

**MINUTES**  
**MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**Farrow Family Foundation Board Room**  
**September 21, 2023**

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

**ABSENT WAS:** P. Guenther, Treasurer, S. Drobysh

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

N. Hackett called the meeting to order at 3:32 pm with the pledge of allegiance.

**Consent Agenda:**

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

- Approval of July 20, 2023 Meeting Minutes
- Approval of Resolution #529-23 – Re: Intention to Place Positions in the Unclassified Professional Service
- Approval of Resolution #530-23 -- Bank Signatories
- Approval of Resolution #531-23 – Bank Signatories
- Approval of Resolution #532-23 – Approval of Award for Presidential Search Firm
- Approval of Resolution #533-23 – Approval of Award for Construction Services
- Approval of Policy #1.06 – Anti-Discrimination and Anti-Harassment

**Motion to accept and approve the consent agenda as presented by T. Hamlin, seconded by S. Jaffe, and passed. There was no discussion**

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

**Action Item:**

N. Hackett called forward and introduced Anthony Dos Santos, Assistant Director of Public Safety/ Peace Officer. A. Dos Santos was sworn in by Board Chair, N. Hackett.

**Community and public feedback**

There was no public comment.

## **College Report**

### **1. Strategic Enrollment Plan**

Christina Buckler, Director of Admissions, Andrew Becker, Director of Institutional Research & Interim Director of Information Technology, and Naquan Holman, Coordinator of Tutorial and Student Success Services presented to the Board.

### **2. Medical Assistant Program**

Associate Professor Grace Collaro, presented to the Board.

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

C. Epstein reported,

- Importance of including faculty in the searches for President and Vice President
- Faculty Council of Community Colleges Fall Plenary will be held on campus October 12-14<sup>th</sup>
- Provided thanks to J. Hoskin for bringing back the Bakery Café.
- Service Awards was held on September 14<sup>th</sup>, and was a great event

## **CHAIRMAN'S REPORT**

N. Hackett noted that they are impressed to see all the work being done on campus, and thanked Casey for her leadership.

N. Hackett reported,

- The search for the next president will begin soon.
- The board will be reviewing their working group membership
  - S. Jaffe asked to be added to the Health Sciences working group in addition to her currently held position on the Sustainability working group.

## **TRUSTEE REPORTS**

### **Foundation**

P. Adams, reported,

- Thanked Eleanor Davis, Hillary Higginbotham, and Lucia O'Corozine for their work with foundation.
- The Board is working on creating a new missions statement.
- A Gala is being hosted on October 14<sup>th</sup> to help with upgrades to the theater.
  - Seeking Board of trustees help with sponsorships

### **Student Trustee**

F. Lovejoy reported,

- There have been many events on campus and in the dorms already.

### **Health Science Studies**

A.KKKane, reported,

- The committee met and Dr. Taylor shared that the college have been awarded fund through the SUNY Transformation Grant.
- Nursing is going to use a portion of the awarded funds to develop a night & weekend program, which will included providing assistance with childcare cost.
- 91% of the graduating nursing class have passed their NCLEX exam on the first attempt thus far.

## Sustainability

P. Adams, reported,

- Thanked Larry Reeger and Kathy Scullion for their work on the sustainability efforts on campus.
- Recently, we hosted Carter Strickland, SUNY's Sustainability Officer to campus.
- The concrete has been poured for the labyrinth. We recently received a grant from Sullivan 180, which will go towards landscaping the area around the Labyrinth.
- The Energy Efficiency project is in the works, all new LED lighting, 400 new windows, and two (2) boilers have been installed.
  - It is anticipated that this will generate \$25,000 in savings each year.
  - Thanked Rich Butler for his assistance with this project.

Workforce Development & Community Partnerships

No report at this time.

