

**MINUTES**  
**MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**FARROW FAMILY FOUNDATION BOARD ROOM and VIA ZOOM**  
**July 17, 2025**

**TUSTEES PRESENT:** N. Hackett, Chair (via zoom), T. Hamlin, Vice Chair, P. Guenther, Treasurer, E. Galligan, L. Holmes, A. Kane,

**TRUSTEES ABSENT:** S. Drobysh, S. Jaffe, D. Zimmer, Student trustee

**ALSO PRESENT:** D. Potash, E. Davis, S. Johnson, N. Slevin Nikolados, S. Welsh

T. Hamlin chaired the meeting.

T. Hamlin called the meeting to order at 3:35pm.

**ACTION ITEMS:**

**Election of the Slate of Officers**

**Motion to postpone the voting on the full slate of officers and only approve the vacant secretary position by P. Guenther, seconded by L. Holmes, and approved**

Vote:

Steven Drobysh	absent	Lyman Holmes	yes
Ellen Galligan	yes	Susan Jaffe	absent
Paul Guenther	yes	Anthony Kane	Yes
Nancy Hackett	yes	Destiny Zimmer	absent
Theresa Hamlin	yes		

**Motion to approve E. Galligan as the secretary by P. Guenther, seconded by L. Holmes, and approved.**

Vote:

Steven Drobysh	absent	Lyman Holmes	yes
Ellen Galligan	yes	Susan Jaffe	absent
Paul Guenther	yes	Anthony Kane	Yes
Nancy Hackett	yes	Destiny Zimmer	absent
Theresa Hamlin	yes		

**Approval of May 15, 2025 Meeting Minutes**

**Motion to approve the May 15, 2025 meeting minutes by E. Galligan, seconded by A. Kane, and approved. No discussion**

Vote:

Steven Drobysh	absent	Lyman Holmes	yes
Ellen Galligan	yes	Susan Jaffe	absent
Paul Guenther	yes	Anthony Kane	Yes
Nancy Hackett	yes	Destiny Zimmer	absent
Theresa Hamlin	yes		

**Approval of Resolution #576-25 through Resolution #578-25**

**Motion to accept as a block and approve Resolutions #576-25 through Resolutions #578-25 by L. Holmes, seconded by A. Kane, and approved.**

S. Welsh noted that the three resolutions were reviewed by the finance committee. Current enrollment is on track to meet targets.

Vote:

Steven Drobysh	absent	Lyman Holmes	yes
Ellen Galligan	yes	Susan Jaffe	absent
Paul Guenther	yes	Anthony Kane	Yes
Nancy Hackett	yes	Destiny Zimmer	absent
Theresa Hamlin	yes		

**RESOLUTION NUMBER #576-25**

**RE: APPROVAL OF FISCAL YEARS 2025-2026 OPERATING BUDGET**

**WHEREAS:** Sullivan County Community College has formulated its Fiscal Year 2025-2026 Operating Budget at a total of \$ \$15,521,498 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 2025-2026 Operating Budget of \$ 15,521,498 dated July 17, 2025 delineated as follows

REVENUE		EXPENSE	
Tuition	3,988,800	Instructional	2,858,767
Out of State Tuition	175,000	Public Service	29,000
State Aid	3,124,223	Library & Information Technology	801,588
Chargeback	1,460,200	Student Services	1,096,385
Other Offsetting Revenue	999,938	Buildings and Grounds	2,089,928
Facility Use Fees	55,000	Administration	1,908,486
Sullivan County's Contribution	4,300,000	General Services	739,378
		Employee Benefits	2,899,253
		Post Employee Benefits	1,680,376
<b>Total Unrestricted</b>	<b>14,103,161</b>	<b>Total Unrestricted</b>	<b>14,103,161</b>
Restricted Revenue	1,418,337	Restricted Expenses	1,418,337
<b>Total Restricted</b>	<b>1,418,437</b>	<b>Total Restricted</b>	<b>1,418,337</b>
<b>Total Budget Request</b>	<b>15,521,498</b>	<b>Total Budget Request</b>	<b>15,521,498</b>

**RESOLUTION NUMBER #577-25**

**RE: Sponsor Services Included in the Fiscal Year 2025-2026 Operating Budget**

**WHEREAS:** the Fiscal Year 2025-2026 Operating Budget Request of Sullivan County Community College includes appropriations totaling \$35,867.00 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 2025-2026:

**RESOLUTION #578-25**

**RE: ADOPTION OF A FEE SCHEDULE FOR  
THE USE OF COLLEGE FACILITIES FOR  
FISCAL YEAR 2025-2026**

**WHEREAS:** the Administration of the College has formulated a fee schedule for the Use of College Facilities for Fiscal Year 2025-2026 in conformance with the financial plan developed by the College; and

**WHEREAS:** the Board of Trustees must approve a fee schedule for the Use of College Facilities for Fiscal Year 2025- 2026

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Sullivan County Community College that the fee schedule for the Use of College Facilities for Fiscal Year 2025- 2026 a copy of which is attached hereto and made a part hereof, is hereby approved.

