

MINUTES
MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
FARROW FAMILY FOUNDATION BOARD ROOM
November 21, 2024

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

ABSENT: P. Guenther, S. Jaffe

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

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

N. Hackett asked that the service awards be moved to before the action items.

SERVICE AWARDS

Approval of Resolution # 569-24 Re: Service Commendation for Assemblywoman Gunther
Motion to approve Resolution #569-24 by S. Drobysh, seconded by T. Hamlin, and approved.
Vote:

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

N. Hackett read the resolution.

Assemblywoman Gunther, thanks everyone and the board for all their work and dedication.

RESOLUTION #569-24

**RE: Service Commendation for Assemblywoman
Aileen Gunther**

WHEREAS, Aileen Gunther has committed more than 20 years of direct service to New York State and the good people of Sullivan and Orange County; and

WHEREAS, since 2003 she has tirelessly served as the Assemblywoman of the district now known as 100 covering Sullivan and Orange County.; and

WHEREAS, during her time in office she effectively advocated for the people she represents, fought fiercely to increase funding for our schools, fire departments and access to health care for all New Yorkers; and

WHEREAS, Assemblywoman Gunther has always supported community colleges, especially Sullivan County Community College and its importance to the community; and

WHEREAS, during this time she helped secure over \$450,000 in grants for the college that went towards renovations, building for the new Construction Technology Program, AEDs; and

WHEREAS, Assemblywoman Gunther attends each year our Health Sciences Pinning Ceremony where she provides wisdom, advice and encouragement to our new graduates as they prepare to enter the workforce; and

THEREFORE, BE IT RESOLVED, that Assemblywoman Aileen Gunther be awarded this recognition and that the Board of Trustees expresses its most profound appreciation to Assemblywoman Gunther for exemplary service and advocacy for Sullivan County Community; and

BE IT FURTHER RESOLVED that this resolution becomes part of this Board of Trustees meeting, and a copy of this resolution shall be presented to Assemblywoman Gunther.

ACTION ITEMS

Approval of September 19, 2024 Meeting Minutes, Policy #3.20* and Resolution# 568-24 Re: Intention to place positions in the unclassified professional service

Motion to accept and approve the September 19, 2024 Meeting Minutes, Policy #3.20 and Resolution #568-24 as a block by S. Drobysh, seconded by T. Hamlin, and approved. No discussion.

Vote:

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

RESOLUTION#568 24

RE: INTENTION TO PLACE POSITIONS IN THE UNCLASSIFIED PROFESSIONAL SERVICE

WHEREAS: Sullivan County Community College has recently created job titles and job descriptions to align with the mission and goals of the college; and

WHEREAS: the President has presented the Board of Trustees of Sullivan County Community College with a job description for the positions of Assistant Director of Development, Assistant Director of Purchasing and Contract Management, Assistant Registrar, Coordinator of Instructional Design and Online Learning, Direct Support Professional Academic Success Coach, Director of Educational Opportunity Program, Director of Institutional Research and Technology, Director of Workforce Development, Educational Opportunity Program (EOP) Counselor, Executive Director of Residence Life, Vice President of Advancement and Communications, and Executive Director of Institutional Effectiveness; and

WHEREAS: the President has recommended the placement of these positions in the unclassified Professional Service as defined in Section 6306 of the Education Law in accordance with Section 35 of the Civil Service Law; and

BE IT FURTHER RESOLVED that a certified copy of this resolution and the job descriptions for these positions be forwarded to the Chancellor of the State University of New York for the purpose of requesting approval of these positions.

*The approved BOT policies can be found on the college website.

COMMUNITY AND PUBLIC FEEDBACK

There was no community feedback.

COLLEGE REPORT

Assessment

R. Hanofee reported,

- The first-year of assessment cycle has been completed.

- Year two will comprise of Financial Aid, Admissions, Learning Center, Buildings & Grounds, Criminal Justice, AAS, Construction Technology, AOS, Green Building Technology, AAS, Medical Assistant, AAS and Certificate, Nursing, AAS, and Respiratory Care, AAS.
- Currently working towards reviewing program health on an annual basis rather than every five years.
- The standard five committee is revising course assessment documents and processes.
- The Vice President of Academics, Dean of Liberal Arts, Sciences and Health Sciences, and Associate Dean of Assessment and Instruction are conducting one-on-one thirty-minute sessions with every faculty member on assessment and what the college can do to help.

FACULTY COUNCIL REPRESENTATIVE TO THE BOARD:

- C. Epstein reported,
- The faculty council executive team met with D. Potash to discuss results of the recent faculty survey on morale.
 - FCCC President, Candice Vacin visited campus on November 18th. During the visit they met with faculty council leadership and talked about program deactivation.
 - Faculty council will be proposing amendments to their bylaws that will outline program deactivation process.
 - Asked that resolutions and policies be posted with the agenda so everyone can see what is being proposed.
 - Faculty are reviewing the use of AI in the classrooms to ensure academic integrity.
 - The art club completed a mural that is on display in the C-building. A great job done by all.
 - The Hiroshima presentation was well attended.

