

**MINUTES
MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
FARROW FAMILY FOUNDATION BOARD ROOM
May 15, 2025**

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

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

N. Hackett called the meeting to order at 3:35pm.

N. Hackett noted that P. Gunether would be joining via zoom due to extenuating circumstances.

CHANCELLORS AWARDS:

N. Hackett presented the following Chancellor Award Winners,
Chancellor's Award for Excellence in Adjunct Teaching- Nancy Dileo
Chancellor's Award for Excellence in Teaching- Dr. Thomas Martin
Chancellor's Award for Excellence in Professional Service- Simon Clement
Chancellor's Award for Student Excellence- Adrienne Lee

ACTION ITEMS:

A motion to approve the agenda as a block by T. Hamlin, seconded by S. Drobysh, and approved.

- **Approval of March 13, 2025 Minutes**
- **Approval of Resolution #575-25 Re: Approval of the Health Occupations Certificate**
- **Approval of Policy 4.23: Social Media Policy (second read)***
- **Approval of Policy 3.01: Account Termination***
- **Approval of Policy 3.23: Procurement***
- **Approval of Policy 3.24: Procurement – MWBE***
- **Approval of Policy 3.31: Contract Procedures & Authorized Signature***
- **Approval of Policy 3.37 Hazing Prevention and Reporting***

* Board policies can be found at the end of board minutes

S. Jaffe asked for clarification on if there were discussions about including stakeholders as well within the Social Media policy. D. Potash noted that all policies are vetted through cabinet before being brought before the board.

Vote:

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

RESOLUTION # 576-25**RE: APPROVAL TO ADD HEALTH OCCUPATIONS CERTIFICATE**

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 program within the Health Sciences including Nursing, Medical Assistant and Respiratory Care; and

WHEREAS: this certificate can further grow and meet the needs of the health care industry; and

WHEREAS: this certificate provides students the opportunity to complete their prerequisites while ensuring upon completion the ability to enter the workforce as a phlebotomist; and

WHEREAS: the Curriculum Committee and Faculty Council have approved an addition of the new Health Occupations Certificate; and

WHEREAS: the Board of Trustees must approve all new program and certificates;

NOW THEREFORE, BE IT RESOLVE the Board of Trustees of Sullivan County Community College approves the addition of the Health Occupations Certificate; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the State University of New York.

COMMUNITY AND PUBLIC FEEDBACK

There was no public comment.

COLLEGE REPORT

J. Herrera, Foundation B reported,

- The foundation board is engaged and there is transparency.
- Pre-covid there was no transparency and no activities.
- Post-covid the board began meeting again, the audit sighted concerns, multiple members resigned and was lacking structure.
- Fall 2023 to the present the board has been picking up, restructuring, initiated finance/audit committee, built consistent committee structure, a membership committee has been formed to fill critical vacancies.
- Currently, have 8 members but need a minimum of nine.
- The board is currently going through an RFP process to find an investment company.
- Foundation is ready to begin work with the Board of Trustees to develop a strategic plan for the foundation.
- The board is working with Linda Hartley on professional development.
- Currently, have approximately \$1.6 million in the account much of which is restricted.
- Upcoming events include Golf Tournament on June 16th, Meta Opera showing on May 17th

P. Adams thanked the foundation, its members Daniel Rigney and Eleanor Davis for all their hard work that has place the foundation in a much better place than previous years.

FACULTY COUNCIL REPRESENTATIVE TO THE BOARD REPORT

- Chana Epstein reported:
 - The state budget has been approved. The approved budget provides an increase of \$8 million for SUNY Community Colleges.
 - Thanked Adrienne Lee for her beautiful mural. Look forward to seeing more student work throughout campus.
 - Attended the FCCC plenary. David was a participant at one of the workshops, and Anne Ruszkiewicz presented on the transfer task force work.
 - Academic Awards night was beautiful.

