

MINUTES
MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
FARROW FAMILY FOUNDATION BOARD ROOM
July 18, 2024

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

ABSENT: N. Hackett, Chair, S. Drobysh, A. Lee

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

T. Hamlin chaired the meeting, and called the meeting to order at 3:42pm with the pledge of allegiance.

Action Items

Election of the Slate of Officers

P. Adams assumed the role as chair and presented the following slate of nominations,

Nancy Hackett, Chair
Theresa (Terry) Hamlin, Vice Chair
Paul Guenther, Treasurer
Patricia Adams, Secretary

Motion to approve the slate of officers presented by P. Guenther, seconded by S. Jaffe and passed.

Vote:

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

AGENDA

Motion to approve the May 23, 2024 meeting minutes as amended by P. Guenther, seconded by L. Holmes and approved.

S. Jaffe noted that minutes should include that while the concentrations are approved for deactivations, classes will continue to be offered where there is demand.

Vote:

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

Motion to approve Resolutions #558-24 through Resolution #563-24 by P. Guenther, seconded by E. Galligan and approved.

The board congratulated those employees who were approved to receive promotion.

Vote:

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

Motion to approve Policy 3.26 Travel, Policy 3.27 Vehicle Use, and Policy 4.22.1 Sexual-Harassment and Prevention by E. Galligan, seconded by A. Kane and approved. There was no discussion.

Vote:

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

COMMUNITY AND PUBLIC FEEDBACK

There was no community feedback.

PRESIDENT'S REPORT

D. Potash reported,

- Thanked the foundation board for the *Spotlight Event*.
- Chancellor King will be visiting the campus in August.
- Working towards being more data driven on campus.
- Priorities for the next 90-days
 - Budget
 - Fall enrollment
 - Middles States Monitoring report
 - Thanked the team who worked on the report.
 - Will be submitted next week.
 - Will be meeting with our MSCHE liaison next week to discuss the follow-up visit.
 - Will be preparing the college for the visit.
- Introduced new hires:
 - Stacey Johnson, Dean of Student Development Services
 - Jamie Schmeiser, Director of Workforce Development
 - Kyle Mazzucca, Building and Grounds Maintenance Worker
 - Ariana Balogh, Technical Assistant, Science Labs
 - Fred Mulharin, Coordinator of Network Services
- Senior Vice Chancellor, Johanna Duncan-Poitier will be retiring in September.

COLLEGE REPORT

There was no report at this time.

FACULTY COUNCIL REPRESENTATIVE TO THE BOARD:

Chana Epstein was unable to attend the meeting.

CHAIRMAN'S REPORT

Nancy Hackett was unable to attend the meeting.

Trustee Reports:

Student Trustee:

No report at this time.

Finance Committee:

P. Gunether reported,

- Thanked the staff for their work.
- Enrollment is ahead from this time last year.
- Looking to increase community using campus spaces for events.
 - R. Hanofee shared that Fallsburg recently rented the fieldhouse for their commencement, in which, 8 students graduated with not only their high school diploma, but also an Associate's degree from the college as part of the Pathway Program.

Health Sciences Studies:

A.Kane reported,

- The college has hired additional clinical adjuncts.
- We are ordering new medical equipment funded by the DASNY grant.
- Of the May nursing graduates, 80% have passed their NCLEX. There are two (2) more graduates taking their exam in August.
- The Nursing department is offering a 12-week NCLEX review class for nursing class alumni from those who graduated between 2009-2021. These students will take their exam in November.

Sustainability:

P. Adams reported,

- Labyrinth is complete.
 - Thanked everyone who was involved.

Workforce Development and Community Partnerships:

No report

Foundation:

P. Adams reported,

- The Spotlight event went well, and saw good attendance.
- Asked the board to continue to support the foundation.
 - T. Hamlin asked for the foundation to present at the next BOT meeting, and to submit a regular report to the board that also includes the dates of all their upcoming meetings.

Workforce Development and Community Partnerships:

No report at this time.

Executive Session:

Motion by S. Jaffe to enter into Executive Session at 4:25pm to discuss a financial and legal matter, seconded by P. Guenther and passed.

