



## SUNY SULLIVAN

### **AGENDA – BOARD OF TRUSTEES MEETING**

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**SUNY Sullivan**

**Thursday, February 16, 2023 3:30pm**

**Farrow Family Foundation Board and Conference Room**

1. Call to Order
2. **Consent Agenda:**
  - **Approval of November 17, 2022 Minutes**
  - **Approval of Board Policy Revisions**
  - **Approval of 23/24 Academic Calendar**
  - **Approval of Online Bookstore Award to Follett Bookstore**
  - **Approval of Resolution #509-23 APPROVAL OF BANK SIGNATORIES**
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. Respiratory Care Program- Tom McManus, Director
5. Faculty Council Representative to the Board Report
6. Chairman's Report
7. Trustee Reports
  - Finance Committee
  - Health Science Studies
  - Sustainability
  - Workforce Development and Community Partnerships
8. President's Report to the Board
9. Feedback to the President
10. 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.*
11. Adjournment

**MINUTES**  
**MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**FARROW FAMILY FOUNDATION BOARD ROOM**  
**November 17, 2022**

**TUSTEES PRESENT:** N. Hackett, Chair, T. Hamlin, Vice Chair, P. Guenther, Treasurer, P. Adams, Board Secretary, A. Kane, P. Coombe (via Phone), S. Drobysh, L. Holmes, C. Villareal, Student Trustee

**ABSENT:** J. Quaintance, S. Jaffe, M. Singer, J. Wrage

**ALSO PRESENT:** T. Lever, E. Davis, R. Hanofee, C. DePew

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

N. Hackett stated that due to a personal matter, Jay Quaintance was unable to attend the meeting, but they were able to meet earlier this week and will provide updates to the board regarding their discussion.

N. Hackett introduced Tim Lever, Vice President for Administrative Services.

**ACTION ITEMS:**

**Approval of September 15, 2022 Meeting Minutes**

Motion by S. Drobysh to approve the September 15, 2022 meeting minutes, seconded by T. Hamlin and approved.

**Vote:**

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

*A. Kane joined the meeting at 3:33pm.*

N. Hackett presented the following action items the board to approve as a block.

- **Approval of Resolution #507-2 Re: Intention to Place Positions in the Unclassified Professional Service**
- **Approval of Resolution #508-22 Re: Approval of Change to construction Technology AOS Program**
- **Approval of Board Policy Revisions:**
  - 2.01- Admission and Retention Policy
  - 3.06- College Sponsored Travel
  - 3.17- Inventory Policy
  - 3.18- Key Control Policy
  - 4.30- Faculty Teaching Credentials

- President's Cabinet recommendation to remove Board Policies 2.00 and 4.07 both are titled Distance Learning Policy and are not a policies rather they are both language taken from the PSA Collective Bargaining Agreement.

**S.Drobysh made a motion to approve the presented items as a block, seconded by P. Guenther seconded. There was no discussion, the block was voted on and approved.**

**Vote:**

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

*\*Resolutions and Revised Policies can be found at the end of these minutes*

#### **COMMUNITY AND PUBLIC FEEDBACK**

There was no public comment.

#### **SUNY SULLIVAN FOOD PANTRY**

C. DePew reported out on behalf of Debra Waller- Fredrick who was unable to attend the meeting.

- Food Drive for Student's Thanksgiving Baskets is ongoing. We are taking monetary donations as well as protein donations for full meal baskets.
- The Liberty Rotary donated \$250 to this cause.
- We are hosting "A night of Giving" basketball game that will include a food and toy drive. Participants with a food or toy donation will be entered into a raffle. The food will support the Food Pantry and the toys will support our student Holiday Gift Drive.
- The food pantry need currently exceeds the funds to operate the pantry. We are working hard to collect donations to help continue and support the need.
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S. Drobysh shared that we should apply for grant funds through all of the local banks foundations and encouraged Chris to have his team apply for them.

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

Chana Epstein , reported:

- Faculty Council met on November 1<sup>st</sup>
- J. Wrage created a micro credentials ad hoc committee
- Dr. David Jenkins- Author of "Redesigning America's Community Colleges" gave a college talk via zoom.
- FC and Curriculum continue to work on SUNY Gen Ed requirements and are on track to have full implementation by Fall 2023.
- Welcome to the New VP, Tim Lever.
- Faculty are excited to have a new Librarian, Elijah Jones.
- Officers of Faculty Council met with Richard Midcap during the site visit for MSCHE Self Study and the visit went well. We shared that we feel the Administration is approachable and that faculty morale is good.

