

**MINUTES**  
**MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**FARROW FAMILY FOUNDATION BOARD ROOM**  
**September 19, 2024**

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

**ABSENT:**

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

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

**ACTION ITEMS**

**Approval of July 18, 2024 and September 19, 2024 Meeting Minutes**

**Motion to approved both the July 18, 2024 and the September 11, 2024 Meeting minutes by S. Drobysh, seconded by T. Hamlin, and approved. No discussion**

**Vote:**

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

**Approval of Resolution #564-24 Re: Approval of the Teamster Contract**

**Motion to approve Resolution #564-24 by S. Drobysh, seconded by T. Hamlin and passed.**

S.Drobysh, noted that the finance committee has reviewed the proposed contract.

**Vote:**

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

**Resolution # 564-24**

**RE: APPROVAL OF TEAMSTER LOCAL 445 CONTRACT**

**WHEREAS:** the Board of Trustees at Sullivan County Community College has the authority and responsibility of entering into contracts; and

**WHEREAS:** the Board of Trustees of SUNY Sullivan has empowered the college president to enter into contracts on behalf of the college; and

**WHEREAS:** the current contract between Sullivan County Community College, and the Teamsters Local 445 Union, expired on December 31, 2021; and

**WHEREAS:** designated college management and representatives from the Teamsters Local 445 Union met and agreed to the terms and conditions outlined in the agreement; and

**WHEREAS:** the term of the contract is January 1, 2024 to December 31, 2026; and

**NOW, THEREFORE, BE IT RESOLVED:** the Board of Trustees would like to thank both the representatives of the Teamsters Local 445 Union and the college management team for their hard work in negotiating the terms of a new contract; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED:** that the Board of Trustees of Sullivan County Community College hereby approves of the contract between Sullivan County Community College and the Teamsters Local 445 Union

**Approval of Policy #3.33, 3.34, 3.35, and 3.36**

**Motion to accept and approve Policy 3.33 Identification Card, Policy 3.34 Posting, Policy 3.35 Camping and Use of Tents on Campus, and Policy #3.36 Freedom of Expression & Assembly as a block by E. Galligan, seconded by S. Drobysh and approved. There was no discussion.**

**Vote:**

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

\*The approved board policies noted above can be found on the college website.

**SERVICE AWARD**

**Approval of Resolution #565-24 Re: Service Commendation for Dr. Kathleen Crabill**

**Motion to approve resolution #565-24 by S. Drobysh, seconded by S. Jaffe, and approved.**

**Vote:**

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

N. Hackett asked Dr. Crabill to come forward and accept her award. Dr. Crabill provide brief thank you remarks.

**RESOLUTION #565-24**

**RE: Service Commendation for Dr. Kathleen (Casey) Crabill**

**WHEREAS,** to continue the operations of the College and ensure adequate leadership and support until a formal search for a new President was conducted, the Board of Trustees appointed Dr. Kathleen (Casey) Crabill as Interim Officer in Charge effective July 21, 2023; and

**WHEREAS,** Dr. Kathleen (Casey) Crabill dedicated nearly 30 years of her career to higher education prior to her retirement in 2022; and

**WHEREAS,** during that time, she held the titles of Division Chair, Associate Dean, Dean and President.

**WHEREAS,** with Dr. Kathleen (Casey) Crabill's strong leadership and oversight of the College's operations, the College was able to identify and focus on corrective action for the challenges it faced; and

**WHEREAS,** the President and the Executive Committee of the College and the campus community recommend this recognition of Dr. Kathleen (Casey) Crabill for her exemplary service to the College; and

**THEREFORE, BE IT RESOLVED** that Dr. Kathleen (Casey) Crabill be awarded this recognition of her exemplary service and as an expression of gratitude for her exceptional dedication and professional commitment to further the goals of the College.

**BE IT FURTHER RESOLVED** that this resolution becomes part of this Board of Trustees meeting, and a copy of this resolution shall be presented to Dr. Kathleen (Casey) Crabill.

**Approval of Resolution #566-24 Re: Service Commendation for Johanna Duncan-Poitier**  
**Motion to approve resolution #566-24 by S. Drobysh, seconded by S. Jaffe, and approved.**

D. Hackett, read the resolution and noted that Johanna is a guiding force for Community Colleges in NYS. Unfortunately, she was unable to attend to accept this award.