Vote:

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

Motion by E. Galligan to resume regular session at 5:37pm, seconded by L. Holmes and passed.

Vote:

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

ADJOURNMENT

Motion by E. Galligan to adjourn the meeting at 5:38pm, seconded by P. Guenther and passed.

Vote:

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

Respectfully submitted,

P. Adams

Secretary to the Sullivan County Community College Board Trustees

Recorded by K. Gibson



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

RESOLUTION # 558-24

RE: Approval for Promotions 2023- 2024

WHEREAS, the faculty and staff listed below have demonstrated exemplary teaching, student advocacy, 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 Teaching Faculty, and the Committee for the Promotion of non-Teaching Faculty and Staff, and the Vice President for Academic and Student Affairs have recommended these faculty and 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 2023-2024 promotion to the ranks indicated:

Teaching Faculty:

Dr. Daneryl Weber – Full Professor

Non-Teaching Faculty and Staff:

Christina Buckler – 2nd promotion

Jamie Brooks – 1st promotion

Naquan Holman – 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.

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



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RESOLUTION #559-24

RE: APPROVAL OF RFP AWARD FOR SECURITY SERVICES

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

WHEREAS: A Request for Proposals was sent out on March 19, 2024 requesting bids for services for Security Guards; and

WHEREAS: Bids were received and opened on April 30, 2024 and the Bid Committee reviewed five bids that were submitted; and

WHEREAS: The Bid Committee recommended Allied, whose bid totaled One Hundred Ninety Five Thousand Three Hundred and Seventy-Four dollars and forty cents (\$195,374.40) for a three year contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Sullivan County Community College hereby approves this bid and authorizes Sullivan County Community College to contract with Allied to provide security services for the duration of three years, in the amount of One Hundred Ninety Five Thousand Three Hundred and Seventy-Four dollars and forty cents (\$195,374.40).

Certified as a true copy of the Resolution adopted by
the Sullivan County Community College Board of Trustees
at its meeting held on July 18, 2024.

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



**Sullivan County Community College
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RESOLUTION #560-24

**RE: APPROVAL OF RFP AWARD FOR CLEANING
SERVICES**

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

WHEREAS: A Request for Proposals was sent out on May 6, 2024 requesting bids for services for Cleaning; and

WHEREAS: Bids were received and opened on Thursday, June 27th, 2024 and the Bid Committee reviewed eight (8) bids that were submitted; and

WHEREAS: The Bid Committee recommended CBS Inc., whose bid totaled Three Hundred and Nine Thousand (\$309,000.00) for year one with a three year contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Sullivan County Community College hereby approves this bid and authorizes Sullivan County Community College to contract with CBS Inc. to provide cleaning services for the duration of three years, in the amount of Three Hundred and Nine Thousand (\$309,000.00)

Certified as a true copy of the Resolution adopted by
the Sullivan County Community College Board of
Trustees at its meeting held on July 18, 2024.

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



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RESOLUTION #561-24

RE: APPROVAL OF BANK SIGNATORIES

WHEREAS: Sullivan County Community College maintains several accounts with Jeff Bank including Operating, Payroll, Money Market, and Financial Aid; and

WHEREAS: several officers and trustees of the college must obtain Board of Trustee approval to become official bank signatories on these accounts in order to conduct official college business; and

WHEREAS: the following Sullivan County Community College officers and trustees require this approval:

- Dr. Nancy Hackett, *Board Chair*
- Paul Guenther, *Board Treasurer*
- Dr. David Potash, *President*
- Sean Welsh, *Vice President of 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 July 18, 2024

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



Sullivan County Community College
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RESOLUTION #562-24

RE: APPROVAL OF BANK SIGNATORIES

WHEREAS: Sullivan County Community College maintains a checking account with Bank of America; and

WHEREAS: officers and trustees of the college must obtain Board of Trustee approval to become official bank signatories on this account in order to conduct official college business; and

WHEREAS: the following Sullivan County Community College officers and trustees require this approval:

- Dr. David Potash, *President*
- Sean Welsh, *Vice President of Administrative Services*

NOW, BE IT RESOLVED: that the Board of Trustees hereby grants approval to the officers listed above to become signatories on Sullivan County Community College Bank of America account, in order to conduct official college business.