#### **CHAIRMAN'S REPORT**

N. Hackett asked Clara Villareal, Student Trustee, to give a report on Student life and SGA.

C. Villareal, reported:

- Attendance in classes seems to be less as we get close to Thanksgiving Break.
- SGA hosted a Halloween Dance
- SGA President, Roxanna Dastparvardeh and Clara attended a Faculty Council meeting in which they asked Faculty to help push events to students and share the “Check this Out” email that is sent out by Student Activities.
- Upcoming events include “Hate has no Home” and a Fashion Show.

N. Hackett, Chair, reported:

- The board is finalizing the President’s Evaluation and will review it with him soon as well as develop goals for the upcoming year
- The MSCHE visit with the chair, Richard Midcap went very well, he was pleased with his visit and the feedback he provided to President Quaintance was Positive.

#### **TRUSTEES REPORTS:**

##### **Finance Committee:**

P. Guenther reported,

- The committee met prior to the BOT meeting today.
- C. Buckler, Director of Admissions, did an incredible job reporting out on the various recruitment efforts they are doing
- Currently at 61.75% of overall Annual Goal of 985 AAFTE
- Fall Enrollment is up from last year
- Sullivan Promise Scholarships totaled in \$158,000 from the county
- Engaged with Dynamic Campus, a consulting company who will assist with Jenzabar needs.
- RBT has started the 21/22 Financial Audit

##### **Health Science Studies:**

J. Kane reported,

- The group met with Tom McManus, Director of Respiratory Care and Dr. Chyrise Taylor, Director of the Nursing Program to discuss the \$700,000 award from Assemblywoman Gunther’s office. This is a reimbursement grant so we need to develop a plan for how we will spend the money.

##### **Sustainability:**

P. Adams reported,

- The group met on November 11<sup>th</sup> and included Larry Reeger and Kathy Scullion.
- Strategic Goal #1 Lead Environmental Sustainability across higher education
  - a. Larry Reeger shared that Green Building classes have been incorporated in the Construction Technology AOS program.
  - b. Jay met with a former student who was a member of the Earth Guardians to discuss a potential part time position on campus that would include promoting sustainability across campus.
  - c. Discussion of launching a more comprehensive recycling program on campus. We will review our current waste management contract and the possibility of putting a new RFP out.
  - d. Overall goal of campus would be to reduce waste. Working on a policy to address this.
  - e. Larry will share a list of ESF (Environmental Science and Forestry) Vendors that encourage environmental friendly purchases across campus.

### **Workforce Development and Community Partnerships**

P. Coombe reported,

- The group met on October 27<sup>th</sup>
- J. Wrage discussed Workforce Development and discussion with community partners such as BOCES and Sullivan County Workforce Development in an effort to strengthen our partnership and evaluate the demand for non-credit training programs.
- E. Davis reported on ongoing community outreach projects. The Alumni/Events manager position has been finalized. Discussion regarding a potential Food Truck donation to the Culinary program as a teaching tool for students and a potential recruitment tool.

### **Presidents Report:**

- No Report, President Quaintance absent.

### **FEEDBACK TO THE CHAIR:**

The board members expressed that the Foundation Board should be reengaged.

### **EXECUTIVE SESSION**

**Motion by S. Drobysh to enter into executive session to finalize the President's Evaluation 4:29pm, seconded by T. Hamlin and passed.**

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

**Motion by T. Hamlin to resume regular session at 4:45pm, seconded by P. Guenther and passed.**

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

### **ADJOURNMENT**

**Motion by P. Guenther to adjourn the meeting at 4:46pm, seconded by S. Drobysh and passed.**

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

Respectfully submitted,

P. Adams

Secretary to the Sullivan County Community College Board Trustees

Recorded by M. Caycho



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

**RESOLUTION #507-22**

**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 President has presented the Board of Trustees of Sullivan County Community College with a job description for the positions of Associate Director of Benefits, Instructional Designer, Library Operations Manager, Events, Alumni Relations and Scholarship Manager, and Coordinator of Network Support.

