



SUNY SULLIVAN

AGENDA – BOARD OF TRUSTEES MEETING

SUNY Sullivan

Thursday, July 20, 2023 3:30pm

Farrow Family Foundation Board and Conference Room

1. Call to Order
2. MSCHE Update and 23-28 SUNY Sullivan Strategic Plan- Dr. Jeffrey Keefer
3. **Action Items:**
 - **Election of the Slate of Officers**
4. **Consent Agenda**
 - **Approval of Updated 23-28 SUNY Sullivan Strategic Plan**
 - **Approval of June 14, 2023 Minutes**
 - **Approval of June 23, 2023 Emergency Meeting Minutes**
 - **Approval of June 28, 2023 Special Meeting Minutes**
 - **Approval of Resolution # 527-23 Approval of Promotions 2022-2023**
 - **Approval of Resolution #528-23 Approval of Officer in Charge**
5. Community/Public Feedback
At any regular meeting of the Board, a member of the public shall be permitted to speak on any issue before the Board for a period not to exceed 2 minutes except if the Chair allots more time.
6. Faculty Council Representative to the Board Report
7. Chairman's Report
8. President's Report to the Board
9. Feedback to the President
10. Executive Session
Executive sessions are held for purposes of discussing proposed or pending current litigation, the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.
11. Adjournment

DRAFT SUNY Sullivan Strategic Plan 2023 - 2028

Why SUNY Sullivan?

SUNY Sullivan is a forward-looking, top-tier community college in New York offering over 40 degree programs, certificates, and micro-credentials for learners at all levels of their educational goals. We value critical inquiry and creativity while supporting our students in a culture of inclusion and respect.

SUNY Sullivan's 405-acre campus provides a living sustainability lab with an organic farm, geothermal heating and cooling, solar farm, wind turbine, and apiary. We commit to environmental and social responsibility to inform our campus operations and curriculum. Whether from an urban environment or local hometown, our students benefit from our mind-body wellness initiatives and excel in championship Division II Athletics programs. We partner with Garnet Health, New Hope Community, Sullivan County Partnership for Economic Development, The Sullivan Catskills Visitors Association, Sullivan Renaissance, Sullivan 180, The Center for Discovery, and other regional organizations to offer educational and cultural opportunities for our students and the wider community.

SUNY Sullivan is housed in facilities designed by the classic New York firm of Edward Durrell Stone and Associates. Our Catskill Mountains campus thrives with its cosmopolitan student community, many of whom come from outside the county and live in our residence halls. Since the college opened its doors in 1963, we remain at the forefront of meeting the ever-changing needs of society, and will continue to do so into the future.

The Intention of this Strategic Plan

The purpose of this Strategic Plan is to guide and unite *the entire SUNY Sullivan College Community* through shared goals in support of our Mission Statement.

Vision Statement

SUNY Sullivan is the heart of higher education and culture in the Catskills.

Mission Statement

SUNY Sullivan is the leader of innovative higher education and a catalyst for workforce development throughout the Sullivan Catskills and beyond. Our diverse community cultivates personal growth and professional advancement, preparing students for success in a sustainable and interconnected world.

Core Values

The SUNY Sullivan community values these elements as core to our identity:

1. Equitable access to educational opportunities.
2. Critical inquiry and creativity as paths to transformation.
3. Enhancement of mind-body wellness and social belonging.
4. Educational and cultural partnerships across our communities.
5. Sustainable stewardship of resources.
6. Student-centered physical activities and athletic programs.
7. A culture of diversity, equity, inclusion, respect, and social justice.
8. Development of civic-minded leadership, accountability, and responsibility in society.

