

**AGENDA ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
WEDNESDAY, SEPTEMBER 20, 2023 5 PM
Student Center, Student Club Meeting Room
Lower Level of Shepard Building
MIDDLETOWN CAMPUS**

Attendees: Florence Hannes, Dr. Kristine Young, Ralph Martucci Jr., Thomas Hunter, Nicholas Illobre, Fred Watson, Karen Mejia, Thomas Weddell, Maria Bruni, DJean Nikitov DePoi

I. CALL TO ORDER: 5:06 pm by the Chair Ralph Martucci

*Oath of Office: Djean Nikitov DePoi, Student Trustee AY 2023-2024 (administered by Chairman Martucci)
Sworn*

Presentation of Trustees Slate of Officers for 2023-2024 (presented by Trustee Hunter) motion to approve Tom Hunter, 2nd Nick Illobre.

All were in favor

II. NEW BUSINESS

- a. Acceptance of Trustees Slate of Officers for AY 2023-2024

III. CONSENT AGENDA (Items A through E)

Note: Consent Agenda items held for discussion will be moved to Item F

- A. Approval of Regular Meeting Minutes of May 31, 2023
- B. Approval of Financial Statements for May, June, July, August 2023
- C. Appointments Memo
- D. Retirement Memo

*Tom Weddell motioned, Maria Bruni 2nd
all were in favor.*

IV. REPORTS

A. Student Trustee - Djean Nikitov DePoi

- *Students are happier to be here, we are bringing moments and emotions, grateful for the renovations to the student center.*
- *Good reviews on café from the students*
- *Enrollment, the numbers were very good!*
- *Student involvement fair a huge success. In the passing weeks, we may see more student activities, a lot of new clubs as well.*
- *Board of Activities is going great!*
- *Internet can be slow, there have been some complaints about it. It is in the works to make the internet better.*
- *Question from Fred Watson- what is the next big thing? Everyone is very happy right now and we may be in a grace period. Potentially usage of the space in the back of the Student Center 2nd Floor. Right now, everyone is happy.*
Issue with the internet? Question from Thomas Weddell. Dr. Young mentioned that the issue was student increasing the downloading games and the issue has been
- *Leland mentioned 1 GB link to Middletown never exceeded that. Due to many students, settings that were off when students were connecting and were slowing things down. Bandwidth and usage has gone up. It took around 2-3 days, maybe as much as a week to remedy the issues and it is being continuously monitored.*

B. President - Dr. Kristine Young

- *Djean did touch on a lot of points the Dr. Young had as well.*
- *Board is eating food catered by the Feul4Life*
- *Welcome Jean to the College and mentioned he will be sharing a report as well.*
- *SUNY Chancellor's meeting, 1st one of the AY, acknowledge what happened at SUNY Potsdam.*
- *Celebrate Gerianne Brusati's work, Dr. Hackman and the work of all others of the College for the Strategic plan.*
- *NYCAP Advocacy strategy discussed.*
- *Conference in November should be very ordered*
- *Mike Albright, strong voice for athletics communication assistant. Matt Esposito is joining team on*

October 2. Will put out more communications regarding the Athletics teams to generate more excitement.

C. Provost - Dr. Erika Hackman

- *Last Friday start of the Hispanic History month. Djean serves as Peer Orientation Leader for PROSPERAR grant.*
- *Showed video that was created in support of the Title V grant and the family and student orientation events. Had around 500 students participate this year which is almost double from the number that attended last year. The video highlighted staff of the Title V grant.*
- *Gabriella Ammiano highlighted for this Title V program as well. Almost a full time. 1 FT and 4 PT.*
- *Featured for our orientation for our work on the Title V PROSPERAR grant.*
- *HESC – handles TAP awards – alerted early in the semester of an error on HESC side – resulted in students being over awarded. SUNY Chancellor has become involved and have been awarding and internal scholarship and no financial risk to institution and not going to ask students for pay back. State will be reimbursing us.*
- *30 students were discovered that had this error.*
- *We have been awarded for the ASAP Accelerated Study Acceleration Programs 1 of 25, 2 and 4 year colleges, that were selected to do this work. Madeline Torres-Diaz to lead this. Serve 150 students each year. Starting with 75 for Spring semester. We were awarded \$1M over 3 year period.*
- *Kudos to advising and enrollment team – witnessed hard work of student services team. Advising delivered 100 New start greeted and advised 1500 new students this semester. 54% of new students come in August.*
- *26% in person, via phone, 60% via Zoom.*
- *Got done with Middle States now going into program site visits. OTA accreditation site visit happened this week.*

