MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
POLICY COMMITTEE MINUTES
September 16, 2026

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

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

The meeting was called to order at 10:02 am. Due to extenuating circumstances S. Jaffe will be joining via phone.

Discussion Items

a.) Grants and External Funding Policy
S. Welsh reported,
The Policy have been uploaded to the website and includes fillable forms and include a link to the accompanied procedures. The procedures are placed on the college's My.SUNYSullivan account where they can be accessed by campus employees.

b.) Travel Policy & Petty Cash Policy
S. Welsh reported,
The next policies the college would like to recommend for review are Policy#3.22 – Petty Cash and Policy#3.26 – Travel Policy. After discussion the committee recommended that the petty cash policy include information about credit card usage and limits, payment options, and limits with regularly reporting to the finance committee. For the travel policy the committee recommends that the college stays in alignment with the county rates, and to provide the board with an annual summary of what is spent and what departments. There will also need to be a review of insurance liability when traveling using personal car vs college car.

c.) Donated Leave
K. Gibson reported,
Unfortunately, Anastasija is unable to join us today but has provide the following update on the donated leave trial that she shared about at the last meeting.

- Human Resources received one request on behalf of an employee who is out for an extended medical leave.
- After being sent to campus, 17 employees donated a total of 522 hours of leave (141 hours of vacation time, 346 hours of sick time, and 35 hours of personal time)
- This was welcomed by employees and there was a lot of goodwill towards the member in need.
- There are challenges that have been observed and are being reviewed and take into account is donation maximums to ensure employees are not donating more than they have earned.

The board members thanked Anastasija for her work on this and look forward to reviewing the policy.

Adjournment:
The meeting adjourned at 10:50am

Submitted by
Anthony Kane
Recorded by, K. Gibson