Strategic Goals

These three strategic priorities direct our efforts. They are not presented in any order of priority:

These are the essence of our 2023-2028 Strategic Direction:

1. Priority A: Student Enrollment and Success

1. Goal 1: Review and revise the Student Enrollment Management Plan (including College in the High School (CIHS), other secondary school partnerships, articulation agreements, dual acceptance, additional pathways, and out-of-county recruiting).
 - i. Create implementation tactics for the Strategic Student Enrollment Management Plan
 - ii. Determine assessment metrics for success
 - iii. Analyze and Evaluate the evidence
2. Goal 2: Use Jenzabar Student Retention Module to establish tracking and reporting of student engagement, and correlate with academic success to identify interventions and assess outcomes.
 - i. Implement the Jenzabar Student Retention Module
 - ii. Create assessment metrics
 - iii. Analyze and Evaluate the evidence
3. Goal 3: Create a comprehensive review and assessment metrics for student development services: the athletics program.
 - i. Create program review document
 - ii. Create assessment metrics
 - iii. Gather initial evidence
 - iv. Analyze and evaluate the evidence
4. Goal 4: Create dedicated resources and student spaces to promote academic success, connection, community, diversity, and inclusivity.
 - i. Design and disseminate a needs analysis

- ii. Create assessment metrics
 - iii. Implement spaces and resources
 - iv. Analyze and Evaluate the evidence
5. Goal 5: Review of admission enrollment and onboarding process
- i. Identify barriers to processes for enrollment and housing
 - ii. Determine strategies to remove the barriers
 - iii. Create assessment metrics
 - iv. Update and implement enrollment and housing processes
 - v. Analyze and evaluate the evidence

2. Priority B: Financial Stability and Analysis

- 1. Goal 1: Partner with SUNY resources for technical support for planning and budgetary analysis.
- 2. Goal 2: Implement resource planning and allocation that connects to Annual Planning & Institutional Improvement.
- 3. Goal 3: Prioritize capital projects to maintain facilities and support institutional growth.
- 4. Goal 4: Establish a financial management plan for fiscal stability related to student billing, retirement costs, and affiliate entities.
- 5. Goal 5: Build capacity to establish and implement an advancement and stewardship strategy with the Foundation Board.
- 6. Goal 6: Complete a comprehensive financial analysis of academic programs.

3. Priority C: Academic Success: Nursing

- 1. Goal 1: Secure grant funding to pay and retain additional qualified nursing faculty.
 - i. Identify what funding is needed and available
 - ii. Complete applications and apply
- 2. Goal 2: Establish a high-school-to-college pathway to prepare, advise, and recruit qualified nursing students.
 - i. Identify intended outcomes
 - ii. Design a Pathway plan
 - iii. Develop and Implement the plan
 - iv. Analyze and Evaluate the evidence + Submit Report
- 3. Goal 3: Establish a health sciences pathway to prepare, advise, mentor, and recruit qualified nursing students.
 - i. Identify intended outcomes
 - ii. Design a Pathway plan
 - iii. Develop and Implement the plan
 - iv. Analyze and Evaluate the evidence

**MINUTES
MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
FARROW FAMILY FOUNDATION BOARD ROOM
June 14, 2023**

TUSTEES PRESENT: N. Hackett, Chair, T. Hamlin, Vice Chair, P. Guenther, Treasurer, P. Adams, Board Secretary, A. Kane (via video), S. Jaffe, S. Drobysh, L. Holmes,

ALSO PRESENT: E. Galligan, Officer in Charge (via video), R. Hanofee, E. Davis, J. Wrage, K. Baker

N. Hackett called the meeting to order at 3:41pm with the pledge of allegiance.

Executive Session:

Motion by T. Hamlin to enter into Executive Session at 3:42pm to discuss a personnel matter, seconded by S. Drobysh and passed.

Vote:

Patricia Adams	yes	Theresa Hamlin	yes
Steve Drobysh	yes	Lyman Holmes	yes
		Susan Jaffe	yes
Paul Guenther	yes	Anthony Kane	absent
Nancy Hackett	yes		

Motion by S. Drobysh to end the Executive Session and resume regular session at 4:58pm, seconded by S. Jaffe and passed.