**RESOLUTION #566-24** **RE: Service Commendation for Johanna Duncan-Poitier**

**WHEREAS**, Johanna Duncan-Poitier has committed more than 40 years of service to improving education in New York State; and

**WHEREAS**, most recently serving as Senior Vice Chancellor of Community Colleges and the Education Pipeline for the State University of New York (SUNY); and

**WHEREAS**, she provides oversight, coordination and leadership in support for SUNY’s 30 community colleges, as well as to the community colleges’s Board of Trustees in the recruitment of new presidents, liaising with the Chancellor’s Office, and giving guidance, counsel and wisdom; and

**WHEREAS**, during Sullivan County Community College’s search for a president earlier this year, Vice-Chancellor Duncan-Poitier’s supported and assisted the search team; and

**WHEREAS**, the President, leadership team, and entire college community recommend this recognition of Johanna Duncan-Poitier in deep gratitude for her exemplary service and advocacy for community colleges; and

**THEREFORE, BE IT RESOLVED**, that Johanna Duncan-Poitier be awarded this recognition and that the Board of Trustees expresses its most profound appreciation to Johanna Duncan- Poitier for exemplary service and advocacy for Sullivan County Community College and all community colleges within the State University of New York system; and

**BE IT FURTHER RESOLVED** that this resolution becomes part of this Board of Trustees meeting, and a copy of this resolution shall be presented to Johanna Duncan-Poitier.

**Vote:**

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

**COMMUNITY AND PUBLIC FEEDBACK**

There was no community feedback.

**COLLEGE REPORT**

**Middles States Standard V, Educational Effectiveness Assessment by Tammy Porter, Associate Dean of Assessment & Instruction**

T. Ported reported,

- Faculty have completed all their curriculum maps for each program
- Programs are looking at data, and disaggregated data. Disaggregated data is a new requirement under the 14<sup>th</sup> edition.
- Reviewed the 5-year cycle on assessment. Year 2 programs both academic and non-academic have begun their assessments.

**Middles States Standard VI, Planning, Resources, and Institutional Improvement Standard by Sean Welsh, Vice President for Administrative Services**

S. Welsh reported,

- SPIA will transition to President cabinet. Presidents' cabinet will be responsible for overseeing accreditation among other college wide items.
- The Strategic plan identifies three main priorities for the college.
- The DAPII is used to track department goals

**FACULTY COUNCIL REPRESENTATIVE TO THE BOARD:**

Anne Ruszkiewicz provided the report as Chana was unable to attend the meeting.

A. Ruszkiewicz reported,

- Congratulated D. Weber for being named teacher of the year by the students of the Hudson Link program.
- There are 6 other faculty in addition to D. Weber that also teach within the Hudson Link program. This program is important and there is data to prove that it works. Currently, 67% of former incarcerated individuals end-up reincarcerated, but only 2% of Hudson Link participants return.
- Observed Constitution Day on September 17<sup>th</sup>. There were events and saw a lot of interest this year with our students.
- The semester is off and going well.
- Thanked Tammy Porter for all her work with assessment.
- Thanked Johanna Duncan Poitier for all her work and support. The faculty will miss her.

**CHAIRMAN'S REPORT**

N. Hackett reported,

- Chancellor King called to express his appreciation for his visit and is very impressed with all the hard work happening at the college.
- The NYCCT conference is in October, which she will be attending. NYCCT has also invited Rose Hanofee and Dr. Chyrise Taylor to attend to serve as panelist.
- Introduced student trustee Adrienne Lee

**Trustee Reports:**

**Student Trustee:**

A.Lee reported,

- Events are off to a good start
- Attendance has doubled at events
- The food Pantry has seen a 7% increase in visits.

**Finance Committee:**

S. Drobysh reported,

- Acknowledged Dr. Crabill for all her work with the finance reporting
- Current financial position is good
- A lot of work to do in enrollment and with graduation rates

**Health Sciences Studies:**

A.Kane reported,

- The college has five new adjuncts for the nursing program.
- Student clinicals are taking place in Binghamton, Ellenville, Garnett, and Wayne County hospitals.

- Hired two (2) new full-time nursing faculty.
- Evening nursing program will start in the Spring.
- Respiratory Care program has 18 students
- The referhser course offered to former nursing students who haven't passed the NCLEX was not as successful as we wanted.
- There are 60 total seats in the Nursing program, 58 are filled. There are 5 freshman that are straight from high school which is a first given all the pre-program requirements.
- The 2024 NCLEX pass rate is 80%.