Certified as a true copy of the Resolution adopted by
the Sullivan County Community College Board of
Trustees at its meeting held on July 18, 2024.

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



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

RESOLUTION #563-24

**RE: ADOPTION OF A FEE SCHEDULE FOR THE
USE OF COLLEGE FACILITIES FOR FISCAL
YEAR 2024-2025**

WHEREAS: the Administration of the College has formulated a fee schedule for the Use of College Facilities for Fiscal Year 2024-2025 in conformance with the financial plan developed by the College; and

WHEREAS: the Board of Trustees must approve a fee schedule for the Use of College Facilities for Fiscal Year 2024- 2025

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Sullivan County Community College that the fee schedule for the Use of College Facilities for Fiscal Year 2024- 2025 a copy of which is attached hereto and made a part hereof, is hereby approved,.

Certified as a true copy of the Resolution adopted by the
Sullivan County Community College Board of Trustees
at its meeting held on July 18, 2024.

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

Proposed Use of Facilities Fees for 2024-2025

Please note, prices do not include direct cost for college staff or special setups.

	Non Profit	<i>For Profit</i>
Classrooms	\$50 per hour	<i>\$60 per hour</i>
Computer lab facilities, including DL rooms	\$75 per hour	<i>\$95 per hour</i>
Grossinger Dining Room	\$75 per hour	<i>\$90per hour</i>
Seelig Theatre	\$100 per hour	<i>\$110 per hour</i>
Paul Gerry Field House	\$150 per hour	<i>\$200 per hour</i>
College Grounds including Parking Lots	\$50 per hour	<i>\$60 per hour</i>
Outdoor athletic facilities, including baseball field	\$75 per hour	<i>\$95 per hour</i>
*All events require cleaning during and after an event. (Minimum 1/2 hr required		
	\$45 per hour/per person	<i>\$45 per hour/per person</i>
*Security Guards (college staff are extra)	\$31.31 per hour/per guard	<i>\$31.31 per hour/per guard</i>

*Services will be billed as a separate cost

Additional services available upon request for an additional fee. Overtime may be an additional expense for services if an event exceeds a normal working shift.

Sullivan County Community College Policy for the Use of College Facilities

Sullivan County Community College (SCCC) will make available for occasional use its facilities to off-campus organizations and agencies for educational, cultural, social, civic and recreational purposes. The number of participants may be limited for personnel safety and academic schedules.

The College reserves the right to accept or reject any request for use of facilities and to impose additional requirements other than those named below after reviewing the request of the organization.

In the event of a dispute or controversy regarding the meaning, intent or interpretation of anything herein contained, the judgment of the college concerning such disputes shall be final.

Definitions

SCCC and affiliate groups are those divisions, departments, offices and agencies of the college, as well as organizations and groups that are funded by the college and/or listed in the college catalog (i.e. SCCC FSA, SCCC Foundation and SCCC Dormitory Corporation) and SCCC collective bargaining units.

A SCCC activity is any event, meeting, conference or activity which is conducted under the auspice of SCCC or an SCCC affiliate group in which a substantial portion of the cost or in kind services of the event is borne by the college or its affiliate groups.

Non-affiliate groups are all other organizations that wish to use SCCC facilities for any event, meeting, conference, activity, show, fair or festival not considered an SCCC activity

Availability of Facilities

All spaces are scheduled through the Campus Events office. A request for use of college facilities must be made in writing on the required form, SCCC FACILITIES RESERVATION REQUEST. VERBAL REQUESTS WILL NOT BE CONSIDERED. Written requests must be made at least two (2) weeks prior to event date. For those facilities which are proprietary to a particular college department, Campus Events must seek approval from the appropriate department Chair or Department Head prior to any scheduling taking place.

Permission to use SCCC facilities is subject to cancellation by the college at anytime for its anticipated operational or physical needs. In such cases, the college will make every effort to offer an alternate date or location on the college campus. If other facilities or dates are not acceptable, the college will not be held responsible for any cost incurred by the user.