- Our librarian did a presentation on OER at our faculty council meeting to see about ways we can save our students on books.
- Congratulated all the recipients who received commendation awards from the Kennedy Center American College Theater Festival for their performance of Carburetor: A Ghost Sonata
 - Jessica Lopez-Barkl – Distinguished Achievement in Playwriting & Lighting Design
 - Nick Lopez – Distinguished Achievement in Direction of a New Work
 - Jessica Lopez Barkl, Ayana Banks and Kyra Lee Zanatta – Distinguished Achievement in Scenic Design
 - Jessica Lopez Barkl, Ayana Banks and Angelina Morelli – Distinguished Achievement in Projection Design
 - Rayanna Cottman – Distinguished Achievement in Performance
 - The Company – Distinguished Achievement in Student Centered Production, Representation, Equity and Diversity, Production of a New Work, Performance Ensemble, Performance and Production Ensemble, Performance Perseverance, Ensemble for Devised Interstitions, Hierarchy Smashing,

CHAIRMAN'S REPORT

Dr. Hackett reported,

- Recognized and thanked faculty for all their hard work.
- Recognized and thanked the members of the board for their work this year.
- Both David and herself will be in attendance at the Chancellor's State of the University address on May 21st.
- On June 17th the college and Today's Students Tomorrows Teachers (TSTT) will be conducting a formal signing of their partnership in awarding students who complete the TSTT 4-year program and attend SUNY Sullivan six college credits towards their teaching degree.

TRUSTEE REPORTS:

- Student Trustee Report
 - A. Lee reported,
 - Thanked everyone for their work and support this past year.
 - Student Activities office held a number of events through out the semester such as:
 - Women's History Presentation
 - Blood Drive
 - Litter Pluck
 - Faculty/Staff vs Students Volleyball game
 - SpringFest
 - Residents are starting to move out for the summer. Currently interviewing for the new Executive Director position.
 -
- Finance Committee Report
 - S. Drobysch reported,
 - The work towards that audit continues
 - The audit needs to be completed before the budget process can be finished.
 - There will need to be a special meeting in June once audit is completed.

- The committee supported remediating the pool risk that was identified in the most recent risk assessment.
- Sustainability Committee Report
 - P. Admas reported,
 - Thanked Larry Reeger and Kathy Scullion for all their work

Presidents Report:

D. Potash reported,

- Thanked the Board of Trustees and foundation for all their work on contributions.
- The college continues to work on improving its report to the board and welcomes suggestions.
- This is a great time of year celebrating our students with Commencement and our Health Sciences Pinning ceremonies being held on Saturday.
- The college is working to talk and share more of our students' stories.
- Currently, working on priorities:
 - College in the High School, a huge thanks to BOCES we have developed a plan to offer two events each semester. One event for students and one professional development for faculty within the high schools and college.
 - Retention, saw an uptick in our retention from fall to spring.
 - First Year Experience, thanked the faculty and staff working on this.
 - Workforce Development
 - SUNY Reconnect, thank you to Chancellor King, Senator Oberacker, and Assemblywoman Kay for their support.
 - SUNY has set aside \$1 million for advertising the new initiative.
 - Currently have 4 million people in New York State that don't have a degree and would be eligible.
 - Our plans include having offices open later two nights a week.
- At the next board meeting we will be doing a presentation on the Trellis survey. The college will be looking more at the survey at its next all-college meeting on Friday, May 16th
- Food Pantry usage has increased.
- The county has been meeting, and the college is in attendance to discuss potential implications across the county with potential federal funding cuts. Thanks to Josh Potosek and Laura Quigley for organizing.
- Commencement speaker will be Shannon Daniel, Regional Program Manager for Today's Students Tomorrow's Teachers (TSTT) and a SUNY Sullivan alumni. Their work is wonderful and gives back to the community.

N. Hackett and P. Adams thanked those involved with TSTT and SUNY Reconnect.

T. Hamlin asked for the college to look into bringing back the College for Educational Enrichment (CEE). D. Potash said they would look into and follow-up with the board.

EXECUTIVE SESSION

Motion by S. Drobysh to enter into executive session to discuss a legal matter at 4:34pm, seconded by S. Jaffe and passed.

Vote:	Patricia Adams	yes	Theresa Hamlin	yes
	Steven Drobysh	yes	Lyman Holmes	yes

Ellen Galligan	yes	Susan Jaffe	yes
Paul Guenther	yes	Anthony Kane	yes
Nancy Hackett	yes	Adrienne Lee	Absent

Motion by P. Admas to resume regular session at 4:57pm, seconded by A. Kane and passed.

