

MINUTES
MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
FARROW FAMILY FOUNDATION BOARD ROOM
May 23, 2024

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

ABSENT: F. Lovejoy

ALSO PRESENT: K. Crabill, E. Davis, C. DePew, R. Hanofee, S. Welsh, D. Potash (via video), N. Slevin Nikolados

T. Hamlin chaired the meeting, called the meeting to order at 3:30pm with the pledge of allegiance, and noted that due to extenuating circumstances Dr. Hackett will be joining via zoom.

Executive Session:

Motion by S. Drobysh to enter into Executive Session at 3:30pm to discuss a legal matter, seconded by Susan Jaffe and passed.

Vote:

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

Motion to approve confidential resolution #544-24 by S. Drobysh, seconded by S. Jaffe and passed.

Vote:

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

Motion by S. Drobysh to resume regular session at 4:18pm, seconded by S. Jaffe and passed.

T. Hamlin reported that the board approved confidential resolution #544-24 during executive session relating to a criminal investigation.

COMMUNITY AND PUBLIC FEEDBACK

- Fourteen members of public provided comment on the proposed deactivation of the theater program.
- One member of the public provided comment on the proposed deactivation of the Liberal Arts & Sciences, Biology Concentration.

FACULTY COUNCIL REPRESENTATIVE TO THE BOARD:

C. Epstein reported,

- Faculty Council at their April meeting passed a resolution regarding the lack of shared governance of the deactivations of programs
- No faculty were involved in the discussions regarding the deactivations and that protocol was not followed.

T. Hamlin asked R. Hanofee to provided further information on the proposed deactivations.

R. Hanofee reported,

- Ask the board of trustees remove resolution #552-24 from the agenda as the college was awarded funding from the Opioid Settlement Fund Addition Professionals Scholarship program to provide financial support to help grow the Alcoholism & Drug Abuse, AAS program.
- If the programs being presented for deactivation are approved the college is required to “teach out” the currently enrolled students.
- Rational for deactivations
 - **Media Arts, A.S.:** Enrollment has not exceed 10, only graduated 19 students since 2017, currently five (5) students in the program and the cost per student is \$7,041.
 - **Theater Arts, A.A.:** Enrollment has not exceed 10, only graduated nine (9) students since 2017, currently 3 students in the program for the fall, and the cost per student is \$14,643.
 - **Environmental Science A.S.:** Enrollment has not exceed 9 students, only graduated two (2) students since 2019, currently one (1) student in the program for the fall.
 - **Biology Concentration:** Only 10 students have graduated since 2019, currently only one (1) student in the program for the fall
 - **Mathematics Concentration:** Only five (5) students have graduated since 2019, zero (0) students in the program for the fall.

Agenda Items:

Motion to approve both the March 21, 2024, and the April 26, 2024 meeting minutes by P. Guenther, seconded by S. Drobysh and passed. There was no discussion.

Vote:

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

Motion to accept and approve Resolution #545-24 through #548-24 as a block by S. Drobysh, seconded by E. Galligan, and passed. There was no discussion.

Vote:

Patricia Adams	yes	Theresa Hamlin	yes
Steve Drobysh	yes	Lyman Holmes	yes
Ellen Galligan	yes	Susan Jaffe	yes
Paul Guenther	yes	Anthony Kane	Yes

Nancy Hackett	absent	Fantashia Lovejoy	absent
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Motion to table resolution #552-24 by S. Drobysh, and seconded by A. Kane and approved. There was no discussion.

Vote:

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

Motion to accept and approve resolution #549-24 through #551-24, and resolution #553-24 through 557-24 as a block by S. Drobysh, seconded by A. Kane and passed. There was no discussion.

Vote:

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

*resolution are at the end of the minutes.

College Report:

Assessment Update:

R. Hanofee reported.

- Assessment Day was held on May 6th
- Both academic and non-academic areas under assessment presented their assessment findings to campus.
- Collected feedback on the process and will be implementing changes for those under assessment next year.
- Faculty have created actions plans for courses.
 - Increased contract hours for Biology lab

Trustee Reports:

Student Trustee:

F. Lovejoy was not in attendance to provide her report.

Finance Committee:

P. Gunether reported,

- Enrollment outlook is good
- Budget is balanced for the FY 24-25
- Requested that we continue to place all service out to bid.
- Thanked all the staff for their hard work next year's budget.