D. VP for Administration & Finance – Paul Martland

- *Finance-budget process, successful in getting budget approved including 6% increase from the County.*
- *SUNY Million- work with Ellucian to get trained on the modules that we currently own – started in the finance area and has spread to all of the departments that are using Banner. Agnes has been the driver of this.*
- *HR-drafting remote work policy for the college. It is in draft form. Updated recruiting search and hiring guide. Shared Governance CIDE committee and Willie Williams worked on an updated Affirmative Action Manual.*
- *IT- Leland has been CIO for 3 years and a few weeks ago we are now fully staffed in IT. Spending time on developing IT policies that will govern how they operate and to bring the College into Compliance. 1st year of PC replacement plan as well-hoping to continue this*
- *Institutional Research-MCHE Christine Work doing the follow up on the “To Do” list to ensure we live up to what we said we are going to do. Planning out of the MVV and goals that is going to take place this year.*
- *Security- present on campus at all hours of the day. Working on updating the emergency management plan. A lot of training and professional development. Collaboration with other emergency management teams around the community.*
- *Facilities-capital and standard project list is 8 pages long. They have been very busy. HVAC replacement projects were scheduled throughout the years. Equipment didn't cooperate. Major problems in July and August. Facilities team came up with short term and long term remediations. 4 projects total to update HVAC over the next 3 years. Plan was able to be revised to do the projects in 1 year and the county and state would be able to complete this for significantly less of \$1.5 million.*
- *Food Task Force-2 small for big suppliers, too big for local. Group found FeulforLife. Upgraded café area in Rowley. Feedback has been very positive. There is a smaller operation in Newburgh.*
- *Tom Weddell questions: enrollment and IT-what comfort can we give that technology is being sufficiently protected against hackers, etc.*
- *Clear the work that we are doing as result of GLBA audit has moved us more quickly to have more policies and procedures and assessments/exercises to respond to events that may happen. It is a number 1 concern/priority for Leland and Roman.*
- *Leland added Erich Traverse is Security Analyst goes through logs daily to monitor threats. IT Security training is mandatory and aiming for 100% compliance.*
- *Dr. Young added that we are doing a cyber threat exercise as well.*
- *Leland also mentioned external penetration test and a full risk assessment will be done as well. We are also partnered with SOC.*

- *Tom Weddell: Facilities - Did we get what we needed to get funding for? Paul mentioned that this was for the consolidating the 4 projects into 1. Corey gave the legislatures the information that they needed. Nick Illobre- Is the legislature aware of the work we need done?*
 - *Paul mentioned they are somewhat aware but maybe not be aware of the magnitude.*
- E. VP for Workforce, Strategy & Innovation - Dr. Jean Leandre
- *Everyone has been very welcoming. He is an EOP and CSTEP graduate. He is from RCC. Participated in the Economic Development Summit and was able to make a lot of connections in a day that would have taken 3-6 months.*
 - *Have met with people from CAPE, FoodTEC and grants to ensure that students are completing their programs.*
- F. Governance President – Liz Carris-Swan
- *Elections went well.*
 - *Enrollment task force working on ideas that shared governance presented.*
 - *Partnering with Christine on Mission, Vision and Values revision.*
 - *Prior learning assessment – in works of creating an adhoc committee*
 - *Transformation funds- faculty and staff asked to be involved by SUNY during the Summer, we are hoping to bring the timelines to their attention.*
 - *Tom Weddell likes the arrangement that we have with the shared governance side. He also recognized the work of shared governance.*
- G. Foundation Board – Dawn Ansbro
- *Foundation not present, however the board had report review.*

Thomas Weddell question: \$1million from the state to help with enrollment, they would send applications to local community college for those not accepted at the 4 year college. Are we getting that again this year?

