



SUNY SULLIVAN

AGENDA – BOARD OF TRUSTEES MEETING

SUNY Sullivan

Thursday, September 15, 2022 3:30pm

Farrow Family Foundation Board and Conference Room

1. Call to Order
2. Action Items:
 - **Approval of Resolution #506-22 Re: Adoption of Chapter 56 of Open Meetings Law**
 - **Approval of July 21, 2022 Minutes**
 - **Approval of Policy # 1.05 Restroom and Locker Room Use Policy**
 - **Approval of Policy # 1.06 Pronoun and Chosen Name Policy**
 - **Approval of Policy # 3.03.1 Accommodations for Service and Support Animal Policy**
 - **Approval of Resolution # 505-22 Re: Approval of Emeritus Status**
3. Community/Public Feedback
At any regular meeting of the Board, a member of the public shall be permitted to speak on any issue before the Board for a period not to exceed 2 minutes except if the Chair allots more time.
4. Faculty Council Representative to the Board Report
5. Chairman's Report
6. Trustee Reports
 - Finance Committee
 - Health Science Studies
 - Sustainability
 - Workforce Development and Community Partnerships
7. President's Report to the Board
8. Feedback to the President
9. Executive Session
Executive sessions are held for purposes of discussing proposed or pending current litigation, the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.
10. Adjournment



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

Resolution #506-22

RE: ADOPTION OF CHAPTER 56 OF OPEN MEETINGS LAW

WHEREAS, by passing Chapter 56 of the Laws of 2022 (“Chapter 56”), the New York State Legislature amended Section 103 of the Open Meetings Law; and

WHEREAS, Chapter 56 adds Section 103-a of the Open Meetings Law, permitting SUNY Sullivan to authorize its members to attend meetings by videoconferencing under extraordinary circumstances; and

WHEREAS, Section 103-a(2)(a) requires SUNY Sullivan to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances; and

WHEREAS, Section 103-a(2) allows for hybrid meetings by requiring “that a minimum number of members are present to fulfill the public body’s quorum requirement in the same physical location or locations where the public can attend”; and

WHEREAS, Section 103-a(2)(c) requires that members be physically present at any such meeting “unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances . . . including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting”; and

WHEREAS, in accordance with Section 103-a(2)(d), any members attending by videoconference must, excerpt during executive session, be “heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon”; and

WHEREAS, Section 103-a(2)(g) requires that any meeting where a member attends by videoconference be recorded, posted to the SUNY Sullivan webpage within five business days, and transcribed upon request; and

WHEREAS, Section 103-a(2)(h) requires that members of the public be permitted to attend and participate, if authorized, in any meeting by videoconference when a member attends by videoconference.

BE IT RESOLVED, that the SUNY Sullivan authorizes its members who experience an extraordinary circumstance, as described above and further defined by any rules or written procedures later adopted, to attend meetings by videoconference: (i) as long as a quorum of the members attend in-person at one or more locations open to the public; (ii) as long as the member can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the Laws of 2022; and be it further

RESOLVED, that the SUNY Sullivan shall create written procedures further governing its use of videoconferencing by its members in compliance with Chapter 56 of the Laws of 2022.

Certified as a true copy of the Resolution adopted by
the Sullivan County Community College Board of Trustees
at its meeting held on September 15, 2022

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

MINUTES
MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
FARROW FAMILY FOUNDATION BOARD ROOM
July 21, 2022

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

ABSENT: L. Holmes

ALSO PRESENT: J. Quaintance, E. Davis, J. Wrage, R. Hanofee, M. Singer, C. DePew

T. Hamlin chaired the meeting. The meeting was called to order at 3:32pm.

ACTION ITEMS:

Slate of Officers

P. Adams assumed the role as chair and presented the following slate of nominations,
Nancy Hackett, Chair
Terry Hamlin, Vice- Chair
Paul Guenther, Treasurer
Patricia Adams, Secretary

Motion by S. Drobysh to approve the slate of officers presented and have the positions voted on concurrently, seconded by P. Guenther and passed.

Vote:

Patricia Adams	yes	Theresa Hamlin	yes
Phyllis Coombe	yes	Lyman Holmes	absent
Steven Drobysh	yes	Susan Jaffe	yes
Paul Guenther	yes	Anthony Kane	Yes
Nancy Hackett	yes		

T. Hamlin resumed the role as chair.

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

- **Approval of May 12, 2022 Minutes**
- **Approval of June 21, 2022 Special Meeting Minutes**
- **Approval of Resolution #504-22 Re: Approval of Promotions 2021-2022**

P. Coombe made a motion to approve the consent agenda, seconded by P. Guenther. The consent agenda was voted on and approved with one correction to the years listed in the Resolution #504-22 to be updated to 2021-2022.

