

MINUTES
MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
FARROW FAMILY FOUNDATION BOARD ROOM
July 20, 2023

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

ABSENT: R. Hanofee, C. DePew

ALSO PRESENT: E. Galligan, E. Davis, K. Baker, J. Wrage, K. Crabill

T. Hamlin chaired the meeting and called the meeting to order at 3:31pm with the pledge of allegiance.

MSCHE Update and 23-28 SUNY Sullivan Strategic Plan

MSCHE Update:

J. Keefer provided an update on the MSCHE Self Study. J. Keefer Reported,

- MSCHE published an Accreditation Action in June. Which stated the following,
“To acknowledge receipt of the self-study report. To note the on-site evaluation visit by the Commission's representatives to the main campus at 112 College Road, Loch Sheldrake, NY 12759 on April 2-5, 2023. To note the following additional location was visited: 115 Brickman Road, Fallsburg, NY 12733. To postpone a decision on the self-study report. To request a supplemental information report, due August 1, 2023, documenting (1) assessment of student learning and achievement and demonstrate that students have accomplished educational goals consistent with their programs of study (Standard V and former Requirement of Affiliation 9); (2) student learning programs that are characterized by coherence and appropriate assessment of student achievement throughout its educational offerings, at both institutional and program levels, with evidence that faculty and appropriate institutional stakeholders have considered and used assessment results to improve teaching and learning (Standard V and former Requirement of Affiliation 9); (3) sufficiency of resources to fulfill its mission and goals and to support its educational purposes and programs (Standard VI); (4) the audited financial statements for fiscal year 2022 (Standard VI and former Requirement of Affiliation 11); and (5) sufficiency of planning and budgeting processes to fulfill its mission and goals, and to support its educational purposes and programs (Standard VI). To direct a follow-up team visit following submission of the supplemental information report. The next evaluation visit is scheduled for 2030-2031.”
- In response to the visit we formed two committees to work on Standard 5 and Standard 6 which were the two standards we were found to be deficient in.
- MSCHE has scheduled a follow up visit for August 9th and 10th
- Draft Response will be completed by July 28th with the final Supplemental Information Report due August 1st.
- The self study committee did not see the Audited Financial Statements for 2021-2022 which may have triggered the follow- up visit.

P. Adams asked if we do not meet Standard V and Standard VI what the next steps would be. J. Keefer shared that we will have continued monitoring by MSCHE.

J. Keefer also shared that these two Standards were what the college was put on warning for during their last MSCHE visit 10 years ago.

23-28 Strategic Plan

J. Keefer reported:

- A committee was formed in 2021 and to develop a new Strategic Plan, which was passed by the board. While many of the goals have been worked towards and some achieved, the goals did not include a plan for implementation.
- During the MSCHE Self Study visit the committee gave feedback that the plan had too many goals and recommended we update our Strategic Plan.
- In March 2023 a working group was formed to “Reconstitute the Strategic Planning & Institutional Assessment (SPIA) Committee, prioritize Strategic Goals, identify progress and success metrics, identify budgetary impact and projections, develop an implementation and monitoring strategy, and approval at the August 2023 Board of Trustees Retreat.”
- Following the April visit, the SPIA group was re- created to review the goals and create new priorities. The committee included of Eleanor Davis, Rose Hanofee, Maura Caycho, Ellen Galligan and Jeffrey Keefer in order to do the work in a compressed amount of time. The group met regularly and developed new priorities for the plan.
- 23- 28 Strategic Plan
 - The updated plan has been shared with the campus and board
 - The vision and mission statement remains the same
 - Value 7 has been updated to include “Diversity, Equity, Inclusion and Social Justice”
 - Three New Priorities have been created with Sub Goals within each priority and a timeline for each.
 - Student Enrollment and Success
 - Financial Stability and Analysis
 - Academic Success: Nursing
 - The goals have been assigned to specific employees for oversight as well as a timeline to ensure we are making progress for the goals and develop metrics to measure the goals. Priority 2 will be overseen by the VP for Administrative Services once the position is filled.

