

**MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE BOARD
OF TRUSTEES POLICY COMMITTEE
MINUTES
March 6, 2026**

TUSTEES PRESENT: A. Kane, Committee Chair, S. Jaffe

ALSO PRESENT: President Potash, Vice President Welsh, Director of HR Ocheretina

The meeting was called to order at 10:00am.

ACTION ITEMS

There were no action items.

DISCUSSION ITEMS

a. Committee Charge

The committee reviewed the drafted oversight guidelines. Where the committee would provide board-level guidance on college policy, keeping it up to date and relevant. The committee work will also help to inform the college's personnel/employee handbook and its student handbook.

b. Review Structure

The Committee reviewed the review process as this is a new committee the process will be adjusted as they work through the first few reviews to ensure alignment with shared governance. As part of the review the Committee would like to see procedure and policy as two separate items. Once the policy for review has been identified the committee would then as the College establish an internal sub-committee to review and make recommended changes that are then shared with campus, and cabinet. Once all review is complete the recommendation are brought back to the committee who will move the final recommendation to the full board for approval.

c. Prioritization

VP Welsh recommended that the first policies to review should be those pertaining to safety and finances. These areas were prioritized due to recommendations made through the audit and priorities established through Presidents Cabinet.

The committee discussed at length the Contract and Authorized signatures policy (#3.31) and its interconnection with our procedures for grants which our prior year audit required the College to develop. A clear delineation of procedures and authorization of signatures is extremely important for maintaining a system of controls in the Finance department.

The committee has asked the VP Welsh use grants as the first pilot of this new process and the committee will make adjustments to the process as needed.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

The meeting adjourned at 10:50am.

Submitted by A. Kane, Committee Chair

Recorded by K. Gibson