**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 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 November 17, 2022

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  
Tel: 845-434-5750 ext. 4261

**RESOLUTION #508-22**

**RE: APPROVAL OF CHANGE IN CONSTRUCTION  
TECHNOLOGY AOS 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 Construction Technology AOS Degree; and

**WHEREAS:** this program was recently modified to meet growing state-wide needs for a skilled labor force in construction; and

**WHEREAS:** Sullivan County Community College in collaboration with the North Atlantic States Regional Council of Carpenters, created an articulation agreement whereby apprentices who have successfully completed the North Atlantic States Carpenters Training Fund Pathways Curriculum, will qualify for work-based experience credit, for the required CAR coursework; 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 Construction Technology AOS 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 November 17, 2022

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

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Policy: Student Admission and Retention

Policy No: 2.01

Approved: July 2019

Revised: November 2022

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SUNY Sullivan maintains an open admissions policy. While graduation from a New York recognized high school, or equivalent, is a requirement for graduation from SUNY Sullivan, graduation from high school is not an admission requirement. The college allows academic matriculation when the applicant has one or more of the following:

- A standard high school diploma from a regionally accredited high school or State Education Department registered non-public high school;
- Completed the substantial equivalent of a four-year high school course of study, as certified by the Superintendent of Schools or comparable local chief school administrator;
- A high school equivalency diploma (GED or TASC);
- Demonstrated competency in college credit postsecondary coursework, defined as any student who is applying for admission and who has received an associate's degree (A.A., A.S., A.A.S.) or higher from a regionally accredited institution of higher education;
- Passed and completed all requirements for the following five NYS Regents Examinations: English, Mathematics, United States History and Government, Science, and Global History and Geography;
- Been approved for Early Admission/High School Dual Enrollment;
- Been approved for study in a 24-hour high school equivalency program; or has
- An approved Individualized Home Instruction Plan that includes study at a college.

Individuals who do not satisfy one of the above criteria, and prospective students who are 15 years of age or younger, must receive the permission of the Vice President of Academic and Student Affairs before they will be admitted to the college. However, it is the express intention of this policy to admit students who have the intellectual and emotional capacity to benefit from SUNY Sullivan's programs.

Some academic programs have restrictive enrollment practices that will be reviewed by the Executive Committee and published in the College catalog on an annual basis.

It is the policy of the College to provide appropriate support to students, and the Vice President for Academic and Student affairs is responsible for developing procedures to implement this board policy. In addition, procedures to improve retention and completion, such as promotion of student engagement, access to tutoring and other support services, and regular evaluation of such efforts, will also be included. These procedures shall be designed to support academic quality, student achievement,

and progression toward student goals, but they shall not include efforts to remove, penalize, or fail students arbitrarily. In all cases students shall have the right to substantive due process.

It remains the policy of the college to void the contracts of students who do not participate by the never attend deadline.

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Policy: College-Sponsored Travel Activities Policy

Policy No: 3.06

Approved: March 2006

Revised: November 2022

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### **COLLEGE SPONSORED TRAVEL ACTIVITIES**

It is in the interest of Sullivan County Community College to offer College sponsored travel activities. From time to time, classroom instruction and student life are reinforced and enhanced through field trips, field experience, internships, club programs, athletics and other travel activities. Faculty and staff are encouraged to organize travel experiences within the limits of College policy and affordable costs. Any program run by or coordinated by a College employee or student who uses the College as a venue to recruit participants for a travel activity is to be considered a College-sponsored travel activity under this policy.

The College and/or one of its ancillary not-for-profit corporations (the Faculty-Student Association, the Foundation and the Dormitory Corporation) shall assume responsibility for the duty to exercise supervision and care for students and others that participate in sponsored activities and shall develop and implement formal procedures that permit such responsibilities to be fully exercised. Procedures shall include an approval process, a student release and assumption of risk notification process and a travel payment process.

Faculty or Staff who are coordinating a field trip must complete the "Field Trip/College- Sponsored Trip Request" and get appropriate approvals prior to the event. Additionally, if a Certificate of Insurance is required, it must be requested and obtained prior to leaving.

