



SPRING 2018 Conference

June 18—21, 2018

www.nysccboa.org



President: **WILLIAM (BILL) D. REUTER**, Hudson Valley Community College
Vice President Administration and Finance
Telephone: (518) 851-1700
Facsimile: (716) 851-1703
Email Address: w.reuter@hvcc.edu
Administrative Assistant: Jacqueline P. Bujanow (j.bujanow@hvcc.edu)

1st 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@ficc.edu
Administrative Assistant: Sheree L. Hooper (sheree.hooper@ficc.edu)

2nd Vice President: **DANIEL (DAN) J. DUPEE, II**, Jefferson Community College
Vice President for Administration and Finance
Telephone: (315) 786-2401
Facsimile: (315) 786-0158
Email Address: ddupe@sunyjefferson.edu
Administrative Assistant: Tina Bartlett-Bearup (tbartlettbearup@sunyjefferson.edu)

TREASURER: **ANN MARIE SCHEIDEGGER**, 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)

SECRETARY: **MARK MANNING**, Onondaga Community College
Chief Financial Officer
Telephone: (315) 498-2268
Facsimile: (315) 492-9208
Email Address: m.r.manning@sunyocc.edu
Assistant to the SVP/CFO: Linda S. Hall (kelleyl@sunyocc.edu)

PAST 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)

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)	Nick Laino, Interim Chair, Herkimer Cty CC	(315) 866-0300 ext. 8290
Planning & Finance	Sue Dewey, Chair, Tompkins Cortland CC	(607) 844-8222 ext. 4398
Technology	Bill Schickling, Chair, Niagara County CC	(716) 614-5931

2017-2019 OFFICERS

Hotel and Conference Information

Hotel Accommodations: The Embassy Suites by Hilton Saratoga Springs is located at 86 Congress Street in the eclectic and historical downtown Saratoga Springs, New York. Directions to the hotel may be found by visiting their web site:



<http://embassysuites3.hilton.com/en/hotels/new-york/embassy-suites-by-hilton-saratoga-springs-ALBESES/maps-directions/index.html>

Check-in time for the spacious, two-room suites is at 3:00 P.M. and will be provided earlier if at all possible. Check-out time is at 12:00 P.M. Each guest room is a spacious suite with wet bar, refrigerator, microwave and coffee-maker. Rooms also include complimentary wi-fi.

To make your room reservation, please use the following link:

embassysuites.hilton.com/en/es/groups/personalized/A/ALBESES-CCB-20180618/index.jhtml

Meals: Meals are included with the daily conference registration fee. Please be sure to wear your name badge for all activities and meals.

Amenities: The hotel's fitness center is open daily and offers a variety of equipment to help keep you fit. Situated in historical downtown Saratoga Springs, the hotel's location provides easy access to Congress Park, the downtown shops, and is a short drive to the Saratoga Casino and Raceway.

The Embassy Suites hosts a complimentary evening reception for hotel guests daily from 5:30—7:30 p.m. in the Lounge.

See you in June!

Karen Ryan Mosher

Conference Coordinator

Email: nys_ccboa@live.com

Phone: (518) 791-7947

Business Member Benefits

Our Business Members are an integral part of these conferences. Our attendees look forward to integrating with each of you. The style of these conferences allows just that. Here are additional sponsorship benefits:

- One-on-one face contact with the Vice Presidents and Deans who are key decision makers at the Community Colleges
- Networking opportunities to foster business relationships
- Known presence for a specific event - standing out from the crowd!
- Sponsor and Exhibitor ribbons to showcase your support
- Listing space dependent upon sponsor level in our Attendee Binders.

