

**NOTICE OF THE MEETING OF THE BOARD OF TRUSTEES
SUNY Ulster**

November 19, 2024

Regular Meeting – 3:00 p.m.

LOCATION: Howard C. St. John Business Seminar Room

AGENDA

Call to Order

Pledge of Allegiance

Recognition:

SUNY Ulster Men's Soccer Team and Coach Lis-Simmons & Asst. Coach DeRosa

Introductions:

1. **Douglas McNabb – Associate Vice President for Enrollment Management & Student Affairs**
2. **Stephanie Galinson – Student Success Coach – New Start**
3. **David Basden – Outreach to Veterans Coordinator**
4. **Annie Dwyer – SBDC Counselor**

Auditors Presentation – EFPR Group, Brent Jensen, CPA

Marketing Presentation - Website

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

1. Review of November 2024 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 October 16, 2024
- b. Approval of Personnel Action Memo
 1. November 2024 Personnel Action Memo
- c. **Consent Agenda items held for discussion**
2. Board of Trustees' Report
 - a. Chair's Report
ACCT Legislative Summit – Washington, D.C. February 10-12, 2025
 - b. Student Trustee Report
3. Old Business
4. New Business

Resolution #24-11-45 Approval of the 2023-2024 College Audit

Resolution #24-11-46 Amendment to Resolution #24-07-30 Approval of the 2024-2025 Tuition & Fee Schedule

SUNY Ulster Board of Trustees By-Laws Committee

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
October 15, 2024

The annual meeting of the Board of Trustees of SUNY Ulster was held on October 15, 2024, 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
Timothy Sweeney	Vice-Chair
Victoria St. John-Gilligan	Secretary
Bryant (Drew) Andrews	Trustee
Robert Jacobsen, Esq.	Trustee
Deli Smith	Student Trustee
Dr. Alison Buckley	President

Excused: Anna Brett, Trustee; Rev. Gregory Simpson, Trustee

Also in attendance were: Jennifer Zell, Chief of Staff & Secretary to the Board of Trustees; Kevin Stoner, Vice President for Academic Affairs & Dean of Faculty; Christopher Marx, VP for Workforce, Economic Development, and Community Partnerships; Mark Longtoe, General Counsel; Kari Mack, Co-Chair of the Staff Assembly, Rebecca Mercado, Co-Chair of the Staff Assembly, Dr. Mark Stewart, Chair of the Academic Senate, Rudy Breedy, Executive Director of Institutional Advancement and External Relations.

President Buckley introduced Michael Schreiber, Vice President of Finance & Administration, and Chief of Staff Zell introduced Ryan Snair, Athletic Director.

Call to Order

Chair Briggs called the meeting to order at 3:10 p.m. The pledge of allegiance was recited. A quorum was present.

President's Report and Presentation

Dr. Buckley gave a [PowerPoint presentation](#) highlighting the [President's Report](#) covering the following areas of focus, including guest presentations:

Student Presentations

With leadership and support from Dr. Jennifer Guiher and Dr. Chris Marx, SUNY students Matthew Fochios and Scarlett Hollinger attended the Board meeting to present their research projects from their Summer 2024 DEP internships as they were selected to present at the 31st National Science Foundation (NSF) Advanced Technological Education (ATE) Principal Investigator (PI) conference in Washington, D.C., October 23-25, 2024. Matthew's presentation was, *Measuring Channel Change in Catskill Streams* and Scarlett's was *Revisiting Hypena opulenta as a Biocontrol Agent for Vincetoxicum nigrum and Vincetoxicum rossicum*.

SNAP E&T Presentation

Dr. Chris Marx presented to the Board on SUNY Ulster's Supplemental Nutrition Assistance Employment and Training (SNAP Education & Training) program technical grant and our next steps of progress. President Buckley highlighted that New York State has never received funding for SNAP E & T, and Dr. Marx highlighted SUNY Ulster's work with Association of Community College Trustees,

American Public Human Services Association, NYS OTDA with support from Ulster County Executive Metzger and Ulster County's DSS. President Buckley noted that VP Marx's leadership got New York State to put the framework in place for this program. Discussion ensued.

Vice President Michael Schreiber reviewed the revised August 31, 2024, financials and noted the updated surplus of \$116,843, including the new year-end GASB implemented standards. He referenced that he and our team are reviewing what is driving our numbers throughout the year for this current fiscal year and are planning to monitor and readjust accordingly. Discussion ensued on student accounts and bad debt, including how we hold students harmless for circumstances that are not the students' fault.

President Buckley thanked Rudy Breedy, Executive Director of Institutional Advancement and External Relations and the Foundation for their assistance with supplying emergency funds to 14 students for books.

Dr. Buckley reviewed the [October 2024 Personnel Memo](#), including two new policies on Camping and the Use of Tents and Time, Place, and Manner (Freedom of Expression & Assembly – Students).

Consent Agenda

Chair Briggs asked for a motion to approve the Minutes of the September 17, 2024, Board of Trustees meeting. The motion was made by Trustee Jacobsen and was seconded by Trustee Andrews. All were in favor and the motion carried.

