

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
WEDNESDAY, MAY 15, 2024
GILMAN CENTER, LIBRARY
MIDDLETOWN CAMPUS
5:00 pm**

I. **CALL TO ORDER** – Chair Martucci called the meeting to order at 5:04 pm.

II. **CONSENT AGENDA (Items A through D)**

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

- A. Approval of Regular Meeting Minutes of April 17, 2024
- B. Approval of Financial Statements for April 2024
- C. Approval of Appointments
- D. Approval of Retirements

Motion to approve consent agenda, N. Illobre, seconded by T. Weddell and passed.

III. **REPORTS**

A. Special Report: 2024-25 Budget Presentation - Paul Martland

➤ Paul gave an overview of the 2024-25 Budget:

- **Full Year Projection, as of 4/30/24**

Category	Projection	Budget	Variance
Revenues	\$61,558,679	\$60,211,949	\$ 1,346,730
Expenses	\$64,833,932	\$63,141,321	\$ (1,692,611)

Note: Year end expense projections include two large unbudgeted amounts: The impact of CSEA contract settlement (Approx. \$560,000) and the VERP payout (approx. \$539,000)

- Main Drivers of Revenue & Expense Variances:
 - Revenue: Tuition, Investment Income, and Orange +
 - Budgeted Expenses: Retirement Contributions and Retiree Health Ins.
 - Non-budgeted expense items: CSEA Contract and VERP Payouts
- Projected Fund Balance as of 08/31/24
 - \$5,102,437 (assuming no CSEA cost support) (7.87%)
 - Approx. \$5,627,000 (assuming CSEA cost support) (8.68%)
 - SUNY & MSCHE Guidelines (5% - 15%)
- FY24/25 Budget Challenges
 - Enrollment – We are projecting 6%. Recent trends have been higher – will they continue?
 - Level of State Support continues to be disappointing.
 - Impact of unexpectedly high costs of the CSEA contract & ripple effect with other bargaining units.
 - Tuition – SUNY Orange tuition is among the highest of SUNY Community Colleges.
 - Inflation and interest rate uncertainty.
- FY24/25 Budget Assumptions
 - Enrollment: Up 6%
 - Tuition: Up 2.5%
 - State support: Flat (The floor stays.)
 - County support: Up 5% (higher than planned due to CSEA costs)
 - Salary increases: Per bargaining unit contracts
 - Health Insurance: Up 8%
- FY24/25 Budget Summary
 - Total Revenues: \$64,735,423
 - Total Expenses: \$65,615,423
 - **Use of Fund Balance: \$880,000

** Assumes no CSEA support in FY23/24. Also assumes we do not repurpose \$350,000 in a restricted fund to support the budget.