	<b>Non Profit</b>	<b><i>For Profit</i></b>
Classrooms	\$50 per hour	\$70 per hour
Computer lab facilities, including DL rooms	\$75 per hour	\$95 per hour
Grossinger Dining Room	\$75 per hour	\$95per hour
Seelig Theatre	\$100 per hour	\$120 per hour
Paul Gerry Field House	\$150 per hour	\$200 per hour
College Grounds including Parking Lots	\$50 per hour	\$70 per hour
Outdoor athletic facilities, including baseball field	\$75 per hour	\$95 per hour
*All events require cleaning during and after an event. (Minimum 1/2 hr required	\$45 per hour/per person	\$45 per hour/per person
*Security Guards (college staff are extra)	\$47 per hour/per guard	\$47 per hour/per guard

**Approval of Resolution #579-25 Re: Approval for Faculty Promotions**

**Motion to approve Resolution #579-25 by E. Galligan, seconded by P. Guenther, and approved. No discussion.**

Vote:

Steven Drobysh	absent	Lyman Holmes	yes
Ellen Galligan	yes	Susan Jaffe	absent
Paul Guenther	yes	Anthony Kane	Yes
Nancy Hackett	yes	Destiny Zimmer	absent
Theresa Hamlin	yes		

**RESOLUTION # 579-25**

**RE: Approval for Faculty Promotions  
for 2024- 2025**

**WHEREAS**, the faculty listed below have demonstrated exemplary teaching, student advocacy, and extra-curricular service to the College and service to the community; and

**WHEREAS**, the PSA has endorsed the process for recognizing excellent performance through promotion in professorial rank; and

**WHEREAS**, the Committee for the Promotion of Teaching Faculty and the Vice President for Academic and Student Affairs have recommended these faculty for promotion to the President; and

**WHEREAS**, the President has reviewed the recommendations and supporting documents and concurs with the recommendations.

**THEREFORE, BE IT RESOLVED** the Board of Trustees of Sullivan County Community College approves the agreement between the PSA and the College, which outlines the promotion process; and

**THEREFORE, BE IT FURTHER RESOLVED** that the Board approves the following faculty for 2024- 2025 promotion to the ranks indicated:

**Teaching Faculty:**

Dr. Thomas Martin – Full Professor

Chana Epstein – Full Professor

**BE IT FURTHER RESOLVED:** that the Board of Trustees of Sullivan County Community College expresses its congratulations to the selected faculty on a job well done.

**Approval of Resolution #580-25 Re: Approval for Staff Merit Increases**

**Motion to approve Resolution #580-25 by E. Galligan, seconded by P. Guenther, and approved. No discussion.**

Vote:

Steven Drobysh	absent	Lyman Holmes	yes
Ellen Galligan	yes	Susan Jaffe	absent
Paul Guenther	yes	Anthony Kane	Yes
Nancy Hackett	yes	Destiny Zimmer	absent
Theresa Hamlin	yes		

**RESOLUTION # 580-25**

**RE: APPROVAL OF STAFF MERIT INCREASES  
FOR 2024-2025**

**WHEREAS**, the staff listed below have demonstrated they meet expectations in primary job responsibilities, and service to the college; and

**WHEREAS**, the Professional Staff Association (PSA) has endorsed the process which recognizes its Academic Support staff members excellent performance through merit increases; and

**WHEREAS**, the Committee for the staff merit increases have recommended these staff for merit increases to the President; and

**WHEREAS**, the President has reviewed the recommendations and supporting documents and concurs with the recommendations.

**THEREFORE, BE IT RESOLVED** the Board of Trustees of Sullivan County Community College approves the agreement between the PSA and the College, which outlines the merit increase process; and

**THEREFORE, BE IT FURTHER RESOLVED** that the Board approves the following PSA Academic Support staff for 2024- 2025 merit increases as indicated:

**Academic Support Staff:**

Justine Hoskin

Anne Marchal

Dr. Chyrise Taylor

**BE IT FURTHER RESOLVED:** that the Board of Trustees of Sullivan County Community College expresses its congratulations to the selected faculty on a job well done.