Dr. Hackman: Allowed to be more creative last year to leverage the \$1 Million. This year we have a menu and we chose ASAP, we feel this will help open other doors to support our students.

Transformation fund was another resource from SUNY to help with enrollment.

We also may need to go and look for other things on the outside to help provide us with resources to help with enrollment.

V. OLD BUSINESS

A. Enrollment Task Force-Dr. Harewood

- *Wayne share a variety of pie charts to show figures for enrollment.*
- *2843 applied, 1119 are registered.*
- *Transfers 836 applied, 283 registered.*
- *Headcount is up 8.3 %*
- *Up in every category*
- *Over \$15 million disbursed in Financial Aid.*
- *Going to get an Enrollment Task Force together Target is to increase enrollment by 5% for Fall 2024.*
- *Fred: what did we do right? What brought the students to our campus? Tom mentioned that Maynard's visits to the high schools there were 93 events and he thinks that helped make people aware what is on campus. The electronic version of marketing the College also has made a big improvement (students were able to enroll 24 hours a day) streamlining procedures in admissions, having bilingual people to help as well.*
- *Nick mentioned that he feels we made it more personal in that we got the information to the parents. Tom also feels that the financial aid consultants were able to help. Tom may be interested in the financial aid dispersed by other Community Colleges.*
- *Karen mentioned that the branding is phenomenal. Really likes "Your path begins here."*
- *Tom mentioned that the first day of the semester that he noticed faculty was excited as well. He feels retention is important as well. Admissions get people in the door, faculty keeps them here.*
- *Florence wants to compliment Mike with the TV ads. They are catchy and colorful.*
- *Tom has a question for Mike: Disappointed to hear that we were unable to fill the girls' basketball team. He is hoping that every team is filled this year. He feels there shouldn't be a team here that we don't fill.*
- *Dr. young mentioned that all the teams are filled this year.*

VI. CHAIRMAN'S COMMENTS – Chair Martucci

- *ACCT is in October NYCCT Spring Enrollment task force is receiving an award and asked them to give them an orientation. Gerianne is coming with them as well to be apart of the presentation.*
- *Tom asked if the Enrollment Task Force is going to be a full committee? This is not yet finalized.*

VII. COMMITTEE REPORTS AND/OR RECOMMENDATIONS

<u>Committee</u>	<u>Chair</u>	<u>Meeting Schedule</u>	<u>Report Schedule</u>
Academic and Student Services	Maria Bruni	October, December, February, April	November, January, March, May
Audit and Finance	Tom Weddell	Monthly	Monthly
Governance and Nominating	Tom Hunter	June	September
Policy	Flo Hannes	Monthly as called	Monthly as needed
Presidents Performance Review and Compensation	Fred Watson	May	September

- *Maria-did not have much to report.*
- *Tom W.- stayed on budget – off about \$100K. Ended the year with a positive number.*
- *Tom H. – Newer trustees to be on*
- *Flo- Zoom meeting to be scheduled sometime before the next meeting to review the remote work policy with Iris and Mike.*
- *Fred- reports will be given during executive session.*

VIII. COMMENTS FROM THE PUBLIC

A. A sign-up sheet will be available at the meeting. Each member of the public wishing to address the Board will be granted 2 minutes to speak, at which time, the Board will ask you to have a seat to allow others to speak.

- *Nick-Shout out to foundation for golf tournament. They were sold out and raise \$20K for scholarships.*
- *Flo- thank communications and administration- OTA reaccreditation this week. Arrived Monday with a list of items to be added. The response was immediate and the items were taken care of by the end of the day. Thanks Erika and Kris for their support of the OTA program.*
- *BRIDGES Cohort in Newburgh has 15 students this year.*

IX. BOARD DISCUSSION

- *Going into executive session motion to adjourn Tom Weddell made the motion and Fred Watson 2nd. Adjourned to Executive Session at 6:39 pm.*

X. ADJOURN TO EXECUTIVE SESSION

Articles to discuss Articles E & F.

XI. BOARD ADJOURNMENT

Next Meeting
Wednesday, October 18, 2023, 5 PM
 Great Room, Kaplan Hall, Newburgh Campus