RESOLUTION # 504-22

RE: Approval for Promotions 2021-2022

WHEREAS, the staff listed below have demonstrated exemplary work in the following areas, student advocacy, scholarship, and extra-curricular service to the College and service to the community; and

WHEREAS, the PSA has endorsed the process for recognizing excellent performance through promotion in professorial and staff rank; and

WHEREAS, the Committee for the Promotion of non-Teaching Faculty and Staff have recommended these staff for promotion to the President; and

WHEREAS, the President has reviewed the recommendations and supporting documents and concurs with the recommendations.

THEREFORE, BE IT RESOLVED the Board of Trustees of Sullivan County Community College approves the agreement between the PSA and the College, which outlines the promotion process; and

THEREFORE, BE IT FURTHER RESOLVED that the Board approves the following faculty and staff for 2021-2022 promotion to the ranks indicated:

Non-Teaching Faculty and Staff:

Anne Marchal– 1st promotion

Pamela Jones- 1st promotion

BE IT FURTHER RESOLVED: that the Board of Trustees of Sullivan County Community College expresses its congratulations to the selected faculty and staff on a job well done.

Vote:

Patricia Adams	yes	Theresa Hamlin	yes
Phyllis Coombe	yes	Lyman Holmes	absent
Steven Drobysh	yes	Susan Jaffe	yes
Paul Guenther	yes	Anthony Kane	yes
Nancy Hackett	yes		

COMMUNITY AND PUBLIC FEEDBACK

There was no public comment.

FACULTY COUNCIL REPRESENTATIVE TO THE BOARD REPORT

- Anne Ruskiewicz , reported:
 - Chana Epstein is the new Chair of Faculty Council

- MSCHE work continues
- Guided pathways group met through the summer with a 2 week summer institute.

CHAIRMAN'S REPORT

- Dr. Hackett reported that the Board is working on the Presidential Evaluation and it will be reviewed in an upcoming board meeting.
- The board retreat is scheduled to be held the first week of August.

Presidents Report:

- Jay Quaintance, President
 - Reported
 - Fall Enrollment: Currently at 271 AAFTE, our goal is 531 AAFTE which will include prison and HS enrollment.
 - We are working with Fallsburg and Eldred schools to create pathway programs so that students will graduate with an associates degree from SUNY Sullivan. We've completed the substantive change application with Middlestates to include these locations.
 - Cares Act Institutional Funding- 5% must go towards Mental Health programming. This will include a labyrinth, student support room and professional development for the counselors.
 - 60 million dollars was included in the state budget for community colleges to build a workforce capacity in New York State.
 - Working on starting an LPN program.
 - The Sullivan County Legislature approved \$15 million dollars with potential state match of another \$15 million dollars for the construction of an indoor athletic facility which will include a pool and indoor track. We will be working with the county to put out RFP's for both a business plan and design.
- Marc Singer, Vice President
 - Reported
 - SUNY Sullivan along with 5 other colleges (HVEC) was awarded a one million dollar grant by SUNY to develop curriculum and micro-credentials for the emerging cannabis industry.
 - We received a SUNY Reach Grant in the amount of \$15,000 to help recruit and enroll for twenty 25 year old students of color
 - We received a Perkins Grant in the amount of \$106,000 that included various initiatives such as hiring an ESL Specialist, a Disability Resource Coach, a Career Coach, and various equipment including computers, laptops for the Sim Nursing Lap and Rosetta Stone software.

FEEDBACK TO THE PRESIDENT:

- P. Coombe complimented Chris DePew on the success of this past years Student Activities and Athletic Achievements.
- P. Adams thanked Diana Weiner for her continued support of our sustainability program and participation on the sustainability committee.

EXECUTIVE SESSION

Motion by S. Drobysh to enter into executive session to discuss a personnel matter at 4:07pm, seconded by P. Guenther and passed.

Vote:	Patricia Adams	yes	Theresa Hamlin	yes
	Phyllis Coombe	yes	Lyman Holmes	absent
	Steven Drobysh	yes	Susan Jaffe	yes
	Paul Guenther	yes	Anthony Kane	yes
	Nancy Hackett	yes		

Motion by S.Jaffe to resume regular session at 4:35pm, seconded by P. Guenther and passed.