B. President - Dr. Kristine Young

- Dr. Young announced that 14 out of 14 Dental Hygiene students passed the clinical board exam today.
- Professor Michael Strmiska of Global Studies received a Fulbright Fellowship to teach at Vilnius University in Lithuania for the Spring 2025 semester.
- Dr. Young was pleased to share we are at the outset of our 2025-2030 Strategic Planning process. Liz and Christine will be co-chairs. We will use our Cabinet Retreat on July 31 as a kickoff.
- 75th Anniversary: The logo for the 75th anniversary was shared. We are distributing a press release tomorrow (Thursday) announcing the theme and introducing the logo. Among the celebratory events in development is a 75th Anniversary Gala, tentatively scheduled for May 17, 2025, under a tent on the Alumni Green on the College's Middletown campus. During the Fall semester's "Week of Welcome" activities in late August, when the College greets new and returning students with a variety of events, SUNY Orange will blend in related "Welcome to Our 75th Year" events and messaging to generate excitement about the anniversary. An alumni gathering is scheduled for Sept. 27 in Orange Hall Gallery on the Middletown campus and a more casual Spring semester anniversary event is also being planned. The College will also hold a modest celebration on June 9, 2025 to commemorate its 75th birthday and other events will be announced as they become finalized.
- Athletics website traffic: Our new athletics website, which launched in mid-February, attracted 14,604 users in a six-week span from April 1 to May 13, compared to 6,012 users of our old site during the same period one year ago. That translates to a 143 percent increase year over year.
- Softball: The SUNY Orange Colts traveled to West Virginia to play against WVU Potomac State College for the first round of the Region 20 playoffs. The Colts finished the regular season with a 29-11 record and lost in the first round of the playoff. Despite their tough end to the season this team has a lot to remember as they are the first time since the 2015-16 season to surpass 24+ wins in a season and finishing in the Top 15 (#15) in Batting Average across the entire NJCAA Division II out of 160 teams.
- Baseball: The Colts would end their season with a 6-27 record on the year. Derek Sherman had an outstanding season leading the Colts in At Bats, Hits, Runs Batted in, Batting Average, Extra Base Hits, Doubles, Total Bases, and Stolen Bases. Francisco Velez had a great end of the year as he was named on this year's All-tournament team.
- Social media growth: We've grown our social media following on our four platforms (Facebook, X/Twitter, Instagram and LinkedIn) by 5 percent during this academic year. In total, we have 32,969 followers across those four platforms. This past year, thanks to the work of Justin Cole, we've had a more intentional focus on Instagram and LinkedIn, allowing us to grow our Instagram following by 25 percent and LinkedIn by 3 percent. We nearly doubled our total number of Instagram posts and more than doubled our LinkedIn posts compared to last year.
- Content creation: We've increased our external public relations content (press releases and human-interest stories) by 30 percent this year (50 items from Sept. 1 through April 30, compared to 38 one year ago). Aided by the work of Sharon MacGregor, this has helped us increase our web content, has led to more social media postings, and has partially supported expanded communications with prospective students through our CRM.
- Marketing Continues: Our current marketing phase will continue through the end of July. Some of our tactics were informed by strategies within the SEM Plan, including approaches to increase enrollment of post-traditional learners, males and Hispanic students. Both last year and this year, our Spanish language digital ads have outperformed the English language ads. This year, the click through rate on the Spanish ads is three times higher than the English ads. Our digital marketing is also driving views of our TV commercials, which have been seen more than 103,000 times since March 25 ... on our YouTube page alone. That does not include over the air views or streaming, only traffic driven by our digital marketing.
- Office of Diversity:
 - Led by Dr. Willie Williams, our Chief Diversity Officer. A few highlights of his work over the past year:
 - The Office of Diversity collaborates with the Center for Teaching and Learning (CTL) to provide:
 - new faculty orientation and workshops and a variety of DEISJ general education

- themed workshops
 - Internally has worked with Shared Governance CIDE and Student Government and had discussions on topics such as campus civility, strategy and direction, student bills of rights, and preferred pronouns and identity. This office has also hosted interns from the BRIDGES program
 - Externally, the office works with the surrounding community through outreach with the following organizations:
 - Orange County and City of Newburgh Human Rights Commissions;
 - Jewish Federation;
 - New York State Division of Human Rights Hate and Bias Prevention Regional Council
 - Two new student affinity groups have been formed:
 - National Association of System Heads (NASH) Framework: The NASH framework presents nine “equity practices” to use as a tool for assessment on and catalyst for conversation around campus activities and initiatives.
 - The NASH instrument (NI) has been provided to the Cabinet at last summer’s retreat and we are doing ongoing work withing the framework especially within the construct of “Leadership.”
 - Commencement is May 23
 - SUNY Trustee Stan Litow will join us
- C. Provost - Dr. [Erika Hackman](#)
 - Finals have concluded and grades are due Friday.
 - There are approximately 430 participants for this year’s Commencement.
 - First summer session starts on Monday with strong summer enrollment.
 - The SUNY Gen Ed Framework has touched many areas of our campus for this work to move forward. We are 99% done with this work.
 - Things are running smoothly with financial aid packaging for students.
 - Fall enrollment is looking very strong. New student registration happens at the end of next month.
- D. VP for Administration & Finance – Paul Martland
 - The IT Risk Assessment is now complete and a draft of the report is being reviewed by Leland and his team.
 - We are looking to streamline the various IT related groups on campus.
 - The Morrison roof project and wrapping project is under budget and will begin the last week of May and hopefully be completed by August.
 - The roof on Horton Hall is also scheduled for repair.
 - The campus alert system will also be replaced.
 - The HR Employee Performance Appraisals process has been worked on for a new process in the fall.
- E. VP for Workforce, Strategy & Innovation - Dr. [Jean Leandre](#)
 - Dr. Leandre announced that he is working with Heather Bell CEO of the OC Chamber to get a survey out to help understand the needs of local business.
 - Interviews for the Director of Workforce Development will be held next week to hopefully finalize the search.
 - 451 students are enrolled in non-credit programs.
 - Meetings have been held with Crystal Run and Garnett Health, 2 major employers in the county.
 - FoodTec is on budget and on schedule for the kitchen renovation.
 - The grants team is looking at our PIP system to identify what we could not fund operationally that we can achieve with grant funds.
- F. Governance President – Liz Carris-Swan
 - Liz will be joining Michelle Tubbs as an active FCCC rep.
 - The last Assembly of the semester will be on Friday.
 - EC has decided to dissolve the Athletic Advisory Committee.
- G. Student Trustee - Mark Youssef
 - Mark thanked Dr. Young for her visit to Student Senate.
 - The Student Senate meetings have concluded.
 - Hopefully the Common Hour will be decided on and resolution completed by next semester.
 - The Interim President of Student Senate is Brianna Reid.
- H. Foundation Board – Dawn Ansbro
 - We are currently in 3rd place for Hudson Valley Gives. Thank you to all who have contributed.

