrollment & Success Center**. I am so appreciative of the team's work to recruit and support veterans.

Congratulations to SUNY Ulster Vet Tech student **Holly Berra** who was accepted into the Cornell Veterinary Hospital Student Preceptorship in Ithaca, NY. The Janet L. Swanson Wildlife Hospital provides state-of-the-art medical and surgical care to injured and sick wildlife native to the northeastern United States. The veterinary technology program has had two SUNY Ulster graduates, Julianna Jackson and Vanessa Ale complete preceptorships in the Summer of 2024, and both were offered employment after they graduated. Please join me in recognizing SUNY Ulster's Vet Tech

Faculty and Department **Dr. Beth Alden, Donna Meier, Sandy Wiltshire, Courtney Woodard and Program Assistant Samantha Zimmerman.**

The Enrollment and Success & Student Affairs team including: (Christine, Lucia, Matt, Rebecca, Mark, Sam A. & Ryan) and the Foundation team including: (Rudy, Nancy, Brian, Carol, Colleen and Catherine) hosted President's Challenge Scholarship students on April 2 and 3 from all nine Ulster County school districts. Students had the opportunity to hear keynote addresses from alumni Jenn Guthiel-Denier, Sawyer Savings, SVP/COO and Jim Whitaker, Sawyer Savings, President & CEO, spend time with Athletic Director Ryan Snair, and attend a luncheon reception with PCS program supporters! Juniors and Seniors shadowed classes with Professors Cruse, Pompeii, Silverman, Tarcza, and Chambers. I was pleased to share remarks and to echo to our future students that we're a community of helpers and doers, cheerleaders and mentors, reiterating that SUNY Ulster faculty and staff are here to support students in meeting them where they are as they attain their educational goals. My thanks to the community for showing just how special we are.

Enrollment, Student Affairs & Marketing

We have exceeded budget for Spring 2025 headcount and continued to get closer to meeting our stretch goal. As of April 1, headcount is 2148; budget was set at 2,014 with a stretch goal of 2,614. Summer 2025 registration is in progress with headcount as of April 9 at 200 and a goal of 559. Fall 2025 registration opened on March 3 with student self-registration. The ESC team is hosting Instant Admissions Week from April 14-18, 10 a.m. to 4 p.m., where prospective students can apply, test, and register for the Fall 2025 semester—all in one day. The 2025 Spring Open House and first Accepted Student Day will be held on Saturday, April 26 on the Stone Ridge campus. Attendees will learn about SUNY Ulster's academic programs, student services, campus life, athletics, and more. Financial Aid has completed all setup and 2025-2026 ISIRS are being imported into Banner successfully.

The start of Men's/Women's Golf regular season was April 1, and the first match was April 5 with three men on the roster. Students participating in the SUNY Esports League, a club at SUNY Ulster, completed their regular Season on March 28. Student Affairs is collaborating with Admissions and Academic Support offices to host an Athletics Orientation for new student athletes on June 25, including a team meeting, college policy review, introduction to academic support services, campus life, and any final enrollment steps.

Budget & Infrastructure

Please access the most recent [financial reports ending March 31, 2025](#).

Public Safety is preparing for an additional follow-up for the State Fire Inspection. Johnson Controls completed its inspection on the fire system, which was successful, and Public Safety has met with vendors regarding replacing the PA system and call boxes around campus.

IT has received the proposal from SUNY ITEC to have a shared service agreement. IT is continuing the implementation of Banner 9 for the areas that have not already implemented it, which Banner 8 is only

supported through the 2025 calendar year. A solution is being reviewed for Ulster's custom registration applications for non-credit, Collegian, and non-matriculated students, as all of these will end with Banner 8, and cannot be transferred.

Academic Affairs

Faculty have been engaged in planning for the potential of Free College in each department and are prepared to add courses as needed as the State budget process concludes.

Meetings for Addendum B have been completed, and negotiations will begin to meet the contractual deadline.

Faculty promotion applications have been submitted, and the promotion committee was elected by the Academic Senate. There will be a briefing for the committee on April 10 to prepare the group to receive applications by the contractual deadline.

The SUNY Sexual Violence Survey has been administered, and a Graduating Internship Survey will be administered in the coming weeks.

Sponsored by the Ulster Community College Foundation, the 2025 Ellen Robbins Poetry Forum with poet and activist Kyle "Guante" Tran Myhre, featuring student and faculty presenters, took place on Thursday, April 17, at 1:15 p.m. in the College Lounge in Vanderlyn Hall on the Stone Ridge campus. Kyle Tran Myhre (aka Guante) is a poet and activist whose work explores the relationships between narrative, power, and resistance. He's performed at the United Nations, been featured on a Grammy-winning album, been a member of two National Poetry Slam championship teams, and visited countless colleges, conferences, and festivals, using spoken word and storytelling as doorways into critical dialogue.