## Presidents Report:

- Dr. Kathleen Crabill, Officer in Charge
  - Reported
    - Culinary food truck generated \$2,000 that will go towards the program.
    - Will be hosting a Vision Diner in November that will be comprised of business and community leaders. Information gathered will be compiled and provided to the new president.
    - We will be hosting a World Café which will be an internal version of the Vision Dinner. This will allow staff & faculty to provide information for the new president.
    - Middle States will be holding their board meeting on November 16<sup>th</sup>, and we will be provided more information from them after.
    - SPIA continues to meet twice a week to continue moving forward with the work we need to be implementing.
    - Recommendation on Presidential Search committee makeup has been provided. We are looking for Board input on whom the community member representatives will be.
    - Will be meeting with NYSHIP to discuss our expense.
      - Currently, there are two concerns. Once being the classification the college is in which is resulting in a higher cost, and the amount billed and what NYSHIP paid out was \$2million dollars less.

Dr. Crabill, presented a multi-year budget PowerPoint which reviewed the revenue and expense both pre & post COVID.

## EXECUTIVE SESSION

**Motion by T. Hamlin to enter into executive session to discuss a financial and legal matter at 4:50 pm, seconded by S. Jaffe and passed.**

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

**Motion by P. Adams to resume regular session at 5:59pm, seconded by L. Holmes and passed.**

|       |                |        |                |     |
|-------|----------------|--------|----------------|-----|
| Vote: | Patricia Adams | yes    | Theresa Hamlin | yes |
|       | Steven Drobysh | absent | Lyman Holmes   | yes |
|       | Ellen Galligan | yes    | Susan Jaffe    | yes |
|       | Paul Guenther  | absent | Anthony Kane   | yes |
|       | Nancy Hackett  | yes    |                |     |

**ADJOURNMENT**

**Motion by S.Jaffe to adjourn the meeting at 6:00pm, seconded by T. Hamlin and passed.**

|       |                |        |                |     |
|-------|----------------|--------|----------------|-----|
| Vote: | Patricia Adams | yes    | Theresa Hamlin | yes |
|       | Steven Drobysh | absent | Lyman Holmes   | yes |
|       | Ellen Galligan | yes    | Susan Jaffe    | yes |
|       | Paul Guenther  | absent | Anthony Kane   | yes |
|       | Nancy Hackett  | 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 #529-23**

**RE: INTENTION TO PLACE POSITIONS IN THE  
UNCLASSIFIED PROFESSIONAL SERVICE**

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

**WHEREAS:** the Officer in Charge has presented the Board of Trustees of Sullivan County Community College with a job description for the positions of Director of Institutional Assessment and Strategic Planning and Coordinator of Nursing Simulation Lab; and

**WHEREAS:** the Officer in Charge 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 new positions.

Certified as a true copy of the Resolution adopted by  
the Sullivan County Community College Board of Trustees  
at its meeting held on September 21, 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  
112 College Road  
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**RESOLUTION #531-23**

**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*
- 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.

Certified as a true copy of the Resolution adopted by  
the Sullivan County Community College Board of Trustees  
at its meeting held on September 21, 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**  
112 College Road  
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**RESOLUTION #532-23**

**RE: APPROVAL OF AWARD FOR  
PRESIDENTIAL SEARCH FIRM**

**WHEREAS:** The Sullivan County Community College Board of Trustees must authorize expenses in excess of \$50,000; and

**WHEREAS:** Requests for quotes were sent out on August 24, 2023 for Presidential Search Firms; and

**WHEREAS:** Three proposals were received and reviewed by the committee on September 12, 2023; and

**WHEREAS:** The Committee recommends RH Perry & Associates, whose proposal totaled Seventy thousand and fifty dollars (\$70,050); and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Sullivan County Community College hereby approves this proposal and authorizes Sullivan County Community College to contract with RH Perry & Associates to provide services in assisting with the Presidential Search for the duration of the search process, in the amount of Seventy Thousand and Fifty dollars (\$70,050)

Certified as a true copy of the Resolution adopted by  
the Sullivan County Community College Board of Trustees  
at its special meeting held on September 21, 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**  
112 College Road  
Loch Sheldrake, NY 12759-5723  
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**RESOLUTION #533-23**

**RE: APPROVAL OF AWARD FOR  
CONSTRUCTION SERVICES**

**WHEREAS:** The Sullivan County Community College Board of Trustees must authorize expenses in excess of \$50,000; and

**WHEREAS:** The request for quotes were sent out for upgrades to roadway leading to the "The Diamond at Generals Park; and