Vote:	Patricia Adams	yes	Theresa Hamlin	yes
	Phyllis Coombe	yes	Lyman Holmes	absent
	Steven Drobysh	yes	Susan Jaffe	yes
	Paul Guenther	yes	Anthony Kane	yes
	Nancy Hackett	yes		

ADJOURNMENT

Motion by P. Guenther to adjourn the meeting at 4:36pm, seconded by P. Coombe and passed.

Vote:	Patricia Adams	yes	Theresa Hamlin	yes
	Phyllis Coombe	yes	Lyman Holmes	absent
	Steven Drobysh	yes	Susan Jaffe	yes
	Paul Guenther	yes	Anthony Kane	yes
	Nancy Hackett	yes		

Respectfully submitted,

P. Adams
Secretary to the Sullivan County Community College Board Trustees
Recorded by M. Caycho

Policy: Restroom and Locker Room Use Policy

Policy No: 1.05

Approved: September 2022

RESTROOM AND LOCKER ROOM USE POLICY

In compliance with NY State law (The Gender Expression Non-Discrimination Act) and SUNY policy, discrimination based on gender identity¹ and/or expression is prohibited.

In keeping with SUNY Sullivan's policy of nondiscrimination and the commitment to inclusion, the College allows students, staff, faculty, and visitors to use the restroom or facility that corresponds to their gender identity.

In addition, the College maintains a number of single-occupancy, all-gender restrooms across campus to address restroom facility access not necessarily related to gender identity, such as access for parents with children and for other attendants/caregivers.

¹Gender identity refers to an individual's internal sense of gender. A person's gender identity may be different from or the same as the person's sex assigned at birth.

Policy: Pronoun and Chosen Name Policy

Policy No: 1.06

Approved: September 2022

PRONOUN AND CHOSEN NAME POLICY

Policy Statement

SUNY Sullivan recognizes that students may not use the name that they were assigned at birth, and may use a first or middle name other than their legal name to identify themselves. The college recognizes that for a variety of reasons students may not wish to go through a legal name change or may be in process of doing so, but wish to have their records reflect their chosen name before the process is complete.

The college will use a student's chosen name, whenever and wherever possible, unless the student's legal first name is required by law and make a good faith effort to update reports, documents and systems accordingly.

Definitions

Legal Name

The person's name identified on government identification or legal documents. A person's legal name is generally the name given and registered at birth, and which appears on a birth certificate, but may subsequently change.

Chosen Name

First or middle name by which a student may wish to be known or has chosen to be called, that differs from their legal first or middle name. This mechanism is intended for those who wish to utilize a name of their choosing instead of, or in addition to, their legal name.

Scope

There are some areas where restrictions could apply to using your legal name. We continue our work to ensure as many systems as possible can accommodate your name change. The college is required to use the legal first name for many official records and reports, including, but not limited to:

- Financial aid documents
- Official transcripts
- Medical records
- 1098-T Tax Forms
- Paychecks and/or Paystubs/Student employment records
- International student records/Federal Immigration Documents
- Reporting to state and federal agencies

Students who change their legal name may update their legal name of record through the Registrar. A legal name change will not impact students' ability to select a chosen name.

Chosen name will be used in the following areas and services:

- ID card
- Name field in the college email address
- Windows sign-on display
- Brightspace
- Learning management systems
- Class rosters
- Grade books and rosters
- Mid-term evaluations
- Final grade submission

If you find a place where your chosen name is not being used, please contact the Registrar located in the One Stop.

SUNY Sullivan employees must use a student's chosen name whenever possible, and referring to a student by a different name for the purpose of misgendering them violates the college's Discrimination and Harassment Policy. Students who experience problems related to misuse of their chosen name, or who experience discrimination, should contact Alex Alorro, SUNY Sullivan's Chief Diversity Officer at aalorro@sunysullivan.edu.

Use of Pronouns

SUNY Sullivan encourages students, faculty, and staff to ask community members about the pronouns they want used. One way to do this would be to ask, "What pronouns do you use?" Another is to introduce yourself with your own pronouns, "Hello, I'm Tom and I use he/him pronouns."

Gender Pronouns are the words that an individual uses for themselves in place of their name. Asking and correctly using someone's pronoun is one of the most basic ways to show respect for their gender identity. She/her/hers, he/him/his, and they/them/their are examples of commonly used pronouns, but are not the only pronouns that a person may use.

