

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING
Tuesday, September 17, 2019, 5 PM
Board Room, Tower, 5th Floor, Newburgh Campus**

Present: F. Watson, M. Murphy, R. Martucci, F. Hannes, T. Weddell, B. Vacca, T. Hunter, A. Patterson

Chair Watson administered the Oath of Office to newly appointed Student Trustee, Aaliya Patterson.

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

II. CONSENT AGENDA:

- A. Approval of regular minutes of June 5, 2019 & August 14, 2019
- B. Approval of Financial statements for June, July, August 2019
- C. Approval of Appointments:

<u>Management Confidential</u>	<u>Discipline</u>	<u>Effective</u>
Dena O'Hara Whipple	AVP for Learning and Student Success	5/28/19
Susan Boyhan	Assistant to VP for Academic Affairs	7/31/19
Iris Martinez-Davis	AVP for Human Resources	8/19/19

<u>Faculty</u>	<u>Discipline</u>	<u>Effective</u>
Margaret Strickler	Instructor, English	8/21/19
Jonathan Goldberg	Instructor, Business	8/21/19
Hanna Sawka	Instructor, Arts and Communication	8/21/19

<u>Staff/Chair</u>		
Anthony Jacklitsch	Interim Director of Safety and Security	7/1/19
Alexandra Kay	Chair, English	8/21/19
Nadia Rajszy	Chair, Clinical Laboratory Science	8/21/19
Dana Salkowsky	Interim Director, Center for Teaching & Learning	7/29/19
Rosemary Barrett	Interim Director of Financial Aid	7/1/19

D. Approval of Retirements:

<u>Faculty:</u>	<u>Discipline</u>	<u>Years of Service</u>	<u>Effective</u>
Melody Festa*	Biology	19	August 20, 2019
Alan McGlynn	Nursing	12	December 31, 2019

*At the same time, the Board granted approval of the status of Professor Emerita.

E. Approval of Slate of Board of Trustees Officers for AY 2019-2020:

Chair: Fred Watson
Vice Chair: Ralph Martucci
Secretary: Tom Hunter

Weddell/Vacca
Unanimous

III. REPORTS:

A. PRESIDENT'S REPORT (Dr. Kristine Young)

- Welcome to AY 2019-2020 and congratulations to new trustee officers.
- Welcome to Student Trustee Aaliya Patterson
- Welcome to Iris Martinez-Davis, newly appointed AVP for Human Resources
- The College was recognized in "Politico" recently for being a part of the P-Tech program.

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

- College Assembly met for the first time this Academic Year and had a successful meeting
- There are 15 Governance sub-committees with 10 members per committee and currently 22 vacancies on these committees.
- Mr. Basinski introduced Josh Lavorgna, newly elected Vice President of Governance.
- Governance received responses from Administration, embracing 3 recommendations:
 - Regular monitoring and testing of water safety per NY State regulations every 5 years.
 - Initiate a pilot of installing one Elkay EZH20 unit in an area deemed to be high traffic and easily accessible to faculty, staff and students on each campus.
 - Increased dependency on solar power while reducing the College's solar footprint.
- Other recommendations Governance received and forwarded to various standing committees:
 - Should Security be armed at SUNY Orange?
 - How is the College responding to issues of diversity and inclusion
 - Interest in relationship with Shared Governance in Strategic Planning
- Michelle Tubbs is the FCCC representative for the College. Alternate is Katie Sinsabaugh.

C. REPORT OF THE STUDENT TRUSTEE (Aaliya Patterson)

- Trustee Patterson thanked the board and noted that it is just the 4th week of classes so there is not much to report.
- Student Senate budget is being work on currently
- Trustee Patterson noted that her major at the College is Criminal Justice.

D. REPORT OF THE COLLEGE ASSOCIATION (Vinnie Cazzetta)

- College Association held its first meeting of the 2019-2020 academic year last week.
- The Audit Committee held its kickoff meeting with their new auditors (RBT) in June.
- Last week, VP Cazzetta provided a food service update to the Executive Committee of Shared Governance. He plans to do the same with the Student Senate when Steve Harpst sets it up.
- The inclusive pre-k classroom at the Newburgh Lab School, in which the Lab School has six spots and Inspire has six spots, is now in its second year. Last year, two of the six spots were filled. This year, currently five of the six spots are filled and it is expected to have the final spot filled in October.