Workforce & Economic Development

Continuing and Professional Education courses in Water and Wastewater Certification were submitted to SUNY Ulster's Curriculum Committee for approval for credits in the AS in Individual Studies. This will allow students in Water and Wastewater programs to stack into a degree pathway. SUNY Ulster's Water certification program is approved by the New York State Department of Health, and the Wastewater certification program is approved by the New York State Department of Environmental Conservation.

SUNY Ulster's program at Shawangunk Correctional Institution cancelled all spring 2025 classes due to the New York statewide correction officer's strike. As of the date of this report, corrections facilities in New York State have not reopened for any outside programming. The College will schedule classes for the summer 2025 semester in anticipation of the correctional facility resuming these programs.

SUNY Ulster is undergoing a routine Civil Rights Compliance Review by the New York State Department of Education. The SUNY Ulster team uploaded all compliance documents by the March 31st deadline. The next step will be a desk audit in the early summer. This review will evaluate SUNY Ulster's compliance with civil rights law in areas of policy, procedure, and facility accessibility.

SUNY Ulster's Mid-Hudson Small Business Development Director Sam Kandel and staff members attended SBDC day in Legislative Office Building in Albany on March 19, 2025. The SBDC team met with New York Legislators and businesses who support the Centers throughout the state.

Foundation

As of January 31, 2025, the Foundation was seven (7) months or 58% into the fiscal year and has received \$476,445 in related contributions, grants, and pledges, which are 45.1% of our projected yearly contributions and grants of \$1,055,800.

The total amount of scholarships awarded for the 2024-2025 academic year from July 1, 2024, through March 31, 2025, is \$403,000. An additional \$60,235 in scholarships have been offered to students but have not yet been accepted by the student. Please note that these numbers do not include PCS or College Scholar awards. The total amount of student emergency assistance (Community Cares) awarded for the 2024-2025 academic year from July 1, 2024, through April 10, 2025, is \$15,238. The total amount awarded for faculty and staff emergency assistance (Campus Cares) through April 10, 2025, is \$3,000. A President's Challenge mobile application has been created to increase engagement with students and donor investors. Visit SUNYUlsterPresidentsChallenge.org to download.

Two members of the UCC Foundation staff attended the Dutchess Community College Foundation Gala on March 29th to learn best practices for sponsorship solicitation and special event organization and implementation.

Welcome Colleen Worden, the new Foundation Accounting Specialist. Active hiring searches are underway for the following positions: Alumni Specialist and Assistant to the Executive Director.

Please access my listing of [college-wide and community engagement efforts since the March 18, 2025, Board of Trustees meeting](#).

April 2025 Personnel Action Memo

The following personnel and administrative approval actions are recommended by Alison Buckley, Ed.D., President, for SUNY Ulster Board of Trustees review and approval:

APPOINTMENTS

Faculty & OPAP, probationary and/or term reappointments are contingent upon funds being available in the college and/or grant budgets. The granting of probationary and/or term reappointments herein is not deemed to be a guarantee of employment for the duration of the term. The position is "at-will" and Ulster County Community College retains the right to terminate the appointment without cause.

<u>Type</u>	<u>Name</u>	<u>Title</u>	<u>Effective</u>	<u>Salary</u>
Probationary	Colleen Worden	Foundation Accounting Specialist	04/07/2025	\$43,300
Probationary	Michael Kehoe	Director of Plant Operations	04/21/2025	\$73,900
Probationary	Robert Baxter	Assistant Director of Accounting	04/22/2025	\$62,100

CHANGE IN TITLE AND SALARY

<u>Name</u>	<u>Title</u>	<u>Effective</u>	<u>Salary</u>
Amber Beckley	Associate Dean of Administration/ Financial Services	09/12/2024	\$90,300
Sabrina Hartless	Senior Financial Aid Specialist	09/12/2024	\$56,200
Michael Osterhoudt	Senior Student Accounts Specialist	09/12/2024	\$56,200

NEW BUSINESS

Resolution #25-04-13 2025-2026 Tuition & Fee Schedule

Resolution #25-04-14 Amendment of Board Policy 10.1.2 Facilities Use Fee Schedule & 10.1.4

Permit Agreement for Use of College Facilities for Outside Organizations and Facilities Use Fee Schedule

Resolution #25-04-15 Rescind Board Policy 10.1.3 Non-for-Profit Facilities Use at the Business Resource Center

SUNY Ulster Board of Trustees Title: Approval of the 2025-2026 Tuition & Fee Schedule Resolution #25-04-13	Agenda Item:
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Resolution:

WHEREAS, it is necessary for the Board of Trustees to approve a complete schedule of tuition and fees each year, and