Gender Neutral Pronoun refers to a pronoun that is not associated with a particular gender, and does not imply male or female. Many English pronouns are gender neutral, including they and them. Some people may use other gender neutral pronouns including ze/hir/hirs.

When someone is referred to with the wrong pronoun, it can make them feel invalidated, dismissed, and alienated. It is as if their identity has been erased.

Continued and prolonged use of the incorrect name and/or pronouns can be considered harassment and will be addressed under SUNY Sullivan's Harassment, Discrimination & Violence in the Workplace Policy.

Diploma Name

Your chosen name will show up on diplomas upon request. Use of legal name on diplomas may be recommended, especially for international students, but it is not required. Using your legal name will help you in the event that an employer or government wants to match your diploma to your academic record.

Email and Google Apps

Your email address will update to your chosen first name. Emails sent to your previous email address will forward to your new email address.

College Directory

Your chosen name will show up in search results, class rosters, in Brightspace and most college correspondence.

Once you have updated your name, mail sent to your home address will typically use your chosen name. However, mail may be sent in your legal name, depending upon the purpose of the mailing (i.e. financial aid or bills)

ID Card

You can request a new identification card which can display your chosen name. To receive an updated Identification Card at no cost, you will have to turn in your current ID. The ID Office is located in the One Stop.

Note: Your reprint of an ID Card after requesting a name update will be free of charge for Students, Faculty and Staff.

Related Policies:

- [4.22.1 Sexual Harassment Response and Prevention Policy](#)
- <https://www.suny.edu/suny-news/press-releases/6-22/6-8-22/chosen-name.html>

Policy: Accommodations for Service and Support Animal Policy

Policy No: 3.03.1

Approved: September 2022

Policy Statement

SUNY Sullivan (“the College”) recognizes the importance of Service and Emotional Support Animals to individuals with disabilities. Some members of the community and guests with disabilities may require the use of service or emotional support animals while on campus. This policy and procedure ensures that people with disabilities, who require the use of Service or Emotional Support Animals as a reasonable accommodation, receive the benefit of the work or tasks performed by such animals or the therapeutic support they provide. SUNY Sullivan is committed to allowing people with disabilities the use of a Service or Emotional Support Animal on campus to facilitate their full-participation and equal access to the College’s facilities, housing, programs and activities.

Definitions

Service Animal

Any dog, or in certain circumstances a miniature horse, that is individually trained to do work or perform tasks for the benefit of an individual with a disability (such as a physical, sensory, psychiatric, intellectual, or other mental disability). The work or tasks performed by a service animal must be directly related to the handler’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, retrieving items such as the handler’s medicine or the telephone, or assisting an individual during a seizure.

Service Animals are working animals, not pets. The work or task a Service Animal has been trained to provide must be directly related to the person’s disability. Animals whose sole function is to provide comfort or emotional support do not qualify as Service Animals.

Emotional Support Animal

An animal specifically designated by a qualified medical provider to be required by a person with a disability for use in one of SUNY Sullivan’s residence halls. The animal provides emotional support that alleviates one or more identified symptoms or effects of a person’s disability. There must be an identifiable and medically indicated relationship between the individual’s disability and the support the animal provides. Because these animals are not individually trained to perform work or tasks, emotional support animals are not service animals. Unlike a service animal, emotional support animals do not assist with daily living tasks and they are generally restricted to the residence halls.

Approved Animal

An “Approved Animal” is a Service Animal or Emotional Support Animal that has been approved as a reasonable accommodation.

Controlled Areas

These are areas where no animal is permitted because of health and safety reasons. These areas may include, but are not limited to, the following:

- Certain laboratories
- Mechanical rooms and custodial closets
- Areas where protective clothing is necessary
- Areas where there is a danger to the service animal

Exceptions to controlled areas may be granted on a case-by-case basis.

Handler

The person with a disability who uses a service or emotional support animal.

Under Control of Handler

The service or emotional support animal must be under the handler's direct physical control with a harness, leash, or other tether, unless either the handler is unable to do so because of a disability, or the use of one of these would interfere with the service or emotional support animal's safe, effective performance of work or tasks. If so, the service or emotional support animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

Pet

A pet is an animal kept for ordinary use and companionship. A pet is not considered a service or emotional support animal.

