



SPRING 2017 Conference

June 5–8, 2017

www.nysccboa.org





NYS Community College Business Officers Association

May, 2017

Attendee Registration:

To register for this Spring's conference, you may:

- 1) Visit the Association's web site at www.nysccboa.org and click on the conference registration link; or
- 2) click on the following link (hold the "ctrl" key while doing so):

<https://conferenceplanningservices.regfox.com/nys-ccboa-spring-2017-conference>

The registration process is set-up to send an automatic email confirmation once you have registered and will include the registration cost to attend.

Please note the College/SUNY annual membership fee (one per) will not be included on the registration invoice.

Human Resource Officers: For Hotel reservations, please contact Bertrand's by calling (315-686-3641). A special rate of \$80/night has been arranged for this conference.

Treasurer Information:

Dan Dupee, II is the Association's Treasurer. All payments should be mailed to Dan to the following address:

Dan Dupee, II, Treasurer
NYS CCBOA c/o Jefferson Community College
1220 Coffeen Street
Watertown, NY 13601

Meal Information:

Monday, June 5th:	Buffets for both Lunch and Dinner
Tuesday, June 6th:	Buffet for Breakfast and Lunch; Dinner selection
Wednesday, June 7th:	Buffet for Breakfast and Dinner; Plated Lunch;
Thursday, June 8th:	Buffet for Breakfast; Lunch: Boxed to go

You will receive an email confirmation upon registering; A separate email for your meal choices will be sent to you for completion.

Hotel and Conference Information

Hotel Accommodations: The Harbor Hotel is located in the 1000 Islands Region in Clayton, approximately 30 minutes north of Jefferson Community College. Directions to the hotel may be found at <http://www.1000islandsharborhotel.com/location.php>

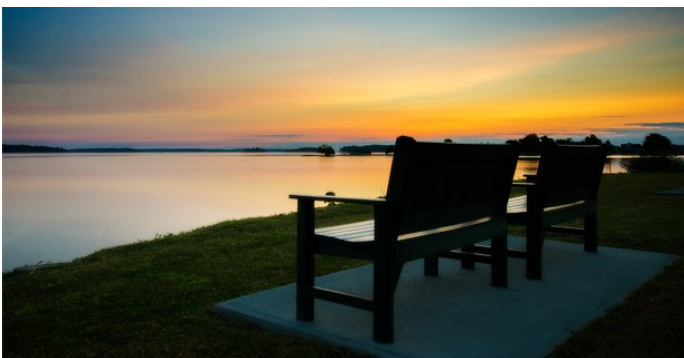


Although check-in time is at 4:00 p.m., rooms will be provided earlier if at all possible. Check-out is at 11:00 a.m. Late check-outs may be requested, however they are not guaranteed. Attendees may arrive on Sunday with a room only rate of \$179. Each room is equipped with a flat screen TV and wireless high-speed internet. Each morning every floor has a coffee and tea station with complimentary daily newspaper.



Meals: The package rate includes hotel accommodations and meals (lunch and dinner the day of check-in and breakfast the following morning). If you are an overnight guest one night and will be staying for the day's sessions, please be sure to request a transient lunch meal for that day as this is not included in your hotel package. Please be sure to wear your name badge for meals.

Amenities: The 1000 Islands Harbor Hotel is located on the scenic St. Lawrence River and provides transient boat docks for its guests. Other amenities include high-speed wireless internet throughout the hotel, 24 hour room service, an indoor heated pool, state of the art fitness center, Jacuzzi, and nightly turndown service with a special novelty.



Karen Ryan Mosher
Conference Coordinator
Email: nys_ccboa@live.com
Phone: (518) 791-7947



New York State Community College
Business Officers Association

Reservation Deadline: May 26, 2017

Check-In Time: 3:00 P.M.
Check-Out Time: 12:00 P.M.

Arrival Date:
Departure Date:

Reservation in the name of: Mr./Mrs./Ms./Dr.:

College Name:

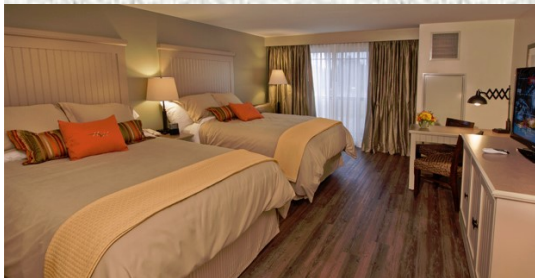
Street Address:

City: State: Zip:

Phone: Fax:

E-Mail: Roommate Name:

FAP* RATES PER DAY (includes a 20% service charge)



FAP Rates with Taxes

Table with 4 columns: FAP Rates with Taxes, Village View, River View, River View w/ Balcony. Rows include Sun., June 4th (room only + taxes), Single-One Night w/ Meals, Single-Two Nights w/ Meals, Single-Three Nights w/ Meals.

