

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING
Wednesday, April 15, 2015
Great Room, Kaplan Hall, Newburgh Campus**

Present: Chair H. Ullrich, Vice-Chair M. Murphy, Secretary F. Watson, J. Wolfe, R. Krahulik, T. Hunter, G. Mokotoff, D. Benson

Absent: A. Reid

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

II. CONSENT AGENDA

Chair Ullrich requested a motion to approve the Consent Agenda:

- A. Approval of regular minutes from March 11, 2015
- B. Approval of Petty Cash Reimbursements and Financial Statements for March 2015
- C. Approval of Appointment

Staff/Chair:

Anthony Trovato	Senior Network Administrator Staff and Chair, Grade II Information Technology	March 30, 2015 Pro-Rated for 3/30 – 8/31/2015
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- D. Approval of Curriculum Change: PTA Program – Remove COM 101 and MAT 101

A motion was made to accept consent agenda for approval.

Wolfe/Benson
Unanimous

III. PRESIDENT'S REPORT (President Richards):

- Jose Bernier will leave the College on April 24th and the College is pursuing a partnership with ITEC to provide leadership in the area of IT.
- There has been an increase to the State budget of \$100/FTE and \$250,000 was approved for the Bridges start up project. If the right people can be hired, the program will begin next fall.
- The Middle States visit went well on March 31st and the visiting team will now report back to the full committee with a final decision forthcoming in June. All indications are hopeful that the warning will be removed.
- Sustainability Events update was distributed at board places

IV. REPORT OF THE COLLEGE GOVERNANCE SYSTEM – Summarized by Chair Ullrich on Michelle's Tubbs behalf as she was unable to attend. Governance Report is attached as Exhibit 1 to these minutes.

V. REPORT OF THE STUDENT TRUSTEE – No report given as Student Trustee Reid was unable to attend.

VI. OLD BUSINESS: N/A

VII. NEW BUSINESS:

A motion was made to approve Resolution No. 9: Resolution of Recognition for Jose Bernier, Vice President for Information Technology and Chief Information Officer.

All in favor
Unanimous

A motion was made to approve Resolution No. 10: Resolution for Creation and Maintenance of Fund Balances.

All in favor
Unanimous

VIII. BOARD CHAIR COMMENTS:

- Commencement will be held on May 21st at 5 PM. Trustees will get more information before that date. SUNY Trustee Eunice Lewin is scheduled to attend.
- The next board meeting will be held on May 20th and there will be a report from the Foundation Board's task force on Diversity. Chair Ullrich has asked AVP Hammond to assist her in preparing and presenting a program on Diversity and Inclusion at the board meeting during the Committee of the Whole.
- The board retreat is scheduled for June 4th at West Hills Country Club, at 8 AM. That same afternoon, there will be a reception for Dr. Richards at the Newburgh Campus, at 5 PM.
- The OCCC Association is a 501C-3 Corporation, a private entity that conducts certain activities that the College is statutorily prohibited from doing including food services, the bookstore, real estate and the lab schools. Chair Ullrich represents the BOT on the Association's board of directors. VP Cazzetta, in addition to his other duties, was recently appointed by the board as the Executive Director of the Association.
 - He has undertaken some projects including:
 - i. Overhauling the Bylaws
 - ii. Getting a handle on food services and bookstore operations, both of which lose money.Vinnie is tightening up the ship and pointing it in a new direction and Chair Ullrich appreciates his efforts so far.
- Chair Ullrich attended a meeting of Facilities Master Plan Steering committee at Trustee Benson's request, as she was unable to attend. A fascinating presentation was given by JMZ Architects of the vision for the College over the next 10 years.

IX. COMMITTEE REPORTS:

Academic Programs and Services Committee: N/A

Audit and Finance Committee:

Trustee Watson reported on the following:

- Maintenance of the Newburgh campus
- The College is catching up on retro payments to employees.

Committee of the Whole Presentation: N/A

- X. **COMMENTS FROM THE PUBLIC:** Dr. Traeger reported that the Staff/Chair Association is supporting the College's Leadership Awards program to be held on April 23rd. He thanked Dr. Richards for his leadership.
- XI. **BOARD DISCUSSION:** N/A
- XII. **BOARD ADJOURNMENT:** At 5:30 PM a motion was made (all in favor) to end the regular board meeting.
- XIII. **EXECUTIVE SESSION:** An Executive Session was held at 5:30 PM for board discussion regarding the hiring of a particular individual.

At the conclusion of the Executive Session, the BOT and the Foundation Board enjoyed a dinner meeting at which time the Foundation Board gave a presentation on their Strategic Plan.

Respectfully submitted,

Carol A. Murray*
Secretary to the Board

*Ms. Murray was not in attendance but gathered notes from the Board Chair, President and Trustee Wolfe in order to prepare the minutes.

***NEXT BOARD MEETING
Wednesday, May 20, 2015
Gilman Center, Library
Middletown Campus
5 PM***

Exhibit 1: Governance Report

Governance Report for 04-15-15 BOT Meeting

(summarized by Helen Ullrich on behalf of Michelle Tubbs)

I.) The Professional Recognition and Awards Committee is currently seeking and accepting nominations for the 2016 Excellence Awards for: Teaching, Adjunct Teaching, Classified Service (CSEA) and Librarianship. The committee has adopted a new timeline: Nominations are due May 1, applications are due August 26 (giving applicants over the summer to work on their application portfolios), committee reviews applications in the Fall 2015 and award notification by the President is in the Spring 2016.

II.) At the request of President Richards, the Campus Safety & Security Committee has completed an assessment of the newly adopted campus tobacco use policy. The Executive Committee of Governance has sent the committee's assessment report to President Richards who will be sharing it with the Board at your May 20th meeting.

III.) As a result of recommendations earlier in the year from the Campus Safety & Security Committee, East Conkling has been changed from a "No Parking" zone to a "No Stopping/No Standing" zone. This request was made and change was necessary since this street had become a drop off & pick-up lane for students with cars routinely parked on the side of the road. This created daily dangerous traffic situations for both our students and faculty & staff. The college now needs to advocate for the City of Middletown to police and enforce the new traffic laws on this street.

IV.) The Executive Committee on Governance has sent a recommendation to President Richards and VPAA Stacey Moegenburg on behalf of the Assessment Advisory Committee with recommendations regarding program review.

V.) A final draft of a revised Constitution & By-Laws is currently being circulated and reviewed by the Assembly. We anticipate having final discussion and to vote on the revised document at our upcoming 4/20 Assembly meeting.

VI.) The Executive Committee of Governance (EC) has begun its 2nd cycle of committee assessment. EC reflected on the assessment pilot that it administered to 5 committees last spring and spent this past fall making a number of revisions to both the tool and the process. A revised self-assessment survey was administered to all members of 5 different committees in March and EC is in the process of reviewing the survey responses for each committee. A summary of EC's review and a compilation of the committee's survey responses will be sent to each committee at the start of the Fall semester. The purpose of this assessment is to help EC and the committees identify what they are doing well and what may need improvement.

VII.) SUNY Orange's Faculty Council of Community Colleges Alternate Delegate Diane Bliss and Governance President Michelle Tubbs attended the FCCC's Spring Plenary hosted by Finger Lakes Community College April 9-11 in Canandaigua, NY. Diane will provide a plenary report at our Assembly meeting next Monday 4/20.