Chair Briggs asked for a motion to approve the October 2024 Personnel Action Memo and Camping and the Use of Tents and Time, Place, and Manner (Freedom of Expression & Assembly – Students). The motion was made by Trustee St. John-Gilligan and was seconded by Vice Chair Sweeney. All were in favor and the motion carried.

Chair Briggs asked for a motion to approve the ratification of the September 2024 Personnel Action Memo. The motion was made by Trustee Jacobsen and was seconded by Trustee Andrews. All were in favor and the motion carried.

Board of Trustees Report

Chair Briggs encouraged the Trustees to take a look at the College's new website and thanked Trustee Smith for representing the SUNY Ulster Board of Trustees at the New York Community College Trustees annual conference. Chair Briggs congratulated Rudy Breedy, Trustees St. John-Gilligan and Jacobsen, Gala Co-Chairs on the Foundation's recent Gala and VP Stoner on his retirement announcement. Chair Briggs announced that she was asked to participate in an Association of Community College Trustees panel at the Leadership Congress in Seattle, WA October 23-26, 2024.

Student Trustee Report

[Student Trustee Smith shared a report on student engagement and leadership](#), including activities for World Mental Health Day, the LGBTQIA Club's celebration of national Coming Out Day, kudos to our Men's Soccer Team, the upcoming Transfer Fair and an opportunity for SUNY Ulster alumnus Brendan Lee Mulligan to visit campus.

As Secretary to the Board of Trustees, Jenn Zell presented the Board's Slate of Officers for 2024-2025: Deborah Briggs, Chair; Timothy Sweeney, Vice Chair; and Victoria St. John-Gilligan, Secretary. Trustee Smith made a motion and Trustee Andrews seconded. All were in favor and the motion carried.

Old Business

None.

New Business

None.

Executive Session

At 4:28 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 litigation and personnel. Vice Chair Sweeney made a motion to enter into Executive Session, seconded by Trustee Jacobsen.

At 4:58 p.m. on a motion made by Trustee Jacobsen, the meeting moved back into regular session.

At 4:59 p.m., there being no further business to come before the Board, Chair Briggs made a motion to adjourn the meeting. Vice Chair Sweeney seconded the motion, and the meeting was unanimously adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jennifer Zell". The signature is written in black ink and is positioned above the typed name and title.

Jennifer Zell, Chief of
Staff & Secretary to the
Board of Trustees



PRESIDENT'S REPORT ALISON BUCKLEY, ED.D.

November 11, 2024 - SUNY ULSTER BOARD OF TRUSTEES MEETING

The Ulster County Comptroller's 2024 Report on Chargebacks was formally released as of October 21. We welcome the review of both our programs and services as well as our processes and procedures and view the [Ulster County Comptroller's 2024 Report on Chargebacks](#) as a vital resource as SUNY Ulster enacts our newest Strategic Plan. The College acknowledges the demographic shifts in Ulster County, which are both a declining high school population and our changing demographics with more new Americans moving to the region. SUNY Ulster is committed to serving all students, and our strategic plan assists us with focusing on ensuring that we meet the needs of the residents of Ulster County. The County's poverty rate exceeds the national average, and too many residents have been excluded from higher education. Ulster County has nearly 70,000 residents to serve who are over the age of 25 without a post-secondary credential. SUNY Ulster is proud to help those families on the path to economic mobility. We are proud to be recognized as an emerging Hispanic Serving Institution by the Hispanic Association of Colleges and Universities. It is an exciting milestone that demonstrates the college's progress in providing affordable and flexible educational opportunities for our Hispanic neighbors and is an opportunity for us to better our efforts in growing our resources and serving our students. Our College enrollment has grown in recent years, with our enrollment for Fall 2024 showing the sharpest rate of increase since Fall 2010 and our largest incoming class since before the pandemic. SUNY Ulster remains committed to supporting all learners as we educate the individual and elevate the community.

Sharing huge congratulations with our SUNY Ulster Men's Soccer team, Coach Lis-Simmons and Asst. Coach DeRosa on an incredible season with an overall record of 8-5-1, as our team lost in the Region 15 Quarterfinals Postseason Tournament on October 26 vs. Borough of Manhattan Community College. Our Senator's made it to the Mid-Hudson Conference Championship for the 6th straight season with Andrew Foster (Kingston) being named a Mid-Hudson Conference Player of the Week and the NJCAA Division III National Player of the Week and EJ Lazo (Washingtonville) also being named the Division III National Player of the Week.

I am honored to represent SUNY Ulster as I work with 25 community college Presidents across the United States in the ASPEN Institute's Presidents Fellowship Program this year. Participating in ASPEN's program will support SUNY Ulster's commitment to college completion and the long-term economic success of our graduates. SUNY Ulster is well-positioned to continue as a key driver of economic mobility as we educate the individual and elevate the community.

I am also serving as the Chair of a Middle States Commission on Higher Education site visit for a community college this academic year and have my initial campus visit this month. Serving as a Chair will give us the opportunity to learn from the self-study and site visit process from the MSCHE volunteer lens as we continue our work this academic year developing our own self-study.

