

**MINUTES**  
**MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**FARROW FAMILY FOUNDATION BOARD ROOM**  
**February 16, 2023**

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

**ABSENT:** L. Holmes

**ALSO PRESENT:** M. Singer, T. Lever, E. Davis, R. Hanofee, C. DePew, J. Wrage, K. Baker

N. Hackett called the meeting to order at 3:33pm with the pledge of allegiance.

N. Hackett introduced Dr. Ellen Galligan SUNY Sullivan's newly appointed Gubernatorial appointed Trustee. Dr. Galligan takes the seat of Penny Coombe. N. Hackett thanked P. Coombe for her 25 years of service to the college as a Trustee and shared that the college will have a celebration in March.

**ACTION ITEMS:**

**Approval of November 17, 2022 Meeting Minutes**

N. Hackett removed the November 17, 2022 Meeting Minutes from the Consent Agenda. Motion by S. Drobysh to approve the November 17, 2022 Meeting Minutes, seconded by T. Hamlin.

S. Jaffe stated there is a typo on page 1 of the minutes in the "Approval of Resolution #507-2," the Resolution should read "Approval of Resolution #507-22."

Motion by S. Drobysh to approve the amendment to the November 17, 2022 Meeting Minutes, seconded by S. Jaffe.

N. Hackett placed the November 17, 2022 Meeting\_Minutes back into the consent agenda to be voted on and approved as a block.

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

- **Approval of the November 17, 2022 Meeting Minutes**
- **Approval of Board Policy Revisions:**
  - **4.08 Emeritus Status Policy**
  - **3.28 Volunteer Services Policy**
  - **3.29 Website Policy**
  - **Removal of Policies 4.19 Promotion Policy and 4.23 Stipends Policy**
- **Approval of 23/24 Academic Calendar**
- **Approval of Online Bookstore Ward to Follett Bookstore**
- **Approval of Resolution #509-23 Approval of Bank Signatories**

**S.Drobysh made a motion to approve and accept the consent agenda as presented, seconded by P. Guenther and passed. There was no discussion.**

**Vote:**

Patricia Adams	absent	Theresa Hamlin	yes
Steve Drobysh	yes	Lyman Holmes	absent
Ellen Galligan	absent	Susan Jaffe	yes
Paul Guenther	yes	Anthony Kane	absent
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.

**RESPIRATORY CARE PROGRAM- Tom McManus, Director**

Tom McManus, Director of the Respiratory Care Program presented to the Board.

**FACULTY COUNCIL REPRESENTATIVE TO THE BOARD REPORT**

Chana Epstein , reported:

- Spring Faculty Development day included a presentation by FCCC regarding shared governance and the roles each group plays in it including the college's governing board, faculty, staff and students.
- Faculty Council developed an assessment that has been distributed to members to complete. The results will be shared at the next FC meeting.
- FC met at the beginning of the semester to approve the Chancellor's Awards Committees
- Faculty continues to work hard on programmatic assessment

**CHAIRMAN'S REPORT**

N. Hackett reported:

- The college and TCFD are working on an initiative and more information will be forthcoming.

**TRUSTEES REPORTS:**

**Finance Committee:**

P. Guenther reported,

- The committee met prior to the BOT meeting today.
- Currently at 87% of our overall enrollment goal
- We have seen an increase in out of county students and a decrease in in county students
- The audit presentation is delayed and we will be working with the Auditing firm to ensure we are on time and ready for the next meeting.
- New staffing updates: Kelly Baker, Interim Controller, Nicole Slevin Nikolados, Director of Human Resources, Andrew Becker, Interim Director of Institutional Technology
- Jenzabar updates and improvements continue

### **Health Science Studies:**

T. Hamlin reported,

- The group met and focused on the plan for the Health Studies funding we have received through Assemblywoman Aileen Gunther's Office and discussed how the funds will be spent.
- SUNY included funds for a Faculty Line in the budget this year that we hope to use in the Health Studies program
- The nursing program continues to work on improving the NCLEX scores and pass rates
- Developing a Polysomnography program was discussed

### **Sustainability:**

S. Jaffe reported,

- The group met on February 7<sup>th</sup> and included Larry Reeger and Kathy Scullion.
- Strategic Goal #1 Lead Environmental Sustainability across higher education
  - a. The college will be hosting an expanded Earth Day event on April 28<sup>th</sup> that will include students from the LPP program, BOCES and CCHS
  - b. In addition the the college's event we will be hosting the New Yorkers for Clean Powers Clean Energy Summit and Job Fair
  - c. Larry, Kathy and Maura met with Kassie Thelman, SC Recycling Coordinator to discuss launching a recycling program across campus. Additionally, we will be looking into our waste contracts and policies to reduce waste. Our first step will be to conduct a waste audit.
  - d. We were awarded the Empowering a Healthier Generation Grant by Sullivan 180. This year the grant will be used to purchase two water coolers for the Dorms.

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

S. Drobysch reported,

- J. Wrage discussed a 10 week program with BOCES
- Construction AOS program is going well
- Work on the micro credentials continues
- The college is working on opening a testing center on campus
- We will be offering a Food Safety Program to TCFD

### **Student Life Report**

C. Villareal, Student Trustee, reported,

- SGA recently held a retreat to discuss the goals for the semester. During the winter break the SGA attended a training to help improve their social media presence and gain followers.
- Upcoming events include
  - MSCHS Visit which everyone is aware of and prepared for
  - Bowling
  - Prom on April 6<sup>th</sup>
  - Black Panther movie showing in the Theater

### **Presidents Report:**

J. Quaintance, President, reported,

- SGA and Student Activities are doing a great job
- Thank you to Chana for her leadership of Faculty Council
- MSCHS Visit will be April 2<sup>nd</sup>- April 5<sup>th</sup>, meeting invites will be sent out soon

- In addition to the new staffing additions P. Guenther shared, we also have a new Events, Alumni, Scholarship Manager, Hillary Higginbotham
- EOP Application has been submitted and we hope it will be approved in time to launch a program this summer
- Fallsburg High School will participate in the MSCHE visit
- WSUL Heart-a-thon Fundraiser included offering ten \$1,000 scholarships for Health Studies students at SUNY Sullivan

**FEEDBACK TO THE CHAIR:**

There was not feedback to the President.

**EXECUTIVE SESSION**

**There was no need for an Executive Session.**

**ADJOURNMENT**

**Motion by S. Drobysh to adjourn the meeting at 4:48pm, seconded by T. Hamlin and passed.**

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

Respectfully submitted,

P. Adams

Secretary to the Sullivan County Community College Board Trustees

Recorded by M. Caycho

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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.

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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