

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING
Wednesday, March 11, 2020, 5 PM
Tower Building, 5th Floor, Newburgh Campus**

Present: F. Watson, B. Vacca, T. Weddell, M. Murphy, R. Martucci, A. Patterson, F. Hannes (All In-person)
R. Martucci (Via Zoom)

I. CALL TO ORDER: Chair Watson called the meeting to order at 5:03 PM

II. CONSENT AGENDA:

- A. Approval of regular minutes of February 19, 2020
- B. Approval of Financial statements February 2020
- C. Approval of Retirement:

<u>Staff/Chair</u>	<u>Discipline</u>	<u>Years of Service</u>	<u>Effective</u>
Howard "Max" Schaefer*	Arts & Comm	28	End of Spring semester

*At the same time, the board approved the status of Professor Emeritus for his 28 years of dedicated service to the College and the students throughout his career.

Vacca/Weddell
Unanimous

III. EXECUTIVE SESSION:

Chair Watson noted the board would move to Executive Session to discuss collective bargaining pursuant to article fourteen of the civil service law. He requested VP Hackman, VP Dauer, AVP Martinez-Davis and County Attorney, Damian Brady, Esq. remain for the Executive Session.

At 5:30 PM the Executive Session concluded, and the regular meeting ensued.

IV. NEW BUSINESS:

- 1. Motion to approve Resolution 2: Approval of 2018-2024 Staff Chair Contract

A motion was made to approve 2018-2024 Staff Chair Contract

Hunter/Vacca
Unanimous

- 2. Motion to Approve: B.P. 2.45 "Free Speech and Public Assembly"

Vacca/Patterson
Unanimous

V. SPECIAL REPORT:

- A. **SPECIAL REPORT: Strategic Plan First Draft: Update from Co-Chairs**
(Dr. Damon Ely/Likkia Moody)

President Young introduced Dr. Damon Ely and Ms. Likkia Moody to present the full and complete draft of the Strategic Plan and first presentation of objectives.

At the April board meeting a final draft will be presented and the board will be asked to approve the Strategic Plan at their May meeting.

This has been an extraordinarily complicated two-three weeks span for the College and all institutions of higher education. It has been a gift to the College's future to that Dr. Ely, Ms. Moody, the steering committee, and the strategic initiative committees continued to work on the Strategic Plan.

Dr. Ely and Ms. Likkia reviewed the 2nd draft of the Strategic Goals and Objectives noting:

- Many activities were done on campus to obtain feedback, including:
 - Presentation of goals to Student Senate
 - Open Forum for faculty and staff feedback on goals (Newburgh & Middletown)
 - Steering Committee Workshop to finalize goals and objectives
 - Online feedback from Assembly.
- Presentation will be given at Assembly on March 23.
- The current version of the Strategic Plan has been uploaded to the College's website portal and the comment period will be open until April 4 to allow time for review and feedback.
- Final editing phase between March 24 and April 14.
- April 15: Delivery of the strategic plan to the board.

Discussion ensued with trustees providing feedback and suggestions. *The presentation has been included as Addendum #1 to these minutes*

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

- Emergency Management meetings have been held twice per week for the past 2.5 weeks and another meeting is scheduled for tomorrow. The College was fortunate in that a previous administration had created a Pandemic Response plan which was helpful in the initial planning days. The Emergency Management team is functioning at a very high and competent level responding to COVID-19.
- Academic Affairs is working with department chairs and faculty on an alternative learning plan, but the College cannot go completely online. Depending on the course, there will be various scenarios for teaching in an alternative learning scenario. At this point, the College plans to stay open but with careful planning and will look at direction from SUNY and Governor Cuomo in the coming days.
- Chancellor Johnson has done a good job of communicating with all 64 SUNY schools, who have varying needs. Dr. Young has participated on the Chancellor's COVID-19 update conference calls.

C) Governance Report (Paul Basinski)

- Shared Governance and Executive Committee have been a full/equal partner with Administration in responding to COVID-19 from the start, through Executive Committee and his participation on Emergency Management team.
- The spring break trip to Italy had to be canceled which was disappointing for all.
- Attended all 5 Emergency Management Team meetings representing Shared Governance.
- A tremendous Cabinet meeting was held this morning that allowed Cabinet to plan out precisely how the College will deal with alternative instruction in the event the College must migrate to another form of instruction
- Administration has shown foresight as well as the ability to pivot and respond to COVID-19 circumstances which change weekly, daily and hourly.
- From the Governance perspective, there is a clear and coherent plan in place for College operations that takes the safety and security of faculty, staff and students into account.
- Thanks to Dr. Hackman and others there is a plan in place to maintain instructional continuity. The entire academic community is aware of the plan and department chairs are making them aware of how the plan will be implemented in the days to come.