CHAIRMAN'S REPORT

- N. Hackett reported,
- NYCCT conference was held in October. There were lots of concerns where the state is taking community colleges in relation to 4-year schools.
 - SUNY BOT passed a resolution amending the presidential search process. This will not have an immediate impact on us.
 - R. Hanofee and Dr. Chyrise Taylor were also in attend at the conference serving on a panel discussion regarding recent funding received for mental health. The panel discussed the steps, process and answered question on steps from receiving to implementation the funding on our campus.
 - Thanked R. Hanofee and D. Potash for their recent trip to Marist to learn more about Mid-Hudson school Council. This relationship will help with the teaching assistant certification program.

Trustee Reports:

Student Trustee:

- A.Lee reported,
- There were two voter registration events that produced 42 new voters.
 - Hosted two CPR courses where 19 students/staff/community members received their CPR certification.
 - 47 students attended the haunted house tour.
 - SGA set-up a Halloween table with pretzels and drinks on-campus for students.
 - A Halloween dance was held in the student union on October 30th, and 64 students attended.
 - A Health and Wellness fair was held on November 13th.
 - Members of the SGA attended two SA conferences, and learned about different ways to increase student engagement.

- SGA's goal is to offer 62 event/programs this semester.
- The food pantry has received \$3500 in grants to help support its operations.

Finance Committee:

S. Drobysh reported,

- Audit will be starting shortly. We are on track and have been receiving better financial reporting.
- The county is appreciative of the transparency.

S. Johnson noted,

- The enrollment management team is reviewing numbers at the program level, and no trends have been identified. There is not a lot of historical data to review.
 - D.Potash reported,
 - In regards to enrollment changes could be attributed to:
 - Last year there was 150 students in the residence hall, with the change in programming now there is 23.
 - Changes in staffing
 - Due to the timing of changes admissions recruitment didn't have time to adjust
 - There is a 11% decrease in FAFSA completion nationwide
 - Loss of the prison program due to the closure of the Sullivan Correctional Facility.

N. Hackett, thanked everyone for their work on enrollment.

Foundation:

P. Adams asked E. Davis to provide an update.

E. Davis reported,

- The foundation board has been meeting regularly.
- The foundation finance committee is developing a spending policy.
- The Community Foundation of Orange and Sullivan will be presenting to the foundation at their meeting.
 - S. Drobysh, asked for the link be provided to the board of trustees as well.
- The Meta Opera program will run through May.
- Kite Day planning is on-going. Date is still being finalized.
- There will be a campaign for Giving Tuesday.
- Awarded \$2,000 to the food pantry to assist with the holiday baskets.
- The year-end campaign will be sent out soon. Thanked Daniel Rigney for all his work, and for the creation of the database to manage alumni relations. This will be helpful with future mailings.
- The team will continue to work with D. Potash to align the foundation and college priorities.

PRESIDENT'S REPORT

D. Potash reported,

- Thanked the board, college and colleagues for all their work and support.
- In the process of scheduling one-on-one meetings with all employees.
- Enrollment is down but the college is working to address it. This will be a team effort across the entire campus.
- To address the budget impacts of the decline in enrollment the college has slowed all hiring.
- President's cabinet, which is a group with representation across campus reviews college wide issues such as the budget. Most recently they reinforced the budget priorities to be:

- Mandates/Compliance
- Accreditation
- Health & Safety
- Enrollment (prioritizing retention)
- Discretionary
- The next college wide meeting will be on December 6th followed by two additional meetings during the spring term. The agenda for the first meeting will be middle states, enrollment, and a student voice.
- The college is working through the full light cast report. The investment analysis summary shows that for every \$1 spent students gain \$8.40 in lifetime earnings and there in \$8.80 return to the county.

Executive Session:

Motion by S. Drobysh to enter into Executive Session at 4:26pm to discuss pending litigation, seconded by T. Hamlin and passed.

Vote:

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

Motion by E. Galligan to resume regular session at 5:07pm, seconded by P. Adams and passed.

Vote:

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

ADJOURNMENT

Motion by E. Galligan to adjourn the meeting at 5:08pm, seconded by T. Hamlin and passed.

Vote:

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

Respectfully submitted,

P. Adams
Secretary to the Sullivan County Community College Board Trustees
Recorded by K. Gibson

Policy: Media Relations Policy

Policy No: 3.20

Approved: Board of Trustees: March 2006

Revised: June 2020, September 2024

MEDIA RELATIONS POLICY

Media coverage is an important part of SUNY Sullivan's marketing and public relations efforts as it builds our college's presence in the community and creates awareness with prospective students and industry partners.

If you are contacted by the media, please refer them immediately to the Dean of Communications by sending an email to press@sunysullivan.edu. This allows the college to respond quickly and present a consistent message.

The Office of Communications encourages and welcomes your willingness to help reporters tell SUNY Sullivan's story. Please contact the Communications Office as soon as you are aware of a story or event you would like to share with the press. News releases are generally e-mailed at least two weeks before an event.