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

ADJOURNMENT

Motion by E. Galligan to adjourn the meeting at 4:57pm, seconded by S. Jaffe and passed.

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

Respectfully submitted,

P. Adams

Secretary to the Sullivan County Community College Board Trustees

Recorded by K. Gibson

Policy: Social Media

Policy No: 4.23

Approved: May 2025

PURPOSE

To establish expectations for the acceptable use of social media by employees of SUNY Sullivan. The college maintains official social media accounts on Facebook, Instagram, X, YouTube, and LinkedIn.

Usage of Social accounts created and managed by departments and groups, including SUNY Sullivan clubs, alumni groups, and student organizations:

SUNY Sullivan-affiliated accounts must be approved by the Office of Communication, which will have access to the account. Users of SUNY Sullivan affiliated accounts represent SUNY Sullivan and accordingly must adhere to content strategies, branding, guidelines, and objectives set forth by the Office of Communications.

SUNY Sullivan expects students, faculty, and staff to use discretion and professionalism at all times and to adhere to the following guidelines when using social media to promote the college, college groups, or campus activities:

- Exercise thoughtfulness and respect for your colleagues, fellow students, associates and the College's supporters, community, and social media followers.
- Refrain from engaging in language that disparages others, including posts or comments that contain spam or commercial content, profanity or explicit content, hate speech, personal attacks, harassment, or bullying.
- Refrain from reporting, speculating, discussing or giving opinions on college topics or personalities that could be considered sensitive, confidential or disparaging.

Violation of these guidelines may result in the following actions:

- Denial of entry to group, page, or account.
- Denial of posts or comments to group, page, or account.
- Removal of posts or comments.
- Suspension from group, page, or account for a set period of time.
- Serious issues may result in reports to Campus Safety or other SUNY Sullivan offices for additional action, as appropriate.

In regards to social posts created by students, faculty, or staff that tag or mention SUNY Sullivan:

Members of the College community are personally responsible for their individual posts and should make it clear that they are speaking individually and not on behalf of SUNY Sullivan. College logos and/or visual identity cannot be used for personal social media without permission of the College, apart from re-sharing.

SUNY Sullivan does not monitor personal websites and social media accounts. Following SUNY guidelines, the College will address issues that violate principles established by the Student Conduct Process, the College's Harassment and Grievance Procedures and the employee handbook.

Policy: Account Termination Policy

No: 3.01

Approved: March 2006, May 2025

ACCOUNT TERMINATION POLICY

This policy covers the disposition of email and other files stored on an individual's college-owned computer or assigned space on the campus network when an individual's employment with Sullivan County Community College is terminated. The College does not normally review the content of an employee's electronic communication, but these files are stored on college computer systems and the College reserves the right to retain and access them as part of its responsibility for maintaining the College's technology infrastructure or when deemed necessary for business reasons. It is important, therefore, that when an individual leaves the employ of the College procedures are followed to ensure that all necessary files are transferred from these individual spaces to the appropriate person in the College. The appropriate person will be identified by the departing individual's department head. The appropriate person should clean though the terminated employees' files within a reasonable period of time merging them into their own H drives or department drives as appropriate. A window of 90 days will be given for this, but may be extended by IT for an additional 90 days upon request.

Email accounts of terminated employees will be purged from the system 90 days after their departure. However, accounts may be retained beyond this period for official college purposes with approval from the Executive Committee (EC). In such cases, access to the retained account must be delegated to a designated college representative, ensuring continued operational efficiency while maintaining security and compliance with college policies.

Accounts other than network & Email will be deactivated with the network account and no automatic permissions or data transfers will occur. Data in Brightspace is preserved in accordance Brightspace retention policy/requirements

Employees whose termination is employee-initiated (Retired/resigned) may be granted limited ongoing access to email with permission from the Office of Human Resources in collaboration with their supervisor. Employees granted emeritus status by the board will maintain their email accounts unless the access is revoked for violating college policies.

Student Accounts

The College will automatically terminate the network accounts of students who do not have enrollments in any terms with an end date later than one year prior to the current date. Additionally, the College reserves the right to purge email accounts of any former student who does not have enrollments in any term with an end date later than one year prior to the current date.

For the purposes of this policy:

- Dropped enrollments do not count as having been enrolled.
- Withdrawals do count as having been enrolled.