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Policy: Inventory Policy

Policy No: 3.17

Approved: March 2006

Revised: November 2022

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### **INVENTORY POLICY AND PROCEDURE**

The Inventory Policy establishes a process for the recording, identification, and accountability of all College owned furnishings and movable equipment items (Equipment) having a minimum cost of \$200 each and a life expectancy of over two years. It is the responsibility of the Facilities Support Technician to maintain a system of equipment control to provide a safeguard against loss and to facilitate effective utilization. The College shall utilize an appropriate property and equipment control system to meet the need for detailed information as to particular identification of the property or equipment and the costs, the depreciation, the assignment and the location of the equipment. The Facilities Support Technician, or an appointed designee, who is not responsible for the day-to-day custody of equipment, shall conduct the annual inventory of all equipment assigned to each divisional/unit location. The responsibility for equipment accountability is assigned to the appropriate division/unit head. This policy requires:

- a) All items of equipment to be brought under control shall be identified by a serial number affixed to each item.
- b) Periodic physical inventories, at least once annually, shall be taken of all items of equipment placed under serial number control.
- c) Equipment utilization controls shall be maintained for significant items, whether they are in the form of daily usage records or simple periodic observations to provide a safeguard against loss and to facilitate effective utilization.
- d) No item of equipment should be permitted to leave the premises without a pass signed by the proper authority.
- e) Unit heads shall be administratively responsible for the equipment assigned to the unit. The equipment assigned should not be permanently transferred without written approval of this individual and the Facilities Support Technician.

- f) The Information Technology Department assigns and stores all inventoried college electronics, forwarding requests to take equipment off campus to the Facilities Support Technician

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Policy: Key Control Policy

Policy No: 3.18

Approved: March 2006

Revised: November 2022

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### **KEY CONTROL POLICY**

1. The College has established a key control policy that limits keys to the building's exterior and interior doors.
2. The Buildings & Grounds Department maintains the key control system.
3. Immediately report any lost or stolen keys to the Buildings & Grounds Department.
4. A Key Request Form must be completed and signed off by the employee's supervisor and approved by a member of the Executive Committee. The completed form is then sent to the Facilities Support Technician. Keys will then be issued at which time the individual will be asked to sign for them.
5. When an individual terminates employment, goes on temporary leave of absence, or the end of a semester, they are asked to return their keys directly to the Buildings & Grounds Department.
6. Students: Keys will be issued and assigned to students only to the extent necessary for them to perform their jobs or assignments properly. They will be issued on a semester basis only. Keys must be turned in on the last day of the semester by 3:00pm to the Buildings & Grounds Department.
7. Key Replacement - The costs for replacement of lost or stolen keys are described under "Charges." Damaged or worn keys will be replaced at no charge, provided the old key is returned to the Buildings & Grounds Department and shows no evidence of intentional abuse.
8. Charges: The standard charge to replace a key is \$7.00. The standard charge to re-key a lock is \$35.00 per lock.

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Policy: Faculty Teaching Credentials

Policy No: 4.30

Approved: September 2021

Revised: November 2022

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### **SUMMARY:**

In support of high-quality teaching in its curricula, Sullivan County Community College employs teaching faculty who are well qualified to teach students enrolled in credit-bearing courses. This policy defines the required credentials for teaching faculty.

### **POLICY STATEMENT:**

Sullivan County Community College requires candidates for teaching faculty positions to possess the appropriate degree, license, certification, prior work experience, and background for each position. The College will make every effort to ensure such requirements are reasonable and realistic qualifications and do not impose artificial barriers to employment.

### ***Requirements***

1. All regular full-time tenure-track, contract, and adjunct teaching faculty members are required to have a minimum of a Master's Degree in their related field of instruction at the time of offer of employment, with exceptions as noted in #2 below. Earned degrees must be awarded by a regionally-accredited U.S. institution or by a recognized non-U.S. institution, as determined by the Vice-President for Academic and Student Affairs and documented by an official transcript or the international equivalent. Discipline-specific requirements are stated in the respective position descriptions.
2. In some specialized and technical fields, individuals with discipline-specific credentials or substantial related work experience may be employed without a Master's Degree in their related field of instruction. The Vice President in the faculty member's division will approve any appropriate alternate credentials or experience, based on the College's needs.
3. Faculty who hold a license or certification that is required for the performance of their job duties must maintain current licensure or certification, and must inform Human Resources immediately of any lapse, encumbrance, or suspension thereof.
4. This policy does not supersede any existing collective bargaining agreements.

