

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING
Tuesday, April 15, 2014
Music Room, Morrison Hall
Middletown Campus**

Present: Chair Joan Wolfe, Vice Chair H. Ullrich, Secretary M. Murphy, T. Hunter, F. Watson,
A. De La Rosa, R. Krahulik, S. O'Donnell, D. Benson
Absent: G. Mokotoff

I. CALL TO ORDER – Chair Wolfe called the meeting to order at 5:05 PM.

II. CONSENT AGENDA

Chair Wolfe requested a motion to approve the Consent Agenda:

- A. Approval of regular minutes from March 11, 2014
- B. Approval of Petty Cash Reimbursements and Financial Statements for March 2014
- C. Approval of Retirement

| <u>Name</u> | <u>Discipline</u> | <u>Years of Service</u> | <u>Effective</u> |
|----------------|------------------------------------|-------------------------|------------------|
| Lindsay Amodio | Counselor Admissions Department | 35 (Full-time)* | 6/2014 |

*At the same time, the board granted approval of the early retirement incentive

A motion was made to accept consent agenda for approval.

Watson/Murphy
Unanimous

III. PRESIDENT'S REPORT:

- The Middle States Review went very well, with many commendations. Many areas were commended, among them the Health Professions, Honors program, Business department and others. The team concurred with all of SUNY Orange's recommendations and suggestions in our self-study, however they have noted concerns with Standard 14 which President Richards and the administration do not agree with. The College will respond to the team's visit, with a strong rebuttal regarding Standard 14, and President Richards plans to be in Philadelphia on June 3 when our report is given to the Commission.
- With the Chairman's permission, President Richards is now a trustee on a Committee on Economic Development. He is honored to be on the board and is the only community college president on the board.
- The Sojourner Truth event last month was terrific and the program just gets better every year. Kudos to VP Broadie and his staff for coordinating the program every year.
- At the Sojourner Truth Awards Ceremony this year, VP Cazzetta did a presentation from the Foundation on scholarships for sophomores in high school. Scholarships for \$2500 each were awarded to 4 outstanding students, a very generous contribution from our Foundation.
- Three employees of the college: Karen Reid, Elaine McClung and Omeria Parlman and student, Sheila Rivera, are now lifesavers at SUNY Orange. They saved a student whose heart and respiration had stopped due to an issue with drugs. They performed CPR and brought her back to life and the good news is the student is now in rehabilitation and has received a medical withdrawal according to VP Broadie.
- The New York Conflict Resolution Association's local chapter will provide training at our Newburgh Campus on Saturday, May 31, 2014. They will train county leaders, committee chairs and others from the County on decision making and working through conflict. There will be 6 SUNY Orange student leaders attending and

and receiving the same training as the county leaders. The College Logo and Seal will appear on all materials and Orange County is the first to do this training in New York. The organization intends to take this training to other counties in the state and our seal will go with it.

- An All-College meeting will be held on May 15th and the College will close from early morning until 1:30/2PM that afternoon for a Recognition Ceremony, coordinated by our Human Resources Department. Faculty and Staff who have made significant achievements this year, milestones, and retirements will be celebrated that day and a BBQ will be held.
- Two students were awarded the Phi Theta Kappa National Honor Society: Laurel Speed (3rd team) and Melissa Beck (2nd team) and they were honored at a luncheon in Albany in April.
- Chancellor Awards for outstanding academic students were awarded to Amanda Quintana, Joanna Dykeman (who is also our student representative to the Foundation Board) and they were also honored in Albany at the luncheon.
- This summer, SUNY Binghamton will bring their BSN program to SUNY Orange. Department Chair, Pat Slesinski and the Nursing faculty have worked very hard on this program which is a 3-year program to a BSN degree and the students will never have to leave SUNY Orange. They will have access to interactive technologies at SUNY Binghamton. The BSN will soon be the entry level ticket to that profession.