Vote:

Patricia Adams	yes	Theresa Hamlin	yes
Steve Drobysh	yes	Lyman Holmes	yes
		Susan Jaffe	yes
Paul Guenther	yes	Anthony Kane	yes
Nancy Hackett	yes		

ACTION ITEMS:

N. Hackett asked for a motion to accept the consent agenda.

Motion by S. Drobysh to accept the Consent Agenda, seconded by S. Jaffe. There was no Discussion

- **Approval of May 8, 2023 Meeting Minutes**
- **Approval of Resolution #522-23 Re: Approval of Revised Tuition and Fee Schedule for Fiscal Year 2023-2024**
- **Approval of Resolution #523-23 Re: Approval of Fiscal Years 2023- 2024 Operating Budget**
- **Approval of Resolution #524-23 Re: Sponsor Services Included in the Fiscal Year 2023- 2024 Operating Budget**
- **Approval of Resolution #525-23 Re: Bank Signatories**
- **Approval of Resolution #526-23 Re: Bank Signatories**

- **Approval to remove the COVID-19 Vaccine Mandate for Managerial Confidential and employees not covered by a Collective Bargaining Agreement**

Resolution Number #522-23

RE: Adoption of Revised Tuition and Fee Schedule for Fiscal Year 2023- 2024

WHEREAS: the Administration of the College has formulated a tuition and fee schedule for Fiscal Year 2023-2024 in conformance with the financial plan developed by the College; and

WHEREAS: the Board of Trustees approved Resolution #510-23 Re: Adoption of the Tuition and Fee Schedule for Fiscal Year 2023- 2024 on March 16, 2023; and

WHEREAS: it has become necessary to approve a revised tuition and fee schedule with corrected tuition rates for full-time traditional students and the Hudson Link student population due to a minor rounding error in the full-time traditional rate and to accurately reflect the current agreement with Hudson Link;

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of Sullivan County Community College that the revised Tuition and Fee schedule for Fiscal Year 2023-2024, a copy of which is attached hereto and made a part hereof, is hereby approved, and

BE IT FURTHER RESOLVED that a copy of this Resolution and schedule is forwarded to the State University of New York, Office of Finance and Business.

RESOLUTION NUMBER #523-23

RE: APPROVAL OF FISCAL YEARS 2023-2024 OPERATING BUDGET

WHEREAS: Sullivan County Community College has formulated its Fiscal Year 2023-2024 Operating Budget at a total of \$ \$16,280,729 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 2023-2024 Operating Budget of \$ 16,280,729 dated June 14th, 2023 delineated as follows:

REVENUE		EXPENSE	
Tuition	4,652,735	Instructional	3,628,384
Out of State Tuition	88,975	Public Service	27,750
State Aid	3,124,223	Library & Information Technology	539,940
Chargeback	1,589,296	Student Services	1,849,995
Other Offsetting Revenue	1,275,500	Buildings and Grounds	1,609,686
Facility Use Fees	65,000	Administration	1,912,290
Sullivan County's Contribution	4,300,000	General Services	712,792
Employee Benefits			3,299,892
Post Employee Benefits			1,515,000
Total Unrestricted	15,095,729	Total Unrestricted	15,095,729
Restricted Revenue	1,185,000	Restricted Expenses	1,185,000
Total Restricted	1,185,000	Total Restricted	1,185,000
Total Budget Request	16,280,729	Total Budget Request	16,280,729

**RESOLUTION NUMBER #524-23
2023-2024 Operating Budget**

RE: Sponsor Services Included in the Fiscal Year

WHEREAS: the Fiscal Year 2023-2024 Operating Budget Request of Sullivan County Community College includes appropriations totaling \$ 34,337 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 2022-2023:

Workers' Compensation	\$34,337
TOTAL	\$34, 337

RESOLUTION #525-23

RE: APPROVAL OF BANK SIGNATORIES

WHEREAS: Sullivan County Community College maintains several accounts with Jeff Bank including Operating, Payroll, Money Market, and Financial Aid; and

WHEREAS: several officers and trustees of the college must obtain Board of Trustee approval to become official bank signatories on these accounts in order to conduct official college business; and

WHEREAS: the following Sullivan County Community College officers and trustees require this approval:

- Dr. Nancy Hackett, *Board Chair*
- Paul Guenther, *Board Treasurer*
- Dr. Ellen Galligan, *Officer in Charge*
- Eleanor Davis, *Dean of Communications*

NOW, BE IT RESOLVED: that the Board of Trustees hereby grants approval to the officers and trustees listed above to become signatories on Sullivan County Community College Jeff Bank accounts including Operating, Payroll, Money Market and Financial Aid, in order to conduct official college business.