This policy ensures that inactive student accounts do not remain in the system indefinitely, aligning with data retention best practices while maintaining accessibility for active student

Policy: Procurement Policy

No: 3.23

Approved: March 2006, May 2025

PROCUREMENT POLICY

SUNY Sullivan is obligated to procure commodities and services in accordance with Article 5-A of the New York State General Municipal Law. The Vice President for Administrative Service shall be responsible for ensuring procurement procedures shall comply with applicable laws and regulations of the State of New York and the County of Sullivan.

All employees are required to order materials, equipment and services through the Purchasing Department in accordance with college policy and procedures.

The Board of Trustees directs the President or their designee to develop procedures to implement this policy.

Policy: Procurement Policy - MWBE

No: 3.24

Approved: January 2014, May 2025

PROCUREMENT POLICY

In addition to the procurement policy 3.23, SUNY Sullivan will adopt the State University of New York (SUNY) policy to take affirmative action to ensure that New York State

certified minority and women owned business enterprises (MWBE's) are given the opportunity to demonstrate their ability to provide SUNY Sullivan with commodities and services at competitive prices.

The college will adopt the SUNY goal of 20% of contracts going to MWBE certified firms (this applies to construction contracts in excess of \$100,000, and professional services and procurement contracts in excess of \$25,000). As well as the advertising and posting practices in SUNY's Purchasing Guidelines ([Purchasing and Contracting - Procurement, Document # 7553](#)) to ensure MWBE's are given fair opportunity to bid on all contracts. This includes making use of the NYSED DC MWBE database to identify potential providers.

The college will allow discretionary purchases under \$5,000 to go to MWBE certified firms without a competitive bid.

Policy: Contract Procedures and Authorized Signature Policy

No: 3.31

Approved: September 2019, May 2025

Scope of this Policy:

SUNY Sullivan enters into a wide variety of contracts, including but not limited to contracts for the purchase of goods and services, construction contracts, software license agreements, rental agreements, lease agreements, clinical and other student placement agreements, transfer and articulation agreements, event contracts, contracts to provide educational training, programs, and services to third parties, grant agreements, scholarships agreements, and numerous other forms of agreements.

For purposes of this policy, a Contract is any document that contains an agreement between the College and an outside party that imposes any obligation on the College, entitles the College to a benefit, or otherwise affects the College's rights, whether or not there is an exchange of funds between the College and the outside party. A contract that meets this definition is subject to this policy regardless of how it is titled (e.g., a contract may also be called an agreement, memorandum of understanding, memorandum of agreement, letter of intent, letter of agreement, license, lease, etc.). This policy also applies to any amendment, addendum, modification, correction, renewal, or extension of a contract.

Procedures:

All contracts should be initiated well in advance of the start date for the applicable contract to allow time to follow the College's contract procedures and negotiate the best terms and conditions for the College. Because contracts can create various forms of liability for the College and may create other obligations for the College or impose limitations on the College, it is essential to ensure that all contracts follow and comply with the following procedures to the extent applicable:

Contracts related to the purchase of goods and services and construction contracts must abide by the College's Procurement Policy and the College's other Financial Policies and must be coordinated with the College's Purchasing Department;

All contracts must:

- Comply with the College's Ethics and Conflict of Interest Policy;
- Be reviewed by the Director of Information Technology or their designee if they involve software licenses and other information technology;
- Be reviewed by the Vice President for Administrative Services or their designee and the appropriate Executive Council member overseeing the department in which it originated.
- Be approved by the President of the College or their designee.

Contract Review and Authorized Signatures:

Contracts must be made following the established policies and procedures of the College and may only be executed by the President of the College or their designee.

Final Contracts:

The department that originated the contract is responsible for retaining the fully executed version of the Contract. An electronic version of all contracts must be provided to the Purchasing Department.

Policy: Hazing Prevention and Reporting

No: 3.37

Approved: May 2025

POLICY FOR HAZING PREVENTION AND REPORTING

Purpose

SUNY Sullivan is committed to fostering a safe, inclusive, and respectful campus environment. In compliance with the Stop Campus Hazing Act (S.2901, H.R. 5646), which amends the Jeanne Clery Campus Safety Act, this policy establishes clear guidelines to prevent hazing, educate the campus community, and ensure transparent reporting of hazing incidents. Our goal is to protect the health, safety, and well-being of all students while empowering them and their families with information to make informed decisions about campus involvement.