D) Student Trustee Report (Aaliya Patterson)

No report given

E) College Association Report (Vinnie Cazzetta)

- LAB SCHOOL: An early onset of flu outbreaks at the Lab Schools in November resulted in a jump start on some of the precautions being administered for the coronavirus; namely a letter to parents about the importance of hand washing and not bringing your child to the Lab School if they are ill. Regular wiping down of the furniture and play spaces is being done by the maintenance staff, along with special deep cleaning and posting of good hygiene materials. The Lab School did not have a pandemic plan, and the leadership at the Lab School and I have developed one that was modeled after the College's plan.
- BOOKSTORE: Bookstore Advisory Council had their first meeting. The group reported that faculty are excited about the upcoming use of the Follett Discover product. The groups shared the same view as the Student Senate about the Follett Access product, namely looking into a program for just new students. Group was also pleased with the look of the store.
- MICRO MARKETS: Monthly sales for each month this academic year have been higher than monthly sales for the same month last academic year, but usually by about \$1,000. For the month of February sales were \$4,000 higher than sales for February of 2019.
- FOOD TRUCK: The food truck returned to the Middletown Campus on February 22 and has been operating five days a week since.
- NEW BOARD MEMBER: The Board Development Committee, led by Alex Kemp from the Orange County Partnership, has been busy with the addition of another community board member. The newest board member, who will begin her term at the April 1st board meeting, is Barbara Martinez. Barbara is a SUNY Orange graduate and is currently the Executive Director of the Goshen Chamber of Commerce.

F. REPORT OF THE FOUNDATION BOARD (Dawn Ansbro)

- The Bowling for Scholarships Fundraiser, held on March 1, raised \$4600 for scholarships and was well attended and enjoyed by all.
- The Home Show, planned for this coming weekend, has been canceled due to COVID-19 concerns.
- This year's golf event and the College's Founders Day will be held in conjunction with each other on June 18 at Otterkill Golf Club. The Foundation is planning an event to celebrate the College and its history which will include golf and/or dinner. Details to follow at a later date.
- Thank you to the College Administration for allowing the Foundation Board to participate on the Strategic Planning committees.
- Ms. Ansbro will work with the College's Scholarship governance committee on the April 1 deadline to possibly amend the deadline due to COVID-19.
- The Foundation awarded (4) \$2500 scholarships to sophomores at the recent Sojourner Truth Award ceremony. Frank Peverly, Board Chair of the Foundation and Vice President for Operations at Orange and Rockland, has been a solid supporter of this event for many years

VI. OLD BUSINESS:

- Trustee Weddell noted that the inaugural meeting of the Enrollment Task Force Committee went very well. VP Brusati presented a Power Point and good conversation/debate ensued. The committee is looking forward to its next meeting and there are plans to meet with a sub-committee of school guidance counselors and administrators.

VII. BOARD CHAIR COMMENTS:

- At places this evening:
 - Strategic Plan 2020-2025 2nd Draft of Goals and Objectives
 - Updated memo with committee assignments and addition of Policy Committee as a permanent board committee.
- The Phi Theta Kappa presentation planned for this evening has been postponed to a later date.

VIII. COMMITTEE REPORTS:

Academic and Student Services Committee: N/A

Audit and Finance Committee:

- The committee is working on the budget for AY 2020-2021 and the board held a workshop recently.
- The budget must be completed by April for the County and to set tuition and fees.
- The College is on budget to break even this year.

Policy Committee:

- The committee met and will bring forward two policies: BP 3.5 and BP 6.13. These will be sent out for a vote at the next board meeting.
- The County Attorney's office was contacted, and a request was made to have an outside source review the policies of the College. The County has agreed with a \$5000 cap. The process should be completed in a 6-month period.
- The committee is also working on four policies related to record retention.

IX. COMMENTS FROM THE PUBLIC:

- Cadet Stewart, a member of the National Guard and student at SUNY Orange, expressed his concern regarding the Arts program not having programs or courses available for musical theatre and voice. In addition, Cadet Stewart noted concerns about COVID-19 and the ability for students to continue their learning and receive degrees, especially if they are in the military and become deployed.
- FCCC Report (provided by Paul Basinski):
 - Chancellor's Regional Meeting:
In late February, Chancellor Johnson decided to hold regional meetings with all SUNY colleges that would provide updates to anything discussed at the State of the University.
 - The first (and the only that we are aware of at this point) meeting was held on February 26 at Hudson Valley Community College. Schenectady Community College, Hudson Valley Community College, Adirondack Community College, Columbia-Green Community College, UAlbany, Empire State and SUNY Polytech were invited to that meeting. The President, CAO and Governance leader from each campus were invited to attend.
 - Reports from this meeting were that it was a light version of the State of the University address. From what the FCCC President, Christy Fogal, understands, this meeting was a pilot and the plan is to change up the format for future regional meetings. We are not aware of what that change will be, or when the next regional meeting will be.
- Professor Sheila Stepp, Movement Science Department Chair and President of the Staff and Chair Association expressed her appreciation to VP Dauer and VP Hackman for their work with the Staff Chair Association to complete the Staff Chair contract.

X. BOARD DISCUSSION: N/A

XI. BOARD ADJOURNMENT: At 7 PM, a motion was made (Murphy/Vacca) to adjourn the meeting.

Respectfully submitted,

Carol A. Murray
Secretary to the Board