

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES' MEETING  
Wednesday, April 17, 2019, 5 PM  
Gilman Center, Library, Middletown Campus**

Present: F. Watson, T. Hunter, M. Murphy, R. Martucci, W. Soto, B. Vacca, T. Weddell

**I. CALL TO ORDER:** Chair Watson called the meeting to order at 5 PM

**II. CONSENT AGENDA:**

- A. Approval of regular minutes from February 27, 2019
- B. Approval of Financial statements for February & March 2019
- C. Approval of Appointments:

<u>Staff/Chair</u>	<u>Discipline</u>	<u>Effective</u>
Andrew Heiz	Library Director	4/1/19
Cathlene Rivera-Cruz	Director Liberty Partnerships	4/3/19

D. Approval of Rescinded Retirement:

<u>Staff/Chair</u>	<u>Discipline</u>
Donald Green	Career and Internship Services

E. Approval of Retirements:

<u>Staff/Chair</u>	<u>Discipline</u>	<u>Years of Service</u>	<u>Effective</u>
John Wetzstein	Institutional Research	12	June 30, 2019
Management Confidential	Human Resources	19*	July 26, 2019

\*At the same time the board approved the early retirement incentive for Ms. Holmes in recognition of her 19 years at the College and additional 11 years with the County.

F. Approval of Curriculum Update:

- 1. Discontinue Liberal Arts and Science - Math and Science (AS)/Elementary Ed Pre-K-6th Grade Program (Program Code: 92395)
- 2. Discontinue Liberal Arts and Science - Humanities and Social Science (AA)/Elementary Ed Pre-K-6th Grade Program (Program Code: 92133)
- 3. Deactivate Liberal Arts and Science: Humanities and Social Science/Adolescence Ed Spanish (Program Code: 31356)
- 4. Changes to Computer Science Information Technology (CIT) Networking (Program Code 27735)

Martucci/Vacca  
Unanimous

### III. REPORTS

#### A. President's Report (Dr. Kristine Young)

- Wendy Holmes, AVP for Human Resources, will be retiring from the College at the end of July and President Young wishes her well in her retirement after almost two decades at the College. This is a key, critical position and therefore a national search will be conducted to replace Wendy's position.
- President Young and VP Hackman recently attended the AACC Convention in Orlando, Florida.
- In addition, while in Orlando, President Young and VP Hackman, attended a productive meeting and tour of Legoland in anticipation of working with the new Legoland facility in Goshen. Time was spent learning about frontline staff positions and product excellence emphasis. A good deal of information was learned about what programs would be beneficial for SUNY Orange and Legoland to collaborate with on.
- Congratulations to 2019 President's Award recipients:
  - Katie Sinsabaugh, Excellence in Teaching
  - Janine Sarbak, Excellence in Teaching
  - Anthony Scalia, Excellence in Professional Service
  - Dorothy Szefer, Excellence in Professional ServiceBoth Katie Sinsabaugh and Dorothy Szefer have been recommended to the Chancellor for the 2019 Chancellor's Award but no announcements yet.
- Congratulations to the following students who received USA Today Phi Theta Kappa – All New York Academic Awards:
  - Harrie Mule
  - Megan Medley
  - Michael Conklin
  - Kaitlyn Adkins
- Congratulations to the following students who received Student Chancellor Awards:
  - Harrie Mule
  - David O'Keefe
  - Kevin Corvino
- A summary of "Grants History Through 2018" was distributed to board and is worthy of celebration
- The SUNY "2019/20 Operating and Capital Budget" was distributed for board's information. Noted are the base aid normal allocation 2.9% increase which will be adjusted to approximately 2.3% due to fewer FTEs. Also, a rare line item begun by Senator Larkin for the BRIDGES program has been renewed with the support of Senator Metzger, Senator Skoufis and Assemblyman Schmitt.
- Chancellor Johnson will visit the campus on Thursday, April 25 and trustees are welcome to attend the open forum at approximately 1:45 that day. The Chancellor will meet with several groups during a 2-hour time frame, including the President, Vice Presidents, and Chair Watson. In addition, she will meet with a group of students, after which Governance President Basinski and Professor Katie Sinsabaugh will give her a tour of campus.