Health Sciences Studies:

A.Kane asked Dr. Chyrise Taylor to provide the update.

C. Taylor reported,

- DASNY grant was approved.
- Currently, working to apply for another grant through Mother Cabrini
- Working on making curriculum changes to the nursing program.
- Clinical Sites will resume at Garnet once a preceptor is hired.
- Hired Leah Fitzgerald as the Student Navigator, which will be funded through the Transformation grant.

K.Crabill noted that we are in need of nursing faculty for the fall.

Sustainability:

No report

Workforce Development and Community Partnerships:

No report

President's Report

K. Crabill reported,

- Public Safety received a grant to purchase new equipment.
- Middle States monitoring report is due August 1, 2024, and it will show the college in compliance with both standards.

T. Hamlin thanked K. Crabill for all her work.

Executive Session:

Motion by S. Drobysh to enter into Executive Session at 5:38pm to discuss a financial matter, seconded by A. Kane and passed.

Vote:

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

Motion by S. Drobysh to resume regular session at 5:52pm, seconded by E. Galligan and passed.

Vote:

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

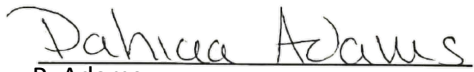
ADJOURNMENT

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
Ellen Galligan	yes	Susan Jaffe	yes
Paul Guenther	yes	Anthony Kane	yes
Nancy Hackett	absent	Fantashia Lovejoy	absent

Respectfully submitted,



P. Adams

Secretary to the Sullivan County Community College Board Trustees

Recorded by K. Gibson



**Sullivan County Community College
Board of Trustees**
112 College Road
Loch Sheldrake, NY 12759-5723
Tel: 845-434-5750 ext. 4261

RESOLUTION NUMBER #545-24

RE: APPROVAL OF THE PRESIDENTIAL CONTRACT

WHEREAS: the College is a community college sponsored by the County of Sullivan, a campus of the State University of New York, and is subject to supervisor by the Trustees of the State University of New York ("SUNY Trustees") and the New York State Education Law; and

WHEREAS: the College wishes to employ Dr. David Potash as its President and Dr. David Potash wishes to be employed by the College as its President, all under the terms and conditions set forth in the following agreement; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Sullivan County Community College hereby approve Dr. David Potash's contract.

Certified as a true copy of the Resolution adopted by
the Sullivan County Community College Board of Trustees
at its meeting held on May 23, 2024.

Patricia Adams
Secretary to the Board of Trustees of
Sullivan County Community College



Sullivan County Community College
Board of Trustees
112 College Road
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Resolution Number #546-24

**RE: Adoption of Revised Tuition and Fee
Schedule for Fiscal Year 2024- 2025**

WHEREAS: the Administration of the College has formulated a tuition and fee schedule for Fiscal Year 2024-2025 in conformance with the financial plan developed by the College; and

WHEREAS: the Board of Trustees approved Resolution #541-24 Re: Adoption of the Tuition and Fee Schedule for Fiscal Year 2024- 2025 on March 21, 2024; and

WHEREAS: it has become necessary to approve a revised tuition and fee schedule with corrected tuition rates due to a calculation error;

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 2024-2025, 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.

Certified as a true copy of the Resolution adopted by
the Sullivan County Community College Board of Trustees
at its meeting held on May 23, 2024.

Patricia Adams
Secretary to the Board of Trustees of
Sullivan County Community College

SUNY Sullivan Tuition and Fee Schedule 2024-2025

- I. New York State residents of the sponsorship area and non-residents of the sponsorship area who present a valid certificate of residence

	<u>2024-2025</u>	<u>2023-2024</u>
Full time ¹ - per year	\$5,664.00	\$5,472.00
Part Time ² - per credit	\$236.00	\$228.00

- II. Non- New York State Residents and New York State residents who do not present a valid certificate of residence

	<u>2024-2025</u>	<u>2023-2024</u>
Full time - per year	\$11,328.00	\$10,944.00
Part Time - per credit	\$472.00	\$456.00

- III. College in the High School Students

	<u>2024-2025</u>	<u>2023-2024</u>
New York State with valid COR ³ - per credit	\$79.00	\$228.00
New York State without valid COR – per credit	\$158.00	\$456.00
Non New York State resident – per credit	\$158.00	\$456.00

- I. 24 Credit Hour Program, and Early Admits

	<u>2024-2025</u>	<u>2023-2024</u>
New York State with valid COR ⁴ - per credit	\$236.00	\$228.00
New York State without valid COR – per credit	\$472.00	\$456.00
Non New York State resident – per credit	\$472.00	\$456.00

- II.