Permission to use college facilities when granted is provisional in nature, contingent upon receipt by the Campus Events office of all requested forms and documentation. In the event that the group does not furnish the college the necessary payment, insurance certificate, releases or other requested material by the specified time (which is two (2) weeks before the event unless

otherwise noted), the college reserves the right to withdraw the provisional permission to use the facilities. The non-affiliate group will hold the college harmless from any action arising out of such cancellation by the college.

Final permission to use college facilities is always given in writing. No applicant should make any commitments, release any advertising or take any action committing use of college property until such official written permission is received.

Only those facilities for which permission has been granted are to be used. Permission to use college facilities includes the right to use the approved rooms, restrooms and specified entrances and exits. All other areas are excluded.

The sponsoring organization shall abide by and act in accordance with all state, county and local laws and ordinances.

Program Content

The content of the program to be presented must be described in detail on the facilities reservation form. The program presented must then be as stated. Deviation from the description as shown on the facilities reservation form is not permitted and may be cause for cancellation.

Food Service

If the event will require food service, the non-affiliate group representative must contact the campus food service company, American Dining Creations, at 845 434-5750, x 4301 at least 10 days prior to the event and sooner if food is a priority for your event.

Insurance

The non-affiliate group shall indemnify and hold harmless the College, the County of Sullivan and the State of New York and their respective officers, employees and agents, from any loss, damage, liability, costs and/or expenses that may arise during or be caused in any way by use of college facilities by non-affiliate groups. Organizations must agree to indemnify and hold harmless the College, the County of Sullivan and the State of New York against all liability and contractual claims, losses or expenses arising from scheduling or use of facility. An unaltered certificate of insurance is required with Sullivan County Community College, the County of Sullivan and the State of New York named as additional insured in the Description of Operations area. This certificate MUST be submitted for approval seven (7) days prior to event.

1. For events in facilities that hold 275 or less participants (including the public) - \$500,000 combined single limits.
2. For events in facilities that hold more than 275 participants (including the public)- \$1,500,000 combined single limits (This applies to Paul Gerry Fieldhouse and certain outdoor events)
3. For use of the mobile stage - \$1,000,000 combined single limits

The college reserves the right to consider unusual requests individually and to establish insurance requirements, which it feels, are appropriate and necessary.

Personnel

Application to use facilities automatically presumes a request by the applicant for assignment of appropriate SCCC personnel, including security and custodial personnel. The college shall determine the number and category of SCCC personnel to be assigned to a function. The sponsoring organization may not designate individuals to operate college equipment or facilities where the college determines that a level of skill is needed to perform a specific function. The written permission to use college facilities will set forth the categories of college personnel to be assigned to the function and charged to the organization using the facility.

Custodial services include opening and closing the facilities and normal clean-up. Custodians will not be required to help load or unload non-college equipment. Organizations are responsible for all overtime charges incurred during their use of college facilities. This may include, but is not limited to, wage adjustment, custodial, maintenance and security services. A deposit for services may be required at the time the reservation is confirmed.

Depending upon the nature of the event, other college personnel may be necessary. It is the responsibility of the requestor to identify needs that may require such additional personnel (e.g., technicians to set up and/or operate computer equipment, sound equipment or projectors, electrician to make special power hook-ups, theater manager for theatrical events). Such additional personnel will be provided by the college and charged to the non-affiliate group. Should the Agency request personnel not readily available through the college, it shall be the responsibility of the agency to contact and pay for these individuals. The College will make every attempt to respond to such requests in a timely manner to allow the agency as much time as possible to make their contacts.

Equipment and Supplies

Use of decorations, scenery, exhibits, banners and/or posters, bleachers, platforms and any other equipment must receive prior approval from the Campus Events office. No scenery, decorations, combustible materials, animals and/or materials of an unusual nature may be brought into a college building or onto the college grounds without approval. As with the personnel requests (see above), equipment provided by the college must be items readily available. Other requested items not so available are the responsibility of the agency.

Policy:	Travel Policy
Policy No:	3.26
Approved:	Board of Trustees, March 2006
Revised:	Board of Trustees, July 2024

TRAVEL POLICY

SUNY Sullivan supports employees traveling on behalf of or for the benefit of the college for items such as, professional development, networking business meetings and conferences to the extent funds are budgeted. All forms referenced in this policy can be found on the College shared drive.