### ***Applicability***

Requirements #1 and #2 apply to all full-time and adjunct faculty teaching courses offered for credit hired after September 30, 2021. Requirement #3 applies to all full-time and adjunct faculty. Individuals who are invited to deliver a guest presentation(s) are not covered by this policy.

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Policy: Emeritus Status Policy

Policy No: 4.08

Approved: March 2006

Revised: February 2023

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## **EMERITUS STATUS POLICY**

### **FACULTY AND STAFF**

#### **Minimum Criteria for Consideration**

- At least fifteen years of full-time exemplary service to the College;
- At least five years of service in the position at the College to which emeritus status is applied;
- Retirement.

#### **Procedures**

1. Nomination by other faculty, staff or administrators at the College;
2. The individual nominating the candidate will:
  - Gather supporting letters and other documentation of outstanding achievements in academic field, outstanding service to the College, involvement in community and involvement in local, state, national or international organizations. Supporting documents of the first three categories above is required.
  - Make a recommendation to the President.
  - Draft resolution for the President's review.
3. The President will make a recommendation to the Board of Trustees.
4. The candidate will be invited to attend the Board of Trustees meeting at which the Resolution will be adopted.
5. Family members will be permitted to attend.
6. A framed copy of the Resolution will be presented to the Emeritus following its adoption.

#### **Emeritus Privileges**

- Listing in the catalog.
- Full faculty library privileges.
- Campus publications and notices of special events.
- Invited attendance at public ceremonies, commencements, convocations, etc.
- Use of campus recreational facilities.
- Selective invitation to serve on advisory committees.
- Invitation to participate in appropriate campus seminars, colloquia, lectures and other scholarly meetings as a contributor or attendee.
- Maintain a SUNY Sullivan Email Address

## **BOARD OF TRUSTEES**

### **Minimum Criteria for Consideration**

- Serve at least a minimum of nine (9) years on the Board of Trustees.

### **Procedures**

1. Nomination by College staff, Board of Trustees members, community or government leaders.
2. The individual nominating the candidate will:
  - Gather letters and other supporting documentation to be submitted for the President's review.
  - Draft resolution or assist the president's office with drafting a resolution for Board approval.
  - Achieve consensus for approval from Board members.
3. The candidate will be invited to attend the Board of Trustees meeting at which the Resolution will be adopted.
4. Family members will be permitted to attend.
5. A framed copy of the Resolution will be presented to the Emeritus following its adoption.

### **Emeritus Privileges**

- Listing in the catalog.
- Full faculty library privileges.
- Campus publications and notices of special events.
- Invited attendance at public ceremonies, commencements, convocations, etc.
- Use of campus recreational facilities.
- Selective invitation to serve on advisory committees.
- Invitation to participate in appropriate campus seminars, colloquia, lectures and other scholarly meetings as a contributor or attendee.
- Maintain a SUNY Sullivan Email Address

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Policy: Volunteer Services Policy

Policy No: 3.28

Approved: March 2006

Revised: February 2023

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### **POLICY FOR VOLUNTEER SERVICES**

It is the interest of Sullivan County Community College to match the personal interests and skills of volunteers to a range of volunteering opportunities determined by the College. Volunteering is a matter of choice. Sullivan County Community College reserves the right to accept or decline offers of volunteer services.

The division, department or office that requests volunteer service must clearly identify the tasks a volunteer will do and the responsibility that goes with those tasks. Volunteers will complete compliance training as required by college policy. Volunteers shall not undertake work for which the College pays full time staff. The collective bargaining units should be fully aware of the areas undertaken by volunteers.

The College shall give volunteers all materials, equipment and tools to enable them to carry out their tasks. The College shall permit use of college-owned vehicles under similar conditions that apply to College staff. Volunteers shall have access to their work locations under similar conditions that apply to College staff. Volunteers shall follow the Board of Trustees Travel Policy 3.26.

The College shall adequately protect volunteers against risks involved in volunteering. This shall include appropriate accident and liability coverage under applicable college insurance policies. Volunteers shall be expected to respect the confidentiality of matters relative to student and College business affairs.

Volunteers shall receive a letter from the appropriate College officer that certifies a volunteer's service to the College.