IV. REPORT OF THE COLLEGE GOVERNANCE SYSTEM – Michelle Tubbs

- The Professional Recognition and Awards Committee is currently seeking and accepting nominations for two new awards: Excellence in Adjunct Teaching and ACCT (American Association of Community College Trustees) Faculty Award.
- Revisions to the Fresh Start Policy (Academic Policy #24) were approved at the last Assembly meeting. These revisions created two separate fresh start policies: A “Separation Fresh Start Policy” for students with unsatisfactory grades who have been away from the college for at least a year, and a “Change of Program (Major) Fresh Start Policy” for students who have changed to a new program (major) and earned unsatisfactory grades in courses that were taken under the previous program (major).
- AVP Stacey Moegenburg (SUNY Orange’s Seamless Transfer lead) and Governance President Michelle Tubbs finished up their review and formulation of feedback regarding the submitted Transfer Paths. SUNY Orange’s feedback form was submitted today, which was the deadline after only a little over a week’s time to review.
- Executive Committee has finalized a tool that will be used for committee members to self-assess regarding their committees functionality and connection to Governance objectives stated in our Constitution & By-Laws. EC will be administering this self-assessment survey to five randomly chosen committees as part of a pilot this spring semester to see how the tool works and if it is giving us the information needed to help EC and the committees identify what they are doing well and what needs improvement. Committee member responses to the self-assessment survey will be reviewed by EC, then a summary of EC’s review and a compilation of the committee’s survey responses will be sent to the committee.
- Executive Committee rep Josh Lavorgna and two other faculty members (both of whom are governance committee members) will be attending the SUNY Voices conference on ‘Shared Governance for Institutions of Higher Education in the 21st Century’ in Albany April 23-24. It looks to be a great conference that will provide us with an opportunity to learn and bring some ideas back that might help strengthen our shared governance at SUNY Orange.
- At our March 17 College Assembly meeting a *Resolution on Governance Involvement in Student Housing Feasibility* was approved. On behalf of the Assembly, Governance President Michelle Tubbs sent this resolution to Chairman Wolfe requesting the resolution be shared with other members of the Board. As trustees can see from reading the resolution, the Assembly has a number of questions and concerns regarding the potential changes and impact of student housing on our institution and mission and feels that much more information is needed to determine the advantages and disadvantages, as well as the scope of impact of such a change. In support of true shared governance, the Assembly respectfully requests that continued exploration of student housing and

any decisions made with respect to student housing include collaboration and information sharing among the faculty, staff, administration & Board in an open and transparent way. Details regarding specific requests are included in the resolution.

Ms. Tubbs asked if the trustees had questions and there were none. Chair Wolfe noted that the board is in agreement with Assembly and they are moving slowly and cautiously.

V. **REPORT OF THE STUDENT TRUSTEE – Alex De La Rosa**

➤ *Collaboration between Campuses:*

The spring semester COLT Night was held on March 15th. The Club and Organization Leadership Training Night is an event put on once a semester by the Student Senates. All of the clubs on both campuses delegate representatives to attend COLT Night and report back to their respective club. Members were informed on how to better communicate with members, deal with recruiting and retention issues, work more effectively as a team and much more. Bob Mullins (Business Adjunct Professor) hosted the event.

- Both Boards of Activities have sent representatives to NACA Festival on March 21st through the 23rd. The National Association for Campus Activities provides students with the unique experience to see potential performers, speakers and product providers live and bring them back to their college. NACA also puts on workshops for promotional ideas, event ideas, leadership training, networking and much more.
- Both Senates have sent representatives to represent SUNY Orange at the SUNY Student Assembly this April 4th, 5th, and 6th. The Student Assembly of the State University of New York is an organization comprised of student leaders elected by their peers from across SUNY's 64 campuses. Students attend various workshops to make them more effective student leaders and professionals, while voting delegates voice their schools opinion on state wide initiatives such as Seamless Transfer and Open SUNY.
- Newburgh and Middletown Senate have created a Resolution on Eliminating the Physical Education Graduation requirement. The Senate feels that the Physical Education requirement is an essential part in a student's experience at SUNY Orange, however they understand the complicated situation the school has been placed in and appreciated all the work that has been don't to find alternative options. They support the institutions decision but strongly encourages the college provides more fitness orientated accommodations such as increased gym hours and an open gymnasium.

➤ *Student Senate:*

- Both Senates are working on a resolution to create open gymnasium hours.
- Newburgh Student Senate is working on a library hour resolution. Currently they are gathering information from students to better the library service. Middletown Student Senate is also looking into ways they can improve library services
- Newburgh Student Senate hosted an open form to inform the students on what they are working on and to get a feed back and input from their peers.
- Middletown had its first Inter-Club Council meeting on March 31st.
- Both Senates reviewed club budget request forms.