- a. All travel authorizations shall be submitted prior to the trip. Please use the form "Request for Travel & Reimbursement".
- b. A Request for Short-Term Leave form shall be submitted prior to trip.
- c. A Vehicle Reservation form shall be submitted prior to trip.
- d. If the trip requires that the traveler receive a cash advance for related expenses, please use the form "FSA Travel Advance".
- e. Travel authorization/reimbursements up to \$500 must be approved by the supervisor or department head.
- f. Travel authorizations/reimbursements between \$500-\$1,000, must be approved by the supervisor/department head and the appropriate Vice President.
- g. All travel authorizations/reimbursements in excess of \$1,000 must be approved by the President.

Requests for travel reimbursements should be submitted after the trip in a timely manner.

Mileage

The mileage rate for use of private cars for professional travel will be consistent with the prevailing rate per mile being used for County employees.

Per Diem Allowance

The maximum allowance per diem for meals is \$44-\$47 as follows:

	Metropolitan Area	Other Areas
Breakfast	\$ 10.00	\$ 9.00
Lunch	\$ 12.00	\$ 11.00
Dinner	\$ 25.00	\$ 24.00

In addition, an allowance of \$5.00 per week for incidental expenses is authorized for personnel on business travel which requires them to be away from home for four (4) days or longer.

Policy:	Vehicle Use Policy
Policy No:	3.27
Approved:	Board of Trustees, March 2006
Revised:	Board of Trustees, July 2024

VEHICLE USE POLICY

To minimize liability risks, the College's insurance carrier has recommended that the College obtain motor vehicle records for all employee drivers every three years and additional requirements for persons using their own vehicles. This requirement would affect all College, FSA, SCCC Foundation, and SCCC Dormitory Corporation employees as well as Board members who will be driving College vehicles/ and or their individual vehicles on College-related business. Currently, all employee drivers of College vehicles are required to provide operator's license information to receive authorization to drive a College vehicle. The proposed policy shall include guidelines and directives regarding vehicle safety standards, prohibited practices while driving, and proof of insurance for non-college owned vehicles used for College-related travel.

The following provisions and policies are intended to reduce the potential of accidents and injuries to members of the College community and those we interact with. All users of College fleet vehicles are to know and abide by these policies and provisions.

Driver Responsibilities

Driver qualifications standards for College owned/leased and personal/non-college owned vehicles used for assigned College-related travel:

1. Current, State issued operator's license.
2. Drivers must be 18 years of age or older.
3. Motor vehicle records check (MVR, driver history check) required.
4. Successful completion of road driver course (if applicable).
5. Behavior of the driver during subsequent use.
6. Behavior and social conduct of the driver, both on and off campus.

Drivers of College Vehicles are Responsible For:

1. Properly completed Request for Travel and Reimbursement form and all associated paperwork.
2. Appropriate approval for travel.
3. Conducting an inspection of the vehicle for general condition and safety prior to use.
4. Timely vehicle reservation through the Finance Office, vehicles will be assigned on a first-come basis.

With these exceptions; admissions, academic and administrative business travel will be given priority over student organizations and athletic teams. In the event that a reserved vehicle is no longer needed, users should contact the Finance Office immediately. Failure to do so may result in future sanctions.

Policies Governing the Use of College Owned/Leased Vehicles:

1. Only authorized drivers may operate College vehicles (vehicles owned and/or leased by the College) to conduct College-related business.
2. All authorized drivers must be familiar with, and abide by, the motor vehicle laws of the State of New York, laws of other states while driving in those states, and Sullivan County Community College policies governing the use of College vehicles to conduct College-related business.
3. All persons traveling in a College vehicle must wear/use seatbelts at all times.