WHEREAS, the Finance and Facilities Committees and the President recommend the 2025-2026 tuition and fees schedule as well as the refund policy, now therefore, be it

RESOLVED, that the Board of Trustees hereby approves the attached Tuition & Fee Schedule and Student Refund Policy for 2025-2026:

[SUNY Ulster 2025-2026 Tuition and Fee Schedule](#)

Submitted by:
Michael J. Schreiber
Vice President of Administration & Finance
Title

Approved by:
Alison Buckley, Ed.D.
President
Title

Signature Date

Signature Date

SUNY Ulster Board of Trustees Title: Amendment of Board Policy 10.1.2 Facilities Use Fee Schedule & 10.1.4 Permit Agreement for Use of College Facilities for Outside Organizations and Facilities Use Fee Schedule Resolution #25-04-14	Agenda Item:
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Resolution:

WHEREAS, the rental schedule for use of College Facilities is reviewed each year, and

WHEREAS, SUNY Ulster is committed to engaging our external community on our campus through facilities use opportunities as we support our students and College community, now, therefore, be it

RESOLVED, that the Board of Trustees hereby approves the amendment of Board Policy 10.1.2. Facilities Use Fee Schedule and guidelines for the rental of facilities, effective May 1, 2025, and, be it further

RESOLVED, that the Board of Trustees approves the amendment of Board Policy 10.1.4 Permit Agreement for Use of College Facilities for Outside Organizations and Facilities Use Fee Schedule.

[Board Policy 10.1.2 Facilities Use Fee Schedule](#)

[Board Policy 10.1.4 Permit Agreement for Use of College Facilities for Outside Organizations and Facilities Use Fee Schedule](#)

Submitted by:
Michael J. Schreiber
Vice President of Administration & Finance
Title

Approved by:
Alison Buckley, Ed.D.
President
Title

Signature

Date

Signature

Date

April 2025 SUNY Ulster Student Life & SGO

From: Deli Smith & Samm Chambers

Date: April 8, 2025

Re: April 2025 Board of Trustees Report: SUNY Ulster Student Life

Student Engagement

- April has arrived in an awesome manner, with March meandering out with a multitude of events.
- March 25 through 27 on both campuses featured an opportunity to celebrate Women's History Month by writing a letter of gratitude to a woman in one's life.
- Throughout April, SGO is running a Faculty/Staff vs. Students step challenge. If students win, they will be celebrated with a free BBQ lunch on May 12, as well as the top 3 students with the highest step counts getting individual prizes.
- As a continuation of the Wellness Wednesdays series, Student Affairs, in collaboration with the Office of Mental Health, had mindful tea on April 2.
- Thursday, April 3, was the blood drive organized by SGO and New York Blood Center to celebrate Public Health Awareness Month! Roughly 25 people donated at this event, a great success!
- Later this month, Student Government Organization is hosting a panel where students could hear from student leaders talking about their roles on SGO as nominations open for the 25-26 academic year. The event was originally scheduled for April 7 but needed to be postponed.
- Student Government Organization leaders will be traveling to Syracuse to attend the SUNY Student Assembly conference in Syracuse, April 25-27th. Students will have the ability to network with other students and staff at various SUNY schools and be able to bring back the information they gain to benefit the college.

Recent Athletic & Campus Events:

Y2K Spring Fling

Wednesday, April 9, College Lounge, 12-4

- A Y2K themed spring fling! Featuring music, activities, snacks, and a guaranteed good time.

Comfort with Collage

Thursday, April 10, HAR cafe, 2:00

- Presented by the Office of Mental Health, an opportunity to create a collage vision board.

Music Department Showcase

Wednesday, April 16, 12-1 pm, Dining Hall

- Live performances from students and faculty from the music department to showcase music course offerings in Fall 2025.

DREAM Club Student Panel - Empowering Students with Disabilities in Higher Education

Wednesday, April 16, 1 pm, CAPS - VAN 247

- The DREAM Club presents a student led panel which empowers students with disabilities in higher education through sharing their stories with the community.

Career Fair

Thursday, April 17, 10 am-3 pm, Dining Hall

- A career fair for students who are interested in job or internship opportunities to meet with local employers. Featuring a special Alumni Career Exploration session at noon!

Ellen Robins Poetry Forum: Kyle "Guante" Tran Myhre

Thursday, April 17, 1:15 pm, College Lounge

- An installation of the Ellen Robins Poetry Forum featuring Kyle "Guante" Tran Myhre, author of "Not a Lot of Reasons to Sing, But Enough," presenting his original writings.

Sparrow Volume II Launch Party

Thursday, April 29, 1-3 pm, College Lounge

- Celebrating the launch of the second edition of Sparrow, SUNY Ulster's Art & Literary Magazine that features original literary works and artworks from students. Students featured in the magazine will provide live readings as well as artwork from students. Refreshments will be served.