#### **Sustainability:**

P. Adams reported,

- Labyrinth is complete. The Chancellor was able to see it during his visit.
- K. Scullion has retired.
  - D. Potash noted that he would be meeting with L. Reeger to discuss plans and grant opportunities.

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

No report

#### **Foundation:**

P. Adams reported,

- Thanked D. Rigney and E. Davis for all their work.
  - D. Potash thanked the foundation for all their work thus far and thanked S. Welsh and N. Bloom for all their work on the finances.

#### **PRESIDENT'S REPORT**

D. Potash reported,

- Thanked the board, college and community for help in gathering information about the county
- Three areas to focus on in the first 90-days is fall enrollment, budget, and accreditation.
- The college didn't meet is fall target, believe this to be because of the prison closing, residence hall changes.
- The team is working on a report with gaps identified and with a breakdown of who those students are.
- K. Gibson is stepping in as the new Accreditation Liaison Officer.
- Been meeting with more students and learning more about them and their needs.
  - Our focus is on student learning but also needs to be on the student experience.

#### **Executive Session:**

**Motion by S. Drobysh to enter into Executive Session at 4:20pm to discuss potential litigation, seconded by S. Jaffe and passed.**

#### **Vote:**

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

**Motion by E. Galligan to resume regular session at 5:03pm, seconded by S. Drobysh and passed.**

**Vote:**

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

**Approval of Resolution #567-24 Re: Employment supervisory authority of the board of trustees over the president of Sullivan County Community College.**

**Motion to bring forth and approve Resolution #567-24 by S. Drobysh, seconded by E. Galligan and passed.**

N. Hackett noted that as a board we are the ones working with the President and seeing their work and feel that it is the trustee's duty to evaluate the president.

**Vote:**

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

**RESOLUTION #566-24**

**RE: Employment supervisory authority of the board of trustees over the president of Sullivan County Community College**

**WHEREAS** New York State Education Law Section 6306, specifies that Sullivan County Community College shall be administered by a board of trustees; five appointed by the local legislative body or board, four by the governor, and one elected from the student body; and

**WHEREAS** the Sullivan County Community College Board of Trustees shall appoint a president for the college, subject to approval by the state university trustees; and

**WHEREAS**, the Sullivan County Community College Board of Trustees may enter into any contract or agreement deemed necessary or appropriate for the effective operation of the college, including, but not limited to, the employment contract with the president; and

**WHEREAS**, the responsibility and the authority to conduct the annual performance evaluation of Sullivan County Community College president and to amend the terms of their contract rests entirely with Sullivan County Community College Board of Trustees;

**NOW, THEREFORE BE IT RESOLVED**, that the Sullivan County Community College president's performance appraisal, performance evaluation or performance review, and terms and conditions of their employment contract can only be influenced by, altered, or amended via negotiations between the president and the Board of Trustees at Sullivan County Community College.

**ADJOURNMENT**

**Motion by S. Drobysh to adjourn the meeting at 5:05pm, seconded by S. Jaffe and passed.**

**Vote:**

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

Respectfully submitted,

P. Adams

Secretary to the Sullivan County Community College Board Trustees

Recorded by K. Gibson

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Policy:	Identification Policy
Policy No:	3.33
Approved:	Sept 2024

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## **Policy Statement**

It is the policy of the State University of New York (SUNY) to issue identification cards to students at its campuses. SUNY Sullivan requires all students to carry a valid SUNY Sullivan identification card to ensure the safety of students and the entire campus community.

## **Applicability of the Policy**

The identification card (including digital identification cards) must be presented or surrendered upon request of a duly authorized campus official, including but not limited to residence hall staff, Public Safety, Student Affairs staff, and students, contractors, or other staff authorized by the College to supervise campus events, activities, and residence halls. Individuals may be required to reveal their faces to confirm identity when needed to maintain campus safety or security. Upon request, students must show all identifying information shown on the card and/or surrender the card to the requesting official.

Intentional refusal to present or surrender a student identification card upon request by a campus official; alteration or falsification of data on an identification card; creation and/or distribution of falsified identification cards; using an identification card to impersonate others; or refusal to reveal one's face to confirm identity; are violations of this policy and may result in disciplinary action.

## **Procedures**

It is the student's responsibility to replace the identification card if it is confiscated, stolen, lost, bent, broken, or worn beyond the point of readability by campus officials and/or card readers used by the campus. Replacement cards may be obtained at the One Stop, in accordance with posted fees.