Principles

Campus Access

Service Animals: SUNY Sullivan welcomes trained service animals assisting people with disabilities on its campus in areas open to the community. A service animal is generally permitted to be on campus in any place where the animal's handler is permitted to be, except for Controlled Areas where all animals are prohibited for safety and health reasons. Members of the campus community may not interfere with a service animal or its duties and may make only two inquiries to determine whether an animal qualifies as a service animal:

1. Is the animal required because of the individual's disability?
2. What work or task has the animal been trained to perform?

Service animals are subject to the rules and regulations, consistent with law, provided in the Procedures section of this policy.

Emotional Support Animals: Emotional support animals are subject to the rules and regulations, consistent with law, provided in the SCCDC's Emotional Support Animal Policy.

Reasonable Accommodations

Students seeking reasonable accommodation should contact the ADA Coordinator at 845-434-5750 ext 4328. Employees seeking reasonable accommodation should meet with either their supervisor or Human Resources.

Procedures

Service Animals: There is no requirement to request permission for, or to register, a service animal. SUNY Sullivan does, however, request and encourage those using a service animal to notify the College prior to coming to campus with the service animal to ensure we can notify the appropriate departments of the accommodation. Students may contact The Department of Learning and Student Development; employees may contact Human Resources; and visitors may contact the department relevant to their visit. Handlers may be asked whether the animal is required because of the individual's disability and what work or task the animal has been trained to perform.

Emotional Support Animals: Qualified students and employees residing on campus who wish to request the accommodation of use of an emotional support animal should contact The Department of Learning and Student Development or Human Resources, respectively. Emotional support animals are subject to the rules and regulations, consistent with law, provided in the SCCCDC's Emotional Support Animal Policy.

Responsibilities

Care and Supervision: Care and supervision of the animal is the sole responsibility of its handler. Handler is required to maintain control of the animal at all times. The handler is also responsible for ensuring the clean-up of the animal's waste and, when appropriate, must toilet the animal in areas designated by the college.

Proximity to Handler: While on campus, the animal must be in close physical proximity to the handler.

Identification: the animal may wear some type of commonly recognized service animal identification symbol when in public, but a symbol is not required.

Licensing: Handler must follow all applicable local licensing laws, which may require the service animal to be licensed and have a tag license attached to its collar.

Health: The animal must be in good health. Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the animal's health. SUNY Sullivan has authority to direct that the animal receive veterinary attention.

Clean Up and Grooming Requirements: The care of the animal is solely the responsibility of its handler. The animal must be housebroken. For health, safety, and sanitary reasons, the handler shall:

1. Be responsible for carrying equipment sufficient to clean up the animal's waste, immediately, and to remove and properly dispose of the animal's waste. Handlers who are not physically able to pick up and dispose of waste are responsible for making all necessary arrangements for support. It is the sole responsibility of the individual for this task and not the college's.
2. Be responsible for keeping the animal clean, well-groomed, and free of pests. If college restroom facilities are used to bathe the animal, the handler will clean the area when done.
3. Not bring live animals on college property for the purpose of feeding service animals. This requirement is for the health and safety of all residents in the residence hall where the animal resides.

Service Animals: The supervision of the service animal is solely the responsibility of its handler. Failure to appropriately supervise a service animal may result in the exclusion of the animal from campus, as provided in this policy. The handler must be in full control of the service animal at all times. Service animals in the residence halls may not be left for extended periods of time either unattended or to be cared for by someone other than the handler. The handler is expected to ensure the health, safety and humane treatment of the service animal at all times and, when living in the residence halls, the College encourages the handler to submit annual proof of immunizations and scheduled licensing to the The Department of Learning and Student Development or Human Resources. College personnel shall intervene if the service animal is found unattended, in need of care, or is causing a disturbance. The service animal's behavior must not be disruptive to its surroundings or other members of the campus community. Disruptive behavior includes, but is not limited to, harming, injuring, or jumping on people; barking, growling, taking food from dining area tables, or taking personal belongings of individuals other than the handler. The handler is liable to pay for any and all damages that the animal may cause to person(s) or property.

Emotional Support Animals: Please refer to [SCCCDC's Emotional Support Animal Policy](#) for owner responsibilities.

Property Damage Or Lack Of Cleanliness Caused By An Approved Animal The handler shall be solely responsible for any damage, harm, or extra cleaning (beyond routine and reasonable wear and tear) required on any college property or to any personal property of a community member that is caused by an approved animal. Costs and methods to remedy the issue will be assessed by SUNY Sullivan in its sole discretion.