T. Hamlin requested that SPIA report out to the BOT at their regular meetings.

ACTION ITEMS:

Election of the Slate of Officers

P. Adams assumed the role as chair and presented the following slate of nominations,

Nancy Hackett, Chair
Terry Hamlin, Vice- Chair
Paul Guenther, Treasurer
Patricia Adams, Secretary

Motion by S. Drobysh approve the slate of officers presented and have the positions voted on concurrently, seconded by L. Holmes 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	absent		

T. Hamlin removed two resolutions from the Consent Agenda and presented the following items to be approved as a block

- Approval of Updated 23-28 SUNY Sullivan Strategic Plan
- Approval of June 14, 2023 Meeting Minutes
- Approval of June 23, 2023 Emergency Meeting Minutes
- Approval of June 28, 2023 Special Meeting Minutes

Motion by S. Drobysh to accept the action items and approve them as a block, seconded by L. Holmes 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	yes
Nancy Hackett	absent		

Approval of Resolution #528-23 Re: Approval of Officer in Charge

RESOLUTION #528-23

RE: APPROVAL OF OFFICER IN CHARGE

WHEREAS the Board of Trustees appointed Dr. Ellen Galligan as Officer in Charge on May 8, 2023 while the President was on leave; and

WHEREAS the Board of Trustees commends Dr. Ellen Galligan for all of her hard work while serving in this role; and

WHEREAS Dr. Ellen Galligan will return to her role as a Trustee on the Sullivan County Board of Trustees effective July 21, 2023; and

WHEREAS the President's contract expired on June 30, 2023 and the Sullivan County Community College Board of Trustees would like to appoint Dr. Kathleen (Casey) Crabill as Officer in Charge of Sullivan County Community College effective July 21, 2023; and

WHEREAS Dr. Crabill shall continue as Officer in Charge until a formal search for a new President is conducted,

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Sullivan County Community College hereby appoints Dr. Kathleen (Casey) Crabill as Officer in Charge, with all the rights and responsibilities afforded to a president of a community college during this interim period and

BE IT FURTHER RESOLVED that the Board of Trustees extends its gratitude to Dr. Ellen Galligan for serving as the Interim Officer in Charge.

Motion by S. Drobysh to approve Resolution #528-23 Re: Officer in Charge, seconded by P. Adams 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	yes
Nancy Hackett	absent		

Approval of Resolution #527-23 Approval of Promotions 2022-2023

RESOLUTION # 527-23

RE: Approval for Promotions 2022- 2023

WHEREAS, the faculty listed below has demonstrated exemplary work in the following areas, student advocacy, scholarship, 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 and staff rank; and

WHEREAS, the Committee for the Promotion of Teaching Faculty has recommended this faculty member promotion to the Office in Charge; and

WHEREAS, the Officer in Charge 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 2022- 2023 promotion to the ranks indicated:

Teaching Faculty

Jessica López-Barkl – 2nd promotion-Professor

BE IT FURTHER RESOLVED: the Board of Trustees of Sullivan County Community College congratulates Professor López-Barkl on a job well done.

Motion by S. Drobysh to approve Resolution #527-23 Re: Approval of Promotions 2022- 2023, seconded by A. Kane 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	yes
Nancy Hackett	absent		

COMMUNITY AND PUBLIC FEEDBACK

None.

FACULTY COUNCIL REPRESENTATIVE TO THE BOARD:

C. Epstein was not present to give a report.

CHAIRMAN'S REPORT

N. Hackett, Chair, Reported:

- Thank you to the Board for all of their hard work the past few months
- Welcome Dr. Crabill. Dr. Crabill brings experience, knowledge and leadership and we look forward to working with her.
- Thank you to Dr. Galligan for all of her hard work in serving as the Officer in Charge

Officer in Charge Report to the Board:

E. Galligan, Officer in Charge, reported:

- Dr. Allen Kotun has been offered the position as Interim Dean for Liberal Arts, Sciences and Health Sciences
- An offer has been made for a full time Psych Faculty
- 19 Nursing Student have taken their NCLEX exam and all 19 have passed
- We received a SUNY Software grant for \$22,500 to support the Nursing and Respiratory Labs which will be used in conjunction with the equipment purchased through the 700k Health Care Grant.

Feedback to the Officer in Charge:

E. Davis reported that we are currently up 5% from this time last year.

P. Adams reported that the Foundation Board has been meeting to plan an event for the Fall.

Dr. Crabill thanked the board for the opportunity.

Executive Session:

Motion by S. Drobysh to enter into Executive Session at 4:08pm to discuss a confidential contractual matter, seconded by Susan 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	absent		

Motion by A. Kane to resume regular session at 4:44pm, 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	absent		

ADJOURNMENT

Motion by S. Drobysh to adjourn the meeting at 4:45pm, 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	absent		

Respectfully submitted,

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