SUNY Sullivan identification cards are provided for appropriate identification use and access to buildings and services. The cards are not transferrable and are valid as long as the holder continues their specific affiliation with the campus. A campus identification card is to be used only by the person to whom it is issued. Lost or stolen cards should be reported immediately to the Office of Public Safety.

Auxiliary Services, and the campus are not liable for any charges or other damages incurred if an ID is lost and used by another.



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Policy:	Posting Policy
Policy No:	3.34
Approved:	Sept. 2024

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## **Policy Statement**

It is the policy of the State University of New York (SUNY) to ensure that recognized student organizations, university programs, departments, and units that want to share information about upcoming events and activities are able to do so through various means of communication, including flyers and posters.

## **Rationale**

SUNY Sullivan reserves the right to manage posting and advertising on its campuses in order to maintain an orderly and attractive venue, to make event information accessible to the campus community, and to ensure that events and programs that are advertised comply with institutional policies and procedures.

## **Applicability of the Policy**

This policy sets forth the requirements for all student organizations, university programs, departments, and units recognized by SUNY Sullivan that wish to post items on campus general-use bulletin boards. This policy does not apply to bulletin boards that are reserved for specific departments, offices, or organizations whereby posting generally requires permission of that group.

For policy on entities and individuals who wish to use SUNY Sullivan facilities for other than approved college-sponsored academic, administrative, and extra-curricular activities, please refer to Facilities Regulation Policy.

## **Procedures**

Announcements, letters, bulletins, posters, flyers, postcards, sandwich boards, etc., promoting or describing an event, meeting, program, etc., must clearly indicate the sponsoring group/organization and phone number or email address of a contact person, including who students may contact for reasonable accommodations. [Promotions for events not sponsored by SUNY Sullivan must clearly indicate the sponsoring group and phone number or email address of a contact person and explicitly indicate that the event is not sponsored by SUNY Sullivan, and receive approval from the Office of Communication prior to posting on college property.

Posted items are to be posted only on general-use bulletin boards identified for this purpose.

Prohibited posting activities include without limitation: posting of promotional flyers or leaflets on doors, windows, trees, light poles, vehicles, bus stops, indoor and outdoor walls and in elevators; promotion of events that advertise alcohol or drugs or any event that violates the law and/or the SUNY Sullivan code of conduct; chalking of buildings, sidewalks, or roadways; any promotional material not endorsed by a student organization, university program, department and/or unit.

Postings may not be placed over current/valid postings of other organizations, and students are prohibited from removing or tearing down current/valid postings of other organizations. Multiple postings in the same location are prohibited.

Items posted that do not follow the policy guidelines will be removed. Repeated violations will result in a loss of posting privileges and possible disciplinary action.

### **Contacts**

Questions related to the daily operational interpretation of this policy should be directed to the Office of Communications.

### **Related Documents / Policies**

Facilities Regulations Policy

## **Camping and Use of Tents on Campus**

SUNY Sullivan is committed to maintaining a clean, aesthetically pleasing, healthy, hygienic and safe work, educational, and living environment in order to effectively carry out its educational mission.

### **Definitions**

#### *Camping:*

- In indoor or outdoor locations, the establishment of, evidence of an attempt to establish, or maintenance of temporary or permanent living quarters at any location on College property this includes the establishment of any indoor and/or outdoor encampment erected in connection with any lawful assembly of individuals pursuant to SUNY Sullivan policies;
- Sleeping overnight in or under any parked vehicle; or
- Establishing or maintaining indoors or outdoors, or in or under, any structure not designated for human occupancy, at any time during the day or night, a temporary or permanent place for cooking, storing of personal belongings, or sleeping by setting up any bedding, sleeping bag, mattress, tent, hammock or other sleeping equipment, or by setting up any cooking equipment that has not been approved by the Office of Environmental Health and Safety.

*Campus or Campuses* is any college owned, leased, licensed or operated space, facility, property, grounds or building.

*Canopy* is a structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without side walls or drops on 75 percent or more of the perimeter.

*Permit* is a written document prepared by the CEO issued to Campus Personnel to allow the set up and use of a tent or canopy for a specified amount of time. Permits may be revoked if permit conditions are not followed.

*Tailgating* – informal gathering from the back of a parked vehicle, typically in the parking lot of a sports stadium or event venue. Tailgating space is limited to those patrons with an appropriate parking pass or permit. Access to the tailgating area may be limited to those patrons who have a valid game ticket for the contest being held that day.