4. Vehicles are to be secured/locked when left unattended.
5. Smoking, the use and/or possession of alcohol, and the use and/or possession of illicit drugs are prohibited in College vehicles.
6. The use of "RADAR" detectors or other forms of speed enforcement detection equipment is prohibited in College vehicles.
7. The use of "Cellular" mobile telephones (of any form or type) by the driver while operating (driving) a College vehicle is prohibited.
8. At the College's discretion, any trip longer than five (5) hours traveling time (one way) may require two or more drivers per vehicle.
9. Drivers are required to correctly complete all paperwork as specified in the provisions for use of a College vehicle.
10. Vehicles are to be returned to campus upon completion of authorized/official use, parked in the specified parking lot, and readied for use as specified in the general provisions.
11. Drivers are required to immediately contact the Director of Public Safety in the event of any accident.
12. Drivers are required to immediately contact the Buildings and Grounds Department in the event of mechanical difficulty involving a College vehicle or "minor" damage involving College vehicles.
13. Drivers are required to notify the Director of Public Safety upon return to campus of any parking violations, or traffic/moving violations. Fees for traffic violations are non-reimbursable.
14. More than one (1) motor vehicle accident during College-related travel will result in a suspension of driving privileges at the discretion of the College.
15. Out of state drivers may not be permitted to travel for College-related business if they cannot be authorized to travel.

Returning Vehicles to Campus:

Upon the completion of use of a College vehicle, the vehicle is to be returned directly to the specified parking lot location, and prepared for its next use. The driver is responsible for completing all required paperwork and for the condition of the vehicle upon its return and must ensure the following:

1. The driver must record the ending mileage (odometer reading).
2. The vehicle is to have at least one half (1/2) of a tank of gasoline.
3. All trash and personal items have been removed from the vehicle.
4. All dirt is brushed from the interior of the vehicle. If this cannot be done by the driver, it is to be noted on the vehicle use form so that the vehicle can be appropriately cleaned and readied for its next use.
5. Any mechanical/system warnings should be noted on the vehicle use form.
6. Any minor damages or maintenance needs are to be noted on the vehicle use form.
7. The driver must give all completed paperwork, gas receipts, credit card(s), keys, EZ Pass, and associated information to the Finance Office or, if the College is closed, place it in the key drop box located by the pedestrian entrance to the loading dock.
8. Failure to complete the required procedures may result in additional fees and/or sanctions.

Policies Governing the Use of Personal/Non-College Owned Vehicles for College-Related Travel:

1. Only authorized drivers may use personal vehicles to conduct College-related business.
2. Authorized drivers will be required to provide copies of vehicle registration and proof of insurance for adequate levels of auto liability including adequate limits for Uninsured Motorists (UM) and Underinsured Motorists (UIM). The College will determine adequate levels in consultation with its

insurance carrier.

3. All authorized drivers must be familiar with, and abide by, the motor vehicle laws of the State of New York, laws of other states while driving in those states, and Sullivan County Community College policies governing the use of personal vehicles to conduct College-related business.
4. All persons traveling on College-related business must wear/use seatbelts at all times.
5. Vehicles are to be secured and locked when left unattended.
6. The use and/or possession of alcohol, and the use and/or possession of illicit drugs are prohibited when traveling on College-related business.
7. The use of "RADAR" detectors or other forms of speed enforcement detection equipment is prohibited when traveling on College-related business.
8. The use of "Cellular" mobile telephones (of any form or type) by the driver while operating (driving) when traveling on College-related business is prohibited.
9. At the College's discretion, any trip longer than five (5) hours traveling time (one way) may require two or more drivers per vehicle.
10. Out of state drivers may not be permitted to travel for College-related business if they cannot be authorized to travel.

Policy:	Sexual Harassment Response and Prevention Policy
Policy No:	4.22.1
Approved:	Board of Trustees: September 2019
Revised:	Board of Trustees: July 2024

Sexual harassment is a form of sex discrimination which is unlawful in the workplace under Title VII of the Civil Rights Act of 1964, as amended, and the New York State Human Rights Law. Under Title IX of the Educational Amendments of 1972, sexual harassment also is prohibited in the provision of educational services and protects students and employees from sexual harassment.

Sexual harassment is prohibited and will not be tolerated at SUNY Sullivan. The College has implemented measures to address and prevent sexual harassment and is taking additional affirmative steps to increase awareness of, and sensitivity to, all forms of sexual harassment in order to maintain a workplace and learning environment free of its harmful effects.