On October 15th I championed the important work that we do through our prison program on a discussion panel with SUNY Chancellor John King, Lieutenant Governor Antonio Delgado, Department of Corrections and Community Supervision Commissioner Daniel F. Martuscello, III, New York State Legislators, members of Governor Hochul's staff, and currently incarcerated SUNY Ulster alumni at Shawangunk Correctional Facility. During the discussion, Chancellor King gave a preview of video interviews to be released this fall on the positive impact of SUNY's Higher Education in Prison program. Changing lives through higher education is part of our mission, and our students articulate very passionately how access to this program serves as their second chance.

Governor Hochul and SUNY Chancellor King announced SUNY's boost in enrollment for the second consecutive year. I'm deeply grateful to our team for the work this summer that contributed to our growth. It was outstanding teamwork!

Enrollment, Student Affairs & Marketing

Winternet headcount as of November 12 is 36, and we are continuing promotion to meet our budget of 106.

Academic Affairs has completed the Spring 2025 schedule, and registration has commenced with communications to students sent from Registrar Megan Showers. Interim Dean of Student Success Marie Kropp is working with Academic Affairs and Departments to ensure continuing students are served through registration.

Thank you to Search Committee Chair Melanie Quick and members of the search committee (Elaine LaBoy, Penny Rifenburg, and Dr. Marie Kropp) for the work they did in interviewing candidates and bringing a finalist forward for consideration for the Associate Vice President for Enrollment Management & Student Affairs position. Douglas McNabb, Jr., has accepted the position and joins us on November 18. Doug is joining us with extensive enrollment management experience, including undergraduate, graduate, international, and medical school, with the majority of his professional career in enrollment management, financial aid, special events, and student activities. Currently, he serves as the Director for Enrollment Management at Yeshiva University's Katz School of Science and Health, where he is responsible for developing and implementing a multi-level enrollment strategy and the leadership, development, and management of the team while overseeing daily operations. He has built partnerships with high schools, community-based organizations, and external partners, serving in the following roles as the Associate Vice President for Enrollment at University of Mount Saint Vincent, the Director of Admissions at Dominican College, the Director of Admissions at Niagara Community College, the Director of Graduate Recruitment and Enrollment at the School of Public Health and Health Professions at the University at Buffalo, the Co-Director of Camp College for the New York State Association for College Admission Counseling, the Associate Director of Admissions in the Student Services Office of

the New York College of Podiatric Medicine, the Interim Director of Student Activities and Orientation at SUNY Maritime, and as a Manager of the SBI Ticket Office - Sub-Board I, Inc. at the University at Buffalo. A SUNY Community College alumnus, he received an Associate of Science in Police Science from Cayuga Community College, a Bachelor of Arts in Communication University at Buffalo and a Masters of Science in Student Personnel Administration from Buffalo State College.

As shared in June when we launched the search, this new position replaces the Dean of Enrollment Management and Student Affairs and includes all of the current duties of the Dean. In addition, it will add the supervision of both the Registrar's Office and Financial Aid to the existing supervisory portfolio. These reporting transitions will occur in mid-November. The AVP for Enrollment Management and Student Affairs reports to the Chief of Staff.

Kudos to Kari Mack, Director of Library Services, Penny Rifenburgh, Chair of English, and Elias Stuhr, Assistant Professor of English, on this past week's Herbert H. & Sofia P. Reuner Library Writers Series, where the College Foundation sponsored Akil Kumarasamy's visit to the Stone Ridge campus. Akil is the author of the collection *Half Gods* and, most recently, the author of the debut novel *Meet Us By The Roaring Sea*, which was shortlisted for the Ursula K. Le Guin Prize and Lambda Literary Award, and selected as a New York Times Editors' Choice.

Congratulations to SUNY Ulster's Marketing Team (Deb Kaufman, Bob Johnson, Dina Pearlman-Ifil, Kerri Vitek, and Stacy Dziomba) as we were recognized with two Medallion awards by the National Council for Marketing and Public Relations (NCMPR). Through the Medallion Awards NCMPR recognizes outstanding achievement in design and communication at community and technical colleges. A silver medallion was awarded for SUNY Ulster's *Sparrow* and a bronze medallion was awarded for the *I Became* ad series. Kerri Vitek attended the conference to accept the awards on behalf of SUNY Ulster in Baltimore, MD.

For the month of October 2024, Student Affairs has engaged in a total of 4 campus life events on the Stone Ridge Campus, and The Men's Basketball schedule is live. Access [the game schedule](#) and consider supporting the team at a home game. On Tuesday morning, our Student Government Organization hosted a Veterans Day ceremony featuring remarks and reflections from Vice President Kevin Stoner and SUNY Ulster's Outreach to Veterans Coordinator David Basden. Student soloist Jazmyn McMillian sang America the Beautiful, and the Ulster County Sheriff's Department's Honor Guard was on site to present the colors.

Budget & Infrastructure

Please access the most recent [financial reports ending October 31, 2024](#). Vice President Schreiber has also prepared [a capital projects update](#) that he will review at our board meeting.

Here are links to access the [College's audit](#), the [Foundation audit](#) and the [College Association's audit](#). Auditors from the EFPR Group will be on site for the Board meeting to present the College's 2023-2024 audit.

Academic Affairs

Institutional Research has developed distributed SUNY Ulster's Student Satisfaction Survey, and we are in the process of gathering student feedback/survey data.

Interim Dean for Student Success Dr. Marie Kropp has been hosting Advisor Academies for faculty and staff advisors as we support students in advisement toward completion.