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Policy: Website(s) Policy

Policy No: 3.29

Approved: March 2006

Revised: February 2003

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## **WEBSITE POLICY**

### **Purpose**

The goal of the sunysullivan.edu website is to ensure that SUNY Sullivan is delivering a contemporary, user-focused, and accessible website, with the provision of clear and accurate information to all website visitors. For many visitors, particularly prospective students, the main SUNY Sullivan website presents a crucial first impression of SUNY Sullivan. As such, the website must:

- Clearly communicate SUNY Sullivan's brand and central marketing messages
- Provide information about the College's programs and courses, academic and social activities, faculty, staff, and students
- Quickly and efficiently engage target audiences
- Present relevant, compelling, accurate, and timely information
- Serve as a replacement for traditional publishing methods, consistent with our mission to promote sustainability at the college.
- Promote collaboration, community, and innovation

The College seeks to serve these goals and preserve academic and intellectual freedom while recognizing that, by hosting material on its website, it acquires responsibilities and potential liabilities. The policies in this document are designed to address this balance and promote responsible and effective use of the web.

### **Legislation Affecting Websites**

Federal, state, and local laws have an impact on what may be included in material on the web. These laws fall into five general areas:

1. Copyright laws provide protection for the benefit of those who create intellectual property. Complex and fluid laws apply to almost all visual, aural, or written material. Assume that if you did not create the material, it is protected, and you may not use it without written permission. That written permission must be filed with the Communications Department. This applies to photographs, printed matter of any type, video, audio, software, scanned material, logos, trade/service marks and phrases, and material from other websites. Alternatively, you may create links to other web pages or sites, providing access to material while also avoiding the problems of copying.

2. Privacy regulations protect individuals from invasion into their personal lives. A person has a right to go through life without having their image or activities published or commented upon. Certain public figures have lesser protections, but caution should be exercised. Of particular concern to the College is the Family Education Rights and Privacy Act, which prohibits the disclosure of virtually all information about students without permission.
3. Libel and slander laws are designed to protect individuals and groups from harm created by published information that is false. For materials to be libelous or slanderous, they must cause harm, be false, and the publisher must intend the harm. The courts have held that recklessness (not checking the truth of statements) can be considered intent. Certain public figures have lesser protections, but caution should be exercised.
4. Pornography/obscenity statutes are intended to protect the public from explicit sexual material. Interpretation of these laws has been troublesome at best, especially when the laws are local. The Internet is the focus of competing regulatory vs. unrestricted speech debates, which are unlikely to be resolved soon. Common sense dictates that any sexually explicit material be approved by the College prior to placement on College website(s).
5. Regulations designed to make web pages/sites accessible to those with disabilities are being promulgated. As these are instituted, efforts to reach compliance with SUNY standards (<https://www.suny.edu/web-accessibility>) will be required.

## **Roles & Responsibilities**

### **Business & Content Owner - Communications Department**

The Communications Department is responsible for the strategic direction of the sunysullivan.edu website, which is controlled solely by the College to advance the College's mission of providing a wide range of higher education services, continuing education, student and community services, and cultural offerings to various constituencies.

Content is maintained by the Communications Department, external contractors, and SUNY Sullivan employees, either as Web Content Contributors or as an employee who has been granted Privileged Access.

### **Technical Owner – Information Technology Department**

The SUNY Sullivan IT Department is responsible for the ongoing security, reliability, and hosting of the sunysullivan.edu website (housed with WPengine, a cloud-based managed WordPress hosting provider), to include technical maintenance.

## **Web Content Standards**

To maintain consistency and quality across all pages of the sunysullivan.edu website, all content, files, and digital assets will adhere to the official College style guide, using established standards and best practices. Photographs must be of high quality, good composition, appropriate lighting, using flattering images of students, and meeting all FERPA regulations for student privacy. When developing and publishing content to the sunysullivan.edu website, ensure the below guidelines are considered.

## **External Links**

Links to external commercial and non-commercial sites must be appropriate to the mission and purpose of the College and department. External links from College pages can link to a commercial site only if the site is being used as an educational resource, rather than a way to compete with local businesses or as a source of College or personal revenue.

- Links to commercial sites cannot interfere with existing College contracts.
- The Web Content Contributor should assess links at regular intervals to check for dead links, missing pages, and links to unacceptable material.
- All external links are subject to review and approval by the Communications Department.

## **Advertising**

Except as otherwise expressly noted, advertising by external agencies is not permitted on the sunysullivan.edu website. The sunysullivan.edu website is not to be used to promote or execute commercial or for-profit endeavors. In addition, using College web resources for personal financial gain is not permitted.