- III. Correctional Facility Students (Courses offered through the Hudson Link Program):

	<u>2024-2025</u>	<u>2023-2024</u>
Per Credit	\$236.00	\$228.00

- IV. Student Fees

	<u>2024-2025</u>	<u>2023-2024</u>
International Student Technology:	\$500.00	\$500.00

¹ Full-time is defined as a student registered for 12 or more credits per semester.

² Part-time is defined as a student registered for one (1) to 11 credits per semester.

³ COR: A Certificate of Residency

⁴ COR: A Certificate of Residency

Full-time	\$240.00	\$240.00
Part-time	\$20.00	\$20.00
General Activity:		
Full-time	\$162.00	\$156.00
Part-time – per credit	\$13.50	\$13.00
Online Course- per credit	\$25.00	\$25.00

V. Field Trips and other Course Fees as indicated on the course schedule, charged according to program not per course

NON-CREDIT COURSES see price per course/ course catalog

VI. Administrative Fees

	<u>2024-2025</u>	<u>2023-2024</u>
Late Payment	\$50.00	\$50.00
Returned Check	\$50.00	\$50.00
FACTS Tuition Payment Plan (set by Nelnet)	Full one (1) time payment \$1.00 Multi Payment Plan Per Semester (\$35.00)	Full one (1) time payment \$1.00 Multi Payment Plan per semester (\$35.00)
Transcript fee	\$7.50	\$7.50
Financial Aid	No Charge	No Charge
Credit by Examination or Evaluation per credit	\$40.00	\$40.00
Immunization Record	\$10.00	\$10.00
ID Card Replacement	\$10.00	\$10.00

VII. Library Fees

	<u>2024-2025</u>	<u>2023-2024</u>
Library Card –non students	\$0	\$10.00
Request for Information Copy, per page	\$0	\$0.25
Request for Information on a Disc	\$0	\$5 plus \$0.25 per page
Lost Book Fee	Cost of the replacement book	Cost of the replacement book

VIII. Other Fees

	<u>2024-2025</u>	<u>2023-2024</u>
Non-Student Computer Lab- Per Hour	\$0	\$5.00



Sullivan County Community College
Board of Trustees
112 College Road
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RESOLUTION NUMBER #547-24

**RE: APPROVAL OF FISCAL YEARS 2024-2025
OPERATING BUDGET**

WHEREAS: Sullivan County Community College has formulated its Fiscal Year 2024-2025 Operating Budget at a total of \$ \$16,414,709 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 2024-2025 Operating Budget of \$ 16,414,709 dated May 23, 2024 delineated as follows:

REVENUE	
Tuition	4,676,040
Out of State Tuition	67,968
State Aid	3,124,223
Chargeback	1,460,531
Other Offsetting Revenue	1,020,510
Facility Use Fees	55,000
Sullivan County's Contribution	4,300,000
Total Unrestricted	14,704,272
Restricted Revenue	1,710,437
Total Restricted	1,710,437
Total Budget Request	16,414,709

EXPENSE	
Instructional	3,876,544
Public Service	28,200
Library & Information Technology	547,146
Student Services	1,136,736
Buildings and Grounds	1,444,481
Administration	1,955,796
General Services	765,614
Employee Benefits	3,505,604
Post Employee Benefits	1,524,150
Total Unrestricted	14,794,272
Restricted Expenses	1,620,437
Total Restricted	1,620,437
Total Budget Request	16,414,709

BE IT FURTHER RESOLVED that certified copies of this Resolution are forwarded to the County of Sullivan and the State University of New York.