#### B. REPORT OF THE COLLEGE GOVERNANCE SYSTEM (Paul Basinski)

- Professor Basinski is proud that his department was the recipient of a PIP grant to create a new course focused on Diversity and Inclusion.
- Governance Committees will be finishing up their work in the next few weeks.
- The last two Assembly meetings will be held on April 22 and May 20.
- A working group has been set up by Executive Committee to review the 2018 Faculty/Staff survey and identify areas of strength, areas for celebration and areas for concern. EC will work with Administration to address areas of concern.
- The PBIE committee has submitted final recommendations to Dr. Young for Vice Presidents and Cabinet to review and deliberate on.
- The Safety committee is completing a water initiative recommendation for a pilot program.
- Professor Basinski looks forward to meeting with Chancellor Johnson in April and to the BRIDGES program students attending Commencement for the first time.
- Campus-wide Governance elections were held and Professor Basinski was elected to serve 3 more years as Governance President.

**C. REPORT OF THE STUDENT TRUSTEE: (Will Soto)**

- Senate looked into establishing club e-mails to have better communications with the budget process. This will be introduced next AY.
- Five senators attended Student Assembly in Saratoga and their report is forthcoming. Student Assembly is a representative group of all 64 colleges in SUNY system. They meet to discuss initiatives they would like to introduce to Governor of NY and SUNY. Two representatives went as voting delegates, president and vice president of Senate and three other senators attended seminars.
- Students in the ECCEL program have begun petitioning about food services. Trustee Soto has been listening to concerns and there are concerns with food services not looking up to certain expectations.

**D. REPORT OF THE COLLEGE ASSOCIATION (Vinnie Cazzetta)**

- The College Association has selected the accounting firm RBT to serve as the Association's auditors. RBT was selected by way of an RFP process. The College Association conducts an RFP for auditing services every three years.
- As a result of not replacing a full-time staff person, taking on ownership of the Lab School and the increased comprehensiveness of the Foundation's books (as a result of their good work), beginning on January 1, 2020, the College Association will no longer serve as the bookkeeper for the Foundation. Director of Auxiliary Services Glen Connoly and VP Cazzetta are working closely with Dawn Ansbro to ensure a smooth transition.
- The Inclusive Classroom at the Newburgh Lab School with Inspire is off to a good start. Inspire has met their capacity of six children and the Association has filled two of its six spots which will ensure at least a breakeven situation for the Association. VP Cazzetta is working with Inspire on a Ribbon Cutting and Grand Opening which will take place on Friday, April 26th at 10:30 AM at the Newburgh Lab School. All are welcome to attend and information was provided at board places.
- The State budget did not have any adverse effects in State funding that the Lab Schools receive.
- Just over two years ago, the Association outsourced food service and bookstore operations. When such a change takes place, there can be concern of a lost collaboration between the operation of these services and the College staff. This is not the case with this recent outsourcing. There have been three specific incidents this year when the College staff and the Bookstore leadership have collaborated very well. This happened once between the bookstore and the College IT Department, once between the bookstore and the College Facilities Department and once between the bookstore and the College Business Office.

**E. REPORT OF THE FOUNDATION BOARD (Dawn Ansbro)**

Ms. Ansbro noted the following highlights and the full report is *included as Addendum 1 to these minutes*.

- The Foundation welcomes newly appointed Foundation Board member, Christopher Gomez.
- Hudson Valley Day of Giving event will be held on May 15.
- Golfing for Scholarships event will be held on Thursday, June 20 and information was distributed to board places.
- The Scholarship portal will re-open on May 22 and stay open until August 1 to capture last minute entering students.
- A three-panel brochure was distributed at Middletown and Newburgh campuses. The Marketing committee met on March 27 to review responses to the Marketing RFP and BBB & G has been identified as a top candidate.
- The new position of Finance Manager will be added to the Foundation due to taking over functions previously done by Glen Connoly

## **F. SPECIAL REPORTS:**

### **Auditor's Report: AY 2017-2018**

Bonadio & Co., L.L.P.