➤ *Board of Activities (BOA):*

- Newburgh BOA is working on exposing more community programs to the college, such as the Newburgh Community Clean Up later this month.
- Middletown BOA Athletic Committee is working on ideas to promote the upcoming spring sports.
- Both Boards will be walking in April for Habitat for Humanity. They will fundraise for the event and reach out to other clubs to make a SUNY Orange team.
- Both Boards will hold the annual Club Adviser Recognition Night on April 25th. The purpose of the event is to show appreciation to all the advisers for their hard work and dedication.

➤ *Club Activities:*

- The Business Clubs on both campuses sent teams to the regional business plan competition at Marist College on April 11th. Our teams competed against teams from four year institutions and graduate programs. One winner and one alternate from SUNY Orange were chosen to represent the region at the state wide competition scheduled for the end of the month.

VI OLD BUSINESS:

- President Richards congratulated AVP Stacey Moegenburg who received the Exemplary Leader Award from the Chair Academy International Leadership Conference last month in St. Louis. He noted that the award “is intended to celebrate who best exemplify academic and administrative excellence in leadership.
- Trustee Krahulik requested clarification on an upcoming jazz concert noted in the Cultural Affairs events brochure. Carol Murray will look into this and let Trustee Krahulik know.

VII NEW BUSINESS:

Resolution No. 28: Resolution to Eliminate College-Wide Physical Education Requirement

Trustee Krahulik expressed concern that this is more than a resolution to eliminate physical education, but SUNY Seamless Transfer policy is also being adopted. The Audit and Finance Committee is concerned about what financial impact the policy will have on the institution and the possibility of losing revenue. He noted that the purpose of SUNY Seamless transfer seems to be a good one which is valuable to the students. Without knowing the cost, he noted that the importance to students will most likely outweigh the financial disadvantage.

President Richards reminded the board that SUNY board of trustees passed a resolution that limits degrees to a maximum of 64 credit hours, which is within their responsibility and authority to do so. For several months, faculty throughout New York have labored to determine how to do this. The SUNY BOT gave the Colleges the freedom to determine what constitutes the 64 credit hours. After much difficulty, SUNY Orange and many other colleges that have PE requirement for graduation have eliminated the PE requirement in order to get down to 64 without eliminating content course. President Richards agreed with Trustee Krahulik that SUNY Seamless Transfer will be a truly seamless transfer for students which will provide a straight-forward electronic process for our students. President Richards also noted that the financial implications will be minimal. It is important that SUNY Orange work within the 64 credit hour maximum and the College does not want to limit core courses from the curriculum.

Trustee Ullrich asked why Applied Science courses must conform to the same standard since they are not part of the Seamless transfer policy. President Richards noted the difference between Associate of Arts and Associate of Science degrees (intended to be transfer) and Applied Science degrees (primarily intended for the student to go from College to work) is when the SUNY BOT voted to limit to 64 credit hours, across the board. We’ve asked for a waiver and time to consider the AAS degrees because we consider them to be local in nature. Our faculty council has created a resolution to move to December of this year, for more time to consider the AAS degrees. For the moment, all of our degrees are contained within this resolution. We know that the AA and AS will definitely end up at the 64 maximum, but the AAS degrees will continue to be discussed. Trustee Ullrich noted that the board is essentially adopting the resolution when there is concern about the AAS programs. President Richards advised that the SUNY BOT did not distinguish between degrees when they voted on the policy therefore we are bound to adopt that resolution from SUNY that notes our degrees are 64 credit hours. AVP Moegenburg added that she is optimistic that many AAS programs will be able to get a waiver, especially those with outside accreditation (the majority of these programs.) Trustee Watson asked about the level of resistance from other community colleges and also questioned what the ramifications would be if SUNY Orange did not adopt this resolution. President Richards noted that he is aware that there is resistance at some sister colleges. The ramification is that we would be non-compliant with a SUNY Board policy, which we cannot do.

A motion was made to approve Resolution No. 28

Krahulik/Hunter
Unanimous

Resolution No. 29: Resolution on Naming the Edward A Diana Physical Education Center

A motion was made to approve Resolution No. 29

Benson/Murphy
Unanimous

Resolution No. 30: Resolution on Naming the M. William Lahey Library

A motion was made to approve Resolution No. 30

Benson/De La Rosa
Unanimous

BP 2.24: Children on Campus – Language Change

President Richards noted an addition to the policy noting "...at no time are children allowed in classrooms or laboratories."