**WHEREAS:** Three proposals were received and reviewed in; and

**WHEREAS:** Superior Surfacing Systems Ltd was the lowest quote totaling One hundred and fifty-two thousand six hundred and fifty dollars (\$152,650); and

**WHEREAS:** The cost of this project in the amount of One Hundred and Fifty-two thousand five hundred (\$152,500) will be funded by a previously received private donation: and

**WHEREAS:** The college will submit for reimbursement through the SUNY Capital Projects Program, project # C33152; and

**NOW THEREFORE BE IT RESOLVED:** That the Board of Trustees of Sullivan County Community College approves this project and authorizes Sullivan County Community College to contact Superior Surfacing Systems Ltd for the duration of this project

Certified as a true copy of the Resolution adopted by  
the Sullivan County Community College Board of Trustees  
on September 21, 2023

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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Tel: 845-434-5750 ext. 4261

**RESOLUTION #530-23**

**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*
- 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 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 September 21, 2023.

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

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Policy: Anti-Discrimination and Anti-Harassment

Policy No: 1.07

Approved:

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**Policy Statement**

SUNY Sullivan ("the College") is deeply committed to eradicating all forms of discrimination whether based on age, color, sex, creed, disability, ethnic background, gender, gender identity or gender expression, familial status, socioeconomic status, genetic information, marital status, military service or veteran status, national origin, pregnancy (including childbirth and breastfeeding), race, sexual orientation, or any other criterion prohibited by applicable federal, state, or local laws. The College will take steps to prevent and remedy discrimination and harassment, and to prevent the recurrence of discrimination and harassment.

SUNY Sullivan is an equal opportunity employer. To foster a fair and harmonious environment, the college provides members of its campus community with channels to seek redress if they believe they have experienced discrimination or discriminatory harassment. Furthermore, SUNY Sullivan strictly prohibits any retaliation against individuals who engage in this redress process in good faith.

The College unequivocally maintains a stance of zero tolerance towards any behavior that introduces discrimination or harassment into the teaching, learning, living, or working environment, as well as in any other relationship arising from College activities or programs.

Every member of the SUNY Sullivan community must adhere to these policies and report any conduct or behavior that they believe violates this non-discrimination policy. By collectively working towards upholding these values, SUNY Sullivan aims to create an inclusive and respectful atmosphere for all individuals.

This policy shall be binding upon:

- All employees, students, applicants, or any other individuals considered part of the College community, encompassing trustees, vendors, visitors, and contractors.
- Any location hosting College-sanctioned activities, whether on or off campus.
- All education programs and activities conducted under the College's purview.
- Any College-administered programs.
- All aspects and conditions of employment, comprehensively covering hiring and termination, compensation, employee assignment or classification, transfers, promotions, layoffs or recalls, job advertisements, recruitment, testing, facilities, training, and apprenticeship programs, as well as fringe benefits, pay, retirement plans, and disability leaves.
- Educational access for students, faculty, and staff.

The College shall be unwavering in its enforcement of this policy across all the aforementioned domains and will take necessary actions to ensure strict adherence to its principles. Any violation of this policy will be dealt with severely and may result in appropriate consequences, up to and

including termination of employment or expulsion from the College community.

The following persons have been designated to handle inquiries regarding the College's non-discrimination policies:

- Title IX Coordinator
- Chief Diversity Officer
- Director of Human Resources

## **Definitions**

### **Complainant**

Encompasses the terms victim, survivor, complainant, claimant, witness with victim status, and any other term used by an institution to reference an individual who brings forth a report of a violation.

### **Discrimination**

Treating individuals less favorably or differently due to their actual or perceived protected characteristics, encompassing age, citizenship status (except as required by law), color, creed, disability, ethnic background, familial status, gender, gender identity, genetic information, marital status, military service or veteran status, national origin, pregnancy (including childbirth and breastfeeding), race, sex, sexual orientation, transgender status, unemployment status, an individual's relationship or association with a member of a protected category, a caregiver, or any other criterion prohibited by applicable federal, state, or local laws.