RESOLUTION #526-23

RE: APPROVAL OF BANK SIGNATORIES

WHEREAS: Sullivan County Community College maintains a checking account with Bank of America for Federal Funds; and

WHEREAS: officers and trustees of the college must obtain Board of Trustee approval to become official bank signatories on this account in order to conduct official college business; and

WHEREAS: the following Sullivan County Community College officers and trustees require this approval:

- Dr. Ellen Galligan, *Officer in Charge*
- Eleanor Davis, *Dean of Communications*

NOW, BE IT RESOLVED: that the Board of Trustees hereby grants approval to the officers listed above to become signatories on Sullivan County

Motion by T. Hamlin to approve the consent agenda, seconded by S. Drobysh and passed. There was no discussion.

Vote:

Patricia Adams	yes	Theresa Hamlin	yes
Steve Drobysh	yes	Lyman Holmes	yes
		Susan Jaffe	yes
Paul Guenther	yes	Anthony Kane	absent
Nancy Hackett	yes		

COMMUNITY AND PUBLIC FEEDBACK

None.

FACULTY COUNCIL REPRESENTATIVE TO THE BOARD:

C. Chana, Faculty Council Chair reported,

- o Faculty Council passed a Resolution of a Vote of No Confidence of President Quaintance
- o Faculty have concerns about leadership with the recent resignation of Tim Lever and recent turnover in other leadership roles
- o Faculty are disappointed that the Division Chairs will not be reinstated for this upcoming academic year
- o Faculty are pleased that a Psychology Faculty position will be filled

CHAIRMAN'S REPORT

N. Hackett, Chair, Reported:

- o Thank you to everyone who made the Spring Semester successful with the various events such as the Pinning Ceremony and Commencement.
- o Ongoing discussions with SUNY regarding enrollment and SUNY initiatives to support this
- o Senator Oberacker visit was very successful. We will be submitting some proposals for funding from the State.
- o The Board had requested an expanded Organizational Chart for the college, which they just received. This will help look at the structure and inform decisions moving forward.
- o Thank you to Tim Lever, we wish him luck in the future.

TRUSTEE REPORTS

Finance Committee Report:

P. Guenther Reported,

- o The committee met prior to the Board of Trustees meeting and reviewed the Financial Statements and current budget.
- o The committee reviewed the 23/24 Operating Budget

Officer in Charge Report to the Board:

E. Galligan, Officer in Charge, reported:

- o We recently reconstituted the Strategic Planning and Institutional Assessment Committee (SPIA) to review the Strategic Goals of the College. We are working on creating a priorities that will include the SUNY Pillars.

- We continue to work on the MSCHE follow up work for Standards V and Standard VI.
- Attended the SUNY Chancellor State of the University Address
- We will receive \$1,090,000.00 for a new SUNY Initiative called “SUNY Transformation Fund.” We expect to receive more information and guidance in the upcoming weeks.
- Current enrollment is at 504 students for the Fall. We have convened weekly Enrollment Management meetings to ensure we are staying on top of enrollment for the Fall.

Feedback to the Officer in Charge:

P. Adams reported that the Labyrinth project has begun and they will be pouring the concrete soon. She also reported that the Foundation is planning a Gala Fundraiser for October 3rd.

ADJOURNMENT

Motion by S. Drobysh to adjourn the meeting at 5:15pm, seconded by T. Hamlin and passed.