E. REPORT OF THE FOUNDATION BOARD (Dawn Ansbro)

- 234 Scholarships (\$402,000) have been awarded and this number continues to grow. The College Scholarship Committee and the Foundation Scholarship committee worked very well collaboratively this year.
- The Scholarship Award ceremony will be held on Thursday, September 26 at 7 PM at the Paramount Theatre.
- The Foundation Leadership Awards ceremony will be held on Tuesday, October 15 at 5 PM in Kaplan Hall, at the Newburgh Campus. The following people will receive awards:
 - Leadership in Business: Bill Vacca
 - Leadership in Community Service: Johnnieanne Hansen
 - Leadership in Education: Meg Atwood
 - Edward A. Diana Alumni Award: Sean Ward
- A sizable donation has been received from Helen Richards bringing the "Bill and Helen Richards" scholarship to approximately \$145,000. The Foundation and College are very appreciative of Mrs. Richards continued support of the College.
- The Foundation recently hired Summer Balcecere as their Financial Manager.
- Ms. Ansbro is working with VP Brusati and Maynard Schmidt on a campus visitation project for High School students to visit SUNY Orange.

F. SPECIAL REPORT:

FALL ENROLLMENT 1ST LOOK

GERIANNE BRUSATI, VP FOR STUDENT SERVICES

- At start of semester, Enrollment is down by approximately 6% in Credit Hours and 6.17% in Headcount
- More students are struggling to attend Full-time and work at the same time.
- Part-time students have declined somewhat
- Distance Learning, which had been experiencing steady growth, has declined by 3-4%
- Traditional students are 59% of the student population.
- Enrollment at end of first week (Student Type):
 - First-time Student: % change is -15.22%
 - Transfer Student: % change is -16.98%
 - Continuing Student: % change is -2.62%
 - Returning Student: % change is 1.17%
- Orange County High School Graduation Rates are down by 3%
- CSI New Student Profile:
 - Work Schedules:
 - Not working at all (9%)
 - Up to 20 hours/week (48%)
 - Over 20 hours/week (43%)
 - Race/Ethnicity
 - Asian (3%)
 - Black (15%)
 - Hispanic (29%)
 - Multiethnic (6%)
 - White (42%)
 - Unreported (5%)
- CSI New Student Profile Degree Sought
 - 2 year (14%)
 - 4 Year (35%)
 - Masters (24%)
 - Professional (15%)
 - Unsure about degree plans (11%)
- CSI New Student Profile:
 - Notably 71% of students are requesting assistance with selecting an academic program
 - 70% request assistance with discussing their qualifications for a career.
 - SOEx and Guided Pathway initiatives will be integrated and will assist students in these areas.
- The City of Middletown School district is the only district showing increase in number of students.
- There is greater competition between both sister community colleges and 4 year schools throughout New York State.
- Next Steps:
 - Non-Enrollees and Non-Returners to NS Clearinghouse
 - Finalize August Graduate
 - Deeper Dive into CSI/Share Data
 - FREEZE – September 15
 - Departmental Debrief on Fall Registration

LINDA DAUER, VP FOR ADMINISTRATION AND FINANCE

- AY 19/20 Annual FTE Projections
 - Data comparisons from last year to this year show:
 - Projected AY 19/20 annual FTE based on PY trending: 4,297
 - Budgeted AY 19/20 FTE: 4,507
 - FTE Over/(Under) budget: -210

- The % change is -4.65% compared to budget
- A shortfall of \$1.47 million is expected
- Administration is working to increase programming for winter and summer to help mitigate decreased enrollment.

G. SPECIAL REPORT:

WORKFORCE DEVELOPMENT PROGRAMMING

(Kris Young & Erika Hackman)

A comprehensive presentation on WISO (Workforce Innovation SUNY Orange) was given by President Young and VP Hackman.

- President Young introduced Sandy Mathes, of Mathes Public Affairs, who has served as an essential consultant for workforce development. Thanks to the Foundation Board for their generosity in supporting the critical work of Sandy Mathes and the space study done by JMZ Architects.
- The College is extending its Mission in conjunction with today's environment and creating workforce development and skills pipeline; private sector partnerships; urban renewal – connections to Community and enrollment and financial stability. This is particularly focused on the Newburgh Campus.
- Project Status:
 - Re-envision existing and underutilized spaces (emphasis on Newburgh)
 - Swift Implementation:
 - Food, Beverage and Hospitality Cluster (commercial kitchen)
 - Healthcare Cluster
 - Entrepreneurial & Small Business Cluster
- Partnerships in *Advanced* Discussions:
 - LEGOLAND
 - Council of Industry
 - Bonura Hospitality Group
 - Safe Harbors of the Hudson Valley
 - St. Luke's/Montefiore Hospital
- Selected Partnerships in *Development*:
 - Amy's Kitchen
 - UAP North America
 - P.S. 6 Liberty Street School
 - Cornerstone Family Health Center
 - Grand Street Private Developer
- Selected Strategic Discussions with many state and private organizations to listen and get information but also to set up partnerships and collaborate:
 - SUNY
 - ESD
 - Montefiore HV Collaborative
 - Karen Karp & Partners
 - HV Agribusiness Development Corp.
 - Jeffrey Hyman – Financial Analysis
- Next Steps reviewed

