

**MINUTES  
MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Farrow Family Foundation Board Room  
November 16, 2023**

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

**ALSO PRESENT:** K. Crabill, E. Davis, C.DePew, R. Hanofee, N. Slevin Nikolados, S. Welsh

N. Hackett called the meeting to order at 3:30 pm with the pledge of allegiance.

**Consent Agenda:**

**A consent agenda was presented to the Board and included the following items,**

- **Approval of September 21, 2023 Meeting Minutes**
- **Approval of Resolution #534-23 – Re: Bank Signatories**
- **Approval of Resolution #535-23 – Re: Bank Signatories**
- **Approval of Resolution #536-23 – Re: Online Banking Access**

**Motion to accept and approve the consent agenda as presented by S.Drobysh, seconded by P. Guenther, 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	yes	Fantahsia Lovejoy	yes

**Community and public feedback**

There was no public comment.

**College Report**

**1. Mural Presentation**

Associate Professor Joseph Poon, introduced Graphic Design students Adrienne Lee, and Aalyiah Aviles who presented the board with their painted mural located in the board room. Another student Ashley Williams also assisted in this project but was unable to attend.

N. Hackett and the board thanked the students for their great work.

## 2. Catskill Hospitality Institute

Director Justine Hoskin presented to the board on the programs housed under the Catskill Hospitality Institute.

S. Drobysh asked that a campaign plan is drafted to raise funds for the food truck for the culinary program; this will assist in raising funds.

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

C. Epstein reported,

- The Fall Planery was successful.
- The world café held on November 9<sup>th</sup> was an internal event to allow current staff and faculty to share information regarding SUNY Sullivan, and was successful.
- Avenue Q production is running through November 18<sup>th</sup>.
- English professor Lisa Titus had her book of poetry published. The book is called *First time, Everything*.
- The food pantry has seen an increased usage of 15% from last year, and are looking for donations for their Thanksgiving baskets.

### **CHAIRMAN'S REPORT**

N. Hackett reported,

- Financial state of all community colleges is in need of more assistance from the state.
- The board is having conversations with the legislators regarding funding.
- Thanked the following,
  - Presidential search committee for all their work.
    - A. Kane noted that a sub-committee will be meeting on December 5 to review and draft interview questions. The ad has been posted and the committee will begin reviewing resumes in mid-January.
  - Sean Welsh, Vice President for Administrative Services, and Nancy Bloom, Controller for joining the SUNY Sullivan team and all their work thus far.
  - Dr. Crabill, and R. Hanofee for their work with the local school districts to bring all Level II Teaching Assistant's together to share how SUNY Sullivan can assist in providing the necessary courses needed to move from Level I to Level II.

### **TRUSTEE REPORTS**

#### **Student Trustee**

F. Lovejoy reported,

- Events such as the Haunted Theater tour in Fallsburg, National Coffee with a police Officers, pumpkin carving contest, and Halloween Dance have occurred.
- Some students have noted that textbook affordability is a concern, and causing students to drop classes because they cannot afford them.
- Some have noted that they are concerned with safety on campus, due to the open accessibility to campus buildings.

## Finance

P. Gunether reported,

- Audit is ongoing. RBT is anticipating being able to present at the Board of Trustee meeting in January.
- Finances are moving in the right direction, we have more control of the information and budget monitoring to ensure the college stays on track with the approved budget.
- Coordination between the college, dorm and foundation has improved.

## Health Science Studies

A.Kane, reported,

- C. Taylor is looking to using the transformation funds to help with retention efforts such as, providing transportation to and from clinical for students.
- We will be rolling out the night & weekend cohort starting spring 2025, and it will run from 6-9pm.
- To date, out of the graduating class of 31, 29 have passed their NCLEX exam on the first attempt.

## Sustainability

P. Adams, reported,

- Meet with Larry Reeger, Sustainability Coordinator and Kathryn Scullion.
- The Labyrinth is underway. The concrete has been poured, etching will happen in the spring due to the cold temperatures. As well as, installing an ADA ramp.
- Kathy Scullion was able to secure a grant to purchase trees and shrubs to be placed around the labyrinth.
  - Board asked that a letter be sent out to those we receive grants from, and Dr. Crabill noted that the President's Office will coordinate this effort.
- The need for signage around campus for the trails
- Last year we ordered more than 13,000 lbs. of products from the food bank to help with the food pantry operations. Currently, the food pantry sees upwards of 50 shoppers per week.