Scope

This policy applies to all members of the SUNY Sullivan community, including students, faculty, staff, recognized student organizations, athletic teams, and any other groups affiliated with the college to include contracted staff and vendors. It covers all campus locations, off-campus college-sponsored events, and activities associated with college-recognized groups.

Definition of Hazing

In accordance with the Stop Campus Hazing Act, hazing is defined as any intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of that student for the purpose of joining, affiliating with, or maintaining membership in any organization or group recognized by SUNY Sullivan. Examples include, but are not limited to:

- Physical abuse (e.g., beating, forced exercise, or branding)
- Forced consumption of alcohol, drugs, or other substances
- Sleep deprivation or confinement
- Humiliation, degradation, or psychological coercion
- Any activity that violates federal, state, or local laws or college policies

This definition applies regardless of a student's willingness to participate. **Consent does not exempt an act from being considered hazing.**

Policy Statements

1. Prohibition of Hazing

Hazing in any form is strictly prohibited at SUNY Sullivan. Individuals or groups found responsible for hazing will face disciplinary action, which may include suspension, expulsion, or termination of organizational recognition, in addition to potential legal consequences.

2. Hazing Prevention Education

- All students will participate in a mandatory hazing prevention presentation during orientation. This presentation will cover the definition of hazing, its risks, college policies, reporting procedures, and bystander intervention strategies.
- Student organization leaders, athletes, and other group members will receive additional targeted training to recognize and prevent hazing within their communities.
- Faculty and staff will be trained to identify signs of hazing and support reporting efforts.

3. Reporting Requirements

- In compliance with the Stop Campus Hazing Act, SUNY Sullivan will document and disclose all hazing incidents reported to campus security authorities or local police agencies in its Annual Security Report (ASR), as required under the Jeanne Clery Campus Safety Act.
- The ASR will include:
 - Statistics on hazing incidents, compiled per incident (multiple acts by the same individual(s) with insignificant time/place separation will count as a single incident).
 - A list of student organizations found responsible for hazing violations.
 - A summary of the college's hazing prevention programs and policies.
- The ASR will be publicly available on the college website and distributed to students and families annually by October 1, beginning in 2026.

4. Incident Reporting Process

- Any individual may report suspected hazing to SUNY Sullivan Public Safety in person, by telephone, email or via an anonymous online reporting system at <https://sunysullivan.edu/safety-security/>
- Reports will be promptly investigated by the SUNY Sullivan Office of Public Safety.
- Investigations will be conducted confidentially to the extent permitted by law, with findings reported to the Dean of Student Development Services for disciplinary action.

5. Support for Victims

- Students affected by hazing will have access to counseling services, academic accommodations, and other support resources.
- Retaliation against individuals who report hazing or participate in investigations is prohibited and will result in additional disciplinary measures.

6. Transparency and Accountability

- SUNY Sullivan will maintain a public webpage listing student organizations found responsible for hazing, including the date and nature of the violation, updated annually with the ASR as is required by the Jeanne Clery Campus Safety Act (20 U.S.C. § 1092(f)).
- The college will cooperate fully with law enforcement and federal reporting requirements as mandated by the Stop Campus Hazing Act.

Enforcement

Violations of this policy will be adjudicated through the college's Student Code of Conduct process or employee disciplinary processes, as applicable. Sanctions may include:

- For individuals: Warning, probation, suspension, expulsion, or termination.
- For organizations: Probation, loss of recognition, or restrictions on activities.

Implementation and Review

- This policy will take effect on June 23, 2026, aligning with the Stop Campus Hazing Act's timeline.
- This policy will be reviewed and updated to ensure compliance with federal and state laws, incorporating feedback from the campus community.

Contact Information

For questions, reporting, or support, contact the SUNY Sullivan **Office of Public Safety at (845) 434-5750 Ext. #4315**

This policy reflects the Stop Campus Hazing Act's emphasis on disclosure, prevention, and education while adapting to the scale and resources of SUNY Sullivan. It ensures compliance with federal law while fostering a proactive approach to eliminating hazing on campus. Let me know if you'd like adjustments or additional details.