Sexual harassment is a form of workplace discrimination and employee misconduct, as well as a form of discrimination in the academic setting, and all employees and students are entitled to work and learn in a campus environment that prevents sexual harassment. All employees and students have a legal right to a workplace and a campus free from sexual harassment, and employees and students can enforce this right by filing a complaint internally with the College, or with a government agency, or in court under federal or state anti-discrimination laws, as detailed in the College's Discrimination and Sexual Harassment Complaint Procedure.

In accordance with applicable law, sexual harassment is generally described as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic benefit; or
- Submission to or rejection of the conduct is used as the basis for an employment or academic decision affecting the person rejecting or submitting to the conduct; or
- The conduct has the purpose or effect of unreasonably interfering with an affected person's work or academic performance, or creating an intimidating, hostile or offensive work or learning environment.
- Sexual harassment can include physical touching, verbal comments, non-verbal conduct such as leering or inappropriate written or electronic communications, or a combination of these things. Examples of sexual harassment may include, but are not limited to:
 - Seeking sexual favors or a sexual relationship in return for the promise of a favorable grade or academic opportunity;
 - Conditioning an employment-related action (such as hiring, promotion, salary increase, or performance appraisal) on a sexual favor or relationship; or
 - Intentional and undesired physical contact, sexually explicit language or writing, lewd pictures or notes, and other forms of sexually offensive conduct by individuals in positions of authority, co-workers or student peers, that unreasonably interferes with the ability of a person to perform their employment or academic responsibilities.

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against, or poking another person's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning a target's job performance evaluation, a promotion or other job benefits or detriments, or an educational benefit or detriment;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile environment.
 - Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on computers or cell phones and sharing such displays while in the workplace or classroom.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform his or her employment or academic duties;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Such behavior can constitute sexual harassment regardless of the sex, gender, sexual orientation, self-identified or perceived sex, gender expression, status of being transgender, or gender identity of any of the persons involved. Sexual harassment is considered a form of employee and student misconduct, which may lead to disciplinary action. Further, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue. Employees and students who believe they have been subjected to sexual harassment may use the College's Discrimination and Sexual Harassment Complaint Procedure for more details on how to have their allegations reviewed, including a link to a complaint form.

Retaliation against a person who files a complaint, serves as a witness, or assists or participates in any manner in this procedure, is unlawful, is strictly prohibited and may result in disciplinary action. Retaliation is an adverse action taken against an individual as a result of complaining about or provides information regarding unlawful discrimination or harassment, exercising a legal right, and/or participating in a complaint investigation as a third-party witness. Adverse action includes being discharged, disciplined, discriminated against, or otherwise subject to adverse action because the individual reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Participants who experience retaliation should contact the campus AAO, and may file a complaint pursuant to these procedures.

Complaint Form for Reporting Sexual Harassment



Combating
Sexual Harassment

SUNY SULLIVAN COMMUNITY COLLEGE

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment or gender discrimination, you are encouraged, but not required, to complete this form and submit it to the Director of Human Resources in the Office of Human Resources. No employee will be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy, and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name: _

Work Address: _

Work Phone: _

Job Title: _

Email: _

Select Preferred Communication Method: ☐ Email ☐ Phone ☐ In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name: _

Title: _

Work Phone: _

Work Address: _

COMPLAINT INFORMATION

1. Your complaint of sexual harassment is made about:

Name: _

Title: _

Work Address: _

Work Phone: _

Relationship to you: ☐ Supervisor ☐ Supervisee ☐ Co-Worker ☐ Other (please specify)

2. Please describe what happened and include as many details as possible. You may use additional sheets of paper if necessary. If you have any relevant documents, please include them. .

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? ☐ Yes ☐ No

4. If possible, please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but may help the investigation.

5. Have you previously provided information (verbal or written) about related incidents? If yes, when and to whom did you provide information?

This is not required, but if you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _

Date: _

Instructions for Employers

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Sexual harassment occurs on a spectrum and employers are encouraged to view all potential allegations with an open mind. Disciplinary action should meet the severity of the alleged actions.

Employers should document the findings of the investigation and basis for your decision along with any corrective actions taken. Notify the employee and the individual(s) against whom the report was made of the investigation's outcome and corrective actions taken. This may be done via email.