Ullrich/O'Donnell
Unanimous

BP 4.4: Authority for Contracts and Grants – Language Change

The policy has been updated noting that the president has authority to accept grants and contracts and the policy will be shared with the legislature and the County Executive's office, for their records.

Krahulik/Watson
Unanimous

VIII. BOARD CHAIR COMMENTS

- Chair Wolfe thanked Trustees Ullrich and Murphy for attending Sojourner Truth awards ceremony recently. Trustee Ullrich noted that the community feedback on this awards ceremony is wonderful. Trustee Murphy thanked VP Broadie and his staff for the coordination of this event.
- Chair Wolfe thanked the trustees who attended the dinner with the Middle States team, the luncheon and the outcome meeting. She thanked both VP Perfetti and Ms. Work and gave them credit for their leadership, organization throughout the process, and for keeping the board up-to-date. In addition, she appreciated the efforts of Dr. Iannuzzi-Sucich for coordinating the logistics and Mr. Albright for his finishing work on the Self-Study. She feels that board should concentrate on Standard 3 for institution resources and increasing the un-restricted fund balance.
- Trustee Ullrich supports the College's objection to the Standard 14 outcome and she is pleased that SUNY Orange will respond accordingly.
- Chair Wolfe read a letter from Brianne Ruffener thanking the SUNY Orange Foundation and Administration for their scholarship assistance.
- Chair Wolfe asked Nick Illobre to speak about the Foundation Leadership Award ceremony held recently. Mr. Illobre thanked the board for their support and noted that positive feedback has been received with regard to the award ceremony. The scholarships are very important and the Foundation is thankful to people like the Morrison Family who assisted with building the lab school, the board of trustees' support and the President's support, all of whom help the Foundation Board to do their work. The next fundraiser is the "Golfing for Scholarships" which will be held on June 19 at the Falkirk Golf Course. The new scholarship award created with the family of Ed Diana has a goal of \$100,000 by next year.

- The Foundation is starting with entering student scholarships, with many based on needs for students in surrounding communities who cannot afford to go to school.
- The Foundation's Strategic Plan will be presented at an upcoming meeting and Mr. Illobre stressed that the good work is due to great collaboration between the College, the trustees and the foundation members.

IX. COMMITTEE REPORTS AND/OR RECOMMENDATIONS

Audit and Finance Committee:

Trustee Krahulik reported that the committee had expressed concern with the 64-credit hour curriculum but that question has been answered satisfactorily.

- VP Smith and Dr. Richards have done a good job at cutting expenses to bring the College to a balanced budget. At last month's meeting, the College was faced with a deficit and by cutting expenses we were able to come up with the balanced budget, but New York State announced that the reimbursement rate would be cut from \$150 per credit hour to \$75 per credit hour, which resulted in yet another \$337,000 deficit. Administration was again able to find some cost –savings to get to a balanced budget. There was some discussion about the possibility that the County of Orange may cut our budget so right now the budget is based on no increase and no decrease, but the possibility does exist, placing us in a deficit position. This is of some concern for the future. The idea of increasing tuition is most likely impossible for the next semester and if the County decreases their contribution, there is potential for layoffs in the future.
- At the legislature breakfast on April 29th, trustees should talk with legislatures about concerns.

Committee of the Whole Presentations:

Degree Works

Angela Romano, Associate Registrar

Ms. Romano gave an informative presentation on how the Degree Works tool works with some highlights as follows:

- Degree works is a web-based tool that provides a clear and convenient method for students and advisors to track degree progress, to prepare registration and to plan for graduation.
- It is designed to assist and facilitate academic advising, but not intended to replace face-to-face sessions.
- This is a SUNY Wide Degree Planning initiative and SUNY's vision is that every student have fundamental degree planning services at every SUNY institution with the ability online for students considering transfer to assess degree progress at other SUNY institutions
- All SUNY campuses will participate in SUNY's degree planning and Audit Program to promote student degree completion.
- The initiative will provide SUNY students considering transfer essential information about their progress toward degree completion and will improve degree planning services for all enrolled students, thereby, increasing degree completion rates and lowering the time to graduate for students.
- It is a three-phase project:
 - For students to be able to perform a degree audit that compares their course and general education history to the degree requirements for the transfer path programs at all campuses
 - Conduct a "What-If" degree analysis for up to three campuses simultaneously
 - Access the course offerings at all institutions.