Vote:

Patricia Adams	yes	Theresa Hamlin	yes
Steve Drobysh	yes	Lyman Holmes	yes
		Susan Jaffe	yes
Paul Guenther	yes	Anthony Kane	absent
Nancy Hackett	yes		

Respectfully submitted,

P. Adams
 Secretary to the Sullivan County Community College Board Trustees
 Recorded by M. Caycho

MINUTES
EMERGENCY MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
Via Zoom
June 23, 2023

TUSTEES PRESENT: N. Hackett, Chair, T. Hamlin, Vice Chair, P. Guenther, Treasurer, P. Adams, Board Secretary, A. Kane, S. Drobysh, L. Holmes, S. Jaffe

N. Hackett called the meeting to order at 4:31pm

Executive Session

N. Hackett asked for a motion to go into executive session to discuss a personnel matter.

Motion by S. Drobysh to enter into executive session at 4:31pm to discuss a personnel matter, seconded by P. Guenther and passed.

Vote:	Patricia Adams	yes	Theresa Hamlin	yes
	Steve Drobysh	yes	Lyman Holmes	yes
			Susan Jaffe	yes
	Paul Guenther	yes	Anthony Kane	yes
	Nancy Hackett	yes		

Motion by S. Drobysh to return to regular session at 5:15pm seconded by S. Jaffe and passed.

Vote:	Patricia Adams	yes	Theresa Hamlin	absent
	Steve Drobysh	yes	Lyman Holmes	yes
			Susan Jaffe	yes
	Paul Guenther	yes	Anthony Kane	yes
	Nancy Hackett	yes		

Adjournment:

Motion by S. Drobysh to adjourn the meeting at 5:16pm, seconded by P. Guenther and passed.

Vote:	Patricia Adams	yes	Theresa Hamlin	absent
	Steve Drobysh	yes	Lyman Holmes	yes
			Susan Jaffe	yes
	Paul Guenther	yes	Anthony Kane	yes
	Nancy Hackett	yes		

P. Adams

Secretary to the Sullivan County Community College Board Trustees

Recorded by M. Caycho

MINUTES
SPECIAL MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
Via Zoom
June 28, 2023

TUSTEES PRESENT: N. Hackett, Chair , P. Guenther, Treasurer, P. Adams, Board Secretary, A. Kane, S. Drobysh, L. Holmes, S. Jaffe

ABSENT: T. Hamlin

ALSO PRESENT: E. Galligan, Officer in Charge, N. Slevin, Director of HR, J. Duncan- Poitier, Senior Vice Chancellor for Community Colleges and the Education Pipeline for SUNY

N. Hackett called the meeting to order at 4:04pm

Executive Session

N. Hackett asked for a motion to go into executive session to discuss a personnel matter.

Motion by S. Drobysh to enter into executive session at 4:05pm to discuss a personnel matter, seconded by S. Jaffe and passed.

Vote:	Patricia Adams	yes	Theresa Hamlin	absent
	Steve Drobysh	yes	Lyman Holmes	yes
			Susan Jaffe	yes
	Paul Guenther	yes	Anthony Kane	yes
	Nancy Hackett	yes		

Motion by S. Drobysh to return to regular session at 5:04pm seconded by S. Jaffe and passed.

Vote:	Patricia Adams	yes	Theresa Hamlin	absent
	Steve Drobysh	yes	Lyman Holmes	yes
			Susan Jaffe	yes
	Paul Guenther	yes	Anthony Kane	yes
	Nancy Hackett	yes		

Adjournment:

Motion by S. Drobysh to adjourn the meeting at 5:05pm, seconded by P. Guenther and passed.

Vote:	Patricia Adams	yes	Theresa Hamlin	absent
	Steve Drobysh	yes	Lyman Holmes	yes
			Susan Jaffe	yes
	Paul Guenther	yes	Anthony Kane	yes
	Nancy Hackett	yes		

P. Adams
Secretary to the Sullivan County Community College Board Trustees
Recorded by M. Caycho

DRAFT