**COMMUNITY AND PUBLIC FEEDBACK**

There was no public comment.

**COLLEGE REPORT**

Student Financial Wellness

E. David reported,

- The college participated in a national survey through Trellis Strategies during that Fall of 2024.
- The college's focus will be to understand and address our student needs.
- The survey highlighted:
  - 45% of students reported symptoms of generalized anxiety disorder
  - 47% of students feel lonely sometimes or always
  - 51% of students are housing insecure
  - 38% experience food insecurity
  - 58% worry about having enough money to pay for food
  - 30% ran out of money 6+ times in the past year
  - 64% would struggle to access \$500+ in an emergency
  - 57% of our students identify as workers attending school, not students who work.
- The college after receiving the results held an all-college meeting to discuss the survey findings and began planning for what we could do to assist our students. Such as:
  - Expanding access to the food pantry by hiring staff to increase operations and working to expand access to local and regional food resources

- Developing a student stipend program that would provide students with access to jobs right on campus, in addition to the currently existing work-study programs.
- Contracted with a new mental health counseling services to expand service. Which will provide easy, flexible access to mental health services without the need to visit a physical office space, reducing stigma associated with publicly seeking mental health services and removing travel or time constraints.
- Partnering with community groups to offer wellbeing workshops

E. Galligan shared about her experience as a college student and transportation and understanding the struggles our students are experiencing.

T. Hamlin, noted that there is a ride share program in the county and will share information.

D. Potash noted that mission is to educate students but to be successful in this we need to understand our students. The county has been great in keeping tuition cost down with the Sullivan Promise Scholarship.

The Trellis survey will be used to drive decision making to better serve the students, service to offer and support we provide. This has also been shared with the Foundation and they are actively discussing ways they can provide assistance.

#### **FACULTY COUNCIL REPRESENTATIVE TO THE BOARD REPORT**

- There was no report.

#### **CHAIRMAN'S REPORT**

Dr. Hackett reported,

- She has been attending various meetings about the recently passed legislations and will provide an update at the next meeting.

#### **TRUSTEE REPORTS:**

- Student Trustee Report- No Report
- Finance Committee Report
  - P. Guenther reported,
    - Currently up 86 in headcount year over year.
    - College is projected to exceed its headcount of 750 last year within the College in the High School program.
- Foundation Report
  - D. Potash reported,
    - The board meet in-person yesterday for their meeting.
    - They are currently engaging with an attorney to un restricte

#### **Presidents Report:**

D. Potash reported,

- College report to the board is improving each time.
- Middle States report has been provided; edits are happening over the next week.
- Thanked Cabinet, Enrollment Management, College in the High School teams for all their work and creating better structure.

- The college is submitting a plan to SUNY on our adult education enrollment and retention efforts in the upcoming week.

A. Kane asked about enrollment targets. D. Potash noted that targets are realistic and the team has worked with SUNY to develop targets and creating a long-term financial stability plan which is driving budget development. However, we have not addressed the long-term liabilities of healthcare benefits.

#### **EXECUTIVE SESSION**

**Motion by P. Guenther to enter into executive session to discuss a litigation at 4:17pm, seconded by A. Kane and passed.**

Vote:

Steven Drobysh	absent	Lyman Holmes	yes
Ellen Galligan	yes	Susan Jaffe	absent
Paul Guenther	yes	Anthony Kane	Yes
Nancy Hackett	yes	Destiny Zimmer	absent
Theresa Hamlin	yes		

**Motion by P. Guenther to resume regular session at 4:53pm, seconded by E. Galligan and passed.**

Vote:

Steven Drobysh	absent	Lyman Holmes	yes
Ellen Galligan	yes	Susan Jaffe	absent
Paul Guenther	yes	Anthony Kane	Yes
Nancy Hackett	yes	Destiny Zimmer	absent
Theresa Hamlin	yes		

#### **ADJOURNMENT**

**Motion by A. Kane to adjourn the meeting at 4:54pm, seconded by L. Holmes and passed.**

Vote:

Steven Drobysh	absent	Lyman Holmes	yes
Ellen Galligan	yes	Susan Jaffe	absent
Paul Guenther	yes	Anthony Kane	Yes
Nancy Hackett	yes	Destiny Zimmer	absent
Theresa Hamlin	yes		

Respectfully submitted,

E. Galligan

Secretary to the Sullivan County Community College Board Trustees

Recorded by K. Gibson