Injury Caused By An Approved Animal

Injury to any person caused by an approved animal is a serious incident that must be reported to SUNY Sullivan's Office of Public Safety. Depending on the nature of the incident, the College may contact local police or animal control authorities. Public Safety will investigate the incident and an incident report will be filed. After review, a decision about the animal's campus presence will be made by the appropriate office.

Managing Disabling Condition And Concerns Of All Members Of The Community

A service animal is allowed to accompany the handler at all times on campus. In the event that the presence of a service animal presents an immediate safety concern for the animal or for others, contact Public Safety or appropriate offices. Due to the nature of service animals' tasks, members of the campus community and the general public must not touch, pet, or feed the service animal, unless given permission by the service animal's handler. Additionally, members of the community and the general public must not deliberately distract or startle the service animal or separate or attempt to separate a service animal from the handler. Members of the community must also refrain from asking about the nature of service the animal supports and may only ask if the service animal is required for a disability and what work or task the animal has been trained to perform.

Within all facilities, members of the SUNY Sullivan community and guests with medical condition(s) that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact The Department of Learning and Student Development or Human Resources to address a health or safety concern about exposure to an animal. The College will consider the needs of all

parties and make all efforts to reasonably accommodate all disabilities and to resolve the issue as efficiently and fairly as possible.

Violations

Reasons for Consideration of Exclusion of an Approved Animal

The College may pursue the process for determining if an approved animal should be excluded from campus if the handler fails to comply with any of the responsibilities under this policy and any other college policies, including but not limited to the following:

- The animal is not under the direct physical control of the handler.
- The animal's behavior is disruptive to its surroundings or other members of the community.
- The animal poses a direct threat to the health and/or safety of others.
- The animal's presence fundamentally alters the nature of a program or activity.
- The animal poses an undue financial and administrative hardship to the college.

Process for Consideration of Exclusion of an Approved Animal

Upon observation of a policy violation or following receipt of complaint, the College will investigate the incident(s) involving the animal. Any member of the community may submit a complaint about an approved animal, identifying one or more concerns in the areas listed above. Persons with concerns are to contact a member of Public Safety or, if the complaint concerns an animal in the residence halls, Residential Life. Alleged violations by students will be handled consistent with the provisions of the Residence Hall policies and procedures and the Code of Student Conduct. Alleged violations by employees will be referred to Human Resources for further investigation and potential disciplinary sanctions.

In addition to existing warnings and sanctions, a finding of a violation of this policy may also lead to the exclusion of the service or emotional support animal from the campus and its activities.

Disputes And Complaints

In the event that SUNY Sullivan denies or proposes a modification of a request for an accommodation involving an animal under this policy, the College will provide the party with written notice of its decision and the reasons for its decision. Students or employees who disagree with the decision may request reconsideration of the decision. If a student, employee, or guest believes that any person, office, or program has refused to provide an accommodation in accordance with law or the decision of The Department of Learning and Student Development or Human Resources, the party should first request assistance from the relevant department in resolving the complaint. For procedures for filing such a complaint, see SUNY Sullivan's Nondiscrimination and Anti-Harassment policy.

Community Etiquette with Service and Emotional Support Animals

Members of the SUNY Sullivan community are required to abide by the following practices:

1. They are to allow a Service Animal to accompany its handler at all times and in all places on campus, except where animals are specifically prohibited.
2. They are not to touch or pet the Animal unless invited to do so.
3. They are not to feed the Animal.
4. They are not to deliberately startle the Animal.
5. They are not to separate or to attempt to separate the handler from their Animal.
6. They are not to inquire for details about the handler's disabilities.

Acceptable Inquiries of a Person Using a Service Animal

Federal law does not require The Handler to provide documentation that the animal has been certified, trained or licensed as a Service Animal. In making a decision whether to permit accompaniment of a Service Animal, the College shall not ask about the nature or extent of a person's disability. The College may, however, ask the following two questions when the status of the dog or miniature horse as a Service Animal is not readily apparent:

1. Is the animal a Service Animal required because of a disability?
 - a. i. This is a "yes" or "no" question.
 - b. ii. If the answer to Question 1 is "yes", proceed by asking Question 2.
 - c. iii. If the answer to Question 1 is "no" the animal would not be considered a Service Animal.
2. What work or task has the animal been trained to perform?

Specific questions related to the use of Service Animals at the College can be directed to the College's ADA Coordinator.

Related Policies:

- [3.03 Animals on Campus Policy](#)
- [SCCCDC Emotional Support Animal Policy](#)