

**MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
POLICY COMMITTEE MINUTES**

July 9, 2026

Trustees Present: A. Kane, Committee Chair, S. Jaffe (via phone)

Also Present: D. Potash, S. Welsh, A. Ocheretina, K. Gibson

The meeting was called to order at 10:02 am

Discussion Items:

- Beau's Law policy

S. Welsh reported that the Parental Notification Policy has been completed and posted to the College's website in compliance with the New York State requirement that the policy be in place by July 1, 2026. Work is underway on an acknowledgment process, which may be implemented through MySUNYSullivan or Brightspace. S. Johnson will incorporate the policy into the Student Handbook. During the discussion, A. Kane recommended that the policy clearly identify where it is published and outline how and when students, parents, or guardians will be notified. S. Welsh will also review the policy with S. Johnson to ensure the notification procedures align with the College's responsibilities.

- Grants Policy Update

Following discussion of a few minor revisions, A. Kane recommends that the Grants Policy and Grants Procedure be forwarded to the Board of Trustees (BOT) for consideration. The motion was supported, and both documents will be forwarded to the BOT once S. Welsh has incorporated the agreed-upon revisions. During the discussion, S. Jaffe suggested that the Grants Policy and Procedure be reviewed by the College's accountants/auditors to ensure they align with financial and compliance guidelines. S. Welsh will coordinate that review prior to submission to the BOT. The Grants Policy and Procedure will be added to the July BOT agenda. Upon approval by the Board of Trustees, S. Welsh will post both documents on the College's website.

- Part-Time Employee Holiday Pay Policy

A. Ocheretina presented proposed updates to employee benefits policy as part of the College's ongoing fiscal stability efforts. The proposed revisions include discontinuing holiday pay for part-time employees whose regularly scheduled workday falls on an observed holiday, effective September 1, 2026, while enhancing the personal time benefit for eligible part-time employees working 15 or more hours per week by increasing the amount of available personal time after two consecutive semesters of employment. The updates also establish a formal Sick Time Donation Policy, creating a process for eligible employees to voluntarily donate accrued sick leave to colleagues experiencing qualifying medical hardships. The committee expressed its support for the proposed changes, contingent upon approval by the Board of Trustees. D. Potash thanked A. Ocheretina for proactively developing these policy updates in advance of an anticipated need, noting that the forward-thinking approach positions the College well for future employee benefits.

Adjournment:

There was a motion to adjourn the meeting by S. Jaffe at 10:53 am.

Respectfully Submitted,
Holly Rau