Kudos to Kari Mack, Director of Library Services, Penny Rifenburgh, Chair of English and Elias Stuhr, Assistant Professor of English on this past week's Herbert H. & Sofia P. Reuner Library Writers Series, where the College Foundation sponsored Akil Kumarasamy's visit to the Stone Ridge campus. Akil is the author of the collection *Half Gods*, and most recently, the author of the debut novel *Meet Us By The Roaring Sea*, which was shortlisted for the Ursula K. Le Guin Prize and Lambda Literary Award, and selected as a New York Times Editors' Choice.

Additional kudos are extended to Professor of Earth Science & Geology, Steven Schimmrich, for the Fall 2024 John Burroughs Natural Science Lecture featuring Dr. Chuck Ver Straeten who spoke on Earth's Oldest Known Fossil Forests, Catskill Mountains earlier this week. Dr. Ver Straeten, the Curator of Sedimentary Rocks for the New York State Museum talked about the 2018 discovery of the world's oldest known fossil forest in Cairo, at the base of an abandoned quarry. The discovery of this 385-million-year-old forest is helping scientists understand the transition of Earth to a forested planet.

Workforce & Economic Development

SUNY Ulster is proud to applaud students Matthew Fochios and Scarlett Hollinger who submitted and were selected to present their research projects from their Summer 2024 DEP internships at the 31st National Science Foundation (NSF) Advanced Technological Education (ATE) Principal Investigator (PI) conference in Washington, D.C. last week. Matthew's presentation was, *Measuring Channel Change in Catskill Streams* and Scarlett's was *Revisiting *Hypena opulenta* as a Biocontrol Agent for *Vincetoxicum nigrum* and *Vincetoxicum rossicum**. With leadership and support from Dr. Jennifer Guiher and Dr. Chris Marx, our students joined more than 850 NSF ATE grantees and their project partners to focus on the critical issues related to advanced technological education. Stay tuned as Dr. Guiher was interviewed for the NSF ATE Ideation video and also participated in a roundtable with Celeste Carter, the Program Director of the NSF and other NSF ATE project PIs.

VP Marx shared sessions at the conference focused on building the College's capacity to apply for the next level of grant funding from NSF. These include the Advancing Technical Education grants and ones that build the College's grants development and management capacity.

Our noncredit workforce programs initiated a new data tracking and reporting platform using Banner. The IT department provided support so that Banner could be used as a database for workforce key performance indicators (KPI): enrollment, program completion, credential completion, job placement, reenrollment. All workforce program KPIs will now use this tracking and reporting system.

Assistant Dean Reer and Program Coordinator Faqirzada toured WMC Health facility in Kingston and established the Certified Clinical Medical Assistant internship program. Internships will also be available at other locations including Poughkeepsie for students that prefer those locations.

The Workforce Division implemented a new Childcare Apprenticeship trade in partnership with SUNY, Dutchess Community College and the Kingston YMCA. The YMCA made the initial request for this program.

The Workforce Division under Assistant Dean Reer initiated a workforce training partnership with the NY Center for Energy & Carbon Management Training (ECM-T) for Ulster to be an upstate partner.

SUNY Ulster hosted a manufacturing roundtable with the New York State Department of Labor, the Council of Industry, Rockland Community College, and representatives from the following manufacturing companies: Howmet, Fair-Rite, Elna, Archtop Fiber, Sono-Tek, JBT and Made X Hudson. The College was asked to participate in an event for National Apprenticeship week as well as apprentice programs for Project Manager and Cut and Sew.

Foundation

Our Enrollment and Success & Student Affairs team (Christine, Lucia, Matt, Rebecca, Mark, Sam A. & Samm C.) and our Foundation team (Rudy, Nancy, Carin, Roberta, Carol, Heather and Catherine) hosted nine school districts (160 students and 22 school counselors/teachers) for the President's Challenge Scholarship campus visits on October 24 and 29, where students had the opportunity to hear a keynote address from Alumnus Alejandro Duran Sanchez, participate in a resource fair featuring student services offices and teams at the Student Navigation and Alliance Center (SNAC), and hear directly from SUNY Ulster students in a panel discussion. Seniors shadowed classes with Professors Vought, Tarcza and Chambers. We're grateful to the 21 donors who joined the students for lunch. Kudos to all who contributed!

December 3rd is SUNY Ulster's Day of Giving, and we hope everyone will make a contribution to the Annual Fund which enables the Ulster Community College Foundation to support various campus needs. Whether you give \$1 or \$1 million your donations make a difference. A highlight of this year's campaign is the new partnership formed with MyTown Marketplace. From 12/1/24 - 12/31/24 customers at the Stone Ridge and Rosendale locations will be able to either round up their purchases or give a donation at the cash register in support of the Foundation, SUNY Ulster, and our students.

The Foundation's Alumni program has been enhanced to increase engagement, generate revenue, and offer more activities in addition to volunteer opportunities. A number of newly recruited SUNY Ulster Alumni have emerged with interest in supporting the following Foundation initiatives:

- Alumni Homecoming & Family Fest
- Alumni Hall of Fame
- Alumni Group Meetups
- Alumni On Campus Art Exhibit
- The SUNY Ulster Alumni in Residence Speaker Series
- Social Media (LinkedIn, Facebook & Instagram)
- Alumni Podcast (2025 Premiere)

An alumni survey was recently sent to reconnect with alumni and gauge their potential areas of interest. Please encourage anyone you know that attended SUNY [Ulster to complete this short survey](#).