Certified as a true copy of the Resolution adopted by
the Sullivan County Community College Board of Trustees
at its meeting held on May 23, 2024.



Patricia Adams
Secretary to the Board of Trustees of
Sullivan County Community College



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RESOLUTION NUMBER #548-24

**RE: Sponsor Services Included in the Fiscal
Year 2024-2025 Operating Budget**

WHEREAS: the Fiscal Year 2024-2025 Operating Budget Request of Sullivan County Community College includes appropriations totaling \$41,003.00 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 2024-2025:

Workers' Compensation

\$41,003.00
\$41,003.00

TOTAL

BE IT FURTHER RESOLVED that certified copies of this Resolution be forwarded to the County of Sullivan and the State University of New York.

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Patricia Adams

Secretary to the Board of Trustees of
Sullivan County Community College



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RESOLUTION #549-24

**RE: APPROVAL OF CHANGE IN COMPUTER
PROGRAMMING AAS**

WHEREAS: the Board of Trustees has the authority and responsibility for adopting policies and approving curriculum for Sullivan County Community College; and

WHEREAS: Sullivan County Community College offers a Computer Programming AAS Degree; and

WHEREAS: this program was recently modified to keep up with the ever changing technology; and

WHEREAS: the Curriculum Committee and the Faculty Council endorsed this program change; and

WHEREAS: the Board of Trustees must approve changes in program content that is one-third or more of the minimum credits required for the award; and

THEREFORE, BE IT RESOLVED: that this Board approves the program changes to the Computer Programming AAS Degree,

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the State University of New York.

Certified as a true copy of the Resolution adopted by the Sullivan County Community College Board of Trustees at its meeting held on May 23, 2024

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RESOLUTION #550-24

**RE: APPROVAL OF CHANGE IN COMPUTER
SUPPORT AAS PROGRAM**

WHEREAS: the Board of Trustees has the authority and responsibility for adopting policies and approving curriculum for Sullivan County Community College; and

WHEREAS: Sullivan County Community College offers a Computer Support AAS Degree; and

WHEREAS: this program was recently modified to keep up with the ever changing technology; and

WHEREAS: the Curriculum Committee and the Faculty Council endorsed this program change; and

WHEREAS: the Board of Trustees must approve changes in program content that is one-third or more of the minimum credits required for the award; and

THEREFORE, BE IT RESOLVED: that this Board approves the program changes to the Computer Support AAS Degree; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the State University of New York.

Certified as a true copy of the Resolution adopted by the Sullivan County Community College Board of Trustees at its meeting held on May 23, 2024

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RESOLUTION #551-24

**RE: APPROVAL OF CHANGE IN COMPUTER
SUPPORT CERTIFICATE**

WHEREAS: the Board of Trustees has the authority and responsibility for adopting policies and approving curriculum for Sullivan County Community College; and

WHEREAS: Sullivan County Community College offers a Computer Support Certificate; and

WHEREAS: this program was recently modified to keep up with the ever changing technology; and

WHEREAS: the Curriculum Committee and the Faculty Council endorsed this program change; and

WHEREAS: the Board of Trustees must approve changes in program content that is one-third or more of the minimum credits required for the award; and

THEREFORE, BE IT RESOLVED: that this Board approves the program changes to the Computer Support Certificate; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the State University of New York.

Certified as a true copy of the Resolution adopted by the Sullivan County Community College Board of Trustees at its meeting held on May 23, 2024

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RESOLUTION #553-24

**RE: APPROVAL TO DEACTIVATE THE MEDIA
ARTS AS PROGRAM**

WHEREAS: the Board of Trustees has the authority and responsibility for adopting policies and approving curriculum for Sullivan County Community College; and

WHEREAS: Sullivan County Community College offers a Media Arts, AS Program; and

WHEREAS: this program, in recent years, has experienced a decline in enrollment due to the local demands within the industry changing; and

WHEREAS: the Vice President of Academic and Student Affairs presented the deactivation to the department then to the Curriculum Committee who did not support this deactivation. Faculty Council did not take a vote on this proposal at their last meeting; and

WHEREAS: the Board of Trustees must approve changes in program content that includes the deactivation of an academic program;

NOW THEREFORE, BE IT RESOLVED the Board of Trustees of Sullivan County Community College approves deactivating the Media Arts AS program, and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the State University of New York.