Discussion ensued and Trustee Martucci noted that the plan is impressive as SUNY Orange will drive it as our own program. A suggestion was made that the College consider requesting the support of Senator Skoufis. Trustee Weddell suggested more involvement with the IDA, OC Partnership and the Orange County Chamber. President Young noted that the OC Partnership is involved currently in discussions.

President Young also noted that this presentation is tentatively scheduled to be given at Education and Economic Development Committee at the County in November.

IV. OLD BUSINESS:

Trustee Vacca noted that the Policy Committee met and BP 3.3: Non-Discrimination/Non-Harassment policy will be ready for approval at next board meeting. Three other policies are currently under review.

V. NEW BUSINESS:

1. Motion to approve: Strategic Planning 2020-2025 Vision, Charge, Strategic Issues and Steering Committee Structure.

A motion was made to approve Strategic Planning 2020-2025 Vision, Charge, Strategic Issues and Steering Committee Structure.

Murphy/Hannes
Unanimous

A comprehensive presentation was given to the board regarding the strategic planning process noting:

- Work to date:
 - June 5: Board Retreat
 - July 10: Cabinet Retreat
 - August 11: Recommendations Distributed to the BOT
- The Strategic Issues are as follows:
 - Empower Student Success: Equitably link students with their aspirations
 - Strengthen our Region's Economic Future: Teach and train for a brighter tomorrow
 - Sustain and Invigorate our Planned Future: Reimagine Human, Financial and Physical Resources
- Board Responsible for:
 - Charging the institution with a clear vision
 - Identifying major strategic issues
 - Monitoring the process
 - Reviewing and approving the plan
- President Responsible for:
 - Overseeing the process
 - Providing time, resources, urgency
 - Appointing leadership for process
 - "The Final Say"
- Steering Committee Responsible for:
 - Ensure vision, mission and values alignment
 - Define data requirements
 - Serve as primary liaisons with SUNY Orange units
 - Draft and revise plan

President Young noted that in May 2020, the Board of Trustees will approve the final Strategic Plan.

VI. BOARD CHAIR COMMENTS:

- Chair Watson noted that trustees have the following documents at their places:
 - Committee Assignments for AY 2019-2020
 - Contact List for Board of Trustees
 - SUNY Orange E-mail instructions and passwords for trustees
 - Documents for Presentations on Strategic Planning and Workforce Innovation
 - Reference manual for AY 2019-2020
 - SUNY Orange Foundation Calendar of Events 2019-2020
 - CCHS Program Overview
 - Marketing Materials from CAPE, Admissions Office and Student Activities Office
 - Schedule of Athletics Home Game Events for Fall 2019

- Minimal changes have been made to the board committees and chairs for those committees however, Trustee Martucci will now chair the President's Review and Compensation Committee and Trustee Hunter will be a member of committee along with Chair Watson as ex-officio.
- The Governance and Nominating committee will have a meeting to discuss the recent BOT survey completed over the summer. After that process is completed by the committee, a report will be given to the entire board.

VII. COMMITTEE REPORTS:

Academic and Student Services Committee: N/A

Audit and Finance Committee:

Chair Watson noted that the Audit and Finance Committee will plan for enrollment drop and how to counter. A special meeting will be scheduled for discussion of budgeting.

VIII. COMMENTS FROM THE PUBLIC: The FCCC report from Michelle Tubbs has been added to these minutes as Addendum #1.

IX. BOARD DISCUSSION:

Chair Watson thanked all trustees for their engagement over the summer months and time spent at County meetings. The College is grateful for the contribution of 3% this AY and understands that future contribution level will most likely remain at 2%.

X. BOARD ADJOURNMENT: At 6:53 PM, a motion was made (Martucci/Hunter) to adjourn the regular meeting and the board entered into an Executive Session for the purpose of discussing a matter of law enforcement or criminal defense, pending litigation and a brief discussion of collective bargaining. Trustee Hunter later reported that the Executive Session began at 7:10 PM and ended at 8:02 PM.

Respectfully submitted,

Carol A. Murray
Secretary to the Board