The Foundation curated an Alumni Spotify Playlist to encourage more engagement. Access this [link](#) to listen.

As of September 30, 2024, the Foundation was three (3) months or 33% into the fiscal year and has received \$161,796 in related contributions, grants, and pledges, which are 15.3% of our projected yearly contributions and grants of \$1,055,800. Investment income in through September 2024 totaled \$107k. The Investment Market Value increased fiscal year-to-date September 2024 by \$914k to \$18.1 million due to reinvestment of investment income and overall market gains. Scholarship awards paid out through September 30, 2024, totaled \$63k.

Please access [my listing of college-wide and community engagement efforts since the October 15, 2024](#), Board of Trustees meeting.

November 2024 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:

APPOINTMENT - M/C

Contingent upon funds being available in the College budget. The granting of this appointment herein is not deemed to be a guarantee of employment for the duration of the term. This position is "at-will" and Ulster County Community College retains the right to terminate the appointment without cause.

Name	Title	Effective
Irena Wisneski	Administrative Services Specialist	11/04/2024
Douglas McNabb	AVP of Enrollment Management & Student Affairs	11/18/2024

TERM APPOINTMENT – Faculty

Contingent upon funds being available in the college budget. The granting of this term appointment herein is not deemed to be a guarantee of employment for the duration of the term. This position is "at-will" and Ulster County Community College retains the right to terminate the appointment without cause.

Name	Title	Effective
Sara Vinciguerra	Instructor-English	01/21/2025 - 05/19/2025

TERM APPOINTMENT – OPAP

Contingent upon funds being available in the grant budget. The granting of this term appointment herein is not deemed to be a guarantee of employment for the duration of the term. This position is "at-will" and Ulster County Community College retains the right to terminate the appointment without cause.

Name	Title	Effective
Stephanie Galinson	Student Success Counselor, New Start	11/04/2024
Allison Sivon	Program Coordinator - Continuing & Professional Education	11/04/2024
Annie Dwyer	Business Advisor/SBDC	01/06/2025

RESIGNATION

Name	Title	Effective
Matthew Goodell	Assistant Professor of Dev. Math & Coordinator of Dev. Math	09/27/2024
Alisha Benitez	Counselor/TRIO	11/01/2024
Shannon Giambanco	Career, Transfer & Academic Advisor	11/15/2024
Kimberly Alexander	Dean of HR & Payroll	11/27/2024

SICK LEAVE OF ABSENCE

Name	Title	Effective
Jody Mesches	Assistant Professor/Nursing	11/17/2024 - 12/18/2024

NEW BUSINESS:

Resolution #24-11-45 Approval of the 2023-2024 College Audit

Resolution #24-11-46 Amendment to Resolution #24-07-30 Approval of the 2024-2025 Tuition & Fee Schedule

SUNY Ulster Board of Trustees By-Laws Committee

<p>SUNY Ulster Board of Trustees</p> <p>Title: Approval of 2023-2024 Audit Report</p> <p>Resolution #24-11-45</p>	<p>Agenda Item:</p>
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WHEREAS, the College’s auditors EFPR Group, CPAs, have completed the 2023 - 2024 audit,

now, therefore be it

RESOLVED that the Board of Trustees does hereby accept the 2023 - 2024 audit report prepared by the EFPR Group, CPAS.

Background and Implications:

The 2023 - 2024 draft audit report for the College, including financial statements, have been distributed to the Trustees for review and consideration.

The College’s audited financial statements also include the financial activity of the Ulster Community College Association, Inc., and of the Ulster Community College Foundation, Inc. The financial statements of the Association and Foundation are prepared in conformity with accounting principles generally accepted in the United States of America.

Submitted by:
Michael Schreiber
Vice President for Administration & Finance
 Title

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

 Signature Date

 Signature Date

Agenda Item:

**SUNY Ulster
Board of Trustees**

**Title: Amendment to Resolution #24-07-30 Approval of the 2024-2025
Tuition & Fee Schedule**

Resolution #24-11-46

Resolution:

WHEREAS, Board of Trustees Resolution #24-5-21 approved the 2024-2025 Tuition and Fee Schedule, and

WHEREAS, Board of Trustees Resolution #24-7-30 approved the amendment to the 2024-2025 Tuition and Fee Schedule, and

WHEREAS, there is a need to further amend the Tuition and Fee Schedule to add the new Barnes & Noble First Day Complete program, a course materials fulfillment program that ensures students have their required course materials by the first day of class, and

WHEREAS, the Finance and Facilities Committee has reviewed, and the President recommends the 2024-2025 SUNY Ulster Tuition and Fee Schedule be amended to update to reflect this addition, now, therefore be it

RESOLVED, that the Board of Trustees hereby approves the following amended Tuition & Fee Schedule and Student Refund Policy for 2024-2025.

Submitted by:

Michael Schreiber

Vice President for Administration & Finance

Title

Approved by:

Alison Buckley, Ed.D.