## **Fundraising**

Non-SUNY Sullivan-related fundraising may not be conducted on the sunysullivan.edu website.

## **Accessibility**

SUNY Sullivan strives to make its pages compliant with New York State Accessibility Guidelines and federal laws such as the Americans with Disabilities Act. Several sites offer guidelines and insights regarding page flexibility and layout considerations to ensure accessibility. The following sites offer helpful information:

- World Wide Web Consortium's Web Accessibility Initiative – <https://www.w3.org/WAI/>

- Federal Standards for Electronic and Information Technology – <https://www.justice.gov/crt/vi-accessibility-standards-electronic-and-information-technology-accessibility-standards>
- Section 508 of the Workforce Rehabilitation Act (29 U.S.C. 794d) – <https://www.section508.gov/>
- New York State Accessibility of Web-Based Information and Applications – <https://its.ny.gov/document/accessibility-web-based-information-and-applications-compliance-reporting>

## Copyright

SUNY Sullivan retains the copyright on all video, animation, text, photos, and graphical images used on the sunysullivan.edu website and on its third-party sites (e.g., Facebook), whether contributed by end-users or SUNY Sullivan, unless otherwise noted. These are considered assets of SUNY Sullivan and may not be used by others for any purpose without the prior express written permission of SUNY Sullivan.

The name *SUNY Sullivan* and its symbols and logos are trademarked and owned by SUNY Sullivan and should not be used without the prior express written permission of SUNY Sullivan.

Note that SUNY Sullivan has no control over off-campus websites and internet resources linked to our servers, and SUNY Sullivan is not responsible for their accuracy or content.

## Privacy

When you use the sunysullivan.edu website, SUNY Sullivan uses common web technologies to automatically gather and store non-personally identifiable user data about your visit. Usage data may include information such as the type of device used, your device's Internet Protocol address (e.g., IP address) or unique ID, operating system, browser type, browser version, the pages you visit, the time and date of your visit, the time spent on those pages, unique device identifiers, and other diagnostic data.

None of the foregoing information is deemed to constitute personal information.

For information on SUNY Sullivan's website privacy policy, visit [https://sunysullivan.edu/privacy\\_policy/](https://sunysullivan.edu/privacy_policy/). For more information about how to opt out of mobile browser tracking, visit the Network Advertising Initiative <https://thenai.org/opt-out/mobile-opt-out/>. For information about opting out, visit the Digital Advertising Alliance <https://optout.aboutads.info/>.

## **Policy Violations & Oversight**

If in violation of policies, the College reserves the right to remove material posted on its web pages. The College also reserves the authority to restrict web access to employees who violate College policies. Ultimate responsibility, authority, and oversight of the sunysullivan.edu website and its resources resides with the Communications Department.

## **Limitation of Liability**

The College and/or its respective agency partners, affiliates, licensors, and/or other representatives SHALL NOT BE LIABLE for any direct, indirect, special, incidental, consequential, exemplary, or punitive damages — or any damages whatsoever — resulting from use of or connection to the College's website and content, even if resulting in loss of use, data, profits, loss of other intangibles, loss of security of provided information, or unauthorized interception of any such information by third parties, even if the Institution had previously been advised of, or reasonably could have foreseen, the possibility of such damages, no matter how the damages arise (breach of contract, negligence, tortuous action, or other matters).

# SUNY Sullivan 2023-2024 Academic Calendar

## Fall Semester 2023

August 15, Tuesday	Last day to pay tuition and fees (if registered after this date payment due upon registration)
August 28, Monday	Residence hall move in- New students
August 29, Tuesday	Residence hall move in- returning students
August 30, Wednesday	First day of classes
September 6, Wednesday	Last day to ADD a course or switch sections
September 4, Monday	<b>Labor Day-College Closed</b>
September 20, Wednesday	Last day to DROP a course
September 22, Friday	Third week attendance report due
September 27, Wednesday	Fall express classes start
October 6, Friday	Fifth week attendance report due
October 23, Monday	Midterm progress/ grade reports
November 2, Thursday	Registration for students with 30+ credits
November 7, Tuesday	Registration opens to all students- <b>no classes, offices open</b>
November 8, Wednesday	Last day to WITHDRAW and receive a "W"
November 14, Tuesday	Last day to WITHDRAW from an <b>Express</b> course and receive a "W"
November 22, Wednesday	Residence Halls close
November 22-26, Wednesday-Sunday	Thanksgiving Recess- <i>Offices open Wednesday 11/22/23</i>
December 12, Tuesday	Last day of classes
December 13-15, Wednesday-Friday	Final Exam Days
December 15, Friday	Residence halls close
December 18, Monday	Final Grades due in Registrar's office
December 25-29	<b>Offices closed</b>