Ms. Romano discussed the differences in Degree Works compared to CAPP which is a degree audit system the College currently has, noting that Degree Works is more user-friendly and readable. She gave a demonstration of how the system works.

A “soft” go live was done in Fall 2013 and this included testing by all Academic Advisors and Faculty Advisors and during the Spring 2014 semester the College will be fully transitioned into using Degree Works and it will be available to students.

Diagnostic Imaging Department Update

Ron Kopec, Department Manager

Mr. Kopec provided an overview of the Radiography program at SUNY Orange with some highlights as follows:

- Program Capacity is 55 and the next scheduled Accreditation Review is schedule for April 1, 2016
- The Associate of Applied Science is awarded at completion of a 24-month program
- Recognized Clinical Settings are:
 - Castle Point VA Hospital, Castle Point
 - Catskill Medical Center, Harris
 - Ellenville Regional Hospital, Ellenville
 - Hudson Valley Imaging, New Windsor
 - Orange Regional Medical Center, Middletown
 - Orange Regional Medical Center, Hatfield Lane, Goshen
 - Orange Regional Medical Center, Pavillion, Middletown
 - St. Anthony Community Hospital, Warwick
 - St. Luke’s Cornwall Hospital, Newburgh
 - Vassar Brothers Medical Center, Poughkeepsie
- From January 2009 to January 2014 and of 105 Examinees:
 - 88% Annual Completion Rate
 - 97% 5-year Pass Rate (100% Pass Rate for 2013 Class!)
 - 86% 5-year average job placement rate
- Student Participation in extra-curricular activities:
 - Students received first and third place awards for essay contest supported by the NYSSRS
 - Five students attend the annual conference of the NYSSRS
 - Three students participated in Student Bowl which included students from seven different radiography schools.
 - Rad Tech Alumni Picnic event
 - Annual Alumni Bowl-A-Thon (winners two years in a row)
 - Participation in the American Heart Walk each year
- The department received a commitment of \$25,000 from Orange Regional Medical Center for creation of Nuclear Medicine Program
- The department collaborates with CAPE to build alignment between credit and non-credit offerings, certifications and continuing education courses resulting in:
 - A Certificate Nuclear Medicine Program. Six students completed the program
 - Currently offering CT Online and CT Clinical Training
 - MRI and Mammography Programs in the planning stage and to be implemented in 2014.
- Noreen Nagy, Chief Investigator for the Orange County Medical Examiner’s Office, presented to Radiology students for four years in a row, in collaboration with Janine Sarbak form the Criminal Justice Department.
- SUNY Orange is the only educational institution represented in the membership of the Association of Hospital Radiology Administrators’ Hudson Valley New Region which keeps our students in the forefront of the industry decision makers
 - The job outlook for radiologic technologists is good and is projected to grow 21% from 2012 to 2022
 - Employment of MRI technologists is projected to grow 24 percent from 2012 to 2022
 - The Median Pay (2012) for Radiologic and MRI Technologists is \$55,910 per year
- Many improvement processes have been implemented such as including Venipuncture in curriculum,

offering a one-year Nuclear Medicine program, offering a 25-hour CT Online course, offering a CT Clinical Training course, offering a one-year Nuclear Medicine program for Technologists

- All departmental clinical evaluations have been converted to electronic evaluations completed using Netbooks, which significantly reduces paperwork and improves efficiency
- Program Concerns and Plan for Implementing Improvement
 - Revise Admission Criteria; utilize HOBET composite percentile score, remove Psychology 102 as a required course and replace with any Social Science course
 - Initiate an MRI Certification program
 - Initiate a Mammography program

X. COMMENTS FROM THE PUBLIC:

- Trustee Ullrich agreed with Trustee Krahulik that our trustees should make every attempt to attend the legislative breakfast and speak with our county representatives
- President Richards announced that the dedication of the Lahey Library will take place in late May and the dedication of the Ed Diana PE building will take place in mid-June.
- Chair Wolfe congratulated VP Broadie who will have his doctorate next week and will now be Dr. Broadie!

XI. BOARD DISCUSSION: N/A

XII. EXECUTIVE SESSION: N/A

XIII. BOARD ADJOURNMENT

At 6:30 PM, a motion was made (Watson/Benson) to adjourn the meeting.

Respectfully submitted,

Carol A. Murray
Secretary to the Board

***NEXT BOARD MEETING: BOARD RETREAT
Tuesday, May 13, 2014
Board Room, Tower Building
Newburgh Campus
5 PM***