President

Title

Signature

Date

Signature

Date

**ULSTER COUNTY COMMUNITY COLLEGE
TUITION AND FEES SCHEDULE 2024-2025**

TUITION

All Tuition and Fees are subject to change without notice

Full-Time Students

Full-time student (12 credits or more) \$ 2,740 per semester

Applies to all Ulster County residents. Residents of other New York State Counties must provide a Certificate of Residence to the Student Accounts Office no later than 30 days after the first day of the semester and no earlier than two months prior to the first day of the semester.

This also applies to all students attending SUNY Ulster on a non-immigrant visa and are nationals of a country that has been granted Temporary Protected Status, and students attending SUNY Ulster from Puerto Rico or the U.S. Virgin Island.

All other students (full-time) \$ 5,480 per semester

Part-Time Students

Part-time student (fewer than 12 credit hours) \$ 228 per credit hour

Applies to all Ulster County residents. Residents of other New York State Counties must provide a Certificate of Residence to the Student Accounts Office no later than 30 days after the first day of the semester and no earlier than two months prior to the first day of the semester.

This also applies to all students attending SUNY Ulster on a non-immigrant visa and are nationals of a country that has been granted Temporary Protected Status, and students attending SUNY Ulster from Puerto Rico or the U.S. Virgin Island.

All other students (part-time) \$ 456 per credit hour

Special Student Tuition

Collegian Student	\$ 77 per credit hour
P-Tech	\$ 77 per credit hour
Hudson LINK Program	\$ 228 per credit hour
Off-site course pilot	\$ 80 per credit hour

Off-site group rate schedule:

1-11 student enrollments	full tuition, no decrease
12-16 student enrollments	\$ 150 per credit hour
17 + student enrollments	\$ 135 per credit hour

FEES

General Fees

Ulster County Employee Mandatory Fee	\$ 70
Laboratory Fee (per lab course)	\$ 35
Technology Fee (per course)	\$ 70
Student Activity Fee (per credit, maximum 15 credits or \$195)	\$ 13
Academic Support Fee (3 or more credits)	\$ 48

Student Services Fees

Late Payment Fee	\$ 50
Payment Plan Enrollment Fee	\$ 38
Past Due Payment Plan Enrollment Fee 2-6 month installments	\$ 38
Past Due Payment Plan Enrollment Fee 7-12 month installments	\$ 66
Returned Insufficient Funds Check Fee	\$ 25
Transcript Fee (per transcript)	\$ 10
SUNY Learning Network Fee (per credit hour)	\$ 10
Included Course Materials - Bookstore	\$ 25/per credit hour

Prior Learning Assessment (PLA)

Fees for Portfolio Evaluation	
Portfolio assessment fee per course	\$ 250
Administrative fee if credits are approved (per course)	\$ 180
TOTAL PER COURSE:	\$ 430
Fees for Department Challenge Exam	
Department challenge exam	\$ 100
Administrative fee if credits are approved (per course)	\$ 180
TOTAL PER COURSE:	\$ 280

Program/ Course Specific Fees

Music Program Fees (per course)

MUS 126 or MUS 127 (1 credit)	\$ 280
MUS 128 or MUS 129 (2 credit)	\$ 560

Fine Arts Program Fees (per course)

ART 111, 130, 131, 151, 161, 262	\$ 40
ART 263	\$ 50

FEES (continued)

Communications Program Fees (per course)

COM 227 \$ 40

Fashion Design Program Fees (per course)

FAS 110, FAS 120, FAS 220, FAS 221 \$ 160

Physical Education Fees (per course)

PED 166 \$ 100

PED all courses \$ 25

PEC all courses \$ 30

Manufacturing Program Fees

MFG 101 (3 credits) \$ 325*

four assessments required for certification

*If students do not pass an assessment, an additional fee of \$65 to retake will be charged.

NIMS (National Institute for Metalworking Skills) Credential \$ 150

Network Administrator Program Fees

Cisco (per course) \$ 125

Microsoft (per course) \$ 65

Nursing Program Fees

Nursing Student Professional Liability Insurance fee \$ 13 (per semester)

Nursing Pre-Test Fee (third party fee) \$ 57

Background Survey and Health Records Retention (third party fee) \$ 150 (entrance) and \$65 (annually)

Nursing Standardized and Assessment Testing/Lab Fee (per course)

NUR 152 \$ 66

NUR 154 \$ 145

NUR 252 \$ 131

NUR 254 \$ 161

FEES (continued)

Veterinary Technology Program Fees:

VTS 151, 152, 256 (per course)	\$ 50
VTS 152 Pocket Prep Review (third party fee)	\$ 50
VTS 253, 254, 159 (per course)	\$ 75
Vet Tech Mid-Program Assessment Exam (third party fee) <i>Required for VTS253/VTS256</i>	\$ 63
VTS 260 Research Animal Technology Lecture	\$ 100
VTS 265 Research Animal Technology Laboratory	\$ 500
VTS 259 Farm Camp Lecture	\$ 400
VTS 264 Farm Camp Laboratory	\$ 800
VTS 149 NYSAVT Student Membership Fee	\$ 25
VTS 261 VTNE Review Course	\$ 216
VTS 253 BLS & ALS CPR Certification (third party fee)	\$ 75
VTS 147 Pet CPR Certification (third party fee)	\$ 35
Vet Tech Student Professional Liability Insurance Fee	\$ 13
VTS 159 Rabies Vaccine fee (applies only to matriculated Vet Tech AAS students)	\$ 1,190
Rabies Vaccine (third party fee)	\$ 1,190