DEPOSIT POLICY

- A one-night deposit per room is charged to secure the reservation. The deposit is applicable to the fulfillment of your designated length of stay. Late arrival or early departure causes forfeiture of deposit.
Cancellations or any changes to arrival or departure dates must be made 3 days prior to arrival to avoid deposit forfeiture. Cancellations at any time will incur a \$50.00 administrative fee.

Check (made payable to 1000 Islands Harbor Hotel) #

AMEX MasterCard VISA Discover

Card No. Exp. Date:

Signature:

PLEASE NOTE THE FOLLOWING

- Reservations received after reservation deadline are subject to availability.
The deposit is applicable to the fulfillment of your designated length of stay.
Cancellations or any changes to arrival or departure dates must be made 72 hours prior to arrival to avoid deposit forfeiture.
All early departures, no shows and late arrivals will be charged the contracted nightly rate for each night the reserved room is not occupied by the individual.
Confirmation of your reservation will be sent to you via email upon receipt of this form.
The 1000 Islands Harbor Hotel is 100% smoke free.

TAX EXEMPT STATUS

One of the following Tax Exempt Certificates must accompany reservation request form to receive tax-exempt status:

1) NYS TAX EXEMPTION - Form AC946 - or ST-129 from each person claiming exemption if they are paying with cash, personal check or credit card (if state voucher is used no form is needed).

2) TAX EXEMPT ORGANIZATION - Form ST-119.1 - In order to receive exemption, payment must be made entirely by the organization. Any occupancy, food & beverage, incidentals, etc. paid for by a member of the tax-exempt organization with their own cash, check or credit cards are taxable.

PLEASE RETURN FORM (BY MAIL, PHONE, or FAX) TO:

1000 Islands Harbor Hotel
Attn: Reservations Department
200 Riverside Drive, Clayton, NY 13624



NYS Community College Business Officers Association

September, 2016

Membership Dues Statement

2016 - 2017

Membership Fee	\$200.00
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(September 1, 2016 – August 31, 2017)

Total Amount Due:	\$200.00
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Please make check payable to: NYS CCBOA

Remit to: Dan Dupee, II, Treasurer
c/o Jefferson Community College
1220 Coffeen Street
Watertown, NY 13601



President: **NICHOLAS (NICK) F. LAINO**, Herkimer County Community College
Senior Vice President for Administration and Finance
Telephone: (315) 866-0300 ext. 8290
Facsimile: (315) 866-2844
Email Address: lainonf@herkimer.edu
Administrative Assistant: Sharon Gregory (gregorysa@herkimer.edu)

1st Vice President: **WILLIAM (BILL) D. REUTER**, Erie Community College
Chief Administrative and Financial Officer
Telephone: (716) 851-1700
Facsimile: (716) 851-1703
Email Address: reuter@ecc.edu
Administrative Assistant: Joanne Wojciechowski (wojo@ecc.edu)

2nd Vice President: **JAMES (JIM) R. FISHER**, Finger Lakes Community College
Senior Vice President for Administration and Finance
Telephone: (585) 785-1208
Facsimile: (585) 393-1445
Email Address: james.fisher@flcc.edu
Administrative Assistant: Sheree L. Hooper (sheree.hooper@flcc.edu)

TREASURER: **DANIEL (DAN) J. DUPEE, II**, Jefferson Community College
Vice President for Administration and Finance
Telephone: (315) 786-2401
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SECRETARY: **ANN MARIE SOMMA**, Adirondack Community College
Vice President for Administrative Services and Treasurer
Telephone: (518) 743-2322
Facsimile: (518) 743-2333
Email Address: sommaa@sunyacc.edu
Administrative Assistant: Patti Tennyson (tennysonp@sunyacc.edu)

PAST PRESIDENT: **HEZEKIAH (HEZE) N. SIMMONS**, Monroe Community College
Chief Financial Officer and Vice President for Administrative Services
Telephone: (585) 292-3320
Facsimile: (585) 292-3881
Email Address: hsimmons@monroecc.edu
Secretary to VP: Eileen Scrogie (esrogie@monroecc.edu)

COMMITTEES and CHAIRPERSONS

Administrative Services	Brian Molinaro, Chair, Mohawk Valley CC	(315) 792-5545
Audit and Legal	Inna Reznik, Chair, Nassau CC	(516) 572-7637
Education	Dave Morrow, Chair, Fulton-Montgomery CC	(518) 762-4651 ext. 8400
Facilities (Capital)	Susan Beaudoin, Chair, Schenectady County CC	(518) 381-1210
Planning & Finance	Sue Dewey, Chair, Tompkins-Cortland CC	(607) 844-8222 ext. 4398
Technology	Bill Schickling, Chair, Niagara County CC	(716) 614-5931

2015-2017 OFFICERS