- Thank you to all who attended the Women in Stem event. Net revenue for event was \$27,000.
- Convocation is next week and graduating students will be awarded scholarships.

IV. NEW BUSINESS

1. Motion to approve: 2024-2025 Budget
Motion, T. Weddell, seconded by T. Hunter and passed.
2. Motion to approve: BP 2.26 Code of Professional Ethics
Motion, N. Illobre, seconded by F. Hannes and passed.
3. Motion to approve: BP 2.47 Gilman Center Flag Policy
A discussion was had regarding the history of the flags flown outside of the library to commemorate the work of Representative Ben Gilman. The flags will be replaced so that they reflect the original flags set to honor Ben Gilman.
K. Mejia motioned to approve with the amendment of naming the countries of the original flags flown in the language of the policy, seconded by N. Illobre and passed.
4. Motion to approve: BP 5.11 Online Student Verification
Motion, T. Hunter, seconded by F. Watson and passed.
5. Motion to approve: BP 2.44 Free Speech and Public Assembly
Motion by F. Watson to read the policy entirely, seconded by K. Mejia. Dr. Young read the policy aloud. A discussion was had regarding the context of the policy and how this policy is interpreted by the campus community.
Motion to approve the policy as originally presented, T. Weddell, seconded by F. Hannes.
Vote: 5 – Yes, 2 – no, 1 abstention. Motion carried and passed.
Mark motioned to have items #7 and #9 of the policy reviewed by legal counsel, seconded by Karen. All in favor.

V. CHAIRMAN’S COMMENTS

VI. 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
Enrollment and Retention	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

Academic and Student Services Committee – Maria Bruni, Chair:

- The committee met to review tuition changes and will begin meeting again in September.

Audit and Finance Committee – Tom Weddell, Chair:

- Paul reported on the 2024-25 Budget.

Enrollment and Retention Committee, T. Weddell, Chair:

- The first meeting was held on May 7th. Future meetings have been set.

VII. COMMENTS FROM THE PUBLIC - None

- 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.

VIII. BOARD DISCUSSION - None

IX. ADJOURN TO EXECUTIVE SESSION - Motion to adjourn to Executive Session at 7:38 pm, T. Weddell, seconded by T. Hunter and passed. Began at 7:48 pm and adjourned at 8:43 pm.

X. BOARD ADJOURNMENT – Motion to adjourn at 8:45 pm, T. Weddell, seconded by F. Hannes.

Wednesday, June 5, 2024
Brief Business Meeting in Morning Followed by Professional Development
Location TBD