

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING
Tuesday, December 7, 2021, 5 PM
Great Room, Kaplan Hall, Newburgh Campus**

Present: R. Martucci, T. Weddell, F. Hannes, F. Watson, T. Hunter, K. Pedicini

I. CALL TO ORDER: Chair Martucci called the meeting to order at 5:00 PM

II. CONSENT AGENDA:

A. Approval of regular meeting minutes of November 17, 2021

B. Approval of Appointments:

<u>Faculty</u>	<u>Discipline</u>	<u>Effective</u>
Heather Murphy-Loucks	Instructor F/T Temporary Nursing (Spring 2022)	January 20, 2022
Russell Hammond	Instructor F/T Temporary (Spring 2022) Computer Science	January 20, 2022
Brenda Capuano	Assistant Professor F/T Temporary (Spring 2022)	January 20, 2022
Lisa Zylberberg	Instructor F/T Temporary (Spring 2022) Nursing	January 20, 2022
Jeane-Marie Oehme	Instructor F/T Temporary (Spring 2022) Nursing	January 20, 2022
<u>Staff/Chair</u>	<u>Discipline</u>	<u>Effective</u>
Melissa Tidd	User Services Librarian F/T Temporary (Spring 2022) Library	January 20, 2022
Douglas Finkle	Custodial & Grounds Manager Facilities	January 3, 2022
Megan Morrissey	Academic Advisor/Retention Specialist Academic Advising	January 3, 2022
Eleanor Sparaccio	Academic Advisor/Retention Specialist Academic Advising	January 3, 2022
Lisa Hayes	Director of BRIDGES BRIDGES	October 19, 2021

C. Approval of Retirement:

<u>Staff</u>	<u>Discipline</u>	<u>Effective</u>
Judy Osburn	Director of Grants Academic Affairs	February 4, 2022

D. Approval of Tenure:

<u>Faculty</u>	<u>Department</u>
Raheem Maxwell	Behavioral Sciences
Nicole Rodstrom	Biology
Latoya Stukes	Nursing
Christina Nelson-Brozycki	English

<u>Staff</u>	<u>Department</u>
Donna Frazier	Occupational Therapy Assistant
Bruce Roman	Computer Science and Technology

Hannes/Hunter
Unanimous

III. REPORTS:

A. MIDDLE STATES SELF STUDY UPDATE (Dr. Dena Whipple and Christine Work)

- Co-chairs met with Dr. Starkey, the College's Middle States liaison, on September 28 and updated him on Self-Study progress. Dr. Starkey emphasized the importance of analysis and determining what the findings show.
- A Team Chair will be assigned to the College in Spring of 2022.
- The Steering Committee will utilize and integrate how COVID has impacted the study.
- Work groups are analyzing evidence and information they have located to respond to each line of inquiry.
- The Work groups reviewed evidence/information received in responses to the inquiry/criteria requests. They focused on documenting findings, determining gaps, and noting areas of improvement and innovation.
- Interviews were held for two weeks, and approximately 30 College community members, including the former board chair, Trustee Watson and current board chair, Ralph Martucci, Jr. who were interviewed. These interviews were based on areas that required follow up and/or to fill in gaps identified. The Co-Chairs appreciate the support of all those who have been interviewed and/or provided information for the lines of inquiry.
- Working groups will begin to draft a response to their lines of inquiry questions and these will form the draft of the Self-Study report for each of the standards.
- Looking ahead:
 - Spring 2022:
 - Refine areas of improvement for gaps, innovations for compliance
 - Engage College community in improvement and innovation discussions
 - First draft of Self-Study should be complete by end of January 2022
 - Team Chair will be identified.
 - Fall 2022:
 - College feedback on next iteration of Self-Study draft
 - Self-Study Draft will be sent to Team Chair
 - Preliminary visit by Team Chair – TBD
 - Spring 2023:
 - Finalize Self-Study Report
 - Prepare and Host Self-Study Team Visit

B. DIVERSITY STRATEGIC PLAN DRAFT (Dr. Willie Williams)

- Dr. Williams reviewed the draft of the Diversity Strategic Plan noting plan for final discussion with Dr. Young after the winter break and adoption of the plan after that.
- Goals:
 - Goal 1: SUNY Orange administration will lead, promote and support a college-wide commitment to diversity and inclusion that is clear, transparent and evident at all levels.
 - Goal 2: SUNY Orange will continue to build a diverse and inclusive climate for all faculty, Orange staff, students, and our community.
 - Goal 3: SUNY Orange will improve the accessibility, enrollment, and retention of students from diverse or underserved backgrounds.
 - Goal 4: SUNY Orange will continue to support instructional, educational, and enrichment activities that infuse diversity and inclusion.
 - Goal 5: SUNY Orange will increase and support the diversity and inclusiveness of our faculty and staff to better reflect our diverse student body as well as the community we serve
- Strategies were outlined and reviewed for each of the goal areas and discussion ensued.
- It is important to recognize diversity in the history of our County, particularly along the Hudson River and in Newburgh.
- Determine what roadblocks stop the College from getting where it needs to be and importance of reflecting on the racial demographics of the County.
- A commission was developed, and members attended workshops to assist with conversations about equity and diversity.