Set-up Information

- Exhibit space will be assigned by the Conference Coordinator.
- Set-up will begin at 9:30 A.M. on Monday, June 18th
- Breakdown may begin **after** the last session ends on Wednesday.
- All breaks will take place in the Exhibitor Area.
- Exhibit booths and/or materials may be shipped directly to the Embassy Suites by Hilton and should be clearly marked "NYS CCBOA 06/18-06/21". The Hotel will accept shipments starting June 13th.
- Questions? Please contact:

Karen Ryan Mosher, Conference Coordinator

nys_ccboa@live.com or (518) 791-7947

SPONSOR / EXHIBITOR FORM -- PAGE I

Sponsor/Exhibitor Deadline: June 11, 2018

Business Name: _____

Please print form and mail with payment to:

Ann Marie Scheidegger, Treasurer, NYS CCBOA
c/o Adirondack Community College
640 Bay Road
Queensbury, NY 12804

CHECKLIST OF INFORMATION TO COMPLETE

- () Register each attendee through the web site (www.nysccboa.org) or this link:
<https://conferenceplanningservices.regfox.com/nys-ccboa-2018-spring-professional-development-conference>
- () Complete Sponsor/Exhibitor Form
- () Email Sponsor/Exhibitor form with company logo to nys_ccboa@live.com
- () Mail Sponsor/Exhibitor forms and Attendee confirmations with payment to Ann Marie Scheidegger (see above for address)
- () Deadline is Monday, June 11, 2018

EXHIBIT INFORMATION

- Shipments to the the Embassy Suites by Hilton can be received from June 13th through the conference date
 - Embassy Suites by Hilton; 86 Congress Street, Saratoga Springs, NY 12866
- Please clearly mark all packages "NYS CCBOA - 06/18 - 06/21" on *each* package being shipped
- Exhibit space will be assigned by the Conference Coordinator. Please do not set-up without checking in with Karen first.
- Set-up time will begin at 9:30 A.M. on Monday, June 18th. Attendees will be arriving for a Noon lunch with meetings beginning at 1:00 P.M.
- Breakdown may begin after the last session on Wednesday afternoon.
- All breaks will take place in the Exhibitor Area.

QUESTIONS?

Please contact: Karen Ryan Mosher, Conference Coordinator

Via Email: nys_ccboa@live.com

Via Phone: (518) 791-7947

SPONSOR / EXHIBITOR FORM (Page 2)

Sponsor / Exhibitor Deadline: **June 11, 2018**

Business Name: _____
Address: _____
City/State/Zip: _____
Contact Name: _____
Phone: _____ Email: _____

Sponsor and Exhibitor Opportunities and Rates

- | | |
|--|---|
| () Diamond Level | \$5,000 (includes exhibit space) |
| Overall conference sponsor | |
| () Platinum Level | \$3,500 (includes exhibit space) |
| Special Event or Hospitality Suite | |
| () Gold Level | \$3,000 (includes exhibit space) |
| Reception | |
| () Silver Level | \$2,500 (includes exhibit space) |
| Dinner, Keynote Speaker, Name Badges or Attendee Binders | |
| () Bronze Level | \$2,000 (includes exhibit space) |
| Breakfast or Lunch | |
| () Copper Level | \$1,250 |
| Refreshment Break or Session Speaker | |

DESCRIPTION OF PRODUCT / SERVICE (for Attendee Packet) (60 words or less)

SPONSOR and EXHIBITOR BENEFITS

- Company name, logo and write-up in Attendee Packet
- Company Listing included on the Agenda for the Sponsored Event
- Podium Acknowledgment at Sponsored Event
- Sponsor / Exhibitor Ribbon Designation for Name Badge
- Exhibitor Table includes skirted table, two chairs and wastebasket

REGISTRATION and COMPANY INFORMATION

Each attendee from your Company must register for the conference through the CCBOA web site with the link:
<https://conferenceplanningservices.regfox.com/nys-ccboa-2018-spring-professional-development-conference>

The completed Sponsor/Exhibitor form and Company logo must be emailed to Karen Ryan Mosher, Conference Coordinator at nys_ccboa@live.com. **Deadline for submission is no later than Monday, June 11, 2018.**



**NYS Community College
Business Officers Association**

October, 2017

**Membership Dues Statement
2017 - 2018**

Membership Fee	\$200.00
<i>(September 1, 2017 – August 31, 2018)</i>	

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

Remit to: Ann Marie Scheidegger, Treasurer
c/o Adirondack Community College
640 Bay Road
Queensbury, NY 12804