*Tent*- any and all structures, enclosure or shelter constructed of any material, including but not limited to fabric or pliable materials supported by any manner.

*Third Party or Parties* is any person, organization, group or entity not affiliated with the College including, but not limited to, the general public, contractors, vendors, guests and

visitors to the College, those using College facilities or property under a College revocable permit, and volunteers not enrolled as such on College systems.

College is Sullivan County Community College.

## Policy

- A. Camping is prohibited on College Campuses.
- B. Exceptions
  - 1. Actions that constitute “camping” as defined above may be allowed with prior, written permission in the following limited circumstances:
    - a. With the advance written approval of the Office of Public Safety following the appropriate campus procedures. Individual can contact the Office of Public Safety for the appropriate procedure.
    - b. Tailgating and tailgate parties are excluded from this policy.
    - c. In extraordinary circumstances, such as times of natural disaster, when approved in writing in advance by the College President or their designee.
- C. Enforcement and Compliance
  - 1. SUNY Sullivan Office of Public Safety is responsible for addressing non-compliance with this policy by all persons and may address violations of this policy that constitute criminal trespass or any other violation of law.
  - 2. Students may be referred for discipline for alleged violation of this Policy.
- D. This Policy shall be effective immediately upon approval.

## Additional Procedure for Tents and Canopies Larger Than 400 Square Feet

- A. ***Tents or canopies covering an area in excess of 400 square feet must also comply with this additional procedural section.***
- B. ***Permit requirement:*** a permit is required for tents and canopies >400 square feet. Such structures shall not be erected prior to obtaining a permit.
- C. ***Construction documents:*** a detailed site and floor plan for tents and canopies with an occupancy load of 50 or more shall be provided with each application for approval. The floor plan shall include details of means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment.
- D. ***Inspections:*** Tents and canopies shall be inspected prior to occupancy and use. Tents in use for 30 days or more shall be re-inspected bi-weekly.
- E. ***Location:*** Tents and canopies must not be located within 50 feet of: lot lines, buildings, other tents and canopies, parked vehicles or other internal combustion engines. For the purposes of required distances, support ropes and guy wires shall be considered as part of the tent or canopy.
- F. ***Fire Break:*** On all sides of any tent or canopy, there must be an unobstructed passageway or fire road not less than 12 feet wide free from guy wires, ropes and other obstructions to allow for fire department access unless approved by CEO.
- G. ***Anchorage required:*** Tents and canopies shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the CEO on request. If tent stakes or pins will be driven into the ground for stability, NYS law requires that you contact Dig Safely NY (811) prior to insertion of tent stakes or pins. Sandbags, Water barrels, and cement is also an option, but it must be appropriately anchored for wind and weather elements.
- H. ***Seating arrangements:*** All seating arrangements shall be in accordance with Chapter 10 (means of egress) of the Fire Code of New York State.

- I. ***Means of egress:*** Exits shall be spaced at approximately equal intervals around the perimeter of the tent or canopy and shall be located such that all points are 100 feet or less from an exit. The number of exits varies depending on the number of occupants.

#### Related Documents

##### Regulations:

- 8 NYCRR Part 535
- Fire Code of New York State, 2015

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Policy:	Freedom of Expression & Assembly Student Policy & Procedures
Policy No:	3.36
Approved:	Sept. 2024

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## **PURPOSE**

The State University of New York (SUNY) respects and fully supports the rights of free speech guaranteed by the constitutions of the United States and the State of New York. SUNY values the free expression of ideas and supports individuals' right to assemble.

SUNY Sullivan promulgates this policy to provide meaningful opportunities for members of our community to express their views and to ensure that the time, place, and manner of such expression does not interfere with the safety and security of our campus community or disrupt the regular operations of the campus.

## **SCOPE**

This content-neutral policy is applicable to all SUNY Sullivan students.

## **POLICY**

SUNY Sullivan students are guaranteed the rights of free inquiry and expression. Subject to applicable content-neutral policy, students are guaranteed the right to hold public meetings and engage in peaceful and orderly assemblies—including, but not limited to, protests, demonstrations, rallies, vigils, marches, and picketing—in and upon designated public areas of campus grounds and buildings.