Noncredit Service Fees

New York State Impaired Driver Program Re-entry Fee	\$ 50
MV285 or MV278 Replacement Certificate	\$ 15
NYS Impaired Driver Program Transfer Fee	\$ 25
NYS Impaired Driver Program per class Fee	\$ 10
NYS Impaired Driver Program Book Replacement Fee	\$ 15
Driver Education Certificate Replacement Fee	\$ 15

Other Fees

Printing Fee (after initial allocation):

Standard 8½ x 11 paper size printing (per page for single sided black and white prints)	\$ 0.10
Single sided color prints (per page)	\$ 0.40
Duplex (two-sided) printing, where available, will be discounted 40 percent. A single sheet of double-sided print counts as two pages (\$0.20)	
Discounted 40% (\$0.08) for a total charge	\$ 0.12
Plotters per square foot for color prints	\$ 0.75
Plotters per square foot for black & white prints	\$ 0.50

FEES (continued)

Fax Fee:

First Page	\$ 1.25
Second page	\$ 1.25
Each additional page	\$ 0.50

Lost/ Damaged Materials Fee:

Replacement Cost
(library books, flash drives, headphones, calculators, etc.)

Parking Violations:

Unauthorized Handicap Parking	\$ 95
Obstructing Fire Hydrant/Lane	\$ 50
Failure to Obey Traffic Control Device	\$ 20
Unsafe Vehicle Operation	\$ 25

All other parking violations:

No permit, parked in no parking zone/roadway, parked in restricted space, obstructing traffic (per violation)	\$ 15
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Replacement Fees for:

Diploma	\$ 50
ID Card	\$ 10

REFUND

Tuition will be refundable in accordance with the following schedule, provided the student officially withdraws from the College:

<i>Refund</i>	<i>Semester</i>	<i>11-14 Week Term</i>	<i>Quarter/10 week Term</i>	<i>8-wk term or less</i>
Prior to first day	100%	100%	100%	100%
During 1st week	75%	70%	60%	25%
During 2 nd week	50%	40%	30%	0%
During 3rd week	25%	10%	0%	0%
After 3rd week	0%	0%	0%	0%

Fees will be refunded as follows:

Prior to the First day of Class	Full Refund
After classes begin	No refund

Noncredit Refund Policy

Full refunds are issued up to two weeks prior to class. For refund requests less than two weeks prior to the start of class, there will be a prorated administrative fee of 25% of the cost of the class up to a maximum of \$50. No refunds will be granted on or after the start date of the class.

For grant funded courses or tuition covered through an agreement between the College and a third party, the fee policy may be adjusted according to the conditions or provisions of the contract.

Federal Financial Aid (Title IV) Refund Regulation

The earning of federal financial aid is determined by the federal policy. If a student withdraws from the College prior to completing 60% of the semester, the federal government does not view the student as having “earned” all of the funds awarded. In that instance, the College is required to return the “unearned” portion of the aid to the government.

Federal regulations govern the return of Title IV funds (Federal Direct Student Loans, Pell, SEOG) for students who completely withdraw from SUNY Ulster prior to the 60% completion point. The percentage of the period that the student was enrolled is determined by dividing the number of days the student attended by the number of days

in the semester. Calendar days are used, but breaks of at least five days are excluded from the calculation. In the case of “aid not earned” in federally funded grants or loans, the student is expected to repay the “unearned” portion to the College. (This policy is based on 34 CFR, Section 668.22 of Title IV of the Higher Education Act of 1965, as amended.)

Administration of Tuition Assistance Refunds (TA) for Service Members funded through the Department of Defense (DOD)

In accordance with the DoD MOU, the College will comply with the following requirements for the return of TA funds:

- Return any TA Program funds directly to the Military Service, not to the Service member
- Return all (100 percent) TA funds to the appropriate Military Service when the Service member does not:
 - (a) Begin attendance at the institution; or
 - (b) Start a course, regardless of whether the student starts other courses.
- Return any TA funds paid for a cancelled course
- Unearned TA funds are refunded directly to the military service on a proportional basis through the 60 percent portion of the period for which the funds are provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. In instances when a Service member stops attending due to a military service obligation, SUNY Ulster will work with the affected Service member to identify solutions that will not result in a student debt for the returned portion.

The educational institution's week of instruction is counted as 5 class days.

Withdrawal Liability Chart Note: The first day of the term is day one.