Jamie Cote, Principal & Timothy Doyle, Partner

Auditors provided a comprehensive report at the Audit and Finance Committee meeting and a summary is provided below:

- Auditor's opinion on College's financial statements are unmodified (clean) which is the highest level of assurance
- No material weaknesses or site deficiencies identified
- No significant deficiencies reported
- No matters related to compliance
- Management letter with recommended areas of improvement were reviewed with the Audit and Finance Committee.

### **Liberty Partnership Program**

Erika Hackman, VP for Academic Affairs

Dena O'Hara-Whipple, Interim AVP for Learning & Student Success

Cathlene Rivera-Cruz, Director of Liberty Partnerships

A comprehensive presentation was given by VP Hackman, AVP O'Hara-Whipple and Ms. Rivera-Cruz and has been attached as *Addendum #2 to these minutes*. Highlights are below:

- The Liberty Partnerships Program is funded by New York State and is designed for drop-out prevention, college and career readiness for at-risk middle and high school students.
- Grant partners are the Boys & Girls Club of Newburgh and the Newburgh Enlarged City School District (NECSD) which includes 4 schools: NFA Main, NFA North, Heritage Middle School and South Middle School.
- The grant, awarded in 2017 and ending in 2022, is for \$1.5 million over 5 years with a goal of serving 240 students.
- There are some challenges such as low enrollment, in part due to students having trouble getting home after program. In addition, there have been other challenges with program design, multiple changes in district point person, and staffing limitations.

### **Community College in the High School Tuition**

Erika Hackman, VP for Academic Affairs

Linda Dauer, VP for Administration and Finance

A comprehensive overview of the Community College in the High School (CCHS) program was provided by VP Hackman and VP Dauer and the following highlights were noted:

- The mission of the CCHS program is to offer "...qualified high school juniors and seniors the opportunity to earn college credits while attending high school."
- Fall 2018 Enrollment: 1,413 students, 32 courses, 127 course sections
- There were 71 instructors and 9 SUNY Orange Departments involved.
- There were 16 high schools enrolled in the program (James I. Oneill, Minisink, Warwick, Goshen, Washingtonville, NFA, Cornwall, Pine Bush, Chester, Monroe-Woodbury, Seward, Valley Central, NYMA, Port Jervis, Burke Catholic and Orange-Ulster BOCES.
- Course Enrollment between years 2016-2018 has gone from a headcount of 1715 to 1965.
- In AY 2017-2018 Headcount was 2,437 and total credits 9,565

- Income and Expenses:
  - State FTE funding: \$907,718.50
  - Tuition \$595,845
  - Direct Expenses: \$209,987.96
  - Net Surplus \$1,293,578.55
  
- Tuition at Sister Community Colleges, Private and SUNY universities reviewed

Discussion ensued regarding 2019-2020 Enacted Budget legislation notice received on April 12, which “allows for SUNY Community College Boards of Trustees to “...set a reduced rate of tuition and/or fees, or to waive tuition and/or fees entirely, for students participating in any dual or concurrent enrollment program with no reduction in other state, local, or other support for such student.” SUNY has recommended that no action be taken this year and President Young endorsed that recommendation to trustees.

**A motion was made** to leave tuition for CCHS program as is, with same formula until further guidance is received from SUNY.

Weddell/Vacca  
Unanimous

**IV. OLD BUSINESS:**

**Policy Committee Update:**

Chair Watson asked for a volunteer to lead the Policy Task Force Committee and Trustee Vacca volunteered.

**V. NEW BUSINESS:**

1. Motion to approve Auditor's Report: 2017-2018

**A motion was made** to approve Auditor's Report: 2017-2018

Martucci/Hunter  
Unanimous

2. Resolution 6: Community College in High School Tuition AY 2019-2020

**No action taken and resolution disposed of due to earlier motion**

3. Resolution 7: Resolution Accepting a Geological Collection Donation and Naming of Collection Room in Honor of Lawrence E. O'Brien.