SUNY Sullivan designates the following as public areas for the purpose of peaceful and orderly assemblies: The court yard located behind the flag pole in the front of campus

SUNY Sullivan will not interfere with orderly assemblies in designated public areas of grounds and buildings unless participants engage in any of the following:

1. Conduct that prevents the orderly administration of college classes, lectures, meetings, interviews, ceremonies, and other campus events or campus operations;
2. Conduct that obstructs the free movement of vehicles or of persons, including, but not limited to in any building or facility, inclusive of blocking hallways and doors;
3. Engage in conduct that could foreseeably cause injury or damage to persons or property;
4. Operation of audio amplification equipment in a manner that conflicts with normal College operations or that is deemed injurious to health and safety, or that is in violation of the Town of Fallsburg, or Sullivan County ordinances;
5. Constructing or erecting structures, whether or not they are anchored, inclusive of screens and/or objects requiring penetration in concrete or grass, or camp on College grounds without authorization from the Office of Public Safety, and indoor and outdoor encampment is generally prohibited (See BOT Policy # 3.35 Camping

and Use of Tents on Campus);

6. Possession and/or ignition of an open flame of any type, including, but not limited to, torches;
7. Assemblies lasting more than one day, duration not to exceed 12 hours in a one-day period, and assemblies between the hours of 10:00PM and 8:00AM are prohibited;
8. Activities that violate the provisions of any other applicable campus policy or the student code of conduct.

In addition, the following activities are strictly prohibited:

1. Entry into any private office of an administrative officer, member of faculty, or staff member, or entry into any other college area that is not authorized, without permission;
2. Occupation of a building after it is normally closed (hours of operations can be found on the college website); and
3. Obstruction of any roadways running through or adjoining the College's campus grounds.

All individuals participating in protests and demonstrations are required to provide a form of campus issued or government issued identification upon request from a campus official.

SUNY Sullivan takes compliance with this policy very seriously. Students should expect that violations of this policy will result in disciplinary action under the College's Student Code of Conduct, up to and including interim suspension, suspension, and expulsion.

## **PROCEDURES**

SUNY Sullivan respects and supports students' efforts to exercise their rights to free speech and assembly. The College President has designated the Office of Student Activities to provide the appropriate support for the successful implementation of these events. Following College procedure will ensure a safe and effective assembly activity. The College will make every effort to respond affirmatively to all requests to engage in assembly activity. However, content-neutral consideration must be given to the time, place, and manner of the assembly activity to ensure the health and safety of the participants and the noninterference with authorized College business, activities, or events.

Services: To help ensure the safety of participants and the protection of the rights of all members of the campus community, the College can provide services to [approved student organizations/student requests] such as location, safety, crowd control, sound equipment (unless prohibited in certain areas as per Campus rules), site preparation/cleanup, and/or other such facilities or services it deems necessary ("Services").

### **Request for Services**

1. For assemblies where the need for Services is reasonably foreseeable, event organizers shall, within 10 business days prior to the planned event, submit a written Request for Services, as follows:

- a. The written request should contain the name of the sponsor/organizer, the proposed location and any other Services sought, the date and time of the planned assembly, and the number of persons expected to participate.
  - b. The request should be submitted to: The Office of Student Activities [studentactivities@sunysullivan.edu](mailto:studentactivities@sunysullivan.edu)
  - c. A professional staff member will promptly respond to the request for Services after receipt of the written request but no later than three (3) business days prior to the proposed date of the planned event.
  - d. A professional staff member will review the request and work with the sponsor/organizer to accommodate requests and determine a reasonable time, place, and manner for the assembly activity.
  - e. While every attempt will be made to accommodate all requests, some modifications to the assembly activity request may be required due to the availability of the proposed time and place of the activity. A professional staff member will inform the sponsor/organizer of these modifications and provide guidance as the assembly activity is planned.
  - f. In the event that the proposed assembly activity is planned in direct response to a current event, the Office of Student Activities realizes that it may not be possible to submit a request in advance. In such cases, the event organizer should contact the Office of Student Activities as soon as possible in order to promptly coordinate the assembly activity, where reasonably possible.
2. No Services Required: Assemblies requiring no Services, or for which the need for Services is not reasonably foreseeable or necessary as described above, may take place without any prior notification by the sponsors and/or organizers. However, conformity with the specific campus rules noted above is required. Organizers who are unsure of whether their planned assembly requires Services are encouraged to contact the appropriate office designated in sub-paragraph (1)(c) above for guidance. Event organizers who do not request necessary services that were reasonably foreseeable as being needed may be subject to discipline.