Trustee Weddell thanked Dr. Williams and the commission for their work noting that as Chairman of the Enrollment Task Force, he has inquired about whether the College community reflects the community we serve. Dr. Williams noted that 22% of the College community are Hispanic which is a decrease from past years. Currently we serve 12% of the African American population. Trustee Weddell noted that the Enrollment Task Force needs the assistance of the commission to determine why this fraction of the student population has decreased at the College.

Dr. Williams appreciates the support and guidance of Administration, Human Resources and trustees.

C. President's Report (Dr. Kristine Young)

- Congratulations to all faculty and staff approved for tenure in the Consent Agenda today and thank you to the board for approving.
- The College had its first, Year 1, Title 5 evaluation visit yesterday and the evaluator was pleased with the work of the College so far, praising the progress that has been made. Dr. Hackman is the project director and Gabriella Ammiano is the program director. Dr. Hackman, VP Brusati and AVP Moegenburg played an integral part in writing this grant and the College is fortunate to have done this because it will impact students positively.
- SUNY Orange Men's Basketball team is now 20th in national ranking.
- Final exams will be complete at the end of this week and faculty, staff and students will begin winter break. CSEA personnel will be on campus next week and through December 23.
- Happy Holidays!

D. Governance Report (Paul Basinski)

- The Board's Enrollment Task Force met yesterday. Mr. Basinski had asked Shared Governance for suggestions on how to enhance enrollment and retention. A number of proposals from Shared Governance were shared at the meeting. He will send those on to VP Brusati and Dolores Jones.

- If SUNY Orange is in the first State University of New York cohort to adapt our new learning management system that provides content for all our remote learning courses, Dr. Katie Sinsabaugh will be part of that group. Dr. Hackman is busy working to set up this cohort infrastructure project.
- Mr. Basinski is looking forward to working with VP Brusati and other College Association board members as VP Martland has set up a number of sub-groups for the College Association Board. Mr. Basinski's group is tasked with determining what kinds of services College Associations can appropriately provide at this point of the 21st century for faculty, staff and students. Perhaps some need to be continued and others need to change. This spring, the sub-groups will meet in order to make some suggestions.
- Executive Committee approved a recommendation to create a Green Team at the College which would involve faculty, staff and students working together on sustainability efforts. The recommendation is on Dr. Young's desk for consideration by January 10.
- The College will be on break, but on return will be migrating back to campus, not completely but look forward to January 19 kick-off Assembly which he hopes to be partially in person.

E. Student Trustee Report (Kira Pedicini)

- Students are busy studying for finals right now.
- The "I am a Leader" program is half-way through, and she is glad to have had the privilege to hear Dr. Williams speak.

Trustee Watson inquired as to how many students attended the program and Ms. Pedicini noted about 15 students attended.

F. College Association Report (Paul Martland)

- The Hoffman Street property has not yet been sold as the College Association had hoped but there have been interested parties. This is ongoing.
- The Audit of the Association was completed and Glen Connolly is to be commended. The Auditors had no findings, no journal entries, no management letter, and no issues of concern.
- The MOA extension with the College has been completed for the period of September 1, 2021, through August 31, 2024. Terms are essentially the same with some changes to reflect the reality of services not currently offered.
- The College Association will be looking at a 3–5-year plan to help improve sustainability with all 3 components. Three sub-groups have been created: the first will work on understanding current finances and where there might be other sources of revenue and trends on the finance side; another will look at what the College will look like in a post-COVID world and what services will need to be provided; and the last group will look specifically at Federal monies possibly available for some of the core activities, particularly to support the Daycare Center which is critical. The groups will meet for the first time in January with an expectation to report back in April or May.
- Bookstore revenues were \$488,000 for Middletown for fall semester which is 29% higher than last year. Revenues for Newburgh bookstore were \$110,000 which is about 8% over last year. The bookstore is making progress. Follett contributed \$5,000 to support the Student Emergency program fund.
- VP Martland commends Erika Hackman and Academic Affairs for having had 92% of all sections already submit their book options. This allows the bookstore to have items in on time for the start of the year.
- Food Service volume was \$82,000 for the period August through October in 2019 and \$41,000 for the same period in 2021. Pepsico is evaluating how they can operate in this lower volume scenario and still meet the needs of our students.
- The lab schools continue to see the impact of the extremely tight labor conditions with many positions being lower paid positions. Because of the general labor department conditions, there has been some exodus of people. The College Association is looking at addressing this issue in order to retain current employees and attract new employees for these vacant positions.

