

**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 14<sup>th</sup>, 2023 delineated as follows:

<b>REVENUE</b>		<b>EXPENSE</b>	
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	
<b>Total Unrestricted</b>	<b>15,095,729</b>	<b>Total Unrestricted</b>	<b>15,095,729</b>
Restricted Revenue	1,185,000	Restricted Expenses	1,185,000
<b>Total Restricted</b>	<b>1,185,000</b>	<b>Total Restricted</b>	<b>1,185,000</b>
<b>Total Budget Request</b>	<b>16,280,729</b>	<b>Total Budget Request</b>	<b>16,280,729</b>

**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,

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

**CHAIRMAN'S REPORT**

N. Hackett, Chair, Reported:

- Thank you to everyone who made the Spring Semester successful with the various events such as the Pinning Ceremony and Commencement.
- Ongoing discussions with SUNY regarding enrollment and SUNY initiatives to support this
- Senator Oberacker visit was very successful. We will be submitting some proposals for funding from the State.
- 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.
- Thank you to Tim Lever, we wish him luck in the future.

**TRUSTEE REPORTS**

**Finance Committee Report:**

P. Guenther Reported,

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

**Officer in Charge Report to the Board:**

E. Galligan, Officer in Charge, reported:

- 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 3<sup>rd</sup>.

**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