For 3-Week Terms

Effective Withdrawal Date
 Return of TA %
 Prior to start of the term 100%
 During day 1-93%
 During day 2-87%
 During day 3-80%
 During day 4-73%
 During day 5-67%
 During day 6-60%
 During day 7-53%
 During day 8-47%
 During day 9-40% (60% of course complete)
 Days 10-end 0%

For 7-Week Terms

Effective Withdrawal Date
 Return of TA %
 Prior to start of the term 100%
 During week 1-100%
 During week 2-71%
 During week 3-57%
 During week 4-43%
 During week 5-40% (60% of course is completed)
 During weeks 6-70%

For 8-Week Terms

Effective Withdrawal Date
 Return of TA %
 Prior to start of the term 100%
 During week 1-100%
 During week 2-75%
 During weeks 3-4 - 50%
 During week 5- 40% (60% of course is completed)
 During weeks 6-80%

For Standard 15-Week Terms

Effective Withdrawal Date
 Return of TA %
 Prior to start of the term 100%
 During weeks 1-2 - 100%
 During weeks 3-4 - 90%
 During weeks 5-6 - 75%
 During weeks 7-8 - 50%
 During week 9 - 40% (60% of course is completed)
 Weeks 10-11 - 50%

VA Pending Payment Compliance

In accordance with Title 38 US Code 3679 subsection (e), SUNY Ulster adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified.
- Provide additional information need to properly certify the enrollment as described in other institutional policies.

From: Delilah Smith & Samm Chambers

Date: November 11, 2024

Re: November 2024 Board of Trustees Report: SUNY Ulster Student Life

November 2024 SUNY Ulster Student Life & SGO

Student Engagement

- October was a lovely spooky month on campus with many students spending time outside, participating in SGO activities, and celebrating the fall season. Registration for the Spring 2025 semester opened up on October 28th, with students excitedly registering for the next semester of classes.
- On Halloween, SGO ran a Halloween Hangout, featuring an open mic, costume contests, and various spooky art activities which was very positively received.
- The Music Department Faculty presented “Tales from the Music Business Trenches” on October 23, which featured stories from music faculty about their lives as professional musicians.
- On Tuesday, October 29th, there was a Transfer Fair, featuring nearly thirty private and public colleges with many waiving their application fees for interested students. The addition of bingo sheets for students to collect stickers from college representatives, which when receiving 4 or more stickers would enter them into a prize drawing, was a huge success, encouraging individuals to visit more tables. Truly, this event went fantastically, and I would like to express how above and beyond the team behind this event went, as this one was one of the most overwhelmingly well-received events on campus during my time at this school.
- The Student Engagement Board organized a celebration of Dia De Los Muertos on November 1st, with a tabling of sugar skull painting and marigold flower making to honor loved ones on the holiday.
- On October 22nd the Men’s Soccer Team played at the Conference Championship.
- The Vet Tech club premiered their pet costume contest, which featured all breeds of animals dressing up for Halloween, with a winner receiving a SUNY Ulster sweatshirt!
- The DREAM Club’s annual Purple Pumpkin Project took place on November 6th, which aims to raise awareness of epilepsy. Students were able to participate by painting pumpkins which are on display outside of the cafeteria.
- The Vet Tech Club ran a relay race to fundraise for the Hudson Valley Animal Rescue, raising funds while having a good time! The club raised over \$500 for Hudson Valley Animal Rescue!
- The Student Engagement Board’s content creation agents have been hard at work creating short-form content for SUNY Ulster’s social media and diversifying the media streams to include the utilization of TikTok and Instagram Reels.

Upcoming Athletic & Campus Events:

SUNY Ulster Fine Art/Visual Art Exhibition

November 4 - December 30 at the Stone Ridge Library

- Fine Art/Visual Art students will showcase their work from Drawing & Composition, 2-Dimensional Design, Advanced Studio, Printmaking, Watercolor, Photography, Intro to Design Foundations, and Painting at the Stone Ridge Library.

Veterans Day Ceremony

Tuesday, November 12 at 9:30 am in the Clinton Hall Lobby

- An event to show respect, honor, and gratitude to Veterans.

Akil Kumarasamy Guest Lecture

Tuesday, November 12 at 10:15 am in the College Lounge

- Akil Kumarasamy is the Fall 2024 Hebert H. & Sofia P. Reuner Writer Series author who will read from her works and participate in a Q&A session moderated by Elias Stuhr, an Assistant Professor of English at SUNY Ulster.

Earth's Oldest Known Fossil Forests presented by Dr. Chuck Ver Straeten

November 12, 2024, 7:00-8:30 pm in BUR 120

- A continuation of the John Burroughs Natural Science Lecture Series which is open to the public.

Club Leaders Resume Writing Workshop

Wednesday, November 13th, 2:00 pm in BUR 120

- A workshop aimed at club leaders and those involved with various extracurriculars to learn how to best write about these experiences for resumes and formal applications.

Michael Asbill Guest Lecture

November 18 at 1-2 pm in the College Lounge

- Part of the SUNY Ulster Visiting Artist Series, which features Mid-Hudson Valley artists sharing their thoughts and concepts about the process of making and creating.

PRIDESGiving

Tuesday, November 26, 1:00-3:00pm in the Student Life Dining Hall

- The 7th annual PRIDESGiving inclusive gathering! A holiday lunch with LGBTQ trivia, bingo, and overall good times.

DREAM Club Art Showcase

December 3rd, 2:00-3:30pm in VAN 113

- In celebration of International Day of Persons with Disabilities, an art showcase featuring artwork and sharing stories, with special guest SUNY Ulster Alum Brian Liston.

Phi Theta Kappa Induction Ceremony

December 16th at 6pm in the College Lounge

- Induction ceremony of new and non-inducted Phi Theta Kappa members into the SUNY Ulster Alpha Rho Delta Chapter.