- A new lab school director has been hired for the Newburgh School, Kimberly Huchko.
- Both lab schools did have COVID cases that impacted operations at times over the fall semester, due to lack of staff. Fortunately, all are doing well now.

G. College Foundation Report (Dawn Ansbro)

- The Annual Fund mailing was sent out.
- The Foundation is in the process of their audit and a presentation will be done on Monday, with the complete audit being reported to the College by end of year.
- There is an Alumni Holiday event tomorrow outside Morrison Hall, at the Gazebo, Middletown Campus. Coffee and cider will be provided, and the Warwick Chorale will perform. All are welcome.
- Christopher Gomez will be the Foundation Chair next year and both Adam McCarey and Kathy Frommer will join the Executive Committee.
- The Scholarship cycle will begin on January 10 for next Academic Year. The College Scholarship committee is doing a good job on determining how best to share the information with students. A tutorial is being created for students.
- The Foundation's 2022-2025 Strategic Plan has been approved. It is being finalized and will be shared with Dr. Young. Trustee Weddell suggested that the plan be done in Spanish and English along with videos in both. He requested that the Strategic Plan be sent to the entire board.
- Scholarship application materials will be in both English and Spanish.
- Trustee Watson inquired about the trustee scholarship amount.

IV. OLD BUSINESS:

A. Enrollment Task Force (Tom Weddell)

- Trustee Weddell reported that the Enrollment Task Force met yesterday and discussed all that is happening in Enrollment right now. All are excited to be back to meetings at the high schools and the ability to meet 1:1 with students more so than in the past.
- A consultant was hired on the Marketing side to assist with next fall's marketing.
- Shared Governance had some good suggestions which will be followed up on.
- VP Brusati noted that for the first time in a long while, the Admissions office is fully staffed. Student Services continues to work with new students and returning students to register for Spring.

V. NEW BUSINESS:

- Trustee Weddell noted that the City of Newburgh has had 6 shootings in the last 14 days, and he inquired whether this had affected the College. Dr. Young noted that VP Martland oversees the Security Office, and he has checked in periodically with Security leadership. The majority of these incidents have been significantly away from the campus and there have been no incidents at the College, inside or outside the area. VP Martland noted that he spoke with Joe O'Dea, the Security Director at SUNY Orange, who reported that there have been no impacts at the Newburgh Campus. At both Middletown and Newburgh, Mr. O'Dea and other supervisors have good working relationships with the police forces. Trustee Weddell noted that from his experience at the Armory, the mental health of the Newburgh community has been affected. Dr. Young noted that the College has a mental health counselor, Maureen Flaherty, and AVP Torres-Diaz checks in regularly with Maureen.

VI. BOARD CHAIR COMMENTS:

- Deferred to Trustee Hannes to report first.

VII. COMMITTEE REPORTS:

Policy Committee:

- Sections 1 and 2 of the proposed new policy manual were distributed to trustees this evening. They have had legal review, were reviewed by the committee, and are presented to the board for review prior to the next board meeting. Feedback should be provided via email to Trustee Hannes and the sections will be presented to the board for a final vote at the January board meeting.
- In January, the Policy Committee's goal is to present Section 3 for a review, followed by a vote in February.
- Dr. Young noted that these two policies will be taken, in full, under New Business at the January meeting. Chair Martucci noted that it will then be moved forward to the Administration team to begin work on a Procedural manual for those two sections.

Academic and Student Services Committee:

- A meeting will be held in early January and Trustee Vacca will report after that.

Audit and Finance Committee:

- The committee met today but they were unable to review the financials as it is early in the month, and they are not complete yet. The financials will be reviewed at the January board meeting.

At this time, Chair Martucci gave the Board Chair comments as follows:

- As of today, the Trustee Scholarship fund has a balance of \$19,333 which takes into the account the recent gift made by Trustee Weddell in October.
- Congratulations to Trustee Weddell for being nominated to join the ACCT Finance and Audit Committee.
- Reminder that the ACCT 2022 National Legislative Summit will be held in Washington, DC from February 6-9, 2022. If trustees would like to attend, please let Carol know.

VIII. COMMENTS FROM THE PUBLIC: N/A

IX. BOARD DISCUSSION: N/A

Chair Martucci wished all a very happy holiday and thanked everyone for the hard work done for the students of Orange County Community College.

X. BOARD ADJOURNMENT: At 6:30 PM, a motion was made (Watson/Hunter) to adjourn the meeting.

Respectfully submitted,

Carol A. Murray
Secretary to the Board