Certified as a true copy of the Resolution adopted by the Sullivan County Community College Board of Trustees at its meeting held on May 23, 2024

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RESOLUTION #554-24

**RE: APPROVAL TO DEACTIVATE THE THEATER
ARTS, AA PROGRAM**

WHEREAS: the Board of Trustees has the authority and responsibility for adopting policies and approving curriculum for Sullivan County Community College; and

WHEREAS: Sullivan County Community College offers a Theater Arts AA Program; and

WHEREAS: this program, in recent years, has experienced a decline in enrollment due to the local demands within the industry changing; and

WHEREAS: the Vice President of Academic and Student Affairs presented the deactivation to the department then to the Curriculum Committee who did not support this deactivation. Faculty Council did not take a vote on this proposal at their last meeting; and

WHEREAS: the Board of Trustees must approve changes in program content that includes the deactivation of an academic program;

NOW THEREFORE, BE IT RESOLVED the Board of Trustees of Sullivan County Community College approves deactivating the Theater Arts, AA Program, and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the State University of New York.

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RESOLUTION #555-24

**RE: APPROVAL TO DEACTIVATE THE
ENVIRONMENTAL SCIENCE, AS**

WHEREAS: the Board of Trustees has the authority and responsibility for adopting policies and approving curriculum for Sullivan County Community College; and

WHEREAS: Sullivan County Community College offers a Environmental Science, AS Program; and

WHEREAS: this program, in recent years, has experienced a decline in enrollment due to the local demands within the industry changing; and

WHEREAS: the Curriculum Committee and Faculty Council have approved the deactivation of this program; and

WHEREAS: the Board of Trustees must approve changes in program content that includes the deactivation of an academic program;

NOW THEREFORE, BE IT RESOLVED the Board of Trustees of Sullivan County Community College approves deactivating the Environmental Science, AS Program, and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the State University of New York.

Certified as a true copy of the Resolution adopted by the Sullivan County Community College Board of Trustees at its meeting held on May 23, 2024

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RESOLUTION #556-24

**RE: APPROVAL TO DEACTIVATE THE LIBERAL
ARTS AND SCIENCES AS – BIOLOGY
CONCENTRATION**

WHEREAS: the Board of Trustees has the authority and responsibility for adopting policies and approving curriculum for Sullivan County Community College; and

WHEREAS: Sullivan County Community College offers a Liberal Arts and Sciences AS – Biology Concentration Program; and

WHEREAS: this program, in recent years, has experienced a decline in enrollment due to the local demands within the industry changing; and

WHEREAS: the Vice President of Academic and Student Affairs presented the deactivation to the department then to the Curriculum Committee who did not support this deactivation. Faculty Council did not take a vote on this proposal at their last meeting; and

WHEREAS: the Board of Trustees must approve changes in program content that includes the deactivation of an academic program;

NOW THEREFORE, BE IT RESOLVED the Board of Trustees of Sullivan County Community College approves deactivating the Liberal Arts and Sciences AS – Biology Concentration Program, and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the State University of New York.

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RESOLUTION #557-24

**RE: APPROVAL TO DEACTIVATE THE LIBERAL
ARTS AND SCIENCES AS – MATH
CONCENTRATION**

WHEREAS: the Board of Trustees has the authority and responsibility for adopting policies and approving curriculum for Sullivan County Community College; and

WHEREAS: Sullivan County Community College offers a Liberal Arts and Sciences AS – Math Concentration Program; and

WHEREAS: this program, in recent years, has experienced a decline in enrollment due to the local demands within the industry changing; and

WHEREAS: the Vice President of Academic and Student Affairs presented the deactivation to the department then to the Curriculum Committee who did not support this deactivation. Faculty Council did not take a vote on this proposal at their last meeting; and

WHEREAS: the Board of Trustees must approve changes in program content that includes the deactivation of an academic program;

NOW THEREFORE, BE IT RESOLVED the Board of Trustees of Sullivan County Community College approves deactivating the Liberal Arts and Sciences AS – Math Concentration Program, and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the State University of New York.

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Patricia Adams
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