## Workforce Development & Community Partnerships

E. Galligan, reported,

- Meet with Eleanor Davis, Dean of Communication's, and Dr. Jennifer Wrage, Dean of Student Success and Workforce Development.
- The 50<sup>th</sup> Community Craft Fair held on November 12<sup>th</sup> was very well attended and raised funds and garnered donations for the Food Pantry.
- Our EMT classes are well enrolled.
- J. Wrage and her team continue to develop credit-bearing micro credentials programs. Our spring offerings include Tax Preparer Phlebotomy, Restaurant Management, and Basic Bookkeeping.
- The new testing center, which will administer GED and CLEP exams, as well as other certifications, is almost complete.
- Administration has been meeting with the Community Foundation of Orange and Sullivan to move Foundation scholarships there and build capacity for development processes.

### Foundation

P. Adams, reported,

- Thanked Casey and Eleanor for the work with the foundation.
- Working on creating a presence in the community. Current board membership is low.
- Working on identifying funds that can be unrestricted to repay the college for previously awarded scholarships.
  - K. Crabill noted that the team is locating origination paperwork on the funds to be able to transfer to the Sullivan and Orange Community Foundation. An MOU is being drafted.
  - Moving forward the foundation will be identifying what funds and how much can be awarded each year. All payments will be handled through the community foundation.

### Presidents Report:

- Dr. Kathleen Crabill, Officer in Charge
  - Reported
    - MSCHC met today, and we are hoping to receive a call with an update.
    - Community College Presidents are asking for \$97 million dollars in additional funding for workforce development.
    - A taskforce has been established and is led by Senior Vice Chancellor, Johanna Duncan-Poitier.
      - Working on organizing letters of support, as well as being part of the governor's message
    - A Vision Dinner was held on November 14, and had County and state legislators, business leaders and four board members in attendance. It was an opportunity for information to be shared with the college to help the next president.
    - We have a team in place that is currently working on a Title V grant proposal.
    - Thanked Debra Waller-Frederick, Jamie Brooks and Kathy Scullion for their work in the Food Pantry. They are currently, seeking donations for Thanksgiving baskets.
    - Thanked Christina Buckler and her team for their work with enrollment. SUNY Sullivan has the highest increased enrollment change out of all community colleges.

L. Holmes left the meeting at 4:50pm

### EXECUTIVE SESSION

**Motion by S. Jaffe to enter into executive session to discuss a financial matter at 4:53 pm, seconded by S. Drobysh and passed.**

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

**Motion by P. Guenther to resume regular session at 5:31pm, seconded by E. Galligan and passed.**

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

**ADJOURNMENT**

**Motion by T. Hamlin to adjourn the meeting at 5:32pm, seconded by S. Jaffe and passed.**

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

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 #535-23

## 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. Kathleen Crabill, *Officer in Charge*
- Sean Welsh, *Vice President for Administrative Services*

**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.

Certified as a true copy of the Resolution adopted by  
the Sullivan County Community College Board of  
Trustees at its meeting held on November 16, 2023

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



**Sullivan County Community College**  
**Board of Trustees**  
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Loch Sheldrake, NY 12759-5723  
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**RESOLUTION #534-23**

**RE: APPROVAL OF BANK SIGNATORIES**

**WHEREAS:** Sullivan County Community College maintains a checking account with Bank of America; 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. Kathleen Crabill, *Officer in Charge*
- Sean Welsh, *Vice President for Administrative Services*

**NOW, BE IT RESOLVED:** that the Board of Trustees hereby grants approval to the officers listed above to become signatories on Sullivan County Community College Bank of America account, in order to conduct official college business.

Certified as a true copy of the Resolution adopted by  
the Sullivan County Community College Board of  
Trustees at its meeting held on November 16, 2023.

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



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**RESOLUTION #536-23**

**RE: Online Banking Access For Sullivan  
County Community College Jeff Bank  
Accounts**

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

**WHEREAS:** in order to conduct official business of the college, the College Controller, Nancy Bloom, requires full access to online banking of these accounts; and

**WHEREAS:** the Board of Trustees of Sullivan County Community College must grant approval for Nancy Bloom to be allowed to have full access online banking for Jeff Bank account numbers 4101006, 4401115, 4114108, 4101014;

**NOW, THEREFORE, BE IT RESOLVED:** that the Board of Trustees hereby grants approval to Nancy Bloom to have full online banking access to the colleges Jeff Bank accounts, in order to conduct official college business.

Certified as a true copy of the Resolution adopted by  
the Sullivan County Community College Board of Trustees  
at its meeting held on November 16, 2023

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