**A motion was made** to approve Resolution 7

Murphy/Soto  
Unanimous

4. Resolution 8: Resolution Acknowledging the Dedicated Service of Trustee Helen Ullrich

**A motion was made** to approve Resolution 8

Hunter/Soto  
Unanimous

**VI. BOARD CHAIR COMMENTS:**

- Chair Watson attended an NYCCT meeting earlier this month and noted that it is Community College month!!
- Congratulations again to President Young, who is on the board of AACC and will be able to bring back good information for trustees.
- At places:
  - SUNY Operating and Capital Budget for 2019-20. A cumulative effort between NYCCT and the President's group (NYCCAP) was successful advocating for an established floor. Colleges will receive 98% of prior year's floor or \$100 per FTE. This is progressive, but net affect was that only 10 schools got an actual increase, so advocating must continue to establish this as Education law.
  - SUNY Orange in Numbers
  - Grant History Through 2018
  - Bio for Jeanne Contardo, an AGB consultant, who will be visiting the board's retreat in June for a 4-8 hour board training session. The board will engage in a thoughtful session preparing for development of the new Strategic Plan priorities work. The College Community will be engaged with the Strategic Planning process after that time.
  - Updated Foundation Board Contact List
  - Invitation to attend Ribbon Cutting and Grand Opening of "Inspire Kids at SUNY Orange" in Newburgh on Friday, April 26.
  - Copies of presentations given today on CCHS Program and Liberty Partnership
  - Information on Golfing for Scholarships event to be held on Thursday, June 20, 2019

**VII. COMMITTEE REPORTS:**

**Academic and Student Services:**

No report given

**Audit and Finance Committee:**

- Trustee Weddell reported that the Audit and Finance committee met and reviewed the Auditor's report. The auditor's report with results of audit, comments and opinion of the Audit team were very good.
- A review of the current year shows some positives and Administration is doing best to stay in line with budget but that must be maintained.

Trustee Martucci commended the SUNY Orange team: VP Dauer and her staff on their work as the auditors were impressed with their preparation and the work completed.

**VIII. COMMENTS FROM THE PUBLIC:**

FCCC Delegate report to BOT – Prof. Diane Bliss, Delegate (Diane had to leave the meeting however she forwarded the below report after)

The FCCC Spring Plenary was held at TC3 at the end of March. Three resolutions were passed, including one to thank Sr. Vice Chancellor for Community Colleges and the Education Pipeline and SUNY for the inclusion of shared governance in the Guided Pathways processes. The other two responded to the Green Paper on General Education Revision and the White Paper on SUNY Online. The Gen Ed resolution endorsed the rationale for review of Gen Ed and aligning Gen Ed more with Middle States, while also calling for campus-based and campus-driven decisions regarding academic programs and curriculum and further faculty involvement in the process through meaningful representation of FCCC and UFS members. The SUNY Online resolution also called for

including FCCC and UFS representation in crafting provisions regarding intellectual property rights, academic freedom, academic integrity, support services for online learners, and the role of OERs in online education, among other recommendations. The Faculty Council engaged in discussions with Chancellor Young about the PRODiG initiative and with Provost Larsen about SUNY Online. We also heard from NYCCT, NYCCAP and CCBOA leaders particularly about the state budget and funding formulas. Our keynote speaker, Mark Garrison, gave a thought-provoking presentation on data-driven decision-making, emphasizing the difference between data driving the decision or decision-makers using data to make more informed decisions.

**IX. BOARD DISCUSSION:** N/A

**X. BOARD ADJOURNMENT:** At 6:55 PM, a motion was made (Martucci/Soto) to adjourn the regular meeting and enter into an Executive Session for the purpose of discussing Collective Bargaining negotiations as well as proposed property development.

**XI. EXECUTIVE SESSION:** Trustee Hunter later noted that the Executive session began at 7:05 PM and ended at 8:20 PM.

Respectfully submitted,

Carol A. Murray  
Secretary to the Board