### **Discriminatory Harassment**

Subjecting an individual, based on their protected characteristics as defined in Discrimination, to humiliating, abusive, or threatening conduct that denigrates or exhibits hostility or aversion toward the individual or a group. This conduct must be severe, pervasive, or persistent enough to interfere with or limit the person's ability to participate in or benefit from the College's programs or activities. Discriminatory harassment may manifest in various forms, including oral, written, graphic, or physical conduct concerning an individual's protected characteristics.

### **Gender-Based Harassment**

Acts of aggression, intimidation, stalking, or hostility directed at an individual's actual or perceived sex, gender identity, transgender status, gender expression, and nonconformity with gender stereotypes. Such actions must significantly impact the person's educational, campus life, or employment experience. Evaluation of the effect will consider the perspective of a reasonable person in the position of the Complainant (as defined herein).

### **Preponderance of the Evidence**

The standard of proof applicable in discrimination, discriminatory harassment, and retaliation investigations. This standard seeks to determine whether it is "more likely than not" that the alleged conduct occurred.

### **Respondent**

The individual accused of engaging in discrimination, discriminatory harassment, or retaliation.

**Retaliation**

Adverse action taken against any individual for reporting a violation of this policy in good faith or against anyone (e.g., Complainant, Respondent, witness, etc.) who participates in any aspect of the investigation or disciplinary process. Retaliation encompasses harassment, intimidation, violence, threats of violence, property destruction, and negative educational or employment consequences. Any individual or group, not limited to a Respondent or Complainant, may be held accountable for retaliation.

**Sexual Harassment**

Unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe or pervasive to effectively alter or deny the individual reasonable access to College resources or that such conduct creates an intimidating, hostile or sexually offensive environment for learning, working or living on campus. Sexual harassment can take various forms, and its determination depends on the specific context and circumstances. It often occurs within unequal power relationships through the abuse of authority, involving implied rewards or threats of deprivation that disrupt the victim's academic or work effectiveness. Examples include unwelcome sexual advances, requests for sexual favors, explicit or suggestive verbal or physical conduct, or any behavior creating an intimidating, hostile, or offensive work or educational environment. SUNY Sullivan community members who experience gender-based harassment should also consult SUNY Sullivan's Sexual Harassment and Prevention or Sexual Violence Response policies, as they may apply depending on the circumstances.

**Confidentiality**

SUNY Sullivan recognizes that confidentiality is important to victims of discrimination and harassment. Any victim who has lodged a report may request confidentiality or privacy at any stage of the process. SUNY Sullivan is committed to making every reasonable effort to respect such requests, ensuring that information is only disclosed to individuals essential for the commencement of an investigation.

We recognize the challenges victims may face in coming forward, and we offer various options for students seeking support while maintaining confidentiality. However, it is essential to understand that requests for confidentiality might restrict the College's ability to investigate and respond to the allegations fully. Due to our responsibility to protect all members of the community and comply with the law, including Title VI, VII, and IX, complete confidentiality cannot be guaranteed.

Certain campus employees possess different capacities to maintain confidentiality. Some are obligated to maintain near-complete confidentiality, and interactions with them are regarded as "privileged communication." This privilege extends to students when engaging with the offices of Counseling and Health Services.

**Procedures**

Individuals wishing to file a claim of discrimination or harassment under this policy may do so by following the process set forth in the College's Discrimination Complaint Procedure.

**Disciplinary action**

The College shall be unwavering in its enforcement of this policy across all the aforementioned

domains and will take necessary actions to ensure strict adherence to its principles. Violations of this policy shall be considered misconduct, and violators may be subject to disciplinary action in accordance with College policy, applicable collective bargaining agreements, and/or the Student Code of Conduct which may result in appropriate consequences, up to and including termination of employment or expulsion from the College community.

Related Policies:

- [4.22.1 Workplace Violence and Prevention Policy](#)
- [4.22.1 Sexual Harassment and Prevention Policy](#)
- [4.22.1 Sexual Violence Response Policy](#)