## Winter Session 2024

December 20, Wednesday	Classes begin
December 21, Thursday	Last day to add a course or switch sections
December 23, Saturday	Last day to drop, if submit after will receive "W"
December 25, Monday	<b>Christmas Day- College Closed</b>
January 1, Monday	<b>New Year's Day-College Closed</b>
January 2, Tuesday	Offices reopen
January 5, Friday	Last day to WITHDRAW and receive a "W"
January 12, Friday	Classes end
January 15, Monday	<b>Martin Luther King , Jr. Day- College Closed</b>
January 16, Tuesday	Final grades due

## Spring Semester 2024

January 19, Friday	Last day to pay tuition and fees (if registered after this date payment due upon registration)
January 20, Saturday	Residence hall move in- New and returning students
January 22, Monday	First day of classes
January 26, Friday	Last day to ADD a course or switch sections
February 9, Friday	Last day to DROP a course

February 13, Tuesday	Third week attendance report due
February 19, Monday	Spring express classes start
February 27, Tuesday	Fifth week attendance report due
March 13, Wednesday	Midterm progress/ grade reports
March 15, Friday	Residence halls close for spring recess
March 18-24 Monday-Sunday	Spring Recess
March 22, Friday	<b>Offices closed</b>
March 27, Wednesday	Registration for students with 30+ credits
April 3, Wednesday	Registration opens to all students, Last day to WITHDRAW from an <b>Express</b> course and receive a "W"
April 5, Friday	Last day to WITHDRAW and receive a "W"
May 3, Friday	Last day of classes
May 6-7, Monday-Tuesday	Reading/ Make up day(s)
May 8-10, Wednesday- Friday	Final Exam Days
May 10, Friday	Residence halls close
May 11, Saturday	Commencement Ceremony
May 13, Monday	Final Grades due in Registrar's office
<b>Summer Session 1</b> May 20-Aug 19	
May 20, Monday	Summer session 1 begins
May 27, Monday	<b>Memorial Day- College Closed</b>
May 28, Tuesday	Last day to ADD or switch sections
June 5, Wednesday	Last day to Drop
June 19, Wednesday	<b>Juneteenth- College Closed</b>
July 4, Thursday	<b>Independence Day- College Closed</b>
July 18, Thursday	Last day to withdraw
August 19, Monday	Last day of classes
August 21, Wednesday	Final grades due
<b>Summer Session 2</b> May 20-July 2	
May 20, Monday	Summer session 2 begins
May 21, Tuesday	Last day to ADD or switch sections
May 27, Monday	<b>Memorial Day- College Closed</b>
May 28, Tuesday	Last day to Drop
June 18, Tuesday	Last day to withdraw
June 19, Wednesday	<b>Juneteenth- College Closed</b>
July 2, Tuesday	Last day of classes
July 3, Wednesday	Final grades due
<b>Summer session 3</b> May 28-July 15	
May 28, Tuesday	Summer session 3 begins ( resp care)
May 29, Wednesday	Last day to ADD or switch sections
June 3, Monday	Last day to drop
June 19, Wednesday	<b>Juneteenth- College Closed</b>
July 1, Monday	Last day to withdraw session
July 4, Thursday	<b>Independence Day- College Closed</b>

July 15, Monday	Last day of classes
July 16, Tuesday	Final grades due
<b>Summer session 4</b> July 8-Aug 19	
July 8, Monday	Summer session 4 begins
July 9, Tuesday	Last day to ADD or switch sections
July 12, Friday	Last day to drop
August 1, Thursday	Last day to withdraw
August 19, Monday	Last day of classes end
August 21, Wednesday	Final grades due



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

**RESOLUTION #509-23**

**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*
- John Quaintance, *President